

City of Portland

Ergonomics and Video Display Terminal (VDT) Policy

Purpose:

The City of Portland is committed to take proactive steps to prevent injuries and illnesses resulting from computer use and other repetitive motion tasks. Ergonomic disorders commonly referred to as work related musculoskeletal disorders (WMSDs), repetitive motion injuries, or cumulative trauma disorders are a leading cause of injury and illness. Implementation of ergonomic practices will reduce the risk associated with work related muscular-skeletal disorders.

Policy:

The City of Portland will actively work to provide healthy and safe work environments for employees. We will do this by identifying and addressing risk factors with the potential to contribute to WMSDs.

Responsibility

The Director of Occupational Health & Safety and the HR Safety/Training Officer will work with Department Heads to provide ergonomic assessments for new employees, as well as annual Video Display Terminal Training (VDT Training) for employees who work on a computer or other electronic device with more than four hours per day.

Procedures

Employees new to their departments will have their work area or workstation evaluated and, if necessary, modified within the first sixty (60) days of their employment with the City. The same will be done for employees who transfer or move to another area within the City. Once the evaluation is completed, any recommendations will be forwarded to the Department Head for approval. Any approved modifications will be implemented by the department PAO and/of employee's supervisor in coordination with the Safety Training Officer in a timely manner.

A workstation evaluation will also be conducted when an employee has medical issues and/or a work related injury that may benefit from workstation modification. In certain situations, a professional medical evaluation may also be performed if requested by the Director of Occupational Health & Safety.

Ergonomics/VDT Training: New employees shall receive VDT Training within 30 days of employment. Current employees will receive VDT Training on an annual basis. Training will include those topics required by 26 M.R.S. Sec. 252; education on the

proper use of computers; measures employees may take to prevent work related musculoskeletal disorders; recognition of signs/symptoms of ergonomic injuries or illness that may result from using ergonomically incorrect workstations; reporting procedures; and information regarding proper posture and adjustability of workstation equipment.

POLICY VIOLATIONS

Any employee who violates this policy may be subject to discipline under the City's AR-25

Disciplinary Procedures Policy, up to and including termination of employment. The prohibitions in this policy are intended to complement any conduct or performance restrictions provided in additional City and departmental policies and procedures.

Jon P. Jennings
City Manager

Date: 9.2.19

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