

University of Galway Eye & Eyesight Testing Form (official version 11.22) Safety, Health & Welfare at Work (General Application) Regulations 2007 Part 2, Chapter 5, Display Screen Equipment (D.S.E.)

APPLICATION FORM

Regulation 73 – Provision of eye tests and corrective appliances

University employees “who habitually use display screen equipment (computers, microfiches, etc.) as a significant part of their normal work” are entitled to an appropriate eye and eyesight test:

- before commencing display screen work;
- at regular intervals thereafter, and
- if an employee experiences visual difficulties, which may be due to display screen work.

The University of Galway uses a voucher scheme to provide Unit employees with the requested test and special correct appliances (single vision only) for computer work*. Eligible persons wishing to avail of this scheme, must first verify their entitlement to do so, by completing this form.

Please complete each section below and return form to Health & Safety Office.

DISPLAY SCREEN EQUIPMENT WORK

1. Is the use of DSE essential to your work? ☐ Yes ☐ No
2. For what total time periods do you use DSE each day (averaged over a typical week)?
☐ Intermittently ☐ ½ hour ☐ 1 hour ☐ 1.5 hours ☐ 2 hours ☐ 4+ hours
3. What would be the typical length of the (individual) sessions you use DSE (averaged over a typical week)?
☐ Intermittently ☐ More than ½ hour at a time ☐ More than 1 hour at a time
☐ 2 hours at a time ☐ 4 hours + at a time
4. What is the nature of this use? ☐ Constant ☐ Intermittent

Applicant Details:

Name: _____ Contact No.: _____

Signature: _____ Date: _____

Approver Details:

Unit Name: _____ Budget Code: 3899/ _____

Approved by: ☐ Head of Unit ☐ Authorised approver for budget Signature: _____

Date: _____

****Since October 2017, Units are responsible for the voucher cost of eye tests for staff in their Unit. By signing this form and entering budget code you are approving the transfer of funds to the Health and Safety Office. Vouchers will not be issued until funds have been received.***

Specsavers €25.00

Accounts Office, please transfer €25.00 from above Budget Code to 3899/D1220

Please email completed form to cathy.grealy@universityofgalway.ie