

# University of Ottawa Procedure on Safety Eyewear

## Introduction

This document was prepared as a supporting document to the University of Ottawa's Personal Protective Equipment Guideline Rev. 2008. Developed by a working group with representatives of the Faculties of Medicine and Science, and the Office of Risk Management, it was subsequently accepted by the University Occupational Health and Safety Committee on April 14, 2008.

The underlying principle of this procedure is that a risk assessment has been undertaken to determine the need for eyewear for specific activities. The Canada Standards Association - Eye and Laser Protectors (CSA-Z94.3-07) was used as the main guidance document, but as this standard does not apply to all hazards (ie lasers), other standards or guidance documents may need to be consulted.

## Application

This procedure applies to all University of Ottawa activities (including off campus activities such as field trips) requiring the use of safety eyewear

## Definitions

- Safety Eyewear:*** For the purposes of this Procedure, safety eyewear applies to eye and face protectors used in all occupational and educational operations involving hazards to the eyes or face as defined in CSA Z94.3-07 (Appendix 1). This Procedure must nonetheless be read in conjunction with other related documents, e.g., MSDSs, Laboratory Biosafety Guidelines *et al*
- University:*** means the University of Ottawa, and all its institutions and locations where the University has complete jurisdiction over the person, for example, field trip locations
- Student:*** means any person engaged in any academic work which leads to the recording and/or issue of a mark or statement of performance by the appropriate authority in the University
- Employee:*** means any person receiving monetary compensation by the University for employment activities

***Supervisor:*** means any person with charge of a workplace, or authority over a worker or student

***Visitor*** Any person other than a student or employee

### **Procedure**

1. Persons exposed to an eye or face hazard from physical objects, chemical substances, harmful radiant energy and nuisance dust, shall wear safety eyewear (Appendix 1)
2. Every supervisor must conduct a risk/hazard assessment of their work or educational environment to determine the safety eyewear requirements in accordance with CSA Z94.3-07 or other standard as may be applicable
3. Supervisors are responsible for determining, and enforcing, the safety eyewear requirements as per this procedure
4. Each area requiring the use of safety eyewear will require signage “safety eyewear required beyond this point”, or other as appropriate
5. Students, Employees and Visitors must comply with the safety eyewear requirements of this procedure
6. Contact lenses are not considered protective eyewear. Contact lenses may be worn under certain conditions. Students, Employees or Visitors requiring the use of contact lenses must wear additional safety eyewear in accordance with this policy
7. Prescription eyewear is not considered safety eyewear. Prescription safety eyewear must meet the requirements of the CSA standard for both lenses and frames
8. Any Student, Employee or Visitor identified not wearing appropriate safety eyewear will be disciplined in accordance with University, Faculty policies or procedures

### **Sanctions/Discipline**

1. Students required to wear safety eyewear (in a pre-designated area, or performing an activity designated as requiring safety eyewear) will be disciplined as follows:
  - a. Students arriving at a laboratory class without appropriate eyewear, or found not wearing the provided eyewear, will not be permitted to participate in the class. The marks for the class may be deducted from the final grade in accordance with faculty policy
  - b. Students removing eyewear during a laboratory experiment requiring safety eyewear will be deducted marks in accordance to faculty policy
2. Employees or visitors, including graduate students, required to wear safety eyewear will be disciplined as follows:


- a. Supervisors will issue a verbal warning to the employee or visitor
  - b. A written warning will be issued to the employee or visitor following a second offence
  - c. Upon receiving a third notice of non compliance with this procedure, the Supervisor will be notified with a copy to the Dean or Director
3. Laboratories or facilities designated as requiring the use of safety eyewear that are found not to be following this policy will be disciplined as follows:
- a. Verbal warning to supervisor of area
  - b. Written warning to Supervisor of area
  - c. Written notice to Dean or Director (copy to supervisor)
    - i. The Dean or Director may close the laboratory
    - ii. The Dean or Director may take action against the supervisor in accordance with the respective collective agreement


Appendix 1: Safety Eyewear as defined by CSA Z94.3.07 (other standards may also apply)


Selection of Eye and Face Protection														
<p><b>Note:</b> This table cannot cover all possible hazards and combinations that may occur. Examine each situation carefully and select the appropriate protector or combination of protectors.</p> <p>*indicates recommended protection</p>	Spectacles (Class 1)		Goggles (Class 2)			Welding Helmet (Class 3)	Welding Hand Shield (Class 4)	Non-Rigid Hoods (Class 5)				Face Shields (Class 6)		
	A	B	A	B	C			A	B	C	D	A	B	C
<i>Flying Objects</i>														
Chipping, drilling, scaling, grinding, polishing, buffing, riveting, punching, shearing, hammer mills, crushing, heavy sawing, planing, wire and strip handling, hammering, unpacking, nailing, punch press, lathework, etc.	*		*	*				*				*	*	
<i>Flying particles, dust, wind, etc.</i>														
Woodworking, sanding, light metal working and machining, exposure to dust and wind, resistance welding (no radiation exposure), sand, cement, aggregate handling, painting, concrete work, plastering, material batching and mixing	*		*	*				*				*	*	
<i>Heat, sparks and splash from molten materials</i>														
Babbling, casting, pouring molten metal, brazing, soldering, spot welding, stud welding, hot dipping operations		*			*									
<i>Acid splash, chemical burns</i>														
Acid and alkali handling, degreasing, pickling and plating operations, glass breakage, chemical spray, liquid bitumen handling				*				*					*	
<i>Abrasive blasting materials</i>														
Sand blasting, shot blasting, shotcreting				*				*					*	
<i>Glare, stray light (for reduction of visible radiation)</i>														
Reflecting, bright sun and lights, reflected welding flash, photographic copying	*		*	*				*				*	*	
<i>Injurious optical radiation (moderate reduction of optical radiation)</i>														
Torch cutting, welding, brazing, furnace work, metal pouring, spot welding, photographic copying		*			*			*					*	
<i>Injurious optical radiation (large reduction of optical radiation)</i>														
Electric arc welding, heavy gas cutting, plasma spraying and cutting, inert gas shielded arc welding, atomic hydrogen welding						*	*							

**Examples**


**Class 1**


A 


A 


B 

**Class 2**


A 


B 


C 

C 


**Class 3**









**Class 4**





**Class 5**



**Class 6**

