



Rules for visual aids at work

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Decided by: President		Document category: Rules	
Handled by office/unit: HR office		Prepared together with: Work environment committee, the trade unions and the Education support office at KI.	
Revised concerning: Template, traceability and possible call-off for visual examinations.			

Rules for visual aids at work

Purpose

Karolinska Institutet (KI) will offer its employees a good visual ergonomic work environment. One part of this is specially tested work glasses for computer work, safety goggles with adapted glass and, if necessary, other vision aids for the work.

Scope

The rules include persons with KI employment and scholarship-funded doctoral students and postdoctoral students (hereinafter referred to as employees).

Responsibility

The head of department/equivalent is responsible for ensuring that these rules are complied with at the respective department/equivalent.

Personnel responsible managers are responsible for following and taking the measures stated in the rules.

As an employee, you shall inform your immediate supervisor if visual problems arise during work.

In case of need for assessment and counseling regarding visual ergonomics and possible purchase of visual aids, the responsible manager can turn to KI's central HR-office and to the occupational health care company.

Routines at Karolinska Institutet

For work glasses or safety goggles with adapted glass.

Vision examination shall be offered to employees at KI who work at a monitor more than one hour per working day or need safety goggles with adapted glass at work.

The following procedures shall be applied for visual examination;

1. Complete the requisition to the framework agreement optician or KI's optician training at St. Erik's eye hospital.
2. When you have filled in the requisition, your head of department/immediate manager must sign it.
3. Make an appointment for visual examination at the framework agreement optician or KI's optician training at St. Erik's eye hospital.
4. Bring the completed and signed requisition for the visual examination.

For other types of visual aids that are needed for the work.

If there is a need for other visual aids in the work, an assessment must be made of current work and the needs of the employee, to find suitable products. The occupational health ergonomists and work environment engineers can be of help in this assessment.

Costs

The employer pays for the visual examination and special work glasses or safety goggles with adapted glass according to the framework agreement (if the vision examination has shown that this is needed). If the employee wants work glasses with another function and/or shape in addition to the current agreement, the employee has to pay for this additional cost.

Employees can normally receive visual aids from the employer every three years, unless special circumstances exist.

Costs for visual examination and visual aids in accordance with current rules is taken by the department/equivalent concerned.

Applicable laws and regulations

The Work Environment Act and the Work Environment Ordinance

AFS 1998:05 Work with visual display units

AFS 2001:03 Use of personal protective equipment (PPE)

AFS 2009:02 Workplace design

AFS 2012:02 Ergonomics for the prevention of musculoskeletal disorders

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