

## **BACHMAN MACHINE COMPANY CORPORATE POLICY**

Effective Date: 01-01-2000 Supersedes Policy No. \_\_\_\_\_ Date: \_\_\_\_\_

**SUBJECT:** PRESCRIPTION & NON-PRESCRIPTION SAFETY GLASSES POLICY

**Objective:** The objective of this policy is to establish Company guidelines for use in determining the use, cost, type, and limitations of prescription and non-prescription safety glasses that meet the minimum compliance requirements of governmental, regulatory, safety and health standards.

**Scope:** The scope of this policy applies to all Bachman Machine Company locations and to all subsidiary operations.

**Policy Statement:** It is the policy of Bachman Machine Company to continue working toward providing an injury free work environment. Protective personal equipment that will assist and allow an employee to be free and protected from potential workplace hazards will be provided, or otherwise made available, by the Company.

**General Requirements:** All Bachman Machine Company employees, regardless of their position or title, are required to wear ANSI approved, disposable or non-disposable, prescription or non-prescription safety eyewear at all times while on the premises and/or entering the plant facilities. The only exceptions are during non-production activities as follows:

- **Shift Changes** (at the start and end of a shift, when production has not started or has shut down)
- **Lunch Breaks** (includes at the break areas and walking to and from if production activities have ceased)
- **Scheduled Breaks** (generally held outside the production areas)
- **Inside of Supervisory and Administrative Offices** (where no production activities take place)
- **Restroom Facilities** (on break or clean-up)

All visitors, vendors, temporary employees or other non-company personnel entering the facilities will be required to wear disposable and/or non-prescription safety eyewear

While within or entering the facilities. The responsibility for notifying outside personnel of the Company safety eyewear policy will be shared and identified as follows:

- The Company Receptionist shall offer, provide and/or distribute to all individuals entering through the front lobby, “Visitor Specs” (Over the Glasses Safety Eyewear) or other non-prescription safety eyewear if the individual(s) are going to enter plant production areas.
- It shall be the responsibility of the individual(s) who will be the “Visitor(s)” guide to provide the visitor(s) with “Visitor’s Specs” if the individual(s) did not enter the plant through the front office lobby and/or did not receive safety eyewear.
- If any individual is observed within the plant facilities not wearing or without the proper safety eyewear, it shall be the responsibility of any supervisor and/or safety committee member to obtain and/or outfit the individual(s) with safety eyewear.

Individuals should be asked to return the safety eyewear to the front reception desk upon leaving the facility.

Prescription Safety Eyewear: If an employee is required to wear prescription safety eyewear, Bachman Machine Company will provide up to \$125.00 for single or bifocals and/or \$150.00 for Trifocals toward to the purchase of the frame, the lens, glass treatments/coatings and the initial eye evaluation, under the following situations:

- Safety eyewear initial purchases and/or their replacement will be limited to one (1) pair in any twenty-four (24) month period, with the exception of safety eyewear that has been damaged or destroyed in a work related incident.
- The Company will not pay for any “second” or “extra pair” of safety eyewear or replace any eyewear that was lost, misplaced, or stolen from the employee.
- An employee will be responsible for fifty % of the cost of repairs to prescription safety eyewear that incur excessive abuse and/or damage, at the Company’s discretion, within the first six (6) months of receiving any new prescription eyewear.
- If it is medically determined that there is a change in the employee’s eyesight that requires a prescription alteration in excess of 0.25 diopter, the company will pay up to \$75.00 for a lens change.

- The Company will not pay the cost of contact lenses, dress eyewear, non-corrective prescription or clear lens safety eyewear other than that provided by the Company or for the purchase of additional accessory cases or merchandise.

Non-Prescription Eyewear: A variety of styles of disposable, ANSI approved, safety eyewear will be provided to employee's not requiring prescription eyewear. All broken or excessively scratched, worn or damaged non-prescription eyewear will be replaced at the Company's expense. However, all employees are required to maintain and care for their safety eyewear and should request the replacement of eyewear only when damage or wear conditions restrict vision or cause an unsafe situation.

Side Shields: All safety eyewear worn by Company personnel in the performance of their job activities shall have side shields permanently affixed to the eyewear. The plastic temporary side shields that are slip-on, are considered for occasional use and are not meant to replace permanently affixed side shields. The wearing of temporary side shields on a daily basis is considered to be a violation of this eyewear policy.

Safety Eyewear Selection Process: An established "Standard Collection" of safety eyewear frame styles and lenses will be made available at the Company selected safety eyewear vendor. All employees must obtain authorization and an "Authorization Voucher" through the Human Resources Manager to present to a safety eyewear vendor, before any services can be rendered. The following services are provided at Company expense up to a MAXIMUM covered benefit of \$125.00/\$150.00 during any rolling twenty-four month period for employees required to wear prescription eyewear while performing their work tasks:

- The initial eye exam provided at a Company selected vendor or the employees' own optometrist.
- Selected eyewear frames with permanently affixed side shields from the Standard Selection of frames as determined by the Company. The Employee may elect to upgrade to a different quality or fashion of frames but the upgrade cost will be considered an employee cost if the total eyewear cost exceeds the \$125.00/\$150.00 limit.
- All Lenses will be preferably, scratch-resistant, polycarbonate or plastic and will be single vision, bifocal, or trifocal vision. Any progressive type lenses are considered an upgrade and the individual employee shall cover the additional cost. Tinted lenses, gradient tints, photochromic, reflective or

mirrored or polarized lenses (unless documented by a physician as medically necessary) will not be authorized for use in any safety eyewear worn.

Purchasing Procedure: Newhire employees requiring prescription safety eyewear will be authorized to purchase safety eyewear in the new hire orientation process. Current employees requiring prescription safety eyewear will be authorized for an exam through the Human Resources Department to obtain an “Authorization Voucher” to go to a selected vendor.

All employees will be made aware of the following guidelines concerning this procedure:

- The employee will be responsible for calling the selected vendor to set up an initial appointment, preferably at a time outside of the normal working schedule.
- Employees will be asked to pay the vendor at the time of service, for any costs OVER \$125.00/\$150.00 or for additional upgrades that they elect to “add” on to their eye -wear that falls outside of the standard Bachman Machine Company package.
- If an employee has a “current” prescription for his/her personal eyeglasses, they may take it with them, along with their physicians’ office number, so that the selected vendor may contact the office to verify that the current prescription is up-to-date.
- The selected vendor will notify the employee, generally in five (5) to ten (10) days, by telephone, when their safety eyewear is ready to be picked up. Arrangements can be made to mail the completed glasses to the employee’s home address, however, it is always better to try on the glasses and to check the fit and accuracy of the eyewear before leaving the vendors location.

Resignations/Terminations: If an employee is terminated or resigns within 90 days of their hire date or the receipt of their safety glasses, and has been provided with a pair of prescription safety eyewear by the Company, 50 % of the Company’s original \$125.00/\$150.00 eyewear cost, will be deducted from the employee’s final payroll check. The exiting employee can then take the eyewear with them to their next place of employment.

Billing From Vendors: Safety eyewear vendors will bill Bachman Machine Company directly, up to \$125.00/\$150.00 per employee serviced, to the attention of the Human Resources Manager. Invoices will be approved and routed to Accounts Payable for payment.

Disciplinary Actions: adhering to this Bachman Machine Company, safety eyewear policy is a condition of employment. Any failure to comply with the intent and procedures of this policy will result in disciplinary actions of up to and including termination of employment.

Effect: The effect of this policy shall be to:

- Establish the cost/benefit factor, type, waiting period, and other limitations concerning the Company's purchasing of prescription and non-prescription safety eyewear.
- Identify the requirement for all employees to wear either prescription or non-prescription safety eyewear at all times during the performance of their job tasks.
- Define the responsibilities of those personnel required to provide safety eyewear to all visitors, vendors, and other outside personnel while within the Company working facilities.
- Designate the requirements expected in of all prescription and non-prescription safety eyewear purchased through the Company program and the process for the selection of such eyewear.
- Denote the order, selection. Time frames and purchase process required for the Company to participate in the cost deferral of the safety eyewear.
- Restate the requirement that all prescription and non-prescription safety eyewear will, at a minimum, have permanently affixed eye side shield and safety lenses and be worn at all times while within the Company production areas.
- Establish a reimbursement requirement for all employees that may terminate or resign their employment within 90 days of the selection, ordering and/or receipt of Company purchased safety eyewear.

Revision Number  
Revision Date

A  
01-27-2000

Form FHR 52

Bachman Machine Company  
4321 N. Broadway  
St. Louis, MO 63147-3396

Authorization for the purchase of ANSI approved prescription eyewear

Authorized Vendor \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_

**THIS VOUCHER IS WORTH  \$125.00 OR  \$150.00 OF SERVICES**

**AND/OR ANSI APPROVED SAFETY EYEWEAR.**

THE EMPLOYEE NAMED BELOW IS RESPONSIBLE, AT THE TIME OF PURCHASE, FOR ALL UPGRADES AND ADDITIONAL COSTS OVER THE AMOUNT CHECKED ABOVE. \*\* The employee's personal physician can make exceptions based upon documented medical necessity.

AUTHORIZED BY: \_\_\_\_\_

AUTHORIZED FOR: \_\_\_\_\_

AUTHORIZATION EXPIRES  
ON: \_\_\_\_\_

NAME OF EMPLOYEE AUTHORIZED TO PURCHASE ANSI SAFETY EYEWEAR

Department: \_\_\_\_\_ Social Security Number - -

