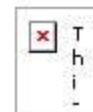


# Maine Video Display Terminal Law



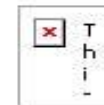
Training Program



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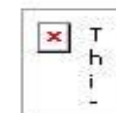
## By the end of this presentation you will be able to:

- Identify the elements of the law
- Identify the training requirements
- Define ergonomics and its benefits
- Recognize signs and symptoms of early injury
- Identify work activities that can lead to injury
- List examples of ergonomic principles that reduce risk of injury



# Maine VDT Law

- MRSA Title 26 – Labor and Industry
- Chapter 5 – Health and Safety Regulations
- Sections: 251 and 252 – Video Display Operator
- Effective date: January 1, 1992



## Section: 251 Definitions

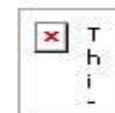
- **Bureau** – Bureau of Labor Standards
- **Employer** – Uses 2 or more terminals
- **Operator** – Four consecutive hours daily
- **Terminal** – Video display terminal  
*(Does not apply to television, oscilloscopes, cash registers, or money typewriters)*





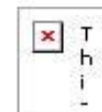
## Section: 252 Education

- Training requirements
  - Under 5 employees **MAY** be only written
  - 6 employees or more **MUST** be oral and written
- Training schedule
  - Within the first month of hire
  - Annually thereafter



# Training Program Requirements

- Notification of rights by posting the law and poster that explains these rights and duties in plain language. (*available from Bureau of Labor standards – 623-7900*)
- Explanation of the proper use of the terminals
- Protective measures to avoid symptoms
- How to achieve and maintain proper posture
- How to adjust your workstation equipment



# Definition of Ergonomics

- **Ergonomics:** It is the science and practice of designing jobs and workplaces to match the capabilities and limitations of the human body.
- **Ergonomics means:** fitting the job to the worker.

# Benefits of Ergonomics

- Ergonomics helps to prevent injuries
- Ergonomics has other benefits:
  - Improved quality of work
  - Improved quality of life
  - Reduced fatigue and discomfort



# Safety, Health and the VDT Law

- Education on injury prevention is an important part of safety and health
- There are thousands of injuries, known as WMSD's, in Maine each year
- (**WMSD**: *Work-related Musculo-Skeletal Disorders*)



# What are Work-related Musculo-Skeletal Disorders (WMSD's)

- Also known as:
  - Cumulative Trauma Disorders
  - Repetitive Strain Injuries
  - Overuse Injuries
- Usually develop gradually, but sometimes can appear suddenly
- Can be serious, if not taken care of early



## What are Symptoms of WMSD's?

- Discomfort, pain, dull ache
- Decreased range of motion, tightness
- Numbness, tingling
- Change of color
- Swelling of joint or limb
- Decreased grip strength


# What Causes WMSD's?

- Repetitive motion
- Forceful exertion
- Awkward posture
- Mechanical pressure
- Cold temperatures
- Stress
- Nutritional deficiencies
- Poor lighting
- Prolonged standing in one place
- Sitting (poor posture)
- Working with neck flexed





# Will it happen to me?

 This image cannot currently be displayed.

- Age
- General health
- Heredity
- Posture
- Diet
- Activities

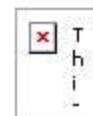
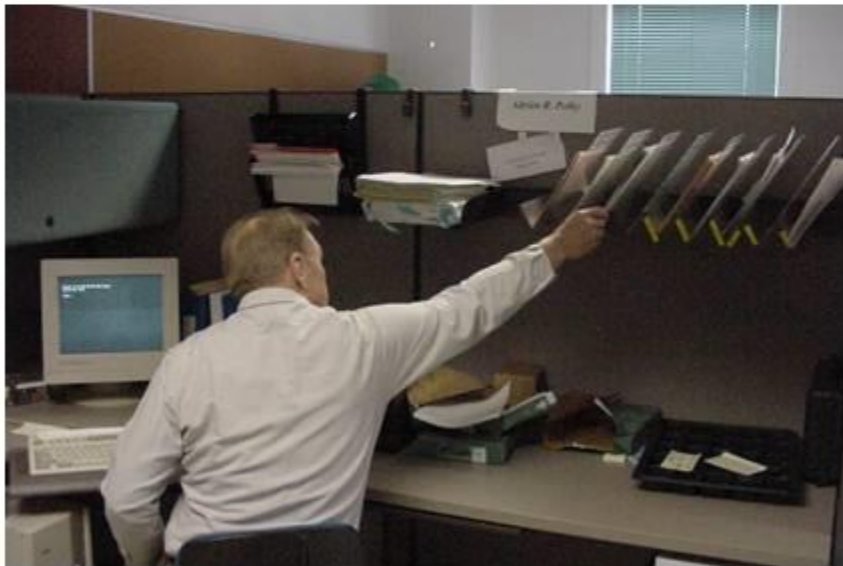
**"Factors"**



## WMSD Injury Depends On!

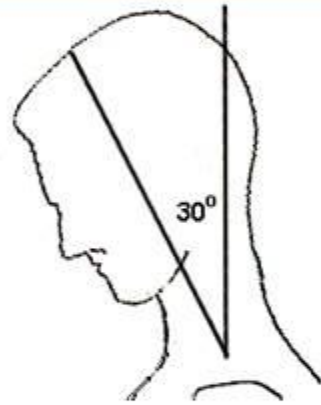
- Duration of exposure (how long) – usually need hours of exposure before risk factors become a concern.
- Frequency of exposure (how often)
- Intensity of exposure (how much)
- Combinations of factors

# Awkward Postures



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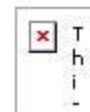
# Awkward Postures



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# Awkward Postures



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## Solutions: Static Postures

- Foot rests, shifting weight
- Well designed, adjustable, supportive seating
- Work surfaces at appropriate height
- Change positions frequently
- Routine stretch breaks

## *Neutral Posture*



- Head centered over shoulders
- 90° angle for arms
- 90° angle for legs
- 90° angle for torso

## Solutions: The Chair

- The right size
- Lumbar support
- Proper height
- Armrests (removable)
- Pan
- Good foundation
- Adjustable while sitting or seated



*Seated neutral posture*



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# *Adjustments*



- Backrest
- Lumbar support
- Seat
- Height
- Foundation
- Armrest

## *Armrests*



## *Base of Chair*

- 5 point suspension



- Correct casters



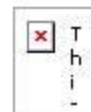
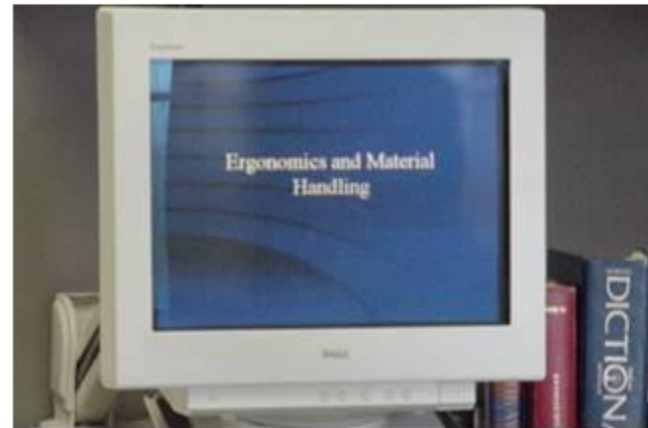
# Shoulders





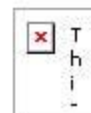
## Solution: The Monitor

- The monitor should be directly in front of you
- Top of screen should be eye level
- A copy stand should be adjacent to or in front of the monitor
- Adjust brightness and contrast



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# *Monitors*



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## *Options*

- External keyboard
- External mouse
- Space saver
- Low glare



# *Monitor Riser*

- Up and back
- Down and forward



- Up in place



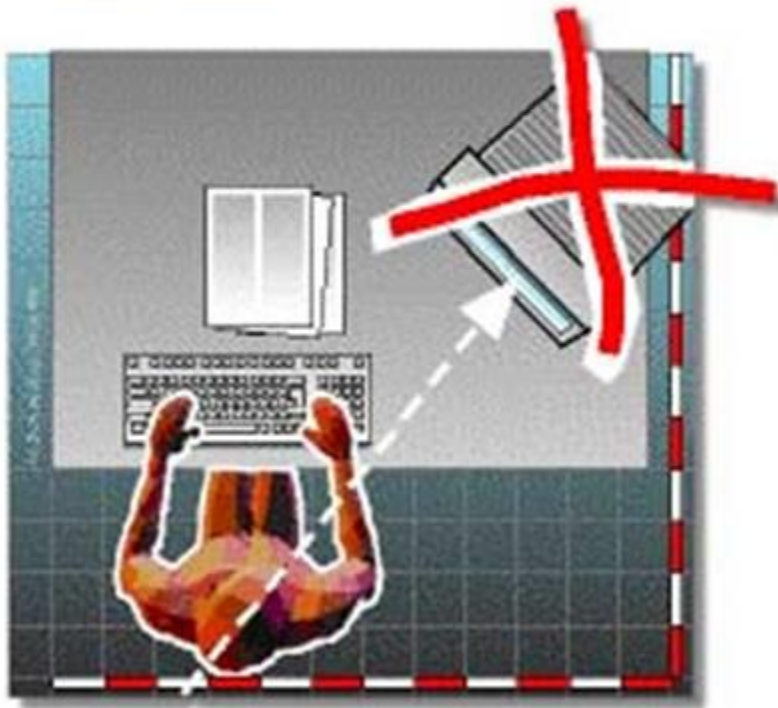


# Glare

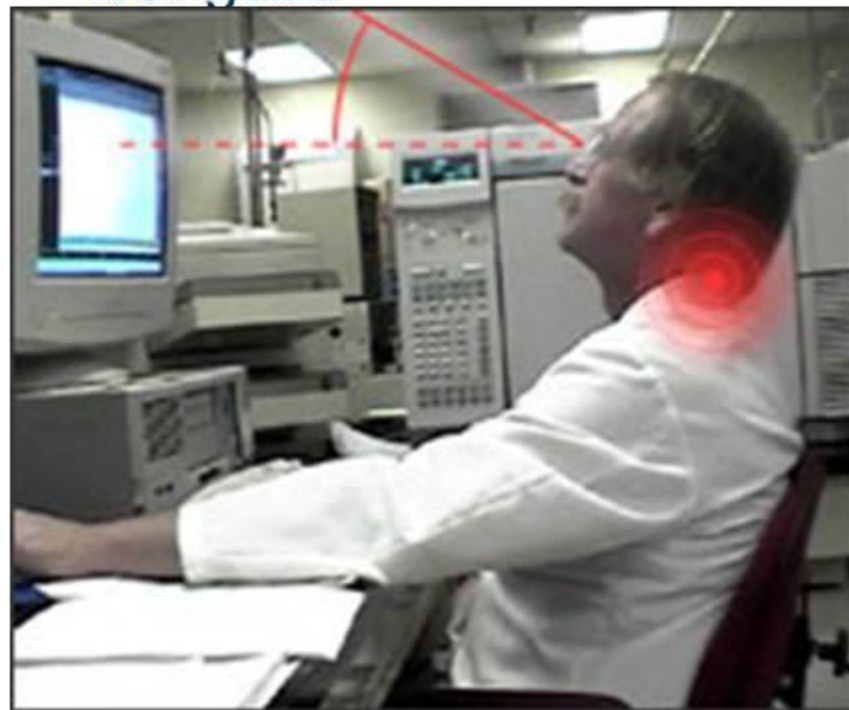


# Placement

Not good



Not good



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## Solution: The Keyboard

- Spread keyboard work throughout the day
- Use macros for common functions
- Take stretch pauses
- Improve your posture and move around as much as possible



# Keyboard Trays



No  
lever



Keyboard  
swivels



Difficult  
places



For curves  
Knee  
clearance



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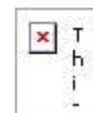
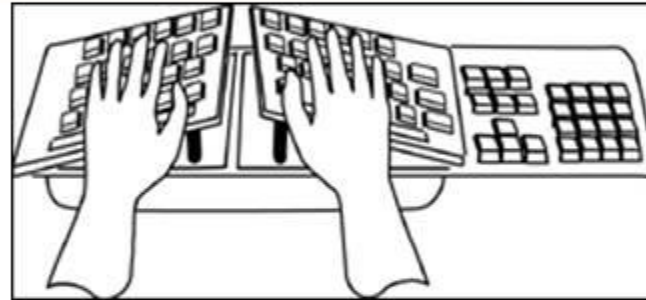


# Keyboards

- Wrist bent to side
- Wrist bent upward



# Alternatives



# Wrists

- Not good



- Not good



# Wrists

- Good



# Compromise

- Chair height



- Chose right height for the keyboard

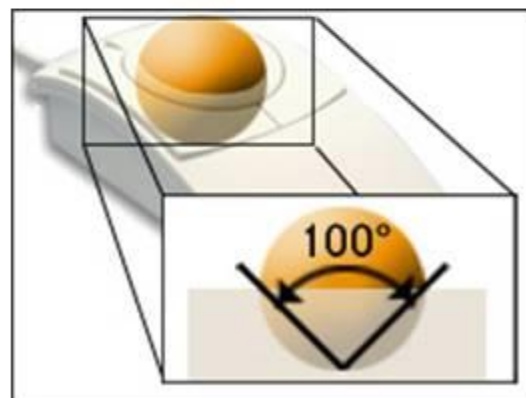




## *Mouse / Pointer*

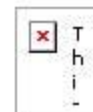


# Alternatives



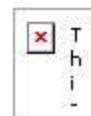
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# Support



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# *Mouse Placement*



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# *Mouse Placement*





## *You, Keyboard, Monitor*



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## Solution: Lighting

- Bright lighting may “wash out” the image making it hard to see which will cause eye fatigue.
- Lighting should be indirect or “task lighting” should be used to reduce wash out or glare.

## Solution: Glare

- Screen 90° angle to window
- Drapes or blinds
- Avoid bright lights
- Screen hood
- Walls, work surfaces non-reflective
- Keep screen clean
- Adjust color, contrast, and brightness

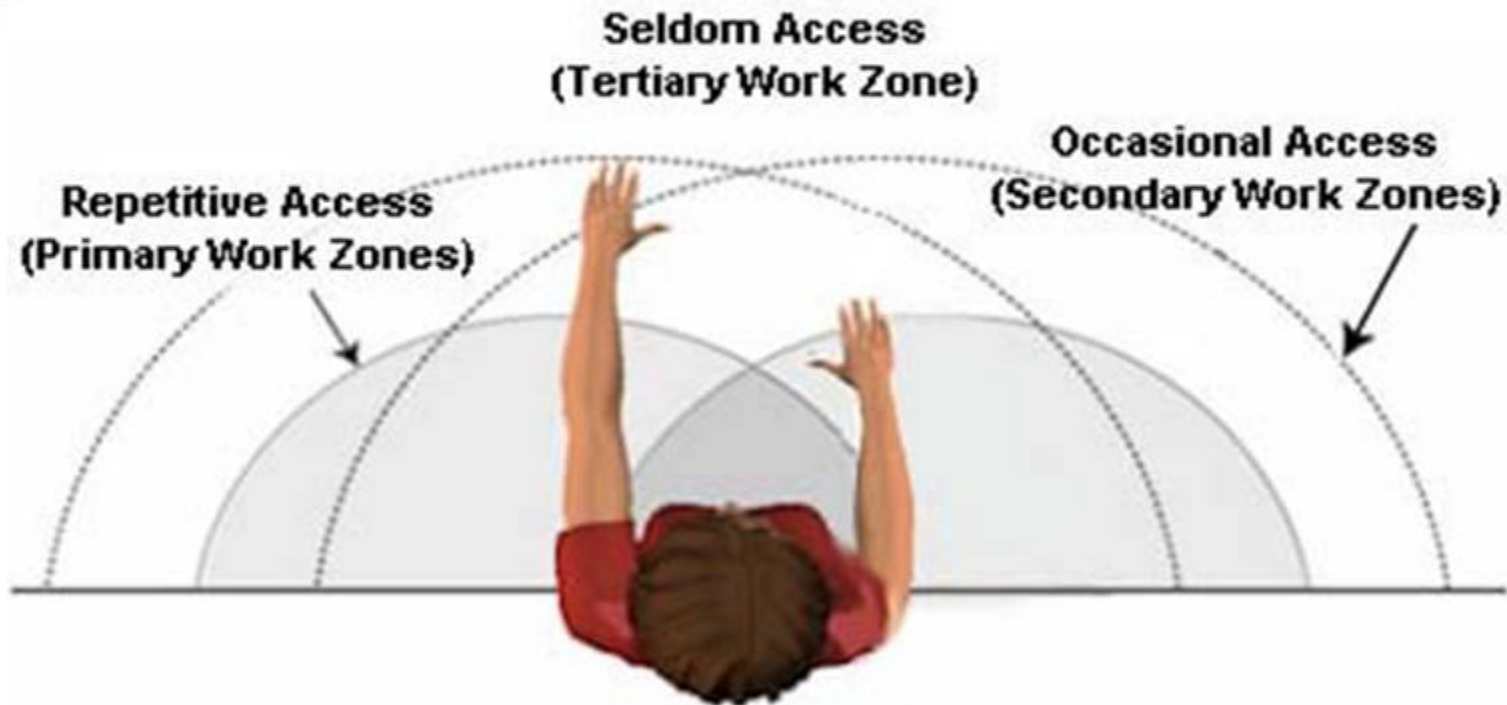


# Solutions: Workspace and Other Devices

- Workspace
- Document holders
- Telephones
- Stretching
- Office Environment



## *Where Should it Be?*





# *Document Holders*



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# Choices

- Okay



- Best



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# *Telephones*



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# Talking

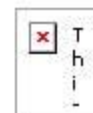
- Not good



- Very good



## *Work Area*



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# Organizers



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- **Who in your organization is your health and safety representative?**

**The Human Resource Manager**