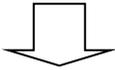


**Procedure for Prescription Safety Spectacles**

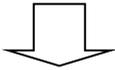
to purchase prescription safety spectacles, the following process must be followed at all times via the HR Helpline.

**Contact the HR Helpline on:**  
**0121 457 5747**

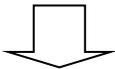


**Provide HR with the following information:**

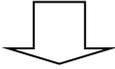
- 1. Your Name**
- 2. Your unit number**
- 3. The name of the employee requiring Prescription Safety Glasses**
- 4. Type of glasses required**



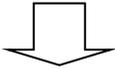
**HR will arrange for the prescription form and voucher to be sent to the unit manager**



**The unit manager hands the prescription form, voucher and guidance leaflet to the employee who takes these to their optician**



**The unit manager hands the prescription form, voucher and guidance leaflet to the individual requiring prescription Safety Spectacles**



**Employee takes prescription and vouchers to their optician**



*B701 Antique Silver Metal Frame  
Sizes (mm): 51 x 19 53 x 19*



*B702 Antique Gold Metal Frame  
Sizes (mm): 49 x 19 51 x 19*



*B703 Antique Gold Metal Frame  
Sizes (mm): 51 x 19 53 x 19*



*B704 Antique Gold Metal Frame  
Sizes (mm): 51 x 19 53 x 19*



*B705 Bronze Metal Frame  
Sizes (mm): 54 x 17 58 x 17*



*B803 Plastic Frame  
Sizes (mm): 53 x 18*



*Premium Plastic Frame  
Sizes (mm): 51 x 19*



**In all cases it will be up to the general site manager's discretion as to whether an employee requires prescription LEP to enable them to carry out their normal duties whilst at work.**