

# Southern Maine Community College

## Maine Video Display Terminal Law



# By the end of this presentation you will be able to:

- Identify the law
- Define ergonomics and its benefits
- Identify work activities that can lead to injury
- List examples of ergonomic principles that reduce risk of injury
- Recognize signs and symptoms of early injury

# Maine Video Display Terminal 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

# Definitions

- **Bureau** – Bureau of Labor Standards
- **Employer** – Uses 2 or more terminals
- **Operator** – An employee whose primary task is to operate a terminal for 4 or more consecutive hours, exclusive of breaks on a daily basis
- **Terminal** – Video display terminal
- **VDT** – Video Display Terminal

At SMCC, we would associate the word “Terminal” with a desktop or laptop computer

# Training Requirements

- Required posting is located in Human Resources
- Operator training online via [Safe Colleges](#)
  - New Hire staff within first 15 days
  - Annually thereafter
- Presentation on EH&S portal for reference
- Education on injury prevention is an important part of safety and health

# 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:
  - Prevents injuries
  - Improves quality of work
  - Improves quality of life
  - Reduces fatigue and discomfort

# What are Musculo-Skeletal Disorders (MSD)

- Musculo-Skeletal Disorders (MSD) are also known as:
  - Cumulative Trauma Disorders
  - Repetitive Strain Injuries
  - Overuse Injuries
- Most develop gradually
- Some can become serious



# Factors Which May Cause MSD

- 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



# An MSD Injury Depends On

- Duration of exposure (how long)
- Frequency of exposure (how often)
- Intensity of exposure (how much)
- Combinations of factors

# Workstation Factors

- Let's watch the following videos to see some real life examples of workplace ergonomic problems and the solutions.
  - [Office Ergonomics – the basics](#)
  - [Adjusting your workstation](#)
  - [The office chair](#)



Each Youtube  
video will  
open  
independently

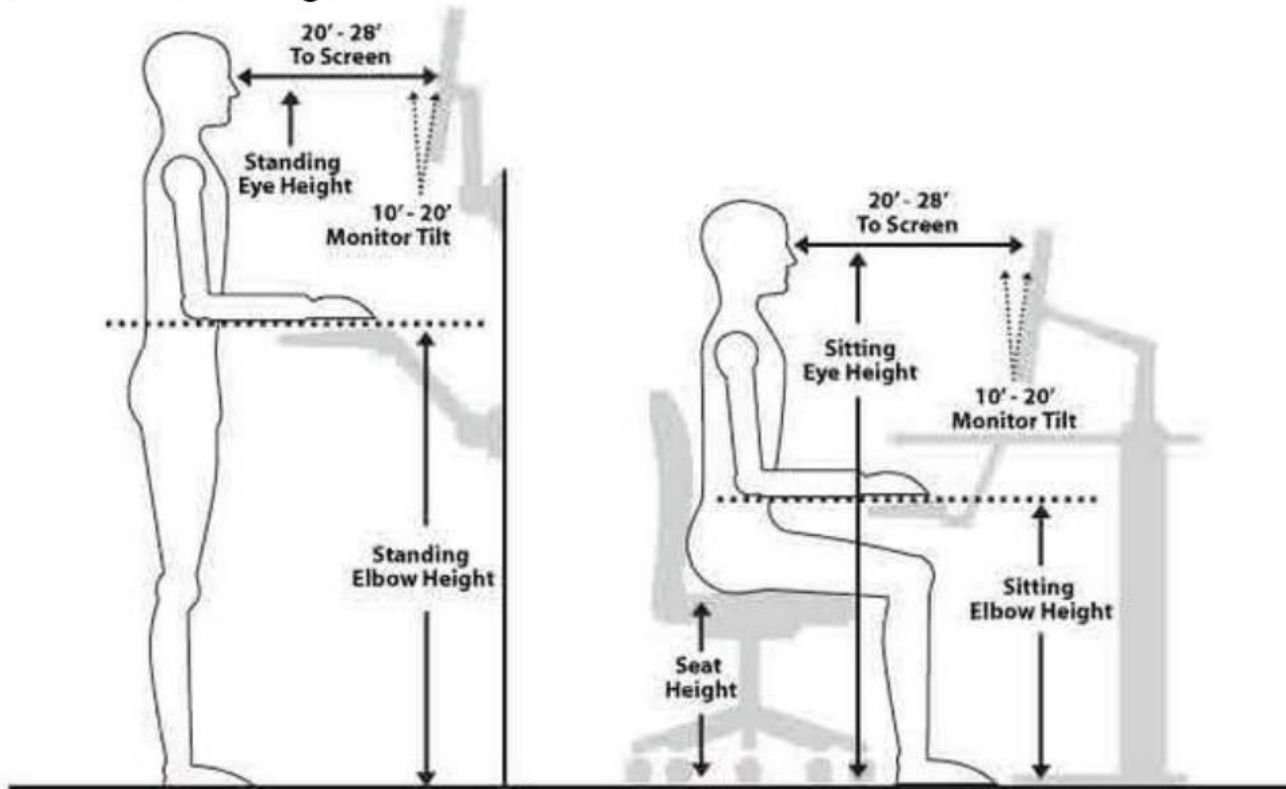
# Ergonomic Risk Assessment

- Assess your risk –
  - How often do you use the computer, how is your health, do you have good posture
- Identify your hazards
  - Use the Ergonomic Computer Workstation Evaluation Checklist
- Correct your hazards
  - Adjust your workstation to fit your ergonomic needs
  - Speak with a supervisor or manager if you can not find an acceptable solution

# Proper workstation set-up

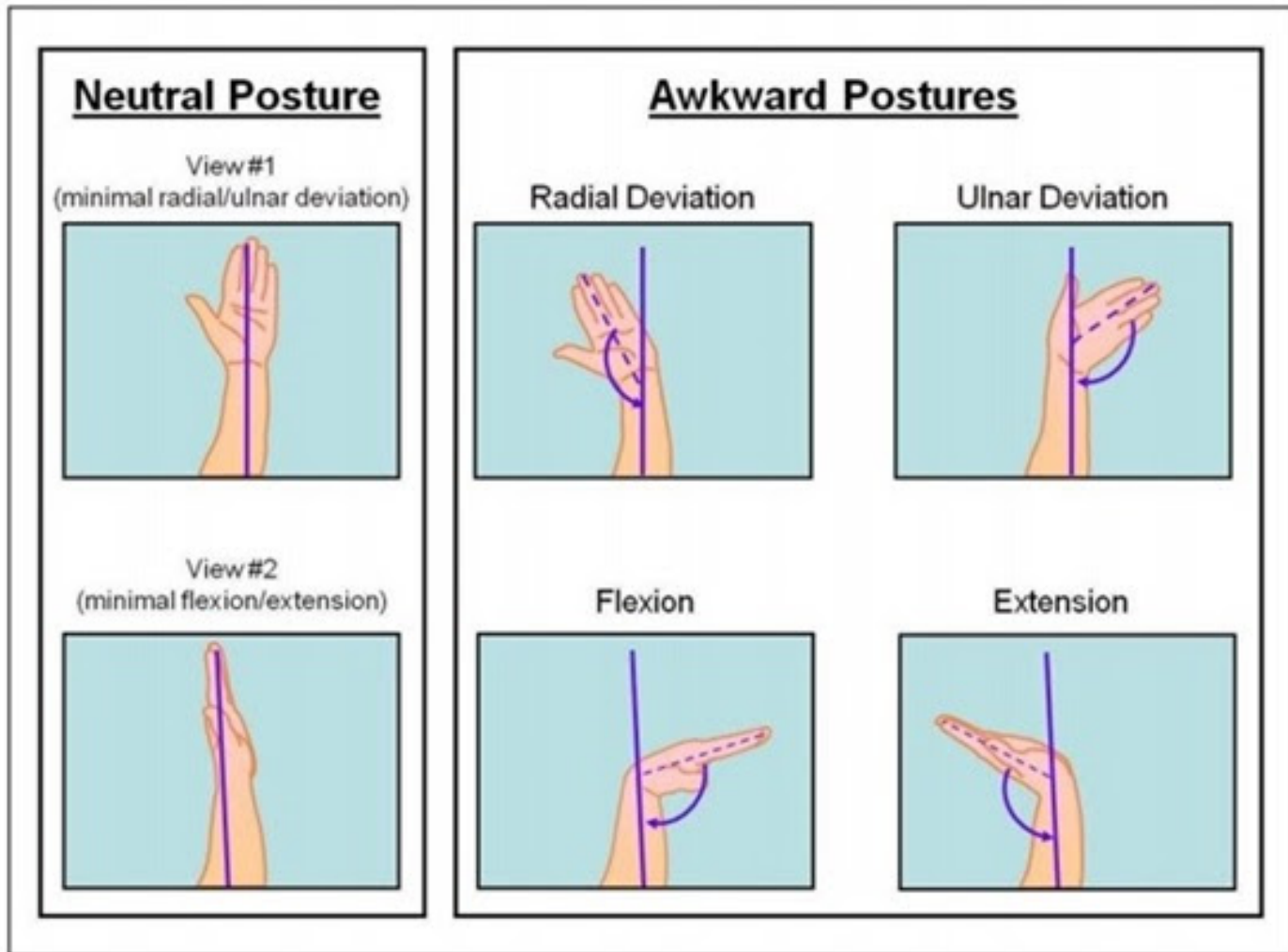
## Proper Workstation Setup

The goal of proper workstation setup is to achieve a dynamic posture in order to minimize discomfort and fatigue. The diagrams below show optimal sitting and standing postures to promote a more comfortable workstation arrangement.



# Maintain a Neutral Wrist Position

When typing and using the mouse

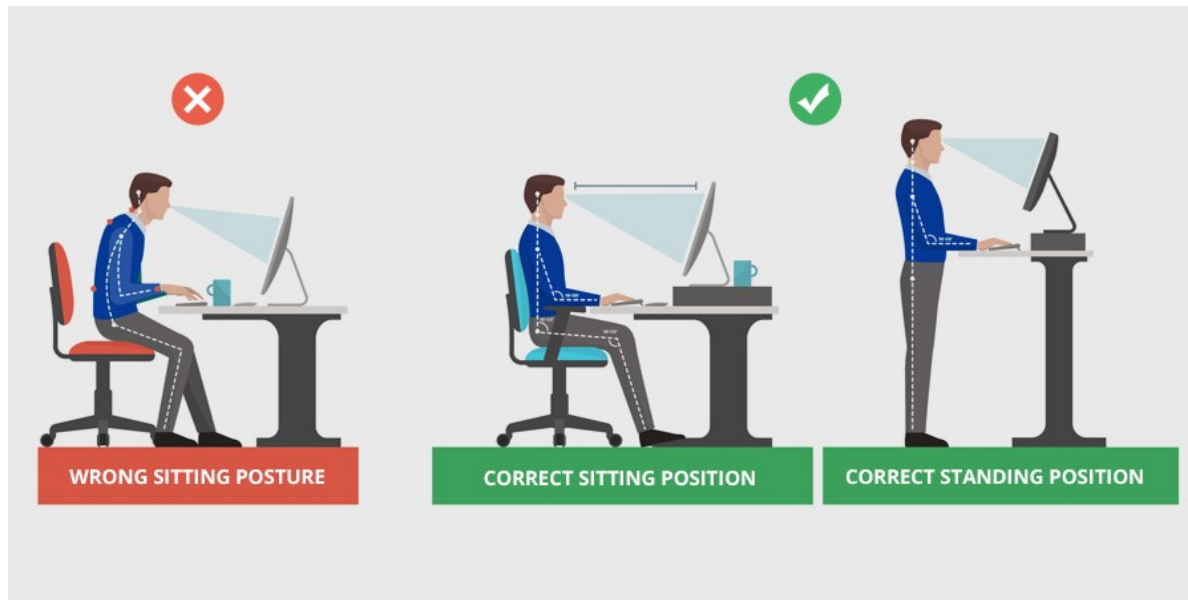


# Recognize Symptoms of MSD's

- Discomfort, pain, dull ache
- Decreased range of motion, tightness
- Numbness, tingling
- Change of color
- Swelling of joint or limb
- Decreased grip strength

# Reporting of MSD Symptoms

- If you believe MSD symptoms are work related notify Human Resources
  - Submit the Employee's Report of Injury for your worksite (South Portland or Midcoast)





# Key Points to Remember

- Ergonomics can help you on the job
- MSD's can be prevented
- You make the difference. Follow good ergonomic practices
- Ask for ergonomic assistance if you can't get comfortable

# Assistance & Resources

- Assistance
  - Your Supervisor
  - The SMCC EH&S Coordinator
    - Jennifer Oteni @ 207.741.5932
  - [EH&S area of Staff Portal on MySMCCME.edu](#)
- Resources
  - Maine Dept. Of Labor - Bureau of Labor Standards
    - <https://www.safetyworksmaine.gov/>
  - OSHA
    - [www.OSHA.gov](http://www.OSHA.gov)
    - [www.osha.gov/SLTC/etools/computerworkstations](http://www.osha.gov/SLTC/etools/computerworkstations)

# Safe Work for Computer Operators



*The Maine Video Display Terminal (VDT) Law gives certain rights to people who use computers for work.*






Employers must place this poster in the workplace where workers can easily see it.

This poster is provided at no cost by the Maine Department of Labor and may be copied.

*If you work at a computer for more than 4 hours in a row on most days, your employer must:*

**1. Train you to use your computer safely so you won't get hurt. Using your computer safely includes:**

-  Not hitting the keys too hard,
-  Not keying too fast or for too long, and
-  Not sitting in one position or in an uncomfortable position.

**2. Train you the right way to adjust your workstation.**

**3. Train you within the first month after you are hired and then once a year.**

**If you have questions about working safely at the computer, speak to your supervisor or contact the Bureau of Labor Standards**

Telephone: 1-877-SAFE-345 (1-877-723-3345)

TTY users call Maine Relay 711.

Email: [mdol@maine.gov](mailto:mdol@maine.gov)

Web site: [www.maine.gov/labor/bls](http://www.maine.gov/labor/bls)

**Title 26: LABOR AND INDUSTRY**  
**Chapter 5: HEALTH AND SAFETY REGULATIONS**  
Subchapter 2-A: VIDEO DISPLAY TERMINAL OPERATORS

## §251. Definitions

As used in this subchapter, unless the context otherwise indicates, the following terms have the following meanings. [1989, c. 512, (NEW).]

**1. Bureau.** "Bureau" means the Department of Labor, Bureau of Labor Standards.

[ 1989, c. 512, (NEW) .]

**2. Employ.** "Employ" means to employ or permit to work.

[ 1989, c. 512, (NEW) .]

**3. Employee.** "Employee" means any person engaged to work on a steady or regular basis as an operator by an employer located or doing business in the State.

[ 1989, c. 512, (NEW) .]

**4. Employer.** "Employer" means any person, partnership, firm, association or corporation, public or private, that uses 2 or more terminals at one location within the State. The term "employer" includes, but is not limited to:

A. Any person, partnership, firm, association or corporation acting in the interest of any employer, directly or indirectly; and [1989, c. 512, (NEW).]

B. The State, in its capacity as an employer. [1989, c. 512, (NEW).]

[ 1991, c. 305, §1 (AMD); 1991, c. 305, §3 (AFF) .]

**5. Operator.** "Operator" means any employee whose primary task is to operate a terminal for more than 4 consecutive hours, exclusive of breaks, on a daily basis.

[ 1989, c. 512, (NEW) .]

**6. Terminal.** "Terminal" means any electronic video screen data presentation machine, commonly called video display terminals, VDTs or cathode-ray tubes, CRTs. The term does not apply to television or oscilloscope screens, cash registers or memory typewriters.

[ 1989, c. 512, (NEW) .]

SECTION HISTORY

1989, c. 512, (NEW). 1991, c. 305, §1 (AMD). 1991, c. 305, §3 (AFF).

The Revisor's Office cannot provide legal advice or interpretation of Maine law to the public.  
If you need legal advice, please consult a qualified attorney.

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**Title 26: LABOR AND INDUSTRY**  
**Chapter 5: HEALTH AND SAFETY REGULATIONS**  
Subchapter 2-A: VIDEO DISPLAY TERMINAL OPERATORS

## **§252. Education and training**

Every employer shall establish an education and training program for all operators as provided in this section. [1989, c. 512, (NEW).]

**1. Requirements.** An employer's education and training program must be provided both orally and in writing, except that an employer that uses fewer than 5 terminals at one location may provide the education and training program in writing only. The program must include, at a minimum:

A. Notification of the rights and duties created under this subchapter by posting in a prominent location in the workplace a copy of this subchapter and a written notice that explains these rights and duties in plain language; [1989, c. 512, (NEW).]

B. An explanation or description of the proper use of terminals and the protective measures that the operator may take to avoid or minimize symptoms or conditions that may result from extended or improper use of terminals; and [1989, c. 512, (NEW).]

C. Instruction related to the importance of maintaining proper posture during terminal operation and a description of methods to achieve and maintain this posture, including the use of any adjustable work station equipment used by the operator. [1989, c. 512, (NEW).]

[ 1991, c. 305, §2 (AMD); 1991, c. 305, §3 (AFF) .]

**2. Literature; clearinghouse.** The bureau shall recommend to employers, for use in education and training programs, occupational safety literature that provides appropriate, current and pertinent data on terminal use. The bureau shall also serve as a clearinghouse for information regarding workplace safety and health relative to the use of terminals.

[ 1989, c. 512, (NEW) .]

**3. Training schedule.** Employers shall provide current operators with this education and training program within 6 months after the effective date of this section and annually thereafter. Beginning 6 months after the effective date of this section, employers shall provide all new operators with the education and training program within the first month of employment as operators.

[ 1989, c. 512, (NEW) .]

SECTION HISTORY

1989, c. 512, (NEW). 1991, c. 305, §2 (AMD). 1991, c. 305, §3 (AFF).

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The following computer workstation checklist will help you to identify some important risk factors that can contribute to work-related discomfort or problems. Complete this checklist to determine if your workstation is properly designed for your work tasks. Contact your supervisor for follow-up OR reach out to the SMCC EH&S Coordinator (207.741.5932) if you and your supervisor need assistance.

Date: \_\_\_\_\_

Name & Job Title: \_\_\_\_\_

Department: \_\_\_\_\_ Telephone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

<b>POSTURE</b>	<b>YES</b>	<b>NO</b>
Is your head in an up right position when you view documents or your computer screen?		
Are your shoulders in a relaxed position when you place your hands on the keyboard?		
Are your arms close by your side in a relaxed and comfortable position when you use the keyboard or mouse?		
Are your elbows bent at a 100-110 degree angle when you use the keyboard or mouse?		

<b>KEYBOARD AND MOUSE</b>	<b>YES</b>	<b>NO</b>
Are the home row keys on your keyboard positioned directly in center front of your trunk?		
Are the keyboard height and slope both easily adjusted?		
Is your mouse within close reach and at the same level as your keyboard?		
Are the keyboard and mouse within close reach?		

<b>CHAIR</b>	<b>YES</b>	<b>NO</b>
Is the height of your chair adjusted so that your feet are positioned flat on the floor or on a footrest?		
Are your hips as far back in the chair as possible so that your back is touching the chair back?		
Does the back of your chair support your lower back?		
Is the chair backrest height adjusted to provide maximum support for your back?		
Is the size of your seat long and wide enough to support your hips and thighs?		
If you have armrests, do they allow you to rest your arms comfortably?		



<b>COMPUTER SCREEN</b>	<b>YES</b>	<b>NO</b>
Is the top of the screen slightly below eye level?		
Is your computer screen at a proper tilt and height to allow you to view it without raising or lowering you chin?		
Are you sitting directly in front of your computer screen?		
Is the computer screen at approximately arm's length reach away from you (18-30 inches)?		
Are your source documents positioned on a stand placed between the monitor and keyboard?		

<b>LIGHTING</b>	<b>YES</b>	<b>NO</b>
Is there sufficient light for you to complete reading tasks without straining your eyes?		
Is there sufficient lighting without glare on the screen from windows, lights, and surfaces?		

<b>WORK TECHNIQUES</b>	<b>YES</b>	<b>NO</b>
Are your shoulders relaxed when keying and using the mouse?		
Are your elbows positioned close to your side when keying or using the mouse?		
Are fingers and wrists in neutral or straight alignment when typing (not turning side to side or going up or down)?		
Are you hitting the keyboard keys with as light a force as possible when keying?		
Are you holding your mouse loosely with your hand and fingers in a relaxed position when moving the mouse around the screen?		
Are you trying to keep your fingers relaxed when keying or using the mouse, i.e. not positioning or hovering your fingers or knuckles above the keys?		
Are you avoiding awkward postures such as an extended finger or thumb when keying or using the mouse?		
Do you take a brief 1-2 minute break from keying or using the mouse every 30-45 minutes?		
Do you take stretch breaks intermittently throughout the day?		
Do you avoid cradling the telephone between your head and shoulder when talking or listening to others?		
Do you know how to adjust your chair, keyboard tray, and other workstation accessories?		
Are you aware of how to report ergonomic problems and obtain help or information on ergonomics?		