

TOWN OF SHAPLEIGH

Video Display Terminal Policy

Adopted: November 21, 2023

General Ergonomics Policy

The Town of Shapleigh has a strong commitment to achieving our mission while protecting our most valuable resource -- our employees.

We believe that we must implement ergonomics in the purchase and set up of employee workstations and modify work practices to address employee ergonomic hazards whenever practical and feasible.

The Town of Shapleigh strives to support and promote cooperation in the study of jobs and the modification and improvement of stressful tasks so all employees can enjoy a safe and healthful place of work.

Statement of Roles & Responsibilities

For our ergonomics program to be effective, all employees must understand their roles and responsibilities.

All employees should:

- Be aware of ergonomic issues. These include:
 - Correct body positioning
 - Basic furniture and equipment adjustments
- Be responsible for comfort at their workstations.
- Ask for help when they need it.
- Report discomfort to their supervisor
- Maintain the established ergonomic setup of their workstation.
- Report the needs for repairs to their supervisor or other appropriate persons.
- Participate in VDT – Ergonomics for the Office training as required by the Town Administrator

Supervisors should:

- Be aware of ergonomic issues. These include:
 - Correct body positioning
 - Basic furniture and equipment adjustments
- Observe employees at work to evaluate workstation configuration.
- Offer recommendations and / or adjustments when necessary.
- Contact the Department Supervisor when individual ergonomic assessments are needed
- Assure employees are current in their training (initial training is within 30 days of hire or prior to exposure).

ELECTRONIC EQUIPMENT SPECIFICATIONS

The guidelines below are to be used by Town departments in the lease or purchase of video display terminals, personal and laptop computers, multi-station word processing systems and multi-station key entry systems, and furnishings for use by the operator, and should be considered when purchasing or leasing electronic equipment for the operator.

VIDEO DISPLAY TERMINALS:

All VDT's must have a separate control for brightness and contrast (monochrome) which is adjustable by the operator. The screen surface will have an anti-reflective coating or surface design to reduce glare. The VDT shall be adjustable for tilt and swivel and should be positioned to avoid glare. The VDT screen will be free of flicker or blur. There shall be luminance uniformity. If the VDT has multicolor capability, it should be adjustable for color preference by the operator. Knobs, buttons and covers shall have a matte finish to minimize glare.

Any existing VDT that does not meet this standard shall be identified and scheduled for replacement.

KEYBOARD:

All keyboards shall be thin and detachable. Keys and covers shall have a matte finish to minimize glare. An operator may request the use of a palm or wrist rest or other adaptive device to assure operator safety and comfort. The cable will be a minimum of two feet long for an existing detachable keyboard. A keyboard must be adjusted to the proper height and angle for the user.

PRINTER:

A new printer should not generate noise above 55dB. Noise from new or existing printers that exceeds 55dB should have a noise shield or cover constructed of sound-absorbing materials (such as acoustic screening) to reduce noise levels.

MOUSE or POINTING DEVICE:

If a device is used, the device shall be designed specifically for the right or left hand. Also acceptable is a device for use by either the right or left hand at the discretion of the operator. The cord must be long enough to allow proper positioning.

ELECTRONIC EQUIPMENT INSPECTION AND MAINTENANCE

The operator will be responsible for cleaning and maintaining the exterior of the electronic equipment on an as needed basis:

- a. Cleaning the terminal screen with cheesecloth and/or a non-static glass cleaner;
- b. Dusting all exposed areas of the electronic equipment;
- c. Cleaning the keyboard keys using an approved wet solution or wet wipe; and
- d. Gently shaking the keyboard to loosen dirt or debris.

The operator shall report all electronic equipment problems to the Department Supervisor.

FURNISHING SPECIFICATIONS

Furnishing specifications shall meet all ANSI mandatory requirements, and should meet all remaining ANSI guidelines and recommendations to the most reasonable extent possible.

WORKSTATION CHAIR:

A chair intended for use by an operator shall be adjustable for seat pan height, backrest height, and backrest angle. The backrest will be constructed to provide adequate lumbar support. The seat and backrest will be covered in a fabric that provides for air circulation and moisture absorption. The chair seat will have a padded front edge. The chair will be capable of being swiveled and have a five-leg foundation with wheel casters appropriate for the surface. Chair will be capable of being fitted or retrofitted with no armrest or to various types or armrests. Adjustable armrests must be adjustable in vertical height and horizontal closeness to the operator. The armrests must provide rounded and padded support primarily for the forearm. An operator must be able to make all positional adjustments easily from the operating position and without the use of tools. An existing work chair that does not comply with these ANSI specifications shall be identified and scheduled for replacement.

WORKSURFACES:

A workstation shall include an articulating keyboard support surface unless the employee's work position has been adjusted to accommodate working on the desk top. The keyboard surface should be large enough to accommodate the keyboard, mouse and / or pointing device on the same level or multiple adjustable surfaces shall be provided for this equipment as necessary. The height should be sufficient to allow the lower legs to be upright while sitting in the chair with feet on floor or footrest. Work surface specification variances for an operator with exceptional circumstances (height, disability, weight) will be determined following an ergonomic evaluation. Edges and corners must be smooth and without sharp edges. The underside of the work surface will be free of sharp protrusions and of obstructions.

Any work surface that does not comply with these ergonomic specifications will be replaced or retrofitted to the most reasonable extent possible by one or more of the following:

- a. Installing vertical disk drive holder to underside or side of work surface;
- b. Attaching articulated monitor extension arms; and / or
- c. Using adaptive devices to raise or lower electronic equipment (keyboard tray, tilt / swivel mount for terminal) to an appropriate position for eyes and/or hands;
- d. Using adjustable footrest; and / or
- e. Using a desk blotter (or equivalent) to reduce work surface glare; and / or
- f. Any other adaptive device, which safely modifies an existing, work surface to closely conform to the ergonomic guidelines.

WORKSTATION SPECIFICATIONS

An adequate work area will be provided for an operator. It shall be a minimum height of 29 inches high with a knee well that is 24 inches deep and 27 inches wide, and contain adequate workspace for all accessory items such as, but not limited to a telephone, calculator, and document holder. Upon request, an operator will be provided a document holder, which is adjustable for height, distance and angle. The work surface must have a matte surface to inhibit glare.

VENTILATION AND TEMPERATURE:

Electronic equipment components generate heat and should be arranged so that operators and other nearby workers are comfortable at their workstations. There will be adequate ventilation for operators. If ventilation is not sufficient for personal comfort, an operator will be provided a personal fan upon request. Additionally, acceptable operator and equipment density will be determined by the amount of ventilation available.

LIGHTING:

There should be general lighting of moderate brightness that, if possible, can be turned off or dimmed. Ambient lighting should be in the range of 20-50 foot candles. Light sources should be designed and located to minimize glare. Upon request, an operator may be provided direct, adjustable task lighting for demanding visual tasks. Window luminance should be controlled to the greatest extent possible by using reduced transmission glass, louvers, baffles, drapes, shades, or by a combination of such controls.

Ceiling or overhead lighting may be controlled to the most reasonable extent possible by using appropriate luminaries.

TASK LIGHTING:

Different tasks require different lighting levels. Some lighting needs are better met by putting light where it is needed on the working surface or document. Care should be taken to avoid glare, which in turn can make VDT's difficult to read.

JOB DESIGN MODIFICATIONS

WORKBREAKS:

The operator is encouraged to break up computer work with other tasks as discussed in the annual VDT training.

VISION CARE

Employees are responsible for seeking eye exams, eye care and corrective lenses from the doctor of their choice.

REPORTING A WORKSTATION CONCERN

If employees believe they have an ergonomic concern with their workstation, they will report their concern to their supervisor. Department Supervisors will contact the Town Administrator, who will make arrangements for a qualified person to conduct a workstation assessment.

OPERATOR EDUCATION AND TRAINING

The employer will provide training to employees within the first 30 days of employment or prior to exposure in a position where computer use will meet or exceed the State of Maine training requirement.

The employer shall maintain an education and training program for VDT operators which will include:

- 1) Distribution of this Ergonomic Policy to employees generally affected by its guidelines and any employee upon written request;
- 2) A training program that will include:
 - a. Annual training – either online or in person.
 - b. Techniques to minimize physical discomfort, stress and eye strain;
 - c. Basic ergonomic concepts;
 - d. Environmental and workstation modifications that assure operator comfort and safety to the most reasonable extent possible;
 - e. Explanation of this Ergonomic Policy and its guidelines;
 - f. Communication of occupational hazards of VDT use as specifically mandated by State or Federal legislation.