



Smith Machine

Smith Machine
2020 Industrial Drive West
Libertyburg, NS 02020

Phone: 555-333-2020
Fax: 555-333-0202

Program Administrator: Amanda Burrows
555-333-2020 Ext: 121

Program Guidelines

Smith Machine will provide one pair of prescription safety glasses per calendar year to all eligible employees per year. Glasses will consist of a frame, lenses, sideshields and a carrying case.

Glasses will be ordered through a local fitting center. Employee's will pick up a customized order form from at the Human Resource Department, take it to the fitting center and return the completed form to HR. HR will submit the glasses for processing. Upon completion the glasses will be returned to the fitting center. The fitting center will notify the employee to schedule an appointment to have the glasses fit.

Smith Machine will cover 100% of the cost of the glasses.

Repairs and replacements must be approved by HR.

Updated: 05/08/2006