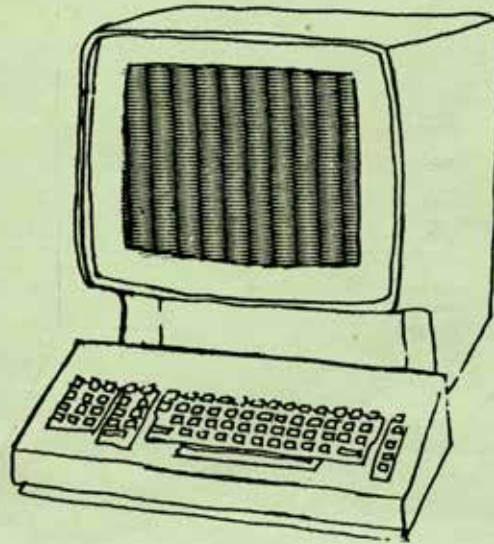


IMPROVE
YOUR
WORKING
ENVIRONMENT



PRACTICAL ADVICE FOR USERS
OF VIDEO DISPLAY TERMINALS
(VDTS/CRTS)

By Christine Micklewright
BRAC

- avoid row arrangements of VDTs, create modules to accomodate several units, each of which provides discreet privacy without cutting off contact with fellow workers.

Important considerations in the selection of the VDT include:

- ability to adjust character size;
- flicker rate should be at least 60 Hz;
- controls for adjustment of contrast;
- brightness control;
- colour - yellow/green on a dark green background is generally considered best;
- keyboard should be able to be moved independently;
- ability to adjust the angle of the screen is an asset.

OTHER RECOMMENDATIONS

Good maintenance is important. Replace deteriorating tubes and keep screens clean.

European and North American studies have all strongly recommended that VDT operators have longer and more frequent rest periods. Rest periods do not necessarily need to consist of a work break but may involve other work tasks away from VDT use.

Task lighting may be necessary at work stations where the worker must perform duties that do not require constant use of the VDT. Such lighting should be fitted

with dimmer switches, be adjustable by the operator and be protected to prevent glare.

IONISERS

Is the air in your office 'dead' or 'heavy'?

Do you find yourself feeling irritable, sluggish and unable to concentrate?

Perhaps your office environment is lacking negative ions?

Ions are electrically charged molecules of oxygen, hydrogen and carbon dioxide and normal air contains an equal distribution of positive and negative ions.

When the ratio of pos-ions to neg-ions becomes seriously unbalanced the human physiological and metabolic processes are affected.

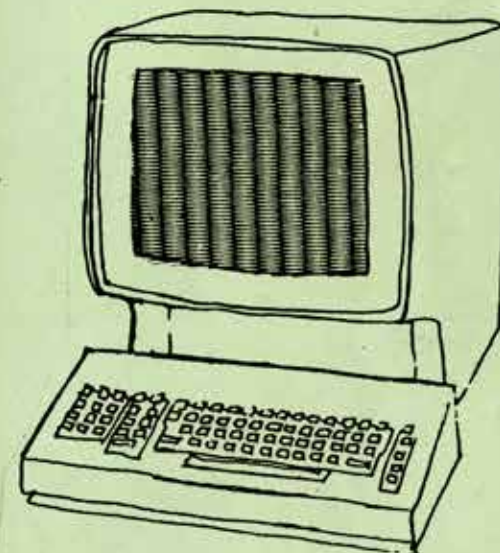
An ioniser will ensure plenty of neg-ions are maintained in your office. The ions will take care of cigarette smoke, stuffiness, and, importantly for VDT users, will eliminate static.

You'll rediscover your sinuses.



Designed and printed by voluntary union labour

IMPROVE YOUR WORKING ENVIRONMENT



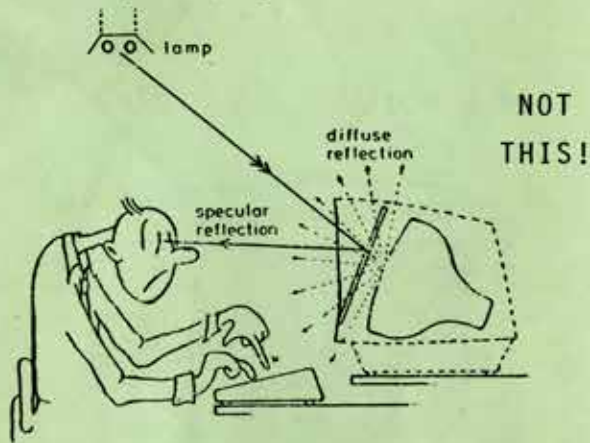
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LIGHTING

Most modern office buildings have overhead fluorescent lighting covered with diffuser panels.

Replace these panels with a louvre-grid panel, having a louvre depth of no less than 15 mm. Preferably these panels should be a non-glossy gold tone.



Office areas that require a higher luminance, perhaps at a desk where VDTs are not in use, should install white or matt silver louvre-grids over the specific work location. This will prevent glare on VDT screens located close by, as well as assuring eye comfort for the VDT operator.



Standard fluorescent tubes in offices are usually of the 'cool white' variety. However, compared to true daylight, they actually give off a pink colour.

A fluorescent light that provides a natural daylight source is available. Called Vita-Lite, the tubes are made by a company called Duro-Test Electric Ltd and must be specially ordered. Although the product is more expensive than the commonly available varieties it has a much longer life span.



Not only will these lights revitalise drooping plant life, they may also contribute to greater efficiency in the workplace. Studies in kindergartens have indicated that these lights help to reduce irritability and absenteeism.

GLARE

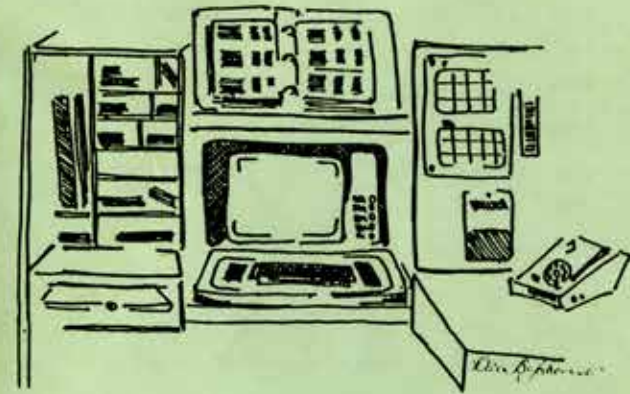
Work areas should be in subdued colours with non-reflective surfaces. This includes desktops, keyboards and walls.

Eliminate screen glare with a black nylon mesh filter that fits over VDT screens. The screen is particularly effective in eliminating daylight glare on VDTs located near windows. It also provides a dark black background and sharpens character images.

The Sunflex filter is marketed by Marinco Enterprises in West Vancouver.

Carpeting is preferable to reflective linoleum flooring and is an important aid in noise reduction.

Vertical venetian blinds allow workers to retain an outside view while providing versatility in blocking daylight reflections from screens.



EQUIPMENT

Ideally workers should be involved in the selection of the specific VDT to be used. Other factors that need to be considered involve the entire work area. The composition of the work place and its relationship to the worker has become known as ergonomics.

When designing offices where VDTs are in use don't overlook these points:

- chairs should be adjustable both in height and in angle of back support;
- adjustable footrests should be provided;
- sufficient storage area should be designed to provide easy access to work manuals and materials;

with dimmer switches, be adjustable by the operator and be protected to prevent glare.

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