

**Be Well at Work- Ergonomics**  
**COMPUTER ERGONOMICS MATCHING FUNDS APPLICATION FORM**

File No. (E@W use)

**INSTRUCTIONS:**

1. Fill out this application form entirely in order to be reimbursed.
2. Provide the chart string to be credited with the Matching Fund Amount (Line 6 from Matching Fund Worksheet). Route to your supervisor/business manager for approval.
3. Submit completed form with copy of workstation evaluation and copy of invoice or receipt to: Mallory Lynch, Be Well at Work- Ergonomics, Tang Center; Mail Code: 4300.

| REIMBURSEMENT DATA (Please print clearly)  |      |                        |                   |                                 |                                   |
|--|------|------------------------|-------------------|---------------------------------|-----------------------------------|
| <b>Department:</b>   |      |                        |                   |                                 |                                   |
| <b>Chart String to be credited:</b>  |      |                        |                   |                                 |                                   |
| <b>1</b>   | -    | -                      | -                 | -                               | -                                 |
| BFS Acct   | Fund | Org                    | Prg               | Proj                            | Flex                              |
| -  | -    | -                      | -                 | -                               | -                                 |
| Type   |      |                        |                   | PC BU                           | Project                           |
|  |      |                        |                   |                                 | Act                               |
| <b>Employee who will use furniture:</b>  |      | <b>Last name</b>       | <b>First name</b> | <b>M.I.</b>                     |                                   |
| <b>Employee phone:</b>   |      | <b>E-mail address:</b> |                   |                                 |                                   |
| <b>Supervisor:</b>   |      | <b>Phone:</b>          | <b>E-mail:</b>    |                                 |                                   |
| <b>Computer Health Matters Training Date:</b>                                      |      |                        |                   | <input type="checkbox"/> Online | <input type="checkbox"/> Workshop |
| <b>Keyboards &amp; Mice: Ergonomic Alternatives Training Date (if applicable):</b> |      |                        |                   |                                 |                                   |
| <b>Date of workstation evaluation:</b>   |      | <b>Performed by:</b>   |                   |                                 |                                   |

| FURNITURE/ACCESSORIES FROM PRE-APPROVED LIST          | COST |
|---|------|
| 1.  | \$   |
| 2.  | \$   |
| 3.  | \$   |
| 4.  | \$   |
| 5. Total Cost   | \$   |
| 6. Matching Fund Amount (=Total Cost x 50%) / ≤ \$500 | \$   |

### **MATCHING FUND LIMITS AND REQUIREMENTS:**

1. Applies only to: a) UC Berkeley employees; b) Furniture/accessories to be used at UC Berkeley; c) Furniture/accessories purchased for individual employees (not associated with new construction, renovation and relocation projects); and d) Be Well at Work- Ergonomics pre-approved furniture and accessories from identified vendors.
2. Limits/ deadline: Not to exceed \$500 per employee. Matching Fund program effective until established funds are depleted.
3. Training: Employee must participate in Computer Health Matters training. Must also attend Keyboards & Mice: Ergonomic Alternatives workshop for input device matching funds. Training must be within 2 years prior to application.
4. Workstation evaluation: Employee must receive a workstation evaluation and recommendations. Workstation evaluations should be performed by department's trained computer workstation evaluator. An evaluation by an ergonomics professional may be substituted if prescribed for an employee by their health care provider.
5. Timeline: Purchase orders for recommended furniture and/or accessories are to be submitted within 30 days of the evaluation.
6. Submissions: Submit copies of furniture/ equipment invoices, receipts, or order confirmation forms; computer workstation assessment form **and** this application form to qualify for ergonomics matching funds transfer.
7. Contact: Mallory Lynch, Be Well at Work- Ergonomics (3-2540) if there are problems meeting these limits and requirements.

**I have read, understand and accept the terms, conditions and requirements of the Computer Ergonomics Matching Fund.**

**Supervisor or Signature Authority**

Date \_\_\_\_\_

# Be Well at Work- Ergonomics Computer Ergonomics Matching Funds

UC Berkeley has established a \$100,000 Computer Ergonomics Matching Funds Program. This program offers up to \$500 per employee in matching funds to modify on-site computer workstations. The intent is to provide campus departments a cost-effective way to prevent and/or minimize the effects of computer-related repetitive motion injuries. The program does not apply to computer workstation furniture for new construction, renovation, and relocation projects.

## How can my department qualify for matching funds?

The Computer Ergonomics Matching Funds Program focuses on ergonomic modification of individual employee computer workstations. Following are the steps to take to qualify for matching funds:

- 1) **Training:** The employee must participate in *Computer Health Matters* training, promoting safe and healthy work practices and the effective use of workstation furniture and accessories. If the employee needs an alternative keyboard or pointing device, attendance at *Keyboards & Mice: Ergonomic Alternatives* is also required. Training must be within 2 years prior to application for matching funds. Both workshops are offered monthly and are also available by request in departments with enrollment of 20 or more. Enrollment is online at the UCB Learning Center on the campus blu portal at <http://blu.berkeley.edu>. Online *Computer Health Matters* training is also available at the UCB Learning Center. Call 643-2540 for information.
- 2) **Workstation Evaluation:** Matching funds are available for furniture or accessories recommended as a result of a computer workstation evaluation by a trained evaluator. Workstation evaluations are the responsibility of each department, using the department's trained computer workstation evaluators and the campus Health and Safety Guidelines for Computer Users. A computer workstation assessment form with specific recommendations must accompany each application. A copy of the assessment form should also be kept with department Injury and Illness Prevention Program files. For those departments that do not yet have an evaluator, Be Well at Work- Ergonomics offers Computer Workstation Evaluator Training each semester. Enrollment is online at the UCB Learning Center at <http://blu.berkeley.edu>. If an ergonomic evaluation is prescribed for an employee by their health care provider, an evaluation by an ergonomics professional can be submitted with the Matching Funds Application Form.
- 3) **Furniture/equipment purchases:** If a workstation evaluation identifies the need for specific modification, a purchase order for the recommended furniture or equipment should be submitted within 30 days of the evaluation. Be Well at Work- Ergonomics has developed a pre-approved product list for the matching funds program. These products provide adjustability, are suited for a wide range of employees, and conform to University procurement contracts. Be Well at Work- Ergonomics recommends that products be seen and tried before purchase to ensure they are appropriate for the employee's situation. Many of these pre-approved products are on display at the campus Ergonomics Showroom or Communications and Network Services. Please see the Computer Ergonomics Matching Funds Pre-approved Product List for details: <http://www.uhs.berkeley.edu/facstaff/ergonomics/matchingfunds/productlist.shtml>.

## What is the application process for matching funds?

An application must be submitted for each employee whose workstation requires modification. Send the following to Mallory Lynch, Be Well at Work- Ergonomics, Tang Center, MC 4300:

- a. Completed Computer Ergonomics Matching Funds Application form (see reverse side) **and**
- b. Computer Workstation Assessment Form for employee's workstation **and**
- c. Copies of product invoices or receipts for recommended products from pre-approved product list.

Upon approval of your application, Be Well at Work- Ergonomics will transfer 50% of the purchase price up to \$500 per employee to the chart string indicated on the application form.

Funding for this program is limited. Applications will be considered on a first-come, first-served basis. Funding reimbursement will be delayed or denied for applications that are incomplete or provide insufficient supporting documentation.

**Questions?** Contact Mallory Lynch at 643-2540 or email [ergotf@uhs.berkeley.edu](mailto:ergotf@uhs.berkeley.edu).