



POLICY ON USE OF VIDEO DISPLAY TERMINALS AND OFFICE ERGONOMICS

Reviewed and revised September 2019

NORTHERN MAINE COMMUNITY COLLEGE POLICY ON USE OF VIDEO DISPLAY TERMINALS AND OFFICE ERGONOMICS

I. Purpose

In an effort to avoid static posture injuries to employees of Northern Maine Community College, and comply with the Maine state Law Title 26, Section 252, the following information shall be used.

II. Definitions

- A. **Operator-** Any employee whose primary task is to operate a terminal for more than four consecutive hours, exclusive of breaks, on a daily basis.
- B. **Terminal-** Any electronic screen data presentation machine, commonly called video display terminals, VDTs, or cathode ray tubes, CRTs. The term does not apply to televisions or oscilloscopes, cash registers, or money typewriters.

III. Training and Education

Employees shall receive the VDT/Ergonomics education and training both orally and in writing upon initial employment with the college, and annually thereafter, if the position qualifies them as an operator at a terminal. This program will include education on proper office ergonomics, best practices to avoid injury and the college's responsibilities as set forth in this policy. Initial employment training shall occur no later than 30 days after the employee's first day of work.

IV. Workplace Evaluations

The supervisor will ensure a workplace evaluation is done within 30 days of the employee beginning work to ensure proper office ergonomics office and best practices are in place. This evaluation request must be made in writing to the IT Department and/or the Safety Manager. The results of the evaluation, including remediation methods, shall be submitted to the employee and the supervisor.