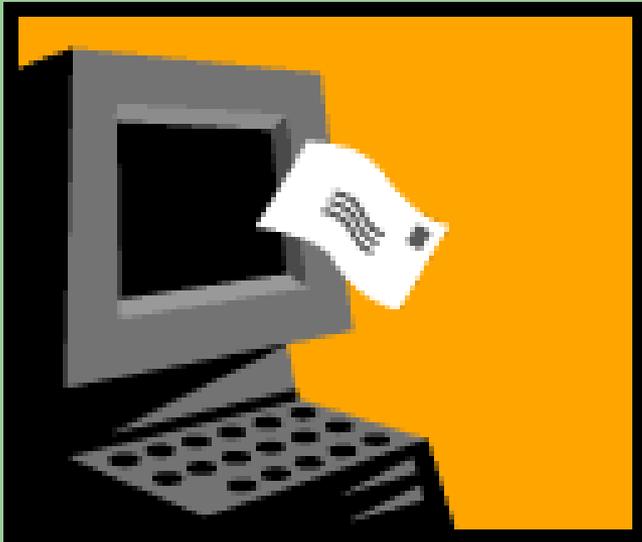


Maine Video Display Terminal Law



Training Program



1-877-SAFE345

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 systems 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?



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

"Factors"

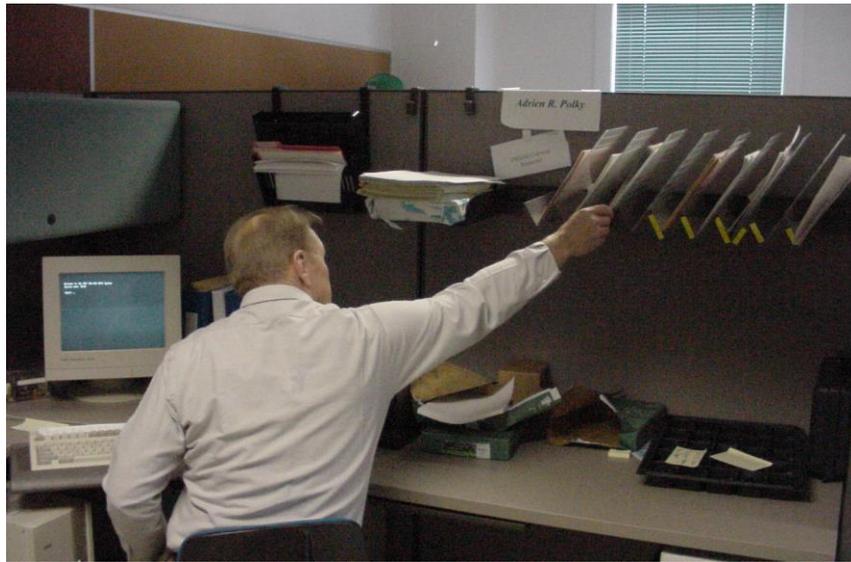


WMSD Injury Depends On!

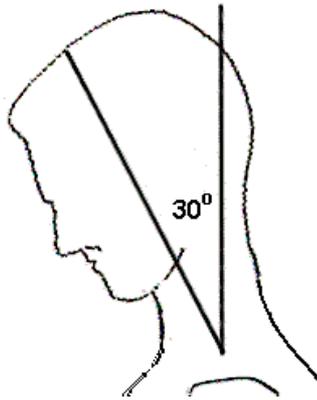
- Duration of exposure (how long) – usually need hours of exposure before risk factors become a concern.
- Frequency of exposure (how often)
- Intensity of exposure (how much)
- Combinations of factors



Awkward Postures



Awkward Postures



Awkward Postures



Solutions: Static Postures

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

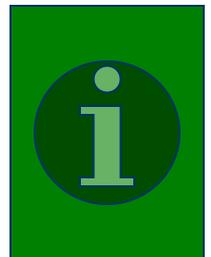


Solutions: The Chair

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

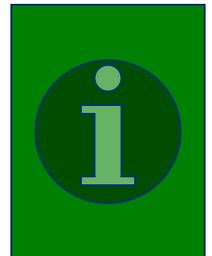
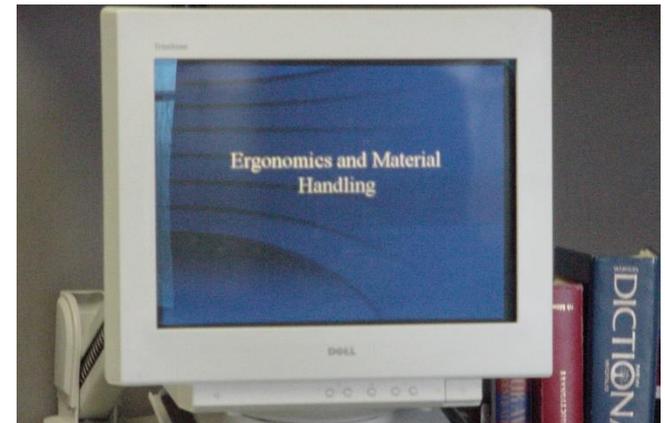


Seated neutral posture



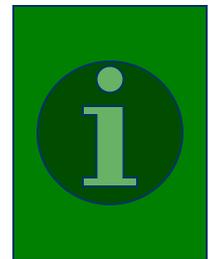
Solution: The Monitor

- 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



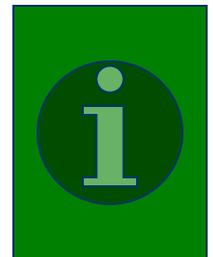
Solution: The Keyboard

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



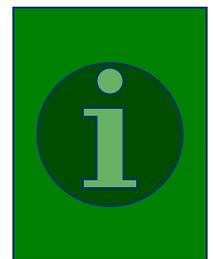
Solution: Lighting

- 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



What Can You Do?

- Recognize and report symptoms
- Get involved in ergonomics
- Perform an Ergonomic Risk Assessment



Ergonomic Risk Assessment

- Identify the Hazards – use the attached checklist.
- Assess the Risk – how often do you do your job, your health, posture, workstation evaluation (attached).
- Control the risks – Adjust your workstation to fit your ergonomic needs.



Symptom Recognition and Reporting

- Report symptoms if:
 - Pain is persistent, severe or worsening
 - Pain radiates
 - Symptoms include numbness or tingling
 - Symptoms keep you from sleeping at night



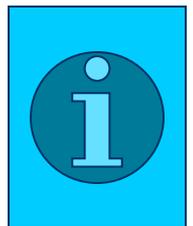
Why is it Important to Report Symptoms?

- Chronic symptoms can lead to disabling injuries, even surgery
- Early treatment is more successful



Work Process

Even when the workstation design and environmental factors are at their best, a worker can suffer discomfort and injuries from factors related to the work process.



Six Key Points to Remember

- Ergonomics can help you on your job and at home
- WMSD's can happen in jobs with risk factors
- Risk factors can be reduced and WMSD's prevented
- Reporting symptoms early is important
- You can help by following good ergonomic practices



Getting Assistance

- Your supervisor
- MDOL/Bureau of Labor Standards
Telephone No. 623-7900
Fax No. 623-7938
TTY (800) 974-1110
- <http://www.state.me.us/labor/bls/saftwkrs.htm>
- [Feeling Good On Your Job - Publication](#)
- OSHA – [computer workstation e-cat](#)

