THE UNIVERSITY OF SOUTHERN MAINE

VDT/CTD Training Program
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POLICY:

VDT/CTD TRAINING PROGRAM

Statement of Purpose:

This program is designed to provide the necessary training for USM employees working with VDT terminals. An employee (operator) whose primary task is to operate a terminal for more than four consecutive hours, exclusive of breaks, on a daily basis.

1.0 Scope

1. 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;

2. 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

3. 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.

4. Posting of the law on each campus at various office sites.

5. Recordkeeping of all sessions conducted and a listing of all attendees will be kept.

2.0 VDT/CTD Training Session 1

1. Intro – Search Test – (Actual Test) given to each participant prior to the session and before the training information is imparted. Purpose: To provide the instructor some insight into each participant’s current VDT knowledge and assist in introducing the topic.

2. Registration: Master list to be signed. Individual training attendance sheet to be filled in an signed.
3. **Program (Workshop) Overview** – The stated problem: VDT work has high incidence of cumulative trauma disorders (CTD) including carpal tunnel syndrome. Tendinitis, neck pain, headache, eye strain and poor work performance (the State of Maine). VDT related disorders have become epidemic in recent years. Our state had a 76% increase in CTD compensation claims last year. Studies show the complaints are real (97% of claims are valid).

4. **Why CTD?** VDT/CTD comes from sustained posture and loss of flexibility. This is partly due to work design, work station design, and partly to worker habits. All are flexible.

5. **Sustained sitting is the primary risk factor in CTD:**
   
   a) High output of keystrokes.
   b) Improper chairs.
   c) Improper fit of good chairs.
   d) Poor posture habits.
   e) Rapid degeneration of neck flexibility.
   f) Certain health conditions add to risks.

6. **Employee awareness items – handout** - Listing of physical and visual hazards:
   
   a) Legs and feet.
   b) Adjustment of screen position.
   c) Workstation surface.
   d) Posture support.
   e) Arms.
   f) Electromagnetic field noise.
   g) Electrical hazards slighting glare.

7. **Video presentation** – *Ergonomics of the VDT Workstation* by ENCO Production systems.

8. **The Law – Handout**