

B. SUMMARY OF RECOMMENDATIONS

The Committee's recommendations are listed here, without comments, for reference purposes. We urge you to read the text before drawing inferences from this summary. The recommendations are discussed on the pages indicated.

Recommendation 1. Maintenance of VDTs (page 7)

That the University adopt a policy of requiring maintenance contracts for all VDTs purchased;

That the University purchase VDTs for which servicing is available in Vancouver, and reject those without local servicing;

That the University enter into preventative maintenance procedures for terminals clustered in departments and used by clerical and other staff for several hours each day.

Recommendation 2. Non-Ionizing Radiation (page 9)

That the University encourage experimentation to determine the long range biological effects of low levels of non-ionizing radiation.

Recommendation 3. Visual Examinations (page 9)

That the University ensure that those who operate VDTs on a regular basis with little discretion as to duties and time spent undergo a visual examination prior to starting VDT work and ~~a~~ regular bi-annual follow-up examination.

Recommendation 4. Breaks in VDT Work (pages 9 and 10)

That a rest break away from VDTs be available to employees after two hours of continuous VDT operation;

That a working break, i.e., ~~a break in the pattern of work, however brief,~~ ^{a change in the pattern of work} be available during every hour of continuous VDT operation.

Recommendation 5. Job Transfer on Visual Problems (page 10)

That the University adopt a policy of job transfer if visual examination determines that an employee's sight has deteriorated so as to render the person incapable of continuing in a job requiring VDT use.

Recommendation 6. Ergonomic Guidelines (page 11)

That the University adopt, whenever possible and appropriate, the ergonomic guidelines in the booklet "Working with Video Display Terminals" published by the British Columbia Ministry of Labour, Occupational

Testing
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Environment Branch. In that booklet, the guidelines are contained in the section entitled "Ergonomics" and in Appendix C.

That copies of "Working with Video Display Terminals" be available to all employees who must work with VDTs. *and their supervisors.*

Recommendation 7. Changes in Ergonomic Guidelines (page 12)

That the University monitor ergonomic guidelines with a view to adjusting University policy as appropriate;

That the University be prepared to adopt Provincial or Federal standards, should such be formulated.

Recommendation 8. VDT Workstation Suppliers (page 12)

That the University continually review VDT workstation furniture in order to maintain an up-to-date list of suppliers whose products closely follow the ergonomic guidelines.

Recommendation 9. Job Structuring (page 12)

That, whenever possible, jobs be structured so as to vary VDT work with other tasks, and to make VDT tasks as much within the discretion of the individual as possible.

Recommendation 10. Data Capture (pages 12 and 13)

That the University adopt, for all new computerized systems, a policy of capturing data as near to the source of its entry into the University as possible.

Recommendation 11. Consultation and Training (page 13)

That new procedures requiring the use of VDTs be introduced only after consultation with those affected;

That employees be assured of on-the-job training in cases where VDTs have not previously been used, *or in cases when existing VDT procedures are being modified.*

Recommendation 12. Software Ergonomics (page 13)

That the University ensure that employee consultation extends to the presentation of data on the screens of VDTs;

That the University make every reasonable attempt to introduce computerized systems which allow easy adjustment of screen formats.

Recommendation 13. VDTs and Pregnancy (page 14)

That the University, and every organized group on campus, support the Faculty of Medicine in conducting a study to

answer the claims about clusters of miscarriages amongst VDT operators and/or birth defects in their children;

That the University give special consideration to VDT operators who are planning on having a family, or who are pregnant, and who must work with VDTs with little discretion about tasks performed or length of time.

C. CONCERNS ABOUT VDT USE

There is no question that there are significant concerns today about the effects of VDT use on the health and safety of those who must use them. The concerns relate to:

- the radiation safety of VDT equipment
- the visual safety of VDT use
- the quality of the VDT work place (ergonomics)
- the psychological effects of VDT use

Each of these is discussed in more detail in the following sections. The parenthesized numbers are references listed in Section I of this report.