



Prescription Safety Glasses Request

A Job Hazard Analysis (JHA) has been completed highlighting the need for safety glasses as PPE for general maintenance activities. The JHA is part of the requirement to obtain prescription safety glasses and can be reviewed at this link: <https://inside.fpm.wisc.edu/safety/>

When looking to request for prescription safety glasses, the primary form needed can be found here: <https://www.hi-techoptical.com/wp-content/uploads/2021/05/WI-UW-MAD-PP.pdf>

- 1) Go to your supervisor and get the bottom of the form signed by your supervisor.

Purchase Authorized By		
Signature	Date	

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- 2) Fill out your personal information at the top of the form.

3139 Christy Way South Saginaw, MI 48603 PHONE: 800-638-1171 FAX: 800-806-1663		Hi-Tech Optical	BPO# BD09376-137653	Order Date
Bill To: 2688	State Of Wisconsin UW	Patient Information		Ship To:
University of WI - Madison FP&M	Sandy Bolson 608-262-1527	Name		University of WI - Madison
Accounts Payable	21 North Park St., Ste. 5301	Employee #	Dept	Attn: UHS Optician 608-890-1051
Madison, WI 53715		Phone #	()	UHS Department
				333 East Campus Mall, Room 6233
				Madison, WI 53715

- 3) Bring your prescription and the form to one of the three Wisconsin Vision offices: Madison West, Madison East or Janesville.

*Note: Call the office prior to showing up to let them know you are coming so they can help you.

Madison West
5505 Odana Rd
Madison, WI 53719
Phone: 608-277-9393

Madison East
2612 E Washington Avenue
Madison, WI 53704
Phone: 608-249-5100

Janesville
2929 Milton Ave
Janesville, WI 53545
Phone: 608-756-0728

- 4) When you are at the store you will be able to pick out your frames and fill out the rest of the form.
- 5) Once your order is ready, you will go back to the Wisconsin Vision Store to pick it up.

Prescription Safety Glasses

Frequently Asked Questions

→ How often can you get new safety glasses?

A: You can get new safety glasses every two years.

→ How long will it take for my glasses to be ready?

A: It should take about a week before your safety glasses are ready.

→ Is there a specific Wisconsin Vision location I need to go to?

A: There is not a specific location you have to go to, but you should go to the location closest to you.

→ Do I have to have a prescription prior?

A: We do not provide prescriptions for you, so you should have your prescription prior to requesting safety glasses.