**(Model SOP)**

**United States Army**

**Name of the Clinic**

**Occupational Health**

**(OFFICE SYMBOL) SOP No.\_\_\_\_\_\_**

 **Effective Date\_\_\_\_\_**

**Date Removed from Service\_\_\_\_\_**

**OCCUPATIONAL VISION CONSERVATION**

**1. PURPOSE**

1. To establish a comprehensive Occupational Vision Program within the scope of the Occupational Health Clinic at (*insert installation*)
2. The program has four major goals:
3. To assure the employee's vision meets the criteria of the job
4. To make certain that all personnel routinely exposed to eye hazards in the work environment have been enrolled in a vision surveillance program
5. To provide protection to those individuals routinely exposed to eye hazards in the work environment
6. To facilitate care of the injured employee

**2. AUTHORITY AND REGULATORY COMPLIANCE**

Federal and DoD/DA regulations regarding vision protection surveillance are listed in the References section of this SOP.

**3. REFERENCES**.

1. 29 CFR Part 1900-1910 and Part 1960
2. DoDI 6055.05, Occupational and Environmental Health (OEH), 11 November, 2008
3. DoD 6055.05M, Occupational Medical Examinations and Surveillance, 02 May, 2007 (Change 1, 16 September 2008)
4. AR 40-5, Preventive Medicine, 25 May 2007
5. AR 40-66, Medical Record Administration and Healthcare Documentation,

17 June, 2008 (RAR: 04 January 2010)

1. AR 40-501, Standard of Medical Fitness, 14 December 2007 (RAR: 04 August 2011)
2. AR 385-10, Army Safety Program, 02 Jul, 2013
3. DA PAM 40-11, Preventive Medicine, 22 Jul, 2005
4. DA PAM 40-506, The Army Vision Conservation and Readiness Program, 15 July 2009
5. USAPHC TG 006, Vision and Safety Eyewear Guide for U.S. Army Civilian and Military Job Series, Oct 2010
6. USAPHC TG 007, Vision Readiness Screening Guide, Nov 2012

**4. ABBREVIATIONS / TERMS**

AHLTA – Armed Forces Health Longitudinal Technology Application

ANSI – American National Standards Institute

AD – Active Duty

CEMR – Civilian Employee Medical Record

DA – Department of the Army

DD – Department of Defense

IAW – In Accordance With

MOS – Military Occupational Specialty

 OSHA – Occupational Safety and Health Administration

 OH – Occupational Health

OHC – Occupational Health Clinic

OHN – Occupational Health Nurse

OHP – Occupational Healthcare Provider

PHA – Periodic Health Assessment

SOP – Standard Operating Procedure

VA – Visual Acuity

VCRP – Vision Conservation and Readiness Program

VDT – Video Display Terminal

**5. PROCEDURES**

1. OHC Responsibilities
2. The OHC is required to perform the following services in support of the overall installation VCRP:
3. Develop the vision screening program and policy
4. Perform readiness screening (including deployment readiness vision screening in Chapter 4 of DA PAM 40-506)
5. Ensure workers meet vision performance standards
6. Encourage periodic comprehensive vision examinations
7. Assist with worksite evaluation
8. OHC personnel will also:
9. Maintain a complete inventory or list of all work areas and eye hazards at (insert your installation) using information obtained from industrial hygiene
10. Maintain a list of all personnel enrolled in a vision surveillance program
11. Organize vision screenings at least every three years for employees/Servicemembers in job series/MOSs with vision requirements and those authorized safety glasses as identified in TG 006
12. Direct personnel who fail vision screenings to their eye care provider for further evaluation
13. Coordinate treatment and/or referral for eye injuries
14. Determination of Need for Medical Surveillance of Occupational Vision Hazards
15. All employees are required to have at least pre-placement / post-offer, periodic, and termination vision screenings
16. Every screening should include but not be limited to the following evaluation methods:
17. VA – distance and near
18. Depth perception (for some specific jobs)
19. Color vision (for some specific jobs)
20. During a physical exam at a typical OHC, a commercially-produced vision screening machine (e.g. Titmus) will be used. These screeners should be used by trained staff and have the following testing capabilities:
21. Distance VA
22. Intermediate VA (when applicable)
23. Near VA
24. Ocular alignment (muscle balance) at distance
25. Ocular alignment (muscle balance) at near
26. Color vision
27. Depth perception
28. Confrontation visual fields (optional)

1. Vision screening frequency depends on the employee’s status (AD or DA civilian), exposure to vision hazards, and MOS / type of work
2. Eye Hazardous Work: Every 3 Years
3. Military personnel: Upon In-processing (see AR 40-501) and annually as part of their PHA (**by unit medical personnel or MTF; not OH**)
4. VDT Worker: No requirement for periodic evaluation. (***Note: Local programs have the option to implement periodic screenings for VDT workers if resources allow; if your OHC does this, include it above***)

1. Laser Workers: No requirement for periodic evaluation; if exposed to a class 3B or more powerful laser, a diagnostic vision exam will be conducted as soon as possible and no later than 24 hours (see DAM PAM 40-506 and Appendix E) (***Note: Local programs have the option to implement periodic screenings for laser workers if resources allow; if your OHC does this, include it above)***
2. Preforming Vision Medical Surveillance Exams
3. Pre-placement / Post-offer Vision Screening
4. Screen vision of new employees at (insert your installation) before job placement (per the position description) by using vision test Titmus II or Standard Charts per TG 006 to determine whether the employee possess the required visual skills or needs referrals
5. Personnel who are engaged in the use of VDT for 20 hours or more/ week shall receive pre-placement visual screening at the VDT working distance (18-36 inches) and screening for visual or physical complaints, thought to be related to this job function (ergonomics). Casual VDT users who develop persistent eye complaints or headaches when operating VDTs will also receive screening for possible vision problems. (***Optional and may not apply to all installations***)
6. Individual laser workers will have eyes screened for visual acuity as well as other testing dependent upon risk and type of laser. If visual acuity is less than 20/20 in either eye (corrected or uncorrected), the patient will be referred to their eye care provider for further evaluation.
7. If this is a pre-placement screening, worker should go to their personal eye care provider for documentation
8. Periodic Vision Screening:
9. Personnel employed in occupations with potential eye hazardous exposure such as ionizing or non-ionizing radiation will be screened at least every three years
10. Visual standards for personnel working in designated eye hazardous areas based on their job series/MOS and IH
11. data are performed IAW DA PAM 40-506 and TG 006
12. Elective vision screening of all individuals in non-eye hazardous positions to include VDT and incidental laser workers can be done on a space available basis every three years as part of a Health Promotion Program. (***Optional and may not apply to all installations***)
13. Termination Vision Screening
14. Performed the same as the appropriate pre-placement or periodic vision exam.
15. Laser Workers (Class 3b and 4)
16. The OHC will be perform pre-placement and termination examinations for laser workers as follows:
17. Laser workers will have ocular history, visual acuity measured at distance for each eye with corrective lens;, color vision and a test for central visual fields and macular function (Amsler Grid)
18. Individuals with job-related abnormal findings be referred to their eye care provider for further diagnostic evaluation
19. Upon notification of a known or suspected overexposure or incident, refer the employee to their eye care provider for immediate evaluation within 24 hours
20. Termination Vision Screening will be performed on all laser workers who work with class 3b and 4 lasers when they terminate their employment or transfer to another installation or work activity. To insure that terminal screenings are performed, an entry on DD Form 2766 (Master Problem List), will be made prior to departure
21. Other Procedures
22. Civilian employees who require corrective lenses to meet the level of vision necessary to perform their duties will be referred to their eye care provider for consultation
23. Personnel assigned to areas where safety glasses are required will have their vision checked at least every three years and, if necessary, will be referred by the OHC to order safety glasses
24. Personnel who incur eye injuries may process through the Occupational Health Office for proper record keeping before proceeding for definitive care unless the eye injury is of a nature that such delay is contraindicated, in which case the person will proceed directly to appropriate medical care
25. Recordkeeping

1. Medical records of employees participating in the Vision Conservation Program medical surveillance program will be kept in the CEMR (AHLTA or hardcopy)