Maine Video Display Terminal Law
By the end of this presentation you will be able to:

- Understand 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
- Conduct a workstation evaluation
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
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, NOT the worker to the job.
Benefits of Ergonomics

- Ergonomics helps to prevent musculoskeletal 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
- \textbf{(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
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

Over Reaching
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
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
Adjustments

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

- Relaxed
- Armrest too high
- Armrest too high & wide
Most office chairs that are manufactured today come with twin wheel nylon wheeled casters. This type of caster, specifically the nylon wheel, is fine for carpeting but will mark and scratch hard floors. This happens because the nylon wheels don’t roll, they slide. When they slide, they mark the floor. Our Elite chair casters are the perfect solution for this problem. The wheels on these casters will not mark the floors under normal operation.

- 5 point suspension
Shoulders

Improper Position

Proper Position
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
Monitors
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
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

Difficult places

Keyboard swivels

For curves

Knee clearance
Keyboards

- Wrist bent to side
- Wrist bent upward
Alternatives
Wrist Placement

Poor Hand/Wrist Placement

Proper Hand/Wrist Placement
Compromise

Chair Adjustment

Proper Keyboard height

Document Holder

Foot Rest

Monitor Stand

Sit/Stand
Mouse / Pointer
Alternatives
Support

- Length
- Depth
Mouse Placement
Mouse Placement
Monitor
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?

- Seldom Access (Tertiary Work Zone)
- Occasional Access (Secondary Work Zones)
- Repetitive Access (Primary Work Zones)
Document Holders
Choices

- Okay

- Best
Telephones
Talking

- Not good
- Very good
Work Area
Organizers

Many different styles to suit your personal needs
Organizers
Stretches

- Relieves static posture
- Keeps fluids circulating
- Prevents toxins from building up in tissues
Change Positions
Sharing Workstations
Stress
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.
Why is it Important to Report Symptoms?

- Chronic symptoms can lead to disabling injuries, even surgery
- Early treatment is more successful
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.
Five 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. 624-6400
  Fax No. 624-6449
  http://www.safetyworksmaine.org
  Keys to Your Good Work -Publication
- OSHA –
- OSHA – www.OSHA.gov
Opinion
Opinion
Opinion
Opinion

Does a ball make you sit upright or prevent unhealthful, uncomfortable sitting position? Can you sit upright or not? Is it the ball or you that determines what you do with your own body.
Opinion
Opinion
Opinion
Opinion
What to look for

- Neck twisted to look at monitor
- Monitor not positioned head on
- Keyboard at an angle, increasing angle at wrist
- Back not supported by the backrest
- Using mouse too far away causing strain on shoulder
- Cushion pressing into underside of thigh
- Feet not firmly on the floor
- Cacti grow well in hot, dry environments
- Incorrect positioning of desk lamp