



Town of Bradley
Video Display Terminal and Ergonomic Policy



Overview:

It is the purpose of this policy to protect the employees from unnecessary injuries as a result of working at video display terminals (VDTs). The education and training will be provided to all VDT operators within the first month of hire and annually thereafter.

Definitions:

- Ergonomics: The science that seeks to adapt work environments and working conditions to fit the worker.
- VDT or VTDs: Video Display Terminal (s)
- VDT Operator: Any employee whose primary task is to operate a terminal for more than four (4) consecutive hours, exclusive of breaks, daily.

Guidelines:

The guidelines below are to be used by employees when selecting equipment that requires the use of VDTs.

- Video Display Terminals: All VDTs must have a brightness and contrast control that is adjustable by the operator. The screen surface will be surfaced to reduce glare. The VDT shall be adjustable for tilt and swivel. Minimal glare is a constant objective.
- Keyboard: All keyboards shall be detachable. An operator may request the use of a palm or wrist rest or another adaptive device to assure operator safety and comfort. The keyboard must be adjusted to the proper height and angle for the user.
- Mouse: The mouse/device shall be designed specifically for the right or left hand.
- Workstation: An adequate work area will be provided for an operator. It shall be a minimum height of 29 inches high with a knee well that is 24 inches deep and 27 inches wide. The workspace will be adequate for all accessory items.
- Ventilation and Temperature: There will be adequate ventilation and temperature for operators. If ventilation is not sufficient for personal comfort, an operator will be provided with a personal fan or heater upon request.
- Lighting: Light sources should be designed and located to minimize glare and should be of moderate brightness. The operator will be provided with adjustable lighting upon request. This will include task lighting when needed.
- Workstation Chair: A chair intended for use by an operator shall be adjustable for seat pan height, backrest height, and backrest angle. The backrest should provide adequate lumbar support. The chair will be capable of being swiveled. Operators must be able to make all positional adjustments easily and will be provided with adequate chairs upon request.
- Workstations: The keyboard surface will be large enough to accommodate the keyboard and mouse. The height should be sufficient to allow the lower legs to be upright while sitting in a chair and the feet on the floor or footrest. Work surface specifications vary for each operator and an ergonomic evaluation should be completed regularly.

Responsibilities:

- The Town Manager is responsible for providing each VDT operator, a copy of the written policy at the time of hire.
- The Town Manager will research what trainings are available to operators and certify that training is done annually.
- The Town Manager shall contact Maine Municipal Association for an ergonomic evaluation when requested by the operator.
- The Town Manager shall assist the operators in obtaining appropriate equipment to ensure their comfort and safety while working.
- The Town Manager is responsible for posting the notification of the rights and duties created under 26 M.R.S.A §251 & §252 in a prominent location. This policy will be provided upon hire and reviewed in January of each year thereafter.
- Operators shall practice correct body position, basic furniture, and equipment adjustments, take responsibility for comfort at their workstations, request help if needed, report any discomfort to the Town Manager, and report the need for repair or new workstation equipment.
- Operators shall break up computer work with other tasks. Stretch breaks of 5 to 10 minutes must be taken at least every 3 hours.

Training:

- Training will be conducted upon hire and each January thereafter.
- The training will include a review of this policy and participation in the NEOGOV training/course "Workplace Ergonomics" and "General Safety Boost Episode 1: Ergonomics."

