

Ergonomics Requirements for Computer Workstations

UCOP establishes requirements for equipment, furniture and accessories purchased for use at UC. Requirements are founded on national and international standards and guidelines, UC-wide ergonomics requirements, and researched-based best practices. These requirements allow UC to provide employees with equipment designed to be sustainable for human health, the environment and provide the best overall value. The requirements listed below are for purchases of used or new computer workstations and will meet the needs of 90% of the population. The tables and chairs on the Be Well at Work Ergonomics pre-approved product list meet the minimum requirements. Contact Be Well at Work Ergonomics at 510-643-2540 for furniture input on your remodels, retrofits and new building designs.

Category	Guidance	Checked
	Seated or Sit/Stand Computer Use (Check at least one in each category)	
Width	<ul style="list-style-type: none"> Front edge of computer work surface - at least 48 inches (minus 2 inches for pinch points) of usable desk surface (minimum) 	<input type="checkbox"/>
Depth	<ul style="list-style-type: none"> Depth of top work surface - at least 30 inches deep (minus 1 inch pinch point) to allow for safe placement of computer equipment on the computer workstation (corner area or rectangle design) 	<input type="checkbox"/>
Height*	<ul style="list-style-type: none"> Entire worksurface is user height-adjustable (pneumatic or electric with a one touch control) from 22 to 48 inches (+/- 0.7 inches) or greater from the floor to the top of the work surface (ADA compliant) If table is pneumatic, forces to adjust table do not exceed 7 lbs 	<input type="checkbox"/> <input type="checkbox"/>
Clearance under work surface	<ul style="list-style-type: none"> 20.5 inches wide; 30 inches wide for ADA 17.3 inches at level of knee (base or crossbar placement) and 23.6 inches at level of the feet 	<input type="checkbox"/> <input type="checkbox"/>
Pedestal drawers (mobile/freestanding)	<ul style="list-style-type: none"> Height: Not to exceed 22 inches to allow for full adjustability of height adjustable tables Depth: Take into consideration any cross bars that hang down underneath the desk top to allow for full retraction 	<input type="checkbox"/> <input type="checkbox"/>
Chair	<ul style="list-style-type: none"> Provide chairs from the Campus Ergonomics program pre-approved product list which offer a wide range of adjustability 	<input type="checkbox"/>
	<ul style="list-style-type: none"> If specifying task chairs not on this list, please contact Be Well at Work Ergonomics at (643-2540) so they can verify the chair(s) meet all the minimum requirements according to the Checklist for Purchasing Chairs at UC 	<input type="checkbox"/>
Customer Service Counters	<ul style="list-style-type: none"> Customer Sales and Service Counters have different seated and computer workstation requirements due to the interaction with the client. Use the Customer Sales and Service Counter Guidelines when designing these areas. 	<input type="checkbox"/>

*Height-adjustable desks should be considered if one or more of the below criteria is met:

- User performs 4+ hours of computer work throughout the day
- User is required to continuously remain at workstation for 2+ hours
- Multiple users share the same workstation
- New workstation(s) are being created or re-designed