

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 20.06 PAGES: 1 of 2
	RELATED ORDERS:
	ISSUED DATE: May 1, 1993
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CHAPTER: Transportation	SUBJECT: Video Display Terminal Operator Orientation

- I. **PURPOSE:** To reduce the potential of worker injury as a result of prolonged use of video display terminals (VDTs).

- II. **POLICY:** All employees having access to VDTs shall familiarize themselves with the physical risks associated with prolonged use of this equipment, and shall apply the information in this section toward minimizing those risks.

- III. **PROCEDURE:**
 - A. Employees who operate VDTs and are required to continuously view a video screen for more than two consecutive hours in a day are encouraged to take a 10-minute rest period in each hour of such assignment. However, this rest period cannot be scheduled during the last hour of an employee's scheduled workday.

 - B. The following three areas are problems that most concern VDT operators.
 1. **VISUAL EFFECTS:** Sometimes visual effects associated with VDTs take the form of eyestrain or eye fatigue, which can be caused by glare, continuous viewing of the VDT screen, or by improper adjustment of the brightness control. Sources of glare should be controlled through VDT placement (i.e., parallel to windows and in between lights) and the use of glare control devices on the VDT surface.

 2. **MUSCULOSKELETAL TENSION:** The most common concerns in this area among VDT operators are back and neck tension, as well as repetitive motion injuries such as carpal tunnel syndrome. Maximum flexibility should be designed into VDT units and operator chairs. Chairs should be height adjustable and provide proper back support. The 10-minute rest period will also help the VDT operator relieve the musculoskeletal tension associated with continual sitting at a VDT. Wrists should be kept straight and parallel to the floor while typing. With older keyboards, this can be accomplished by the use of wrist rests or a rolled-up towel placed directly in front of the keyboard. If any of the above medical conditions occur or persist, the employee is encouraged to seek medical advice.

 3. **REPRODUCTIVE EFFECTS FROM USING VDTs:** After more than ten years of research on this subject, the National Institute for Occupational Safety & Health has found no causal connection between reproductive problems and the use of VDTs. The County shall continue to monitor research in this area and will keep employees informed.

- C. The following are Alameda County's video display terminal standards, which will be applicable to all related equipment purchased after January 1, 1992.
 - 1. EQUIPMENT: All equipment shall meet the performance and ergonomic standards of the Agency.
 - 2. FURNITURE:
 - a. Workstations will be equipped with a non-glare finish.
 - b. Chairs will have seat and back height adjustments, adjustable tilt control, and a spring tension control.
- D. All staff assigned to Transportation who are authorized access to VDTs must acknowledge that they have read and understand this policy and procedure section. Staff shall be deemed to have read and understood this section when they signed the Acknowledgment of Understanding indicating they have read and understand the policy and procedure manual for Transportation.