HR STUDIO GROUP, LLC

INTEROFFICE MEMORANDUM

TO:

FROM:

SUBJECT: VDT TRAINING

DATE:

Maine law requires that we provide VDT training within one month of hire and then annually to all employees who are VDT operators. Any employee whose assigned duties require the employee to work at a terminal for four or more consecutive hours on any day will be considered a terminal operator.

Attached are training materials provided by the Maine Department of Labor. Please read the information and then complete the workstation checklist at the end. Return this checklist, completed and signed by DATE to NAME AND TITLE. It will be placed in your employee personnel file. The training materials should be kept at your workstation so you can refer to them as needed.

As always, if you have any questions or would like to have your workstation evaluated, please call NAME, TITLE, PHONE NUMBER. Our goal is to provide employees with a safe and ergonomically correct work environment.