ERGONOMIC EVALUATION PROCESS

ERSO is committed to maintaining a safe and healthy workplace for employees. All employees who work at a Video Display Terminal/Computer for more than four hours a day are required to have their workstation evaluated for potential ergonomic issues.

Ergonomic Coordinator: Leisa Lei  Email: ersohrops@erso.berkeley.edu, phone 2-9816

Workstation Evaluators: Gus Monino  Email: ersoithelp@erso.berkeley.edu, phone 3-8886
Carol Sitea  Email: ersoithelp@erso.berkeley.edu, phone 3-7852

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<th>Step</th>
<th>Owner</th>
<th>Process</th>
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| 1    | Requestor              | • Determines an ergonomic evaluation is needed and sends a request to the Ergonomic Coordinator at ersohrops@erso.berkeley.edu  
• Evaluations should be done within two weeks of change. Evaluations are done for the following reasons, requested by supervisor or HR team.  
  ▪ New Employee (HR team initiates)  
  ▪ Location Change (supervisor initiates)  
  ▪ Employee’s Request (supervisor initiates)  
  ▪ Employee suffers injury or illness that affects workstation needs (supervisor initiates)  
  ▪ Re-evaluation at two year mark, if needed (HR team initiates) |
| 2    | Ergonomic Coordinator  | • Sends employee information on required Computer Health Matters training and self-evaluation form  
• Schedules evaluation for employee with Workstation Evaluator |
| 3    | Employee               | • Completes Computer Health Matters training prior to evaluation by signing up for the online or in person training: blu.berkeley.edu (once logged in, go to the UC Learning Center and search for Computer Health Matters)  
• Completes Self-Evaluation and sends it to Ergonomic Coordinator prior to evaluation |
| 4    | Workstation Evaluator  | • Completes workstation evaluation  
• Recommends any needed changes or equipment (double checks if equipment is already available in department)  
• Updates Ergonomic Coordinator on evaluation and any equipment needed |
| 5    | Ergonomic Coordinator  | • Sends follow up letter/email to supervisor to inform them of the necessary changes at employee’s workstation and any equipment needed  
• Ensures employee has proper training for matching funds program  
• Orders necessary equipment for employee  
• Follows up with Employee and Supervisor to ensure changes have been implemented  
• Completes Matching Funds Application, send to Ergonomic office at Tang Center with copies of products invoices and receipts |
| 6    | Supervisor             | • Makes sure changes are implemented  
• Monitors employee to ensure ordered equipment is meeting employee needs and no other ergonomic changes are needed |

UC Berkeley has a comprehensive Ergonomics Program. More information about the program can be found at: http://www.uhs.berkeley.edu/facstaff/ergonomics/index.shtml