CITY OF HAMILTON - CORPORATE SAFETY PROCEDURE

DEVELOPED BY: CORPORATE WORKPLACE SAFETY SECTION  Procedure # COH-RQ-WI-014
DATE: 2002-10-01  APPROVED BY: Corporate Management Team

VIDEO DISPLAY TERMINALS/ERGONOMICS

I. PURPOSE:

To establish a procedure whereby worker concerns/questions regarding the use of Video Display Terminals may be addressed and resolved.

To ensure the reasonable comfort and protection of all workers employed primarily in data input, word processing and computer aided drafting operations, by implementing proper ergonomic principles at all such work locations.

The employer accepts the findings of the Federal Government and recognised medical authorities that there is no significant radiation hazard from V.D.T. use.

The recommendation of Canadian Standards Association (most current edition), Office Ergonomics – A National Standard of Canada shall be referenced for all V.D.T. work operations.

II. SCOPE AND RESPONSIBILITY:

Applies to all City of Hamilton workers and work locations where work on Video Display Terminals is carried out.

Corporate Workplace Safety Section:

To monitor and provide information on any and all current, available, medical and scientific information pertaining to Video Display Terminals usage to the employer, the Joint Health and Safety Committees and to workers to allow the initiation and maintenance of proper procedures to ensure worker health and safety.

Departmental:

To ensure that the current medical and scientific information is reviewed and used as a guide, in updating and applying this Video Display Terminal/Ergonomics procedure.

III. PROCEDURE:

1) To ensure that Video Display Terminal users receive training and direction regarding the proper use, maintenance and care of Video Display Terminals, along with available health and safety information.

2) To schedule the work so that a worker is allowed a 15 minute “task change” for every 45 consecutive minutes of Video Display Terminal work.
3) To take all reasonable measures in work area design and to provide accessories, such as light baffles and glare screens to reduce the glare effect.

4) To take all reasonable measures to ensure that properly designed furniture is available in areas where Video Display Terminal work is predominant. (including sufficient space, proper document holders, tables and chairs as outlined in C.S.A. recommendations for office ergonomics, "A National Standard of Canada")

NOTE:
Workers and their supervisors shall be held accountable for violations of health and safety rules, regulations, and procedures. Disciplinary action, where necessary, will be dictated by the City of Hamilton disciplinary procedure and will be based on the merits of the specific case.

Prior to disciplinary measures being taken, management is advised to consult with Labour Relations.