

# REFRESHER TRAINING – VIDEO DISPLAY TERMINALS

## Ergonomics

This training is required as specified by our (USM) VDT Program and Legislative Mandate, State of Maine, L.D. 934

### Mail Out – Mail Back Instructional Format

Employee Instructions: In an effort to refresh your understanding of this program and the ergonomic hazards of working with computers, please do the following: Read the information provided, acknowledge that you have read each item by placing a check (X) in the blank at the left. Sign, date, and return this training sheet to our office.

#### (HISTORY/PURPOSE)

- \_\_\_\_\_ 1. VDT (video display terminals) – this is a required State of Maine training approved by our Governor on June 17, 1991, effective January 1, 1992.
- \_\_\_\_\_ 2. The purpose of the legislation is to assist employees in identifying hazards associated with terminal use so as to avoid cumulative trauma disorders (CTDs).

#### (USM TRAINING PROVISIONS)

- \_\_\_\_\_ 3. The Campus Environmental Safety & Health Office provides *initial training* monthly through “Welcome Matters.”
- \_\_\_\_\_ 4. Annual refresher training is provided through our Campus Environmental Safety & Health Office web site and by request from USM units.

#### (VDT OR ERGONOMIC EVALUATIONS)

- \_\_\_\_\_ 5. The following evaluation services are provided by the Campus Environmental Safety & Health Office upon request:
- Pre-evaluations of workstations used by new USM employees or those wishing to see if their set ups are ergonomically correct.
  - Discomfort evaluations for employees experiencing physical discomfort at their computers.
  - Trauma evaluations for situations where physical pain is being experienced while keying.
- \_\_\_\_\_ 6. Call the Campus Environmental Safety & Health Office at 5406 if an evaluation is needed.

#### (COMFORT AT YOUR COMUPUTER; SOUND ERGONOMICS)

##### (Chair Fit)

- \_\_\_\_\_ 7. Feet flat on the floor, thighs parallel to the floor. This is done by adjusting the chair height, seat pan, or by using a footstool.

- \_\_\_\_\_ 8. Good lower back support. This is done by adjusting the chair back up/down and/or in/out.
- \_\_\_\_\_ 9. Ample leg/knee space under work surfaces. This is done by adjusting workstation heights and/or chair, removing or redirecting obstacles.

**(KEYING) YOUR KEYBOARD**

- \_\_\_\_\_ 10. Hands/wrists are neutral and in a straight line with the keyboard.
- \_\_\_\_\_ 11. Elbows are level with home row of the keyboard.
- \_\_\_\_\_ 12. Forearms to upper arms at 90° or slightly greater.
- \_\_\_\_\_ 13. Keep elbows as close to the body as possible.

**(MONITOR)**

- \_\_\_\_\_ 14. Top of monitor screen at eye level, directly in front of operator.
- \_\_\_\_\_ 15. Monitor distance; your eye comfort zone, rule of thumb is 18-24”.
- \_\_\_\_\_ 16. Work surface and screen should be free of glare.
- \_\_\_\_\_ 17. Keep your screen dust free.

**(MOUSE)**

- \_\_\_\_\_ 18. Hand/wrist should be neutral and in a relaxed position.
- \_\_\_\_\_ 19. Elbow should be as close to your side as possible.
- \_\_\_\_\_ 20. Avoid leaning or putting weight on the underside of your wrist.
- \_\_\_\_\_ 21. Avoid arm extension.

**(ACTIVITY)**

- \_\_\_\_\_ 22. Rest breaks and stretches assist comfort and reduce static sitting.

**Employee Name:** \_\_\_\_\_

*PLEASE PRINT*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department/Campus:** \_\_\_\_\_

Return to: USM Campus Environmental Safety & Health Office  
19 College Avenue

Thank You!