

# “The Occupational Health Guidelines on Information Device Work at Office” is now available.

< Labour Standards Notification No. 0712-3, 12 July 2019 >

The guidelines aim to protect workers' health in charge of information device work at office.

Employers are encouraged to follow the instructions in order to reduce the excessive stress or adverse effect to the workers' body from information device work.

## Overview of the guidelines

### Work Environment Control

You can learn how to select and prepare for appropriate work environment for info-device work such as display and selection of device, chair and desk.

### Operation Control

The appropriate work methods with Info device are shown such as work hours, break and good posture.

### Health Control

You can learn how to protect workers' health in charge of Info-device work such as health check-ups and stretching.



### Education and Training

Workers and the supervisors are expected to understand the practice of occupational health control shown above.

## What's New? Just renewed to cover new devices.

New operation categories adopted. See the table on the back side.  
Covering tablet-type devices and smartphones.



Ministry of Health, Labour and Welfare



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## Major changes from the former guidelines

The former guidelines “The Occupational Health Guideline for VDT Work”  
<Labour Standards Notification No.0405001, 5 April 2002> were abolished.

- The name of the guidelines “VDT” was replaced by “Information device”.
- Recent technology products such as tablet-type devices and smartphones adopted.
- Operation categories are simplified corresponding to the diverse work with information device.

### Major changes of operation categories in the guidelines

| OLD               |                           |   |   |  |   |   |
|-------------------|---------------------------|---|---|--|---|---|
|                   | Duration in charge        | Job type  | Work environment control  | Operation control  |   | Health control  |
| A                 | >4 hrs /day               | -Simple typing<br>-Constrained work   | Lighting<br>Preventing glare<br>Noise reduction<br>Check and cleaning         | -Not too long work hours per day<br>-Not exceeding 1 hour of continuous operation<br>-Periodic short breaks<br>-Intervals of 10-15 min. between the continuous operation<br>*Those indication should be followed for Type A whereas preferred for Type B.<br>* For Type A, reducing work hours /day. | -Selection of the terminals<br>-Adjusting terminals or work posture | Health check-ups<br>- work history<br>- medical history<br>- any symptoms<br>- ophthalmic exam<br>- musculoskeletal exam*<br>*optional for Type B by physician's decision |
| B                 | 2-4 hrs /day              | -Simple typing<br>-Constrained work   |   |  |   |   |
|                   | >4 hrs /day               | -Interactive work<br>-Technical work<br>-Supervising work<br>-Other type  |   |  |   |   |
| C                 | Less than two hours /day  | -Simple typing<br>-Constrained work   | Refers to the controls above when necessary                                   |  |   | For those who have subjective symptoms  |
|                   | Less than four hours /day | -Interactive work<br>-Technical work<br>-Supervising work<br>-Other type  |   |  |   |   |
| NEW               |                           |   |   |  |   |   |
|                   |                           | Job type  | Work environment control  | Operation control  |   | Health control  |
| Constrained work* |                           | Info-device work below for more than four hours per day:<br>-continuous operation of watching display<br>-repetitive operation of keyboard, etc.<br>- constrained work in taking break or changing work posture | Lighting<br>Selection of info device<br>Noise reduction<br>Check and cleaning | -Not too long work hours per day<br>-Not exceeding 1 hour of continuous operation<br>-Periodic short breaks<br>-Intervals of 10-15 min. between the continuous operation<br>*For constrained work, a continuous job cycle be shortened.  | Adjustment of device or posture                                     | Health check-ups<br>- work history<br>- medical history<br>- any symptoms<br>- ophthalmic exam<br>- musculoskeletal exam  |
| Other work**      |                           | Other than above in charge of info-device work  |   |  |   | For those who have subjective symptoms  |

Note: \* Constrained work refers to work with certain constraint by work time or job type (may hesitate to take a break): fully covered by periodical health check-ups  
\*\* Other work: for those who have subjective symptoms are to be covered by health check-ups