

County of Elgin

Section: **8**

Human Resources Policy Manual

Subject: **Video Display Terminals**

Code - **A**

Policy Number: **8.260**

Date Approved: **Dec. 12/91**

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Date Last Revision:

The County recognizes that regular operation of VDT's (three continuous hours or more per day) can cause eye invasion problems, muscle strain, discomfort and stress.

Equipment

VDT workstations will be ergonomically designed with proper chairs, desk units, and document holders.

Lighting will be arranged or the VDT screen modified to prevent glare or reflections.

Hours of Work on VDT's

An employee who is required to work three continuous hours at a VDT, shall be given fifteen minutes away from the VDT every hour.

Pregnant Employees

Pregnant employees who are regularly scheduled to operate a VDT may request to be temporarily transferred to do other work if it is available; if not available and the employee so desires leave without pay may be granted.