1. **Eye Tests/Lenses Reimbursement for DSE Users**

1.1 NICALA recognises its duty to comply with the Health & Safety (Display Screen Equipment) Regulations 1992 amended (2002)¹, which includes provision for eye tests and spectacles required specifically for use with Display Screen Equipment (DSE).

1.2 This bulletin outlines the financial support available to those members of staff who have been designated display screen users and who require glasses/lenses specifically for use with Display Screen Equipment (DSE).

2. **Who is Eligible?**

2.1 Employees identified as users, as defined by the Health and Safety (Display Screen Equipment - DSE) Regulations 1992, are entitled to free eye tests on request at their employer’s expense.

2.2 A user is defined in the regulations as,

> ‘An employee who habitually uses display screen equipment as a significant part of his/her normal work.’

2.3 NICALA has identified that all employed staff are DSE users and are therefore entitled to free eye tests and financial support towards lenses.

3. **Eye Sight Testing**

3.1 The employee should make arrangement for an eye sight test at a qualified Optometrist.

3.2 When the employee has had the eye sight test and has paid for same, the receipt should be retained as this will be required when making claim for reimbursement.

3.3 Employees can make a claim for reimbursement of the full cost of a sight test up to £25.

3.4 To make a claim for reimbursement, follow the procedure detailed in section 5 of this bulletin.

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3.5 Employees, who experience difficulties which they feel could be attributed to the use of a DSE, must notify their manager immediately. Where the difficulty is eyesight-related the employee may wish to consult their own optician in the first instance. Alternatively a referral may be made to Occupational Health in order that screening can be carried out, a full eye test arranged, or a workstation assessment conducted by a trained risk assessor.

3.6 The Regulations provide for sight tests for users at regular intervals, at the expense of the employer. In circumstances where an employee requests an eye test more frequently than stated the request should be supported by confirmation from an optician or doctor. Specialist advice may be sought from Occupational Health.

4. **Glasses/Lenses**

4.1 If a sight test reveals that glasses/lenses are required for DSE use only, NIGALA will make a contribution towards the costs of glasses/lenses. A contribution will not be made towards spectacles for general use only.

4.2 Where glasses/lenses for DSE use only have been recommended by a qualified Optometrist, if the employee wishes to apply for contribution to the cost of glasses/lenses a copy of the prescription and receipt should be retained as this will be required so that BSO Family Practitioner Services (FPS) can calculate the contribution to be received by the employee.

4.3 BSO HR will consult with BSO FPS to establish the amount of reimbursement due.

4.4 BSO HR advise that BSO FPS calculate the contribution entitlement based upon (i) coding and (ii) pricing of the glasses/lenses. This is calculated on an individual claim basis. Payroll will then be advised of the contribution amount to be received and payment will then be made to the employee.

4.5 If the user chooses to have glasses/lenses of a specification higher than that required to safely carry out work with DSE then the additional cost is to be borne by the user. For example, the costs incurred by specifying tinted or anti-reflective lenses, designer frames, contact lenses and other non-essential features are all to be borne by the user and not the employer.

4.6 The employee should make claim for reimbursement as described in section 5 of this bulletin.

4.7 If you have any queries about payment of your eye care claim after it has been authorised, please contact the Leah Hughes, HR & Communication Officer ext 232.

4.8 A NIGALA manager is entitled to exercise discretion regarding any additional contribution they consider appropriate. When a second or subsequent sight test (as determined by an optician or doctor and not the employee or employer) indicates that a user's glasses/lenses prescription needs to be changed, the employer's
contribution needs, normally, to cover only the new glasses/lenses, and not any additional or replacement frames.

5. **HOW TO APPLY FOR REIMBURSEMENT OF SIGHT TEST/CONTRIBUTION TO GLASSES/LENSES**

5.1 To apply for reimbursement of a sight test or a contribution towards glasses/lenses this is carried out via the HRPTS Portal.

http://hrportal.hrpts.hscni.net:8440/irj/portal

5.2 Create a new expense report, enter dates and then click on Enter Receipts.

5.3 Then click on New Entry.

5.4 Select Eye Glasses or Eye Tests depending upon which you require reimbursement and complete other details as required.
5.5 When you have finished, select and accept and proceed as you would when completing mileage claim i.e. send and submit for approval.

5.6 The line manager has to approve the request for the employee to be reimbursed for eye test/receive contribution to glasses/lenses.

5.7 Please note the receipt must be sent to the admin office in Centre House as this is required in order to receive reimbursement for sight test or a contribution towards glasses/lenses. Print off a copy of your claim and attach receipt to it.

6. **Self-Employed Panel Members**

6.1 Eye tests/lenses support are not an entitlement under the Contract for Services for self-employed Panel Members, however the NIGALA would encourage self-employed to have regular eye tests, particularly if headache, discomfort in the eyes or eye strain is being experienced when using DSE.