



Australian Government

AFTRS

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AFTRS Eyesight Testing Policy and Procedure

Responsible Officer	Director, Corporate Services
Contact Officer	Head of Human Resources
Authorisation	Chief Executive Officer <i>(in accordance with the AFTRS Enterprise Agreement)</i>
Effective Date	6 th August 2011 Reviewed 1 st January 2012
Associated Documents	<i>Work Health and Safety Act 2011</i> AFTRS Enterprise Agreement 2011

1. Name

The AFTRS Eyesight Testing Policy and Procedure.

2. Preamble – Background

AFTRS first introduced eyesight testing and financial assistance in relation to the use of screen based equipment for staff following the issuing of similar guidelines for the Australian Public Service. Since then provisions have been contained in all AFTRS Enterprise Agreements.

3. Policy Scope

This policy and procedure applies to all staff.

4. Definitions

Corrective Eyewear includes: single, bi focal and multi focal lenses; frames, and contact lenses.

Staff includes all fixed term or ongoing staff. It does not include temporary employees, casuals, or individuals with ABNs.

5. Policy Statement

AFTRS acknowledges that the duties of a large number of staff include using screen based equipment for considerable periods of time. AFTRS also acknowledges its responsibility to provide appropriate conditions and equipment to ensure the health and safety of staff.

AFTRS will make free eyesight testing available every 2 years on request to staff who are required to use screen based equipment to undertake their duties. If the eye testing identifies a requirement for corrective eyewear for that purpose AFTRS will make a contribution towards covering the cost.

6. Procedures

Staff should request eyesight testing through Human Resources. Human Resources will provide the staff member with an Eyesight Screening Test Form and will, if requested, arrange an appointment for the staff member with a registered Optometrist. The staff member may choose to be tested by a different, registered Optometrist but must make those arrangements themselves. As this testing is generally not covered through Medicare, Human Resources will pay for any approved testing on receipt of an invoice.

The optometrist should complete the Eyesight Screening Test Form and either give it to the staff member to return to Human Resources or forward it with the invoice. If the form indicates that a staff member requires corrective eyewear for using screen based equipment Human Resources will contribute to the cost of the purchase.

To receive reimbursement the staff member must submit the receipt to Human Resources and state whether they received a benefit from a private health fund or not. Human Resources will then arrange for reimbursement to the staff member of the cost, less any contribution by a private health fund, to the approved maximum.

The maximum amount that can be reimbursed will be reviewed each two years and approved by the Head of Human Resources. It will be based on the average contribution payable under private health insurance schemes.

7. Review

This policy and procedure will be reviewed following approval of a new AFTRS Enterprise Agreement or with changes to relevant legislation or Commonwealth Government Policies or Guidelines.