Be Well at Work
Faculty/Staff Ergonomics

COMPUTER WORKSTATION ASSESSMENT FORM

Date: _____

User Name:_____   Phone:_____

Department:_____   Location: _____

Supervisor name:_____   Phone: _____

How many hours per day are spent working on a computer?_____

Description of Job Tasks: ☐ Computer ☐ 10-Key ☐ Reading documents ☐ Laptop ☐ Phone

Other:

A. **Firm posture support**: Does the chair firmly support a comfortable upright posture, providing support to the lower and upper back region? Are the feet flat on the floor with a few inches between the seat pan and back of lower leg?   ☐ Yes   ☐ No

Recommendations:
☐ Footrest if computer user's feet do not rest firmly and comfortably on the floor
☐ Another chair swapped from within the department
☐ New chair adjustable for height, seat pan depth and lumbar height
☐ Other, describe:

B. **Work surface height**: Does the height of the keyboard and pointing device allow the user's forearms to be approximately parallel to the floor, with their elbows close to their side, promoting a neutral/ flat position of the wrists?   ☐ Yes   ☐ No

Recommendations:
☐ A lower or higher table swapped from within the department
☐ A height adjustable keyboard tray that can be attached to an existing desk or table
☐ A chair that is height adjustable; may need to provide footrest
☐ A height adjustable table

☐ Other, describe:

C. **Screen height**: Is the top of the display screen at eye level, lower for bi-focal wearers?
☐ Yes   ☐ No

Recommendations:
☐ Raise monitor by putting it on top of hard disk drive, boxes, books or monitor riser
☐ Adjustable monitor arm
☐ Bi-level table adjustable for screen and keyboard height
☐ Lower monitor by removing it from hard disk drive or other platform
☐ Other, describe:

D. **Keyboard/Pointing Device:** Alternative input devices may be helpful inneutral (straight) wrist postures while typing and mousing. The mouse should be moved from the shoulder and not be gripped tightly.

Recommendations:
☐ Alternative mouse
☐ Alternative keyboard
☐ Other, describe:

E. **Wrist support**: Wrist rests may be helpful in promoting a neutral/flat (straight) position of the wrists while resting and reduce contact stress. Wrist rests are not helpful for mouse use.

Recommendations:
☐ Padded, movable wrist rest, same height as front of keyboard

F. **Accessories:** Workstation accessories may prevent awkward neck positions.

Recommendations:
☐ Document holder
☐ Telephone headset
☐ Other, describe:

G. **Glare reduction**: Elimination of glare helps to avoid eyestrain and awkward postures. Whenever possible, glare should be removed at the source.

Recommendations:
☐ Use blinds or curtains over windows when necessary
☐ Reposition monitor to avoid direct light in user's eyes or screen
☐ Position monitor screen at right angle to window to avoid reflection
☐ Turn off some lights; use desk task lighting, if needed
☐ Remove some fluorescent bulbs, if necessary
☐ Use glare screen
☐ Other, describe:

H. **Movement breaks**: Encourage moving every half hour to break up repetitive stress and reduce sitting for long periods of time.

Recommendations:
☐ Download Stretch Break software at blu.is.berkeley.edu Click on the "People" tab and look under "Job Tools".
☐ Move More at Work
☐ Tips for Sitting and Standing at the Computer

Recommendations

Note to Supervisor: Your staff person has received this evaluation and recommendations have been made. Please review the recommendations and facilitate the ordering of products and ensure your staff person takes the required workshops to qualify for the matching funds program.

***Ergonomics Matching Funds Program*:** UC Berkeley has funded a Computer Ergonomics Matching Funds Program that offers up to $500 per employee in matching funds to modify on-site computer workstations. Please go to the following website to learn more about the qualifications for the matching funds program. https://uhs.berkeley.edu/facstaff/ergonomics/matching-funds

***Pre-Approved product list*:** To qualify for the matching funds program, recommended products must be purchased through the pre-approved product list.
https://uhs.berkeley.edu/facstaff/ergonomics/pre-approved-product-list

☐ The employee should attend or take the online version of *Computer Health Matters* that promotes safe and healthy work practices and the effective use of workstation furniture and accessories. This training *must* be taken within the last two years to qualify for matching funds. This class is offered in person. To enroll online:
- Click on workshops to go to the workshop page on the Be Well at Work – Ergonomics website
- Click on the date under the workshop you want to take
- Enter CalNet Passphrase - Click submit.

Or

Computer Health Matters Online training available anytime**:** To register: click on workshops; scroll down to the workshop and click *Enter*; enter CalNet Passphrase; click submit. ***The employee needs to achieve 80% or 8 out of 10 correct answers to pass the training and qualify for matching funds.***

☐ Keyboards and Mice: Ergonomic Alternatives workshop- Information on the types of keyboards and mice and how to use them safely. This workshop should be taken for general information and *must* be taken, in addition to the Computer Health Matters workshop, to qualify for matching funds when purchasing an alternative keyboard and mouse. To enroll online:
- Click on workshops to go to the workshop page on the Be Well at Work – Ergonomics website
- Click on the date under the workshop you want to take
- Enter CalNet Passphrase - Click submit.

All underlined items are hyperlinked to the pre-approved product list

For an appointment to try adjustable chairs, keyboard trays and adjustable tables prior to purchase, call UC Furniture Services at 1-877-722-9090. For an appointment to try keyboards and mice, please contact Greg Ryan (gryan@berkeley.edu). The showroom is located in the Career Counseling Library, 2220 Bancroft Way, in the courtyard of Tang Center. After the fitting, employee will be provided with ordering information to give to supervisor or purchasing agent.

☐ New chair: ☐ Keyboard tray:

☐ Height adjustable table: ☐ Document holder:

☐ Alternative mouse: ☐ Alternative keyboard:

☐ Footrest: ☐ Padded wrist rest:

☐ Telephone headset

☐ Other _____

☐ Other _____

Target Date for Implementation: _____

Implementation notes and record: _____

_____

_____

Evaluator's signature: _____

Cc: Employee
     Employee's supervisor
     Department's Injury and Illness Prevention Program files