

Company Name: _____ Dept: _____ Location: _____ Date: _____

#026

OFFICE SAFETY – VDT EYE STRAIN

Eyestrain is a common complaint of office workers, made more common in recent years by the widespread use of video display terminals (VDT's / Computer Screens). Common symptoms experienced by VDT users and others whose jobs involve Extensive reading include:

- **Eye soreness**
- **Headache**
- **Blurred vision**
- **Dry, itching, or burning eyes**

Fortunately, there are ways to adapt the work environment to make it less demanding on your eyes. The following tips can help reduce eyestrain and prevent more serious vision problems:

- To reduce glare, position your VDT so that neither you nor the screen faces a window. If necessary, use a hood or glare-reduction screen.
- To lessen strain on eye muscles, keep your VDT screen 18 to 28 inches from your eyes, and no higher than eye level
- Use dimmer lighting around your VDT. Dim lighting reduces glare and makes the screen easier to read.
- Adjust the screen's brightness and contrast controls for your best comfort.
- If your screen has color options, choose those easiest on your eyes.
- Take a rest

One of the best things you can do for your eyes when working on VDTs or in other eye straining situations is to take short breaks. Simple one-minute eye exercises done every 20 minutes can reduce eye fatigue.

- Change focus by glancing across the room or look out the window and focus on objects at least 20 feet away.
- Then, lightly cup your eyes with your palms, and relax for 60 seconds.
- Or, look away from the screen, and roll your eyes up and down, around and side to side.

If you experience chronic eye problems, have your eyes examined by an eye care professional. If you work on a VDT, be sure to tell the doctor. Anyone who works regularly on VDTs should have annual eye exams, and people over age 40 may need more frequent checkups.

Meeting Conducted By:

Print Name

Signature

Meeting Attended By:

Notes & Suggestions

Document Filing Reference