Ergonomic Workstation Evaluation Process

**Workstation Evaluator**
- Workstation Evaluators will attend training and will keep themselves informed on UC Berkeley ergonomic policies.
- Workstation Evaluator will complete evaluation and recommend any needed changes or equipment. If equipment is needed will appraise employee and supervisor of matching fund programs or additional classes that may need to be taken.

**Department Safety Coordinator**
- Department Safety Coordinator (DSC) will assign each case to a trained Workstation Evaluator.
- DSC will collect workstation evaluation form and log information into the HR Database.
- DSC will follow up with supervisor and employee to ensure that changes have been implemented and ordered equipment is meeting employees needs.

**Computing Services**
- Computing Services will install Stretch Break software as a standard install on all Central Administrative computers. All employees will be encouraged to use the program.

**Employee**
- Employee will attend (online or in person) Computer Health Matters training within two weeks of hire or new workspace.
- Employee will complete self-evaluation form.
- Employee or Supervisor will email ersolthelp@erso.berkeley.edu to schedule a workstation evaluation.
- Employee will follow proposed changes and will inform Supervisor or Workstation Evaluator if they need any additional care.

**Supervisor**
- Supervisor is responsible for ordering equipment, implementing changes and monitoring employee.