

## Operational Policy

<b>Policy Title:</b>	<b>Applies to:</b>	<b>Reference #</b>
<b>Video Display Terminals (VDTs)</b>	All Employees	112-HR-15
<b>Approved by:</b>	<b>Dates:</b>	<b>Total # of Pages</b>
Human Resources Department Workplace Health and Safety Branch	<b>Effective:</b>	01-July-2000
	<b>Last Review:</b>	01-Apr-2015
	<b>Next Review:</b>	01-Apr-2018
<b>Authority:</b>		
City Manager		

### 1.0 Purpose

To comply with the *Saskatchewan Employment Act* and the *Provincial OH&S Regulations 1996* relating to the use of video display terminals (VDT).

### 2.0 Scope

All City of Regina employees who use a video display terminal in the performance of their duties.

### 3.0 Definitions

#### ***Video Display Terminal (VDT)***

Equipment that includes a screen which displays computer or microprocessor generated information that is utilized by an employee as part of their work.

#### ***Operator***

An Employee who regularly is required to use a video display terminal during their normal duties.

#### ***Vision Testing Guidelines for Operators of VDTs***

All permanent or casual employees presently working at a terminal for a minimum of four (4) hours a day or more than ten (10) hours a week, are encouraged to have an eye examination if they:

- Wear glasses;
- Are over the age of 45 years of age; or
- Have recurrent visual problems.

### 4.0 Policy

The City of Regina complies with the *Saskatchewan Employment Act* and the *Provincial Occupational Health and Safety Regulations 1996*, and will ensure that Employees are aware of the hazards associated with the use of a video display terminal and that measures are taken to reduce those hazards in an effort to prevent a workplace injury.

## 5.0 Roles & Responsibilities

### Human Resources:

- If an employee is not covered by a 3<sup>rd</sup> Party Medical Plan, The authorization for the City reimbursed eye exam is to be made by the Manager of Workplace Health and safety. The reimbursement is not to exceed a maximum of \$75.00, for an eye examination once as per schedule. (Note: years starts at last visit date)
  - Employee 44 years or younger – every 3 years.
  - Employees 45 years or older – every 2 years
- Monitor employee's frequency of eye examinations
- Communicate intent of policy to Managers and Supervisors
- Assist workplaces in training Employees on work station ergonomics, work station set-up and measure to prevent injuries while at work.

### Managers and Supervisors

- Become knowledgeable of the applicable Sections of the *Provincial OH&S Regulations 1996* in reference to the use of video display terminals.
- Ensure employees are aware of the factors that lead to muscular, skeletal or visual distress while working at a VDT station. This will include the correct use of the mouse, keyboard and workstation set-up. Employees should be trained to recognise the early signs of musculoskeletal injury.
- Allow an Employee to attend the eye examination appointment on work time if needed.
- Ensure the Employee's workstations meet an acceptable ergonomic standard.
- Advise Employees of this policy
- Consult with Human Resources, Workplace Health and Safety Consultant with VDT issues that cannot be resolved

### Employees

- Implement the work practices as prescribed during the workplace training on the subjects of work station ergonomics, work station set-up and measure to prevent injuries while at work.
- Schedule eye exams for the purpose of this policy based on usage of a VDT.
- Employees who are in a 3<sup>rd</sup> Party Medical Plan will need to submit their original receipt to their 3<sup>rd</sup> Party Medical Plan for processing.
- If the employee is not in a 3<sup>rd</sup> Party Medical Plan, forward the original receipt to Human Resources Department, Manager of Workplace Health and Safety Branch for approval of reimbursement.

## 6.0 Reference Material

*A Code of Practice for Video Display Terminals*, June 2000. Saskatchewan Labour.

*The Saskatchewan Employment Act*

*Occupational Health and Safety Regulations 1996.*

## 7.0 Revision History

<b>Date</b>	<b>Description of Change</b>	<b>Approval Required (y/n)</b>
01-July-2000	Initial Release.	No
01-Apr- 2015	Review	No

