


Video Display Terminal Policy

The towns of Mapleton, Castle Hill, and Chapman have a strong commitment to achieving our mission while protecting our most valuable resource -- our employees.

In accordance with our safety program, Mapleton, Castle Hill, and Chapman strives to provide its employees with a safe and comfortable work environment. To meet this goal, we are communicating information regarding safe video display terminal use.

The towns of Mapleton, Castle Hill, and Chapman strive to support and promote cooperation in the study of jobs and the modification and improvement of stressful tasks so all employees can enjoy a safe and healthful place of work.



(Signed) - Town Manager

Statement of Roles & Responsibilities

For our ergonomics program to be effective, all employees must understand their roles and responsibilities.

All employees should:

- Be aware of ergonomic issues. These include:
 - Correct body positioning
 - Basic furniture and equipment adjustments
- Be responsible for comfort at their workstations.
- Ask for help when they need it.
- Report discomfort to their supervisors and/or ergonomic work group and/or medical department.
- Report the needs for repairs to their supervisors or other appropriate persons.

Supervisors should:

- Be aware of ergonomic issues. These include:
 - Correct body positioning
 - Basic furniture and equipment adjustments
- Observe employees at work evaluate workstation configuration.
- Offer recommendations and/or adjustments when necessary.
- Refer difficult situations to the ergonomics work group for individual assessment.

- Conduct initial ergonomic awareness training for current employees and all new hires.
- Conduct follow up training sessions as necessary.
- Perform individual workstation assessments for employees who experience or report discomfort.
- Coordinate workstation adjustments with the appropriate resources and serve as a consulting resource.