

Ergonomic Workstation Evaluation

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.

Workstation Evaluation

Within two weeks of hire or within two weeks of transferring to a new workspace Supervisors should talk to employees about the ergonomic workstation evaluation process. The employee should then arrange to complete the training and self-evaluation. There are two options for taking the course:

- On-line at <https://etrain.berkeley.edu>
- In person course can be scheduled using the ICE system at <http://hrweb.berkeley.edu/ice/home/>

Both trainings will conclude with a checklist that employees will need to share with the Computer Workstation Evaluator. Once the self-evaluation is done the employee or supervisor can schedule an evaluation by emailing ersoithelp@erso.berkeley.edu.

An evaluation should also be scheduled if the employee suffers an injury or illness that affects their workstation needs. If an employee works in a non-computer environment evaluations will be done by a campus evaluator but can still be scheduled by emailing ersoithelp@erso.berkeley.edu

See the Ergonomic Workstation Evaluation process flowchart for a detailed step by step description of the internal process.

Occasionally equipment may need to be ordered to make a workstation ergonomically correct. ERSO Computing Services keeps some equipment on hand (such as keyboard trays); please email ersoithelp@erso.berkeley.edu prior to equipment ordering and they will let you know if they have the needed equipment available.

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>