

Maine Video Display Terminal Law



TRAINING PROGRAM



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 an 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



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, **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
- (**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



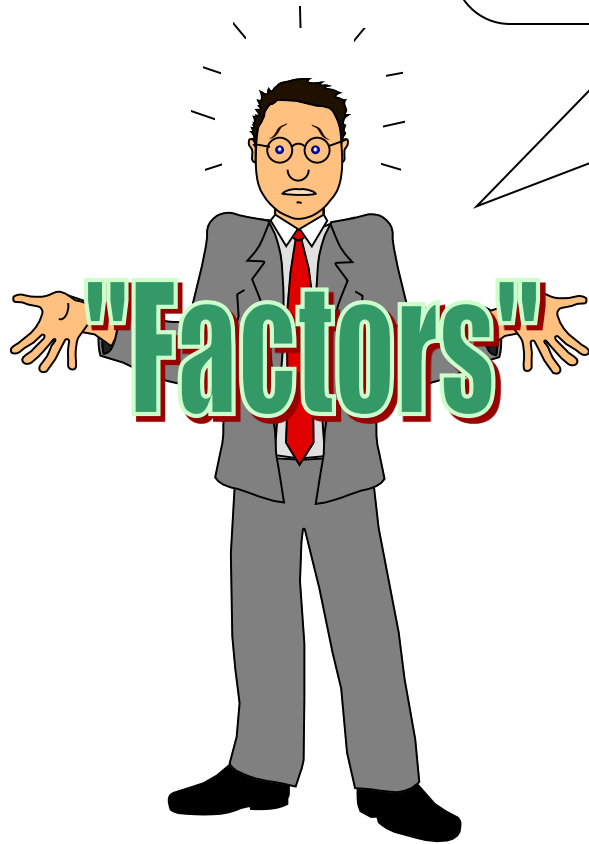
What Causes WMSD's?



- 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

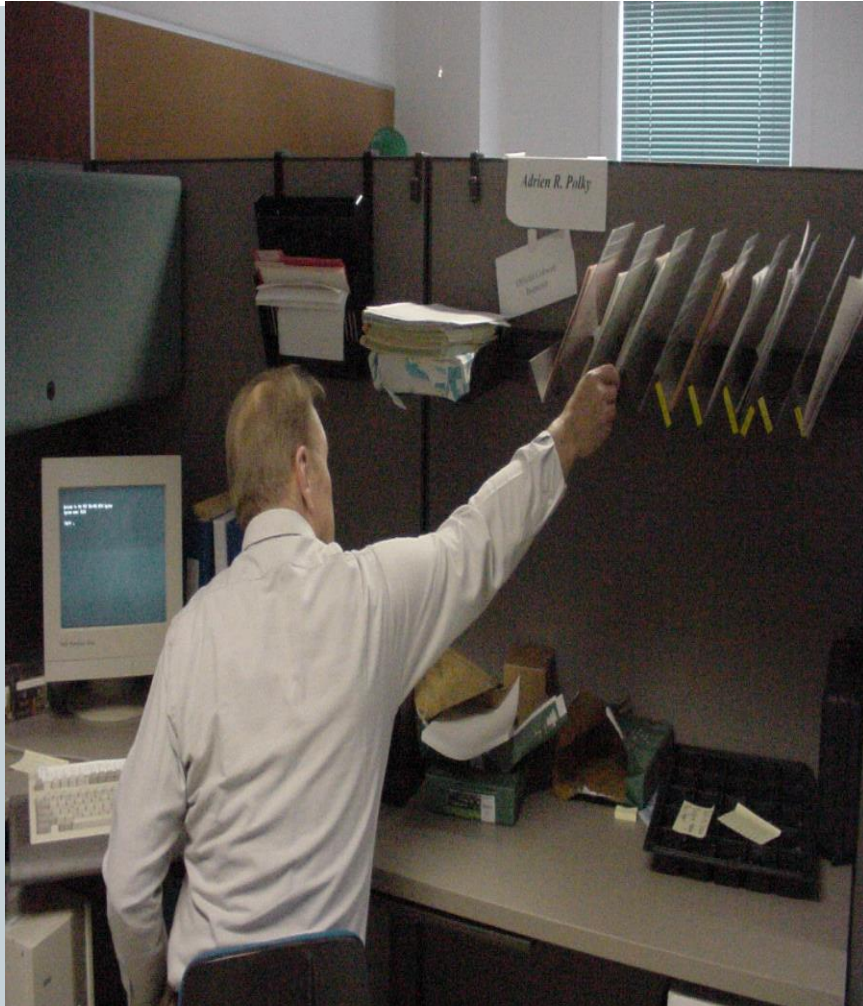
WMSD Injury Depends On!



- 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



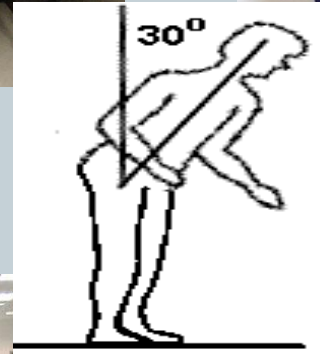
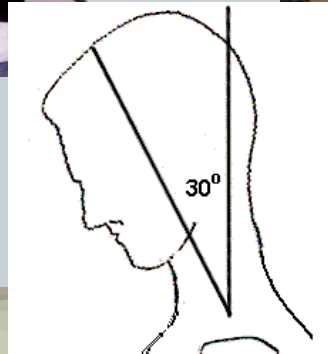
Awkward Postures



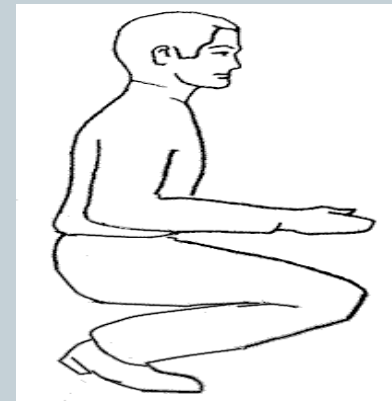
Over Reaching



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

Copy Machine Stretches

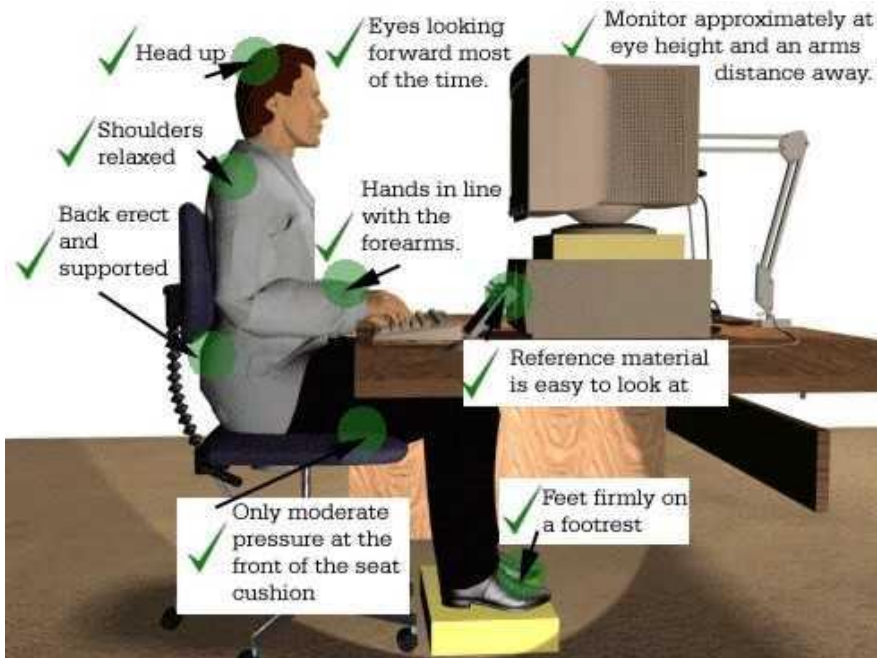
(or Waiting-for-the-Printer Stretches)

Here is a chance to stretch while you're waiting around. It's a bonus—it doesn't take any extra time!

- Stretch while you wait for the copies.
- Do any of the stretches in this book while making copies. Be inventive!
- Copy this page on the copy machine (!) and put it on the wall by the copy machine.



Neutral Posture

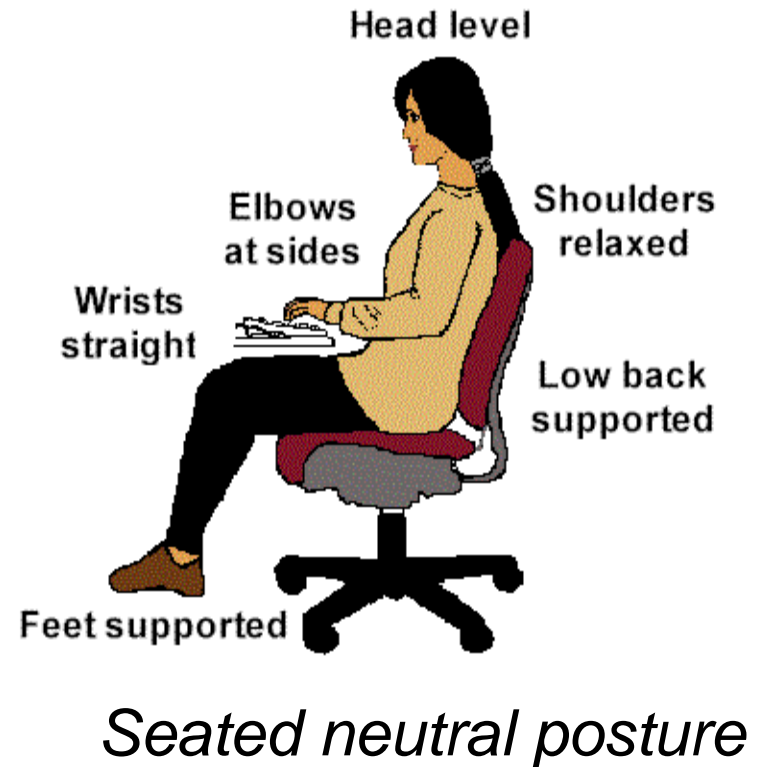


- Head centered over shoulders
- 90° angle for arms
- 90° angle for legs
- 90° angle for torso

Solutions: The Chair



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



Adjustments



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

Armrests



Relaxed

**Armrest
too High**

**Armrest too
High & Wide**

Base of Chair



- 5 point suspension



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.



Shoulders



Improper Position

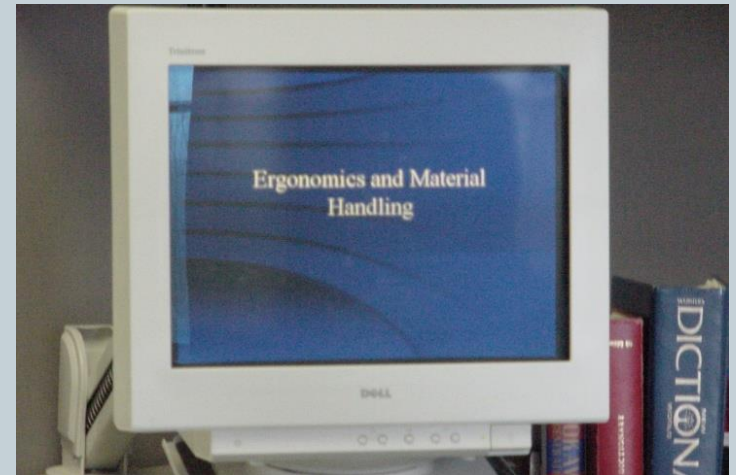


Proper Position

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



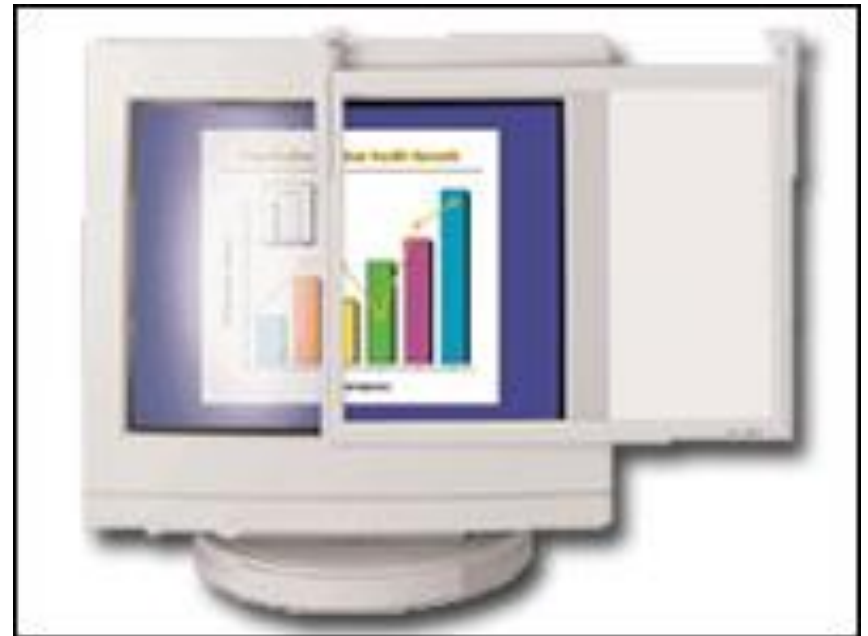
- Up and back
- Down and forward



- Up in place



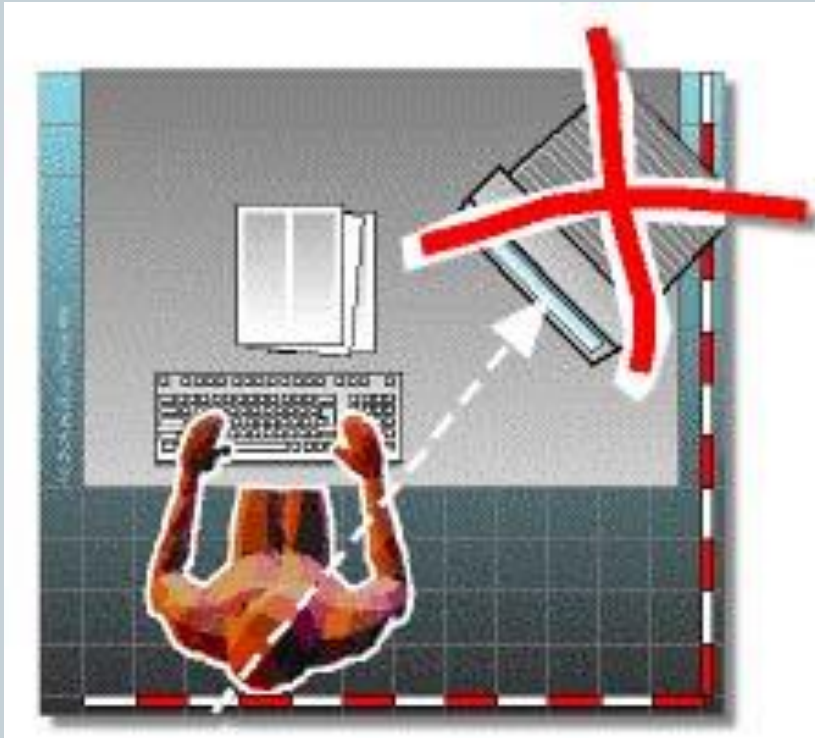
Glare



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



Keyboard
swivels



Difficult
places



For curves
Knee
clearance

Keyboards



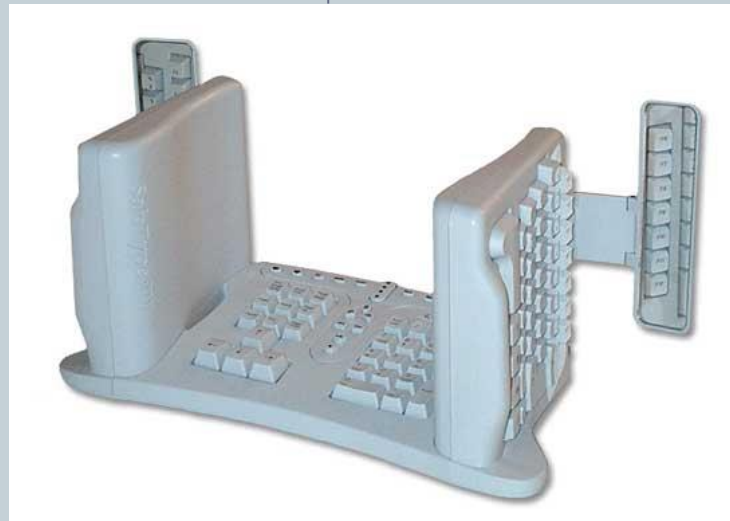
- Wrist bent to side



- Wrist bent upward



Alternatives



Wrists



Poor Hand/Wrist Placement



Proper Hand/Wrist Placement



Compromise



Chair Adjustment



Proper Keyboard height



Document Holder



Foot Rest



Monitor Stand



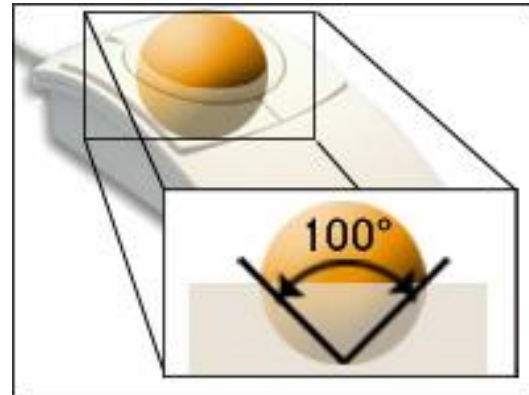
Sit/Stand



Mouse / Pointer



Alternatives



Support



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

Document holder



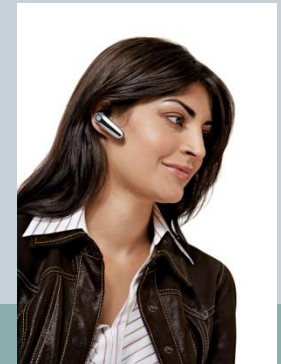
Office Environment



Shoulder rest



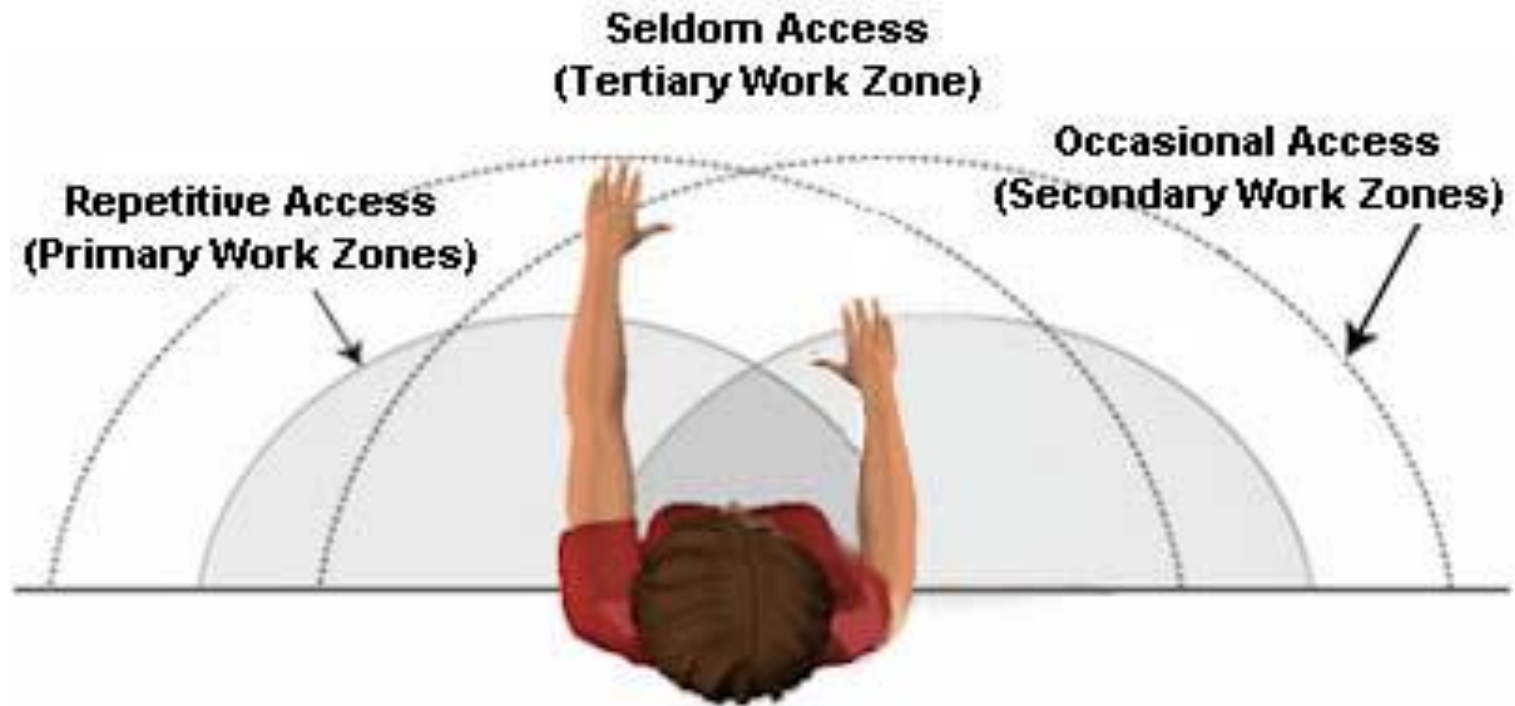
Headset



Climate Control



Where Should it Be?



Document Holders



Choices



- Okay



- Best



Telephones



Talking



- Not good



- Very good



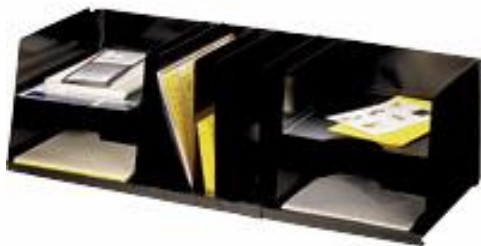
Work Area



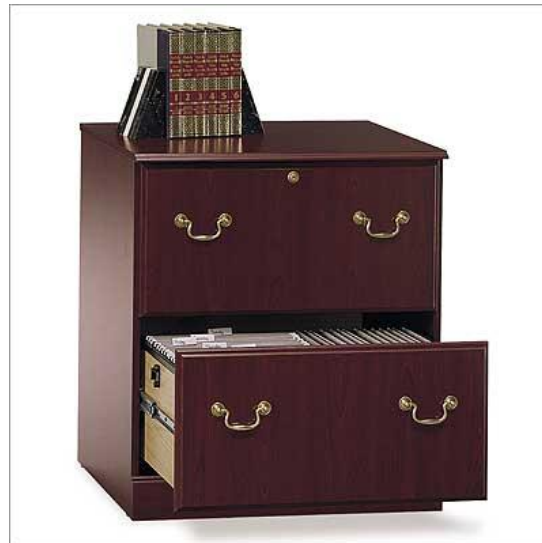
Organizers



Many different styles to suit your personal needs



Organizers



Stretches

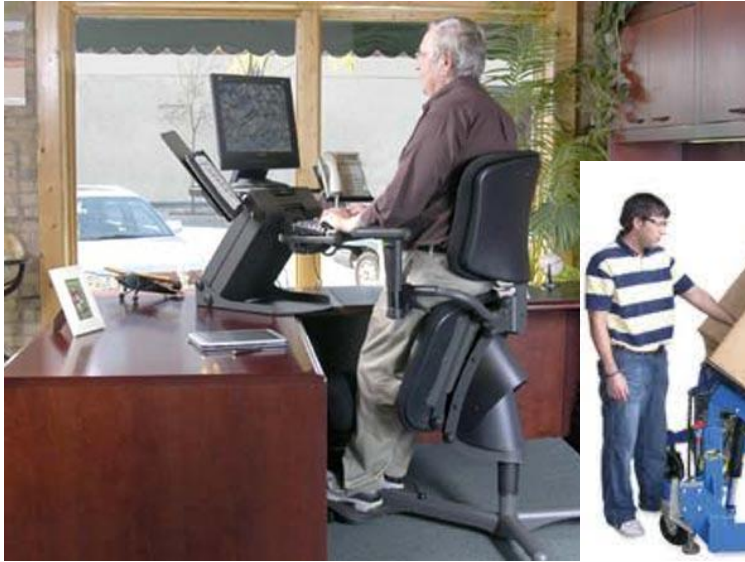


- Relieves static posture
- Keeps fluids circulating
- Prevents toxins from building up in tissues

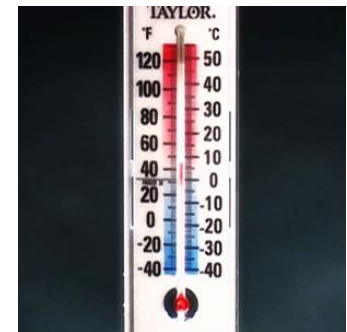
Change Positions



Sharing Workstations



Stress



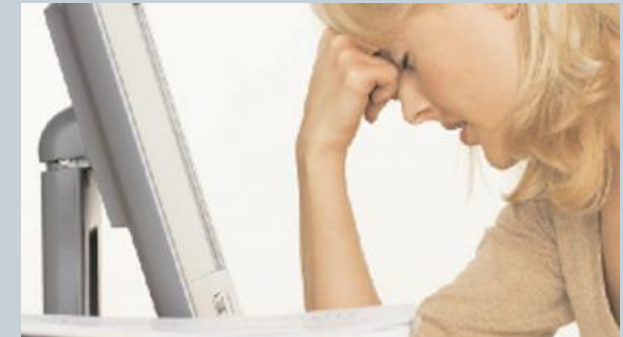
What Can You Do?



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



Piriformis Syndrome



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



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.



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 – <http://www.osha.gov/SLTC/etools/computerworkstations/index.html>
- 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



Opinion



What to look for

