



Town of Brunswick, Maine

Incorporated 1739

SAFETY COMMITTEE

28 FEDERAL STREET
BRUNSWICK, ME 04011
TELEPHONE 207-725-6659
FAX # 207-725-6663

February, 2013

Video Display Terminal Ergonomics Program

1. Purpose

The Video Display Terminal (VDT) Program is provided to ensure that all applicable employees receive proper training and education regarding the safety issues and practices associated with VDT work stations as required by Maine State Law and OSHA Standards. This program will also address the ergonomic aspects of work stations and provide a means for conducting work station assessments.

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 to receive the training prescribed by this program.

New employees will receive this training within one month of their employment date.

All affected employees will receive refresher training on an annual basis. The Human Resources Department is responsible for all initial and annual training throughout the Town.

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 the 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 work station equipment used by the operator. Training will also include an explanation of rights and duties created by the VDT Law. The Town will utilize the training found through SafetyWorks Maine, which can be viewed through the following link. Employees should review the PowerPoint presentation provided on this site. Review of the supporting documentation is also suggested:

http://www.safetyworksmaine.com/training/online_classes/vdt/VDT-Main.htm or

3. Poster Requirements

The Human Resources Department will ensure that a copy of MSRA 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. The Human Resources Department will also post a plain language version of the section to explain rights and duties. Attachment B provides a sample document that will meet this requirement.

4. Work Station Evaluation

Workstations that are ergonomically correct provide a number of benefits to employees, to include:

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

As part of this program, employees who may be having ergonomic symptoms and who might have concerns with the setup of their workspace should complete the Workstation Survey contained in Attachment D and contact the Human Resources Department. A more in-depth workstation assessment will then be scheduled. In addition to the workstation evaluation, any history of work-related ergonomic injuries is an indication of a need for adjustments.

5. Workstation Adjustments

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

- Use the adjustment capabilities built into the workstation 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.
- Consideration for budgetary considerations.

Resource constraints and fiscal responsibility may preclude the ideal solution. However, the important thing to remember is that if an adjustment is necessary, it needs to be made to the greatest extent feasible, or there is increased risk of injury and workers' compensation claims, reduced efficiency and lower productivity.

6. Record Keeping

A copy of the employees' workstation evaluation and training record will be maintained by the Human Resources Department. The worksite evaluation will be maintained in the medical folder and the training record will be maintained in the Training folder.

7. Injury Mitigation

The Town's intent is to resolve ergonomic issues before they become difficult or costly to fix. In order for this to happen, employees must be prepared to report injuries or problems at an early stage. Management must be prepared to respond in a timely manner. This response may consist of assessing, adjusting and maintaining the workstation or addressing improper/poor work practices. In the event of an injury every effort should be taken to ensure the employee obtains sufficient medical attention.

Approved by:
Gary Brown
Town Manager

Attachment A

26 §251. DEFINITIONS

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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); 1991, c. 305, §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) .]

SECTION HISTORY

1989, c. 512, (NEW). 1991, c. 305, §1 (AMD). 1991, c. 305, §3 (AFF) .

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Attachment B

26 §252. EDUCATION AND TRAINING

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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); 1991, c. 305, §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) .]

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Attachment C

Safe Work for Computer Operators



The Maine Video Display Terminal (VDT) Law gives certain rights to people who use computers for work.



Employers must place this poster in the workplace where workers can easily see it.

This poster is provided at no cost by the Maine Department of Labor and may be copied.

If you work at a computer for more than 4 hours in a row on most days, your employer must:

1. Train you to use your computer safely so you won't get hurt.

Using your computer safely includes:

-  Not hitting the keys too hard,
-  Not keying too fast or for too long, and
-  Not sitting in one position or in an uncomfortable position.

2. Train you the right way to adjust your workstation.

3. Train you within the first month after you are hired and then once a year.

If you have questions about working safely at the computer, speak to your supervisor or contact the Bureau of Labor Standards

Telephone: 1-877-SAFE-345 (1-877-723-3345)

TTY users call Maine Relay 711

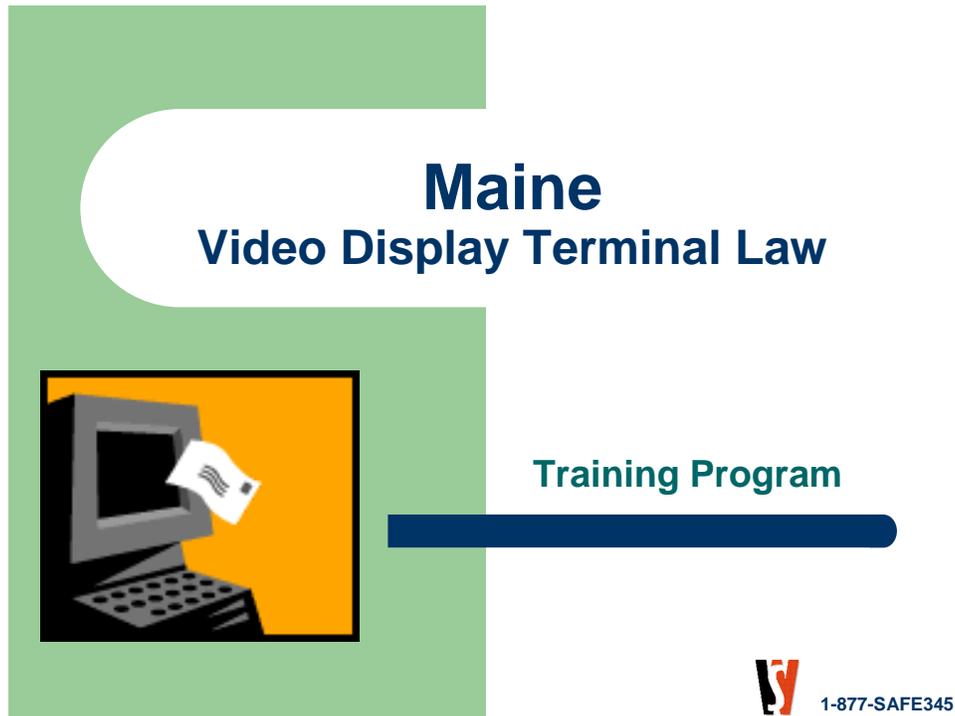
E-mail: webmaster.bls@maine.gov

Web site: www.maine.gov/labor/bls

rev. 07/12

**Attachment C
Sample Training Outline**

Double click the image below and move cursor to the lower left corner to run the slide show.



As an alternative, press CTRL + click here [Maine Video Display Terminal Training](#) to open the complete Safety Works Power Point file.

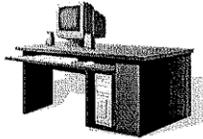
CTRL + click here [Safety Works!](#) to access the complete Safety Works On-Line VDT training site.

Attachment D Video Display Terminal Workstation Survey



Agencies | Online Services | Help
Page Tools

State Search:



The following computer workstation checklist will help you to identify some important risk factors that can contribute to work-related discomfort or problems. Complete this checklist to determine if your workstation is properly designed for your work tasks. Contact your supervisor for follow-up by the SafetyWorks! Consultants if you or your supervisor need assistance.

Date: _____

Name & Job Title: _____

Department: _____ Telephone: _____

Supervisor: _____ Telephone: _____

POSTURE	YES	NO
Is your head in an up right position when you view documents on your computer screen?		
Are your shoulders in a relaxed position when you place your hands on the keyboard?		
Are your arms close by your side in a relaxed and comfortable position when you use the keyboard or mouse?		
Are your elbows bent at a 100-110 degree angle when you use the keyboard or mouse?		
KEYBOARD AND MOUSE	YES	NO
Are the home row keys on your keyboard positioned directly in center front of your trunk?		
Are the keyboard height and slope both easily adjusted?		
Is your mouse within close reach and at the same level as your keyboard?		
Are the keyboard and mouse within close reach?		
CHAIR	YES	NO
Is the height of your chair adjusted so that your feet are positioned flat on the floor or on a footrest?		
Are your hips as far back in the chair as possible so that your back is touching the chair back?		

Attachment D Video Display Terminal Workstation Survey // Continued

Page 2 of 2

Does the back of your chair support your lower back?		
Is the chair backrest height adjusted to provide maximum support for your back?		
Is the size of your seat long and wide enough to support your hips and thighs?		
If you have armrests, do they allow you to rest your arms comfortably?		
COMPUTER SCREEN	<i>YES</i>	<i>NO</i>
Is the top of the screen slightly below eye level?		
Is your computer screen at a proper tilt and height to allow you to view it without raising or lowering your chin?		
Are you sitting directly in front of your computer screen?		
Is the computer screen at approximately arm's length reach away from you (18-30 inches)?		
Are your source documents positioned on a stand placed between the monitor and keyboard?		
LIGHTING	<i>YES</i>	<i>NO</i>
Is there sufficient light for you to complete reading tasks without straining your eyes?		
Is there sufficient lighting without glare on the screen from windows, lights, and surfaces?		
WORK TECHNIQUES	<i>YES</i>	<i>NO</i>
Are your shoulders relaxed when keying and using the mouse?		
Are your elbows positioned close to your side when keying or using the mouse?		
Are fingers and wrists in neutral or straight alignment when typing (not turning side to side or going up or down)?		
Are you hitting the keyboard keys with as light a force as possible when keying?		
Are you holding your mouse loosely with your hand and fingers in a relaxed position when moving the mouse around the screen?		
Are you trying to keep your fingers relaxed when keying or using the mouse, i.e. not positioning or hovering your fingers or knuckles above the keys?		
Are you avoiding awkward postures such as an extended finger or thumb when keying or using the mouse?		
Do you take a brief 1-2 minute break from keying or using the mouse every 30-45 minutes?		
Do you take stretch breaks intermittently throughout the day?		
Do you avoid cradling the telephone between your head and shoulder when talking or listening to others?		
Do you know how to adjust your chair, keyboard tray, and other workstation accessories?		
Are you aware of how to report ergonomic problems and obtain help or information on ergonomics?		

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