

# Video Display Terminal Policy

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## 1. Purpose

The Video Display Terminal (VDT) Policy is provided to ensure that all applicable employees receive proper training and education regarding the safety issues and practices associated with VDT workstations as required by Maine State Law and OSHA Standards.

## 2. Training and Education Requirements

Employees with the primary task of operating a terminal for more than four (4) consecutive hours, exclusive of breaks, on a daily basis are required per MRSA Title 26, Chapter 5, Subparagraph 2A to receive training prescribed by this program.

- New employees will receive training within one month of their employment date.
- All covered employees will receive refresher training on an annual basis.
- All training will be conducted by the Human Resources Department of the Town of Brunswick.
- All training must be both written and oral, as required by Title 26.

The Town of Brunswick will ensure that a copy of MRSA Title 26, Chapter 5, Sub Paragraph 2A is posted in a prominent location within the workplace as required. A copy of this document is contained as **Attachment A**. A plain language version of the section to explain rights and duties will also be posted. **Attachment B** provides a sample document that will meet this requirement.

VDT training conducted by the Town will include an explanation of the proper use of terminals and the protective measures operators are expected to take to avoid or minimize symptoms or conditions that may result from extended or improper use of terminals. Additionally, instruction will be provided related to the importance of maintaining proper posture during terminal use as well as a description of methods to achieve and maintain this posture, including the use of any adjustable workstation equipment used by the operator.

## 3. Workstation Evaluation

Workstations that are ergonomically correct provide several benefits to employees including:

- Maximizing efficiency
- Increasing productivity
- Enhancing product and service quality
- Reducing workplace injuries and injury related costs
- Boosting and maintaining employee morale

As part of this policy, workstations will be evaluated using the Workstation Survey contained in **Attachment C**.

#### **4. Workstation Adjustments**

In the event a workstation adjustment is required, there are three basic courses of action:

- Use the adjustment capabilities built into the work site (i.e., chair, desk, layout etc.) if any exist.
- Try to determine if there is an effective way to improvise a solution that will meet the requirement.
- Consider acquisition of an adjustable workstation.

#### **5. Record Keeping**

A copy of the employees' workstation evaluation and training record will be maintained both in their Human Resource File and in the individual Department file.

#### **6. Injury Mitigation**

The Town's intent is to resolve ergonomic issues before they become a problem for the employee and the Town.

Responsibility of the Town of Brunswick:

- a. Train all new covered employees within one month of employment.
- b. Evaluate the worksite of all new covered employees within one month of employment.
- c. Provide a copy of the worksite evaluation to the employee, Department head and to the employee Personnel file
- d. Make worksite adjustments as appropriate and applicable. This response may consist of assessing, adjusting, and maintaining the worksite or addressing improper/poor work practices.
- e. Train all covered employees annually.

Responsibility of each employee:

- a. Should problems arise, it is the responsibility of each employee to report injuries or problems at an early stage. The employee, working with their supervisor, must complete the Employees Statement-Work Related Injury Form and forward to the Human Resources Department.
- b. The employee must cooperate with medical evaluations and changes as suggestions as recommended by trained personnel

## Attachment A

### Title 26: LABOR AND INDUSTRY

#### Chapter 5: HEALTH AND SAFETY REGULATIONS

#### Subchapter 2-A: VIDEO DISPLAY TERMINAL OPERATORS

##### **§251. Definitions**

As used in this subchapter, unless the context otherwise indicates, the following terms have the following meanings. [1989, c. 512 (new).]

1. Bureau. "Bureau" means the Department of Labor, Bureau of Labor Standards. [1989, c. 512 (new).]
2. Employ. "Employ" means to employ or permit to work. [1989, c. 512 (new).]
3. Employee. "Employee" means any person engaged to work on a steady or regular basis as an operator by an employer located or doing business in the State. [1989, c. 512 (new).]
4. Employer. "Employer" means any person, partnership, firm, association or corporation, public or private, that uses 2 or more terminals at one location within the State. The term "employer" includes, but is not limited to:
  - A. Any person, partnership, firm, association or corporation acting in the interest of any employer, directly or indirectly; and [1989, c. 512 (new).]
  - B. The State, in its capacity as an employer. [1989, c. 512 (new).] [1991, c. 305, §1 (amd); §3 (aff).]
5. Operator. "Operator" means any employee whose primary task is to operate a terminal for more than 4 consecutive hours, exclusive of breaks, on a daily basis. [1989, c. 512 (new).]
6. Terminal. "Terminal" means any electronic video screen data presentation machine, commonly called video display terminals, VDTs or cathode-ray tubes, CRTs. The term does not apply to television or oscilloscope screens, cash registers or memory typewriters. [1989, c. 512 (new).]

##### **§252. Education and training**

Every employer shall establish an education and training program for all operators as provided in this section. [1989, c. 512 (new).]

1. Requirements. An employer's education and training program must be provided both orally and in writing, except that an employer that uses fewer than 5 terminals at one location may provide the education and training program in writing only. The program must include, at a minimum:

- A. Notification of the rights and duties created under this subchapter by posting in a prominent location in the workplace a copy of this subchapter and a written notice that explains these rights and duties in plain language; [1989, c. 512 (new).]



B. An explanation or description of the proper use of terminals and the protective measures that the operator may take to avoid or minimize symptoms or conditions that may result from extended or improper use of terminals; and [1989, c. 512 (new).]

C. Instruction related to the importance of maintaining proper posture during terminal operation and a description of methods to achieve and maintain this posture, including the use of any adjustable work station equipment used by the operator. [1989, c. 512 (new).]

[1991, c. 305, §2 (amd); §3 (aff).]

2. Literature; clearinghouse. The bureau shall recommend to employers, for use in education and training programs, occupational safety literature that provides appropriate, current and pertinent data on terminal use. The bureau shall also serve as a clearinghouse for information regarding workplace safety and health relative to the use of terminals. [1989, c. 512 (new).]

3. Training schedule. Employers shall provide current operators with this education and training program within 6 months after the effective date of this section and annually thereafter. Beginning 6 months after the effective date of this section, employers shall provide all new operators with the education and training program within the first month of employment as operators. [1989, c. 512 (new).]

Video Display Terminals	
<div><p><b>MAINE</b> DEPARTMENT OF <b>LABOR</b> <i>Bureau of Labor Standards</i></p></div> <div><p><i>The Maine Video Display Terminal (VDT) Law gives certain rights to people who use computers for work.</i></p></div>	<p><b>Maine Law (Title 26 M.R.S.A. § 42-B) requires every employer to place this poster in the workplace where workers can easily see it.</b></p>
<p>This poster is available online at no charge and may be copied: <a href="https://www.maine.gov/labor/posters/">https://www.maine.gov/labor/posters/</a></p>	
<p><b>Video Display Terminals</b> MRSA Title 26 §251.</p> <ol style="list-style-type: none"><li>1. Bureau. "Bureau" means the Department of Labor, Bureau of Labor Standards.</li><li>2. Employ. "Employ" means to employ or permit to work.</li><li>3. Employee. "Employee" means any person engaged to work on a steady or regular basis as an operator by an employer located or doing business in the State.</li><li>4. Employer. "Employer" means any person, partnership, firm, association or corporation, public or private that uses 2 or more terminals at one location.</li><li>5. Operator. "Operator" means any employee whose primary task is to operate a terminal for more than four consecutive hours, exclusive of breaks, on a daily basis.</li><li>6. Terminal. "Terminal" means any electronic video screen data presentation machine, commonly called video display terminals.</li></ol> <p>For full text of the statute visit MRSA Title 26 §251, 252.</p> <div><p>If you have questions about working safely at the computer, speak to your supervisor or contact the Maine Department of Labor Bureau of Labor Standards <b>Tel: 1-877-SAFE-345 (1-877-723-3345)</b> TTY users call Maine Relay 711. Web site: <a href="http://www.maine.gov/labor/bls">www.maine.gov/labor/bls</a> Email: <a href="mailto:bls.mdol@maine.gov">bls.mdol@maine.gov</a></p></div>	<p><b>Education and training</b> MRSA Title §252.</p> <p>Every employer shall establish an education and training program for all operators as provided in this section.</p> <ol style="list-style-type: none"><li>1. Requirements. An employer's education and training program must be provided both orally and in writing, except that an employer that uses fewer than 5 terminals at one location may provide the education and training program in writing only.</li></ol> <p><b>The program must include, at a minimum:</b></p> <ol style="list-style-type: none"><li>A. Notification of the rights and duties created under this subchapter by posting in a prominent location in the workplace a copy of this subchapter.</li><li>B. An explanation or description of the proper use of terminals and the protective measures that the operator may take to avoid or minimize symptoms or conditions that may result from extended or improper use.</li><li>C. Instruction related to the importance of maintaining proper posture during terminal operation and a description of methods to achieve and maintain this posture, including the use of any adjustable work station equipment used by the operator.</li></ol> <ol style="list-style-type: none"><li>2. Literature; clearinghouse. The bureau shall recommend to employers, for use in education and training programs, occupational safety literature that provides appropriate, current and pertinent data on terminal use.</li><li>3. Training schedule. Employers shall provide operators with this education and training program within 30 days of employment and annually thereafter.</li></ol>
<p>The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are available to people with disabilities upon request. rev. 11/19</p>	

**Attachment C**  
**Video Display Terminal Workstation Survey**

Employee Name:			
Date:			
Completed By:			
Location Surveyed:			
Number of Hours Per Day VDT Used:			
Criteria	Yes	No	If no, how does the workstation differ from criteria and what controls if any are needed?
<b>VDT Unit</b>			
1. The top surface of the keyboard space bar (or bottom row of keys) is no longer the 2 ½ inches above the work surface.			
2. The VDT unit is positioned to avoid glare on the screen.			
3. During keyboard use, the operator's upper arm and forearm are kept close to their side with elbows at a 90°-110° angle.			
4. During keyboard use, the operator's wrists are neutral or slightly extended.			
5. The top of the viewing screen is at or slightly below eye level.			
6. When the VDT unit is in use, the operator faces the monitor squarely and the operator, monitor and keyboard are in direct alignment.			
7. The monitor screen is 18 – 30 inches from the operator's face.			
8. The screen swivels horizontally and it tilts or elevates vertically.			
9. The operator can control brightness and contrast.			
10. The images on the screen are clean, sharp and easy to read.			
11. If the operator has to read from a document, an adjustable document holder is located in the same plane as the monitor and keyboard.			
12. The keyboard is detachable.			
13. The chair height is easily adjustable.			
14. The chair has an easily height and tilt adjustable			

backrest.			
15. The seat (pan) has an adjustable forward/backward glide.			
16. The backrest supports the inward curve of the operator's spine in the lumbar region.			
17. The seat is padded and has a waterfall front.			
18. You can easily place 2-3 fingers between the front edge of the seat and the back of the operator's calf.			
19. When comfortably seated, the operator's thighs are horizontal and lower legs are vertical.			
20. When comfortably seated, the operator's feet are flat on the floor or on a footrest.			
21. The chair is comfortable to the operator, and the operator is seated correctly in the chair.			
22. The operator knows how to properly adjust chair or its adjustment has been reviewed with the operator.			
<b>Work Surface</b>			
23. There is sufficient space under the desk for knees, feet and thighs.			
24. Mouse is parallel to and on the same level as the keyboard.			
25. The edge of the work surface in front of the keyboard is rounded or padded.			
26. The keyboard rests on an adjustable height work surface.			
27. There is adequate working space.			
28. Items on the desk/work surface that are frequently used are within arms' reach.			
29. A phone headset is in use.			
<b>Environment</b>			
30. The lighting is not so bright as to cause discomfort or reflections.			
31. The lighting is not so dim as to cause operator to strain to see.			
32. There is no light shining into the operator's eyes.			
33. Task lighting is available for operator use.			
34. The general environment is clean, with comfortable temperature and humidity and there is no excess noise.			
35. External windows have adjustable blinds or curtains to minimize glare.			
<b>Training and Work Practice</b>			
36. Adequate breaks away from the VDT are provided			

(minimum 15 minutes for every 2 hours of VDT use).			
37. Eye exam within last 2 years.			
38. Minimum keystroke pressure is used by the operator.			
39. The operator has been trained in hazards associated with VDT use, how to avoid hazards, proper use and adjustment of workstation components, and how to seek assistance with concerns.			
<b>Comments and Recommendations</b>			