Be Well at Work
Faculty|Staff Ergonomics

How to Perform a Basic Workstation Assessment at UC Berkeley

Thank you for volunteering to provide workstation assessments in your department and completing the 4 hour Computer Workstation Evaluator Training. Your support is invaluable!

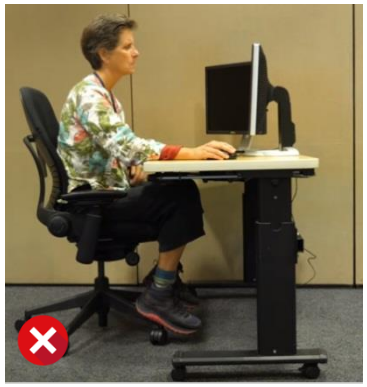
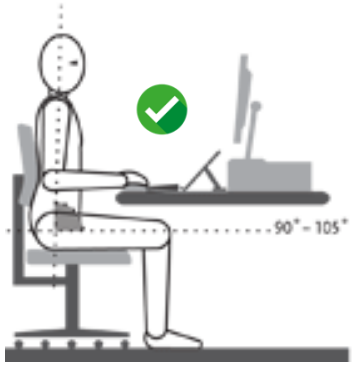
Preparation

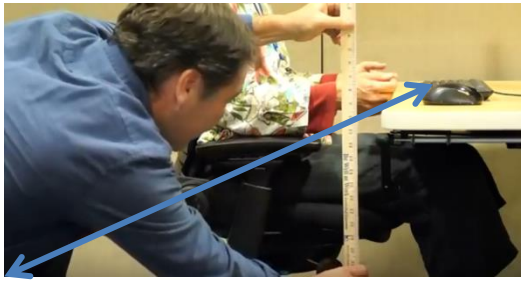
1. Encourage employees to take the Computer Health Matters Online Training prior to your assessment
2. Print copies of the Workstation Assessment form and A User-Friendly Workstation
3. Grab your yard stick or tape measure
4. The employee should speak with their supervisor if they have pain or discomfort; if you feel you need support with doing an assessment please contact Greg Ryan at gryan@berkeley.edu or Mallory Lynch at mlynch@berkeley.edu to set up a time to partner with one of them.

At the beginning of the assessment, fill out the top of the form and ask if they have any ergonomics concerns; make a mental note but do not include any health information on the form.

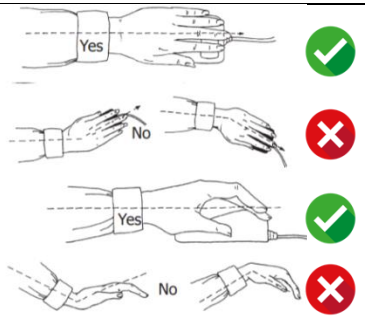
Making Changes

Develop a way to transition from the observation period to helping make changes. Consider showing them a copy of "A User-Friendly Workstation" and saying, "to reduce the risk of injury, the goal while working is to sit back in the chair, get close to the workstation and use whole arm motions while using the mouse". From there follow the assessment form section by section to make changes and offer recommendations. At the end, fill the form out electronically and send a copy to the supervisor and employee. The links are live and this helps with watching the videos, accessing the handouts and ordering products from the pre-approved product lists.

Category	Observations – Ergo and Behaviors	Changes/Recommendations to make during evaluation	Pictures
Ergonomics Chair	***Ergo (What we are looking for)*** *Feet flat on the floor *Hips and knees in alignment or hips slightly higher *Chair arm height at elbow height; width positioned so arms are close to the body *Seat pan depth: thighs supported with 2 finger gap between edge of chair and back of knee ***Behaviors (How are they using the chair)*** *Lean forward with no back support *Sit all the way back in the chair with upper/low back support *Fully lean (not just rest) on armrests or table *Sit too far away from table	*Watch: How to Adjust a Chair video for tips *Adjust chair to support stature: seat height, seat depth, back angle, low back support, chair arm height *Feet flat on floor or footrest *Make recommendations to improve seated posture (i.e. different chair in department or new chair with fitting in ergonomics showroom)	 **Unsafe**: Sitting away from backrest, arms extended forward and feet on chair base  **Safe:** Sit back in chair, arms by side and feet flat on floor

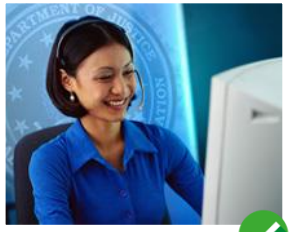
Computer Work Surface	***Ergo (What we are looking for)*** *Keyboard and mouse positioned on same level and next to each other *Clear access underneath the table *Elbow at same height as keys on top of keyboard *Equipment positioned within easy reach ***Behaviors (How are they using the work surface)*** *Elevate their shoulders *Perch forward on the chair *Storage under the desk prevents getting in close to the work surface *Arms extended forward and/or downward	*Keyboard and mouse positioned on same level and next to each other *Measure the person's seated elbow height and the height of the top of the keyboard *Adjust surface or raise height of chair until they match; footrest if feet are not flat on floor *When heights don't match, make recommendation for keyboard tray or sit/stand table	 Use ruler to measure height of elbow  Use ruler to measure height of keyboard (top of the keys) Make adjustments so the heights match
Screen Height	***Ergo (What we are looking for)*** *1 monitor - centered, at or slightly below eye level, lower for bi-focal users *2 monitors used equally - placed at a 30 degree angle to each other and the space between them centered to the user; laptop on docking station or on angled holder *2 monitors with one monitor used more frequently than the	Make adjustments: *1 monitor - centered, at or slightly below eye level, lower for bi-focal users *2 monitors used equally - place at a 30 degree angle to each other and center the space between them to the user; laptop on docking station or on angled holder *2 monitors with one monitor used more frequently than the other - main monitor	 Monitor centered to the user

	other - main monitor centered; second monitor offset at 30 degree angle to one side; laptop on docking station or on angled holder ***Behaviors (How are they looking at the monitor)*** *Head is tipped back looking through bi-focal glasses *Bring head forward to read the screen *Turn head to the side to view the monitor *Monitor tipped upward *Use laptop as stand-alone computer	centered; second monitor offset at 30 degree angle to one side; laptop on docking station or on angled holder *Make recommendations to raise/lower monitor(s) as needed	 2 monitors used equally; 30 degree angle and centered to user  2 monitors used equally; laptop on docking station to place at same height  2 monitors – one used more than the other
Keyboard	***Ergo (What we are looking for)*** *Keyboard flat on the desk *Elbow at same height as top of keys *Wrist pad in front of keyboard if leaning on wrists	Encourage the following: *Sit close to front of work surface to reduce reaching *Straight wrist posture *No wrist contact on desk in front of keyboard *Elbows positioned by sides	 **Safe:** Minimal bend/turn at wrist

	*Straight wrist with minimal bend/turn to the sides *Arms positioned by their sides *Keyboard positioned within easy reach *Use two hands for keyboard shortcut keys ***Behaviors (How are they using the keyboard)*** *Arms extended forward to type *Rest wrists on work surface *Wrists bent/turned to the sides while typing *Keyboard angled upward *User looks at keys while typing *Excess force pressing keys *Toggle keys with one hand for frequently used short cuts	*Use two hands for keyboard shortcuts (i.e. Ctrl X, Ctrl V, Ctrl C etc.) *Learn typing at www.lynda.com *Recommend Keyboards and Mice: Ergonomics Alternatives workshop	
Mouse	***Ergo (What we are looking for)*** *Mouse positioned on same level and next to keyboard *Light grip on mouse *Mouse size appropriate to hand size *Use whole arm motions from shoulder to maneuver the mouse *Straight wrist – minimal bend/turn to sides	Encourage the following: *Watch Ergo Tips for Using the Mouse video *Sit close to front of work surface to reduce reaching *Straight wrist posture *Light grip; remove hand as often as possible *Turn or remove any raised pad from in front of mouse *Recommend different mouse if current one too small/too large for hand size	 Safe and unsafe wrist postures

	Behaviors (How are they using the mouse) *Arm extended forward to grip/use the mouse *Rest on wrist and moving hand side to side to maneuver the mouse *Move mouse back and forth with thumb and pinky finger *Death grip on the mouse *Lean on wrist with hand bent back with use of scroll wheel	*Use whole arm motions from the shoulder to maneuver mouse *Alternate right and left hands *Recommend Keyboards and Mice: Ergonomics Alternatives workshop	 **Safe**:  **Unsafe:** Raised pad invites forward reach, resting wrist and bend/side to side movement
Wrist Support	***Ergo (What we are looking for)*** *Wrists hover over keyboard while typing *No contact stress in front of keyboard on the work surface *Wrist pad positioned in front of keyboard or part of keyboard *No raised pad in front of mouse; hand resting gently on mouse or hand removed from mouse ***Behaviors (How are their wrists positioned)*** *Lean wrists on hard work	Encourage the following: *Wrist pad in front of keyboard or as part of keyboard itself; use only when resting *No raised area in front of mouse *Encourage whole arm motions with arms by side	 Wrist support in front of keyboard  Wrist support as part of keyboard

	surface in front of keyboard and/or mouse *Rest wrist on raised pad in front of mouse		
Document Holder	***Ergo (What we are looking for)*** *Source documents positioned upright on holder *Attached line guide on holder, if needed *Documents brought closer for writing tasks ***Behaviors (How are they using source documents)*** *Source documents placed flat on work surface *Arm extended forward to keep track of information while entering data and/or while writing on documents *Documents positioned too far away for easy reading	Encourage the following: *Document holder to angle papers upright *Placement between keyboard and monitors or off to the side	 **Safe:** Centralized document holder  **Safe:** Desktop document holder to side of monitor
Telephone	***Ergo (What we are looking for)*** *Telephone positioned within easy reach *Hands free capability (speaker phone or telephone headset) *Head positioned upright using the telephone/cell phone ***Behaviors (How are they using***	Encourage the following: *Minimal to no bracing of handset between ear and shoulder *Position telephone on non-dominant side of work area to reduce repetition *Position telephone close to reduce reaching *Hand hold handset, use	 **Unsafe**: Brace cell phone or telephone handset between neck and shoulder

	the telephone) *Reach forward and/or across the body to grasp the handset *Brace handset or cell phone between neck and shoulder	speaker phone or recommend telephone headset	 **Safe**: Use telephone headset
Glare	***Ergo (What we are looking for)*** *No added reflections on screen from external light sources *Monitor positioned level or tipped slightly downwards *Monitor positioned perpendicular to window *Monitor brightest light in room *Utilize blinds/shades ***Behaviors (How are external light sources impacting glare)*** *Monitors positioned too tall to block a light source *Bring head forward to look around glare on screen *Monitor tipped upward inviting glare from overhead lighting *User facing window to use monitor	Encourage the following: *Computer screen brightest light in the room *Tilt the screen downward slightly to reduce glare *Place monitor perpendicular to windows for glare reduction *Utilize blinds as needed *Ask facilities about removing some overhead bulbs	 **Safe:** Monitor positioned at angle perpendicular to window – this will reduce any glare from window

Movement Breaks	***Ergo (What we are looking for)*** *Change postures every 30 minutes *Take regular breaks with movement activities *Utilize stretch break software *Eat lunch away from the desk regularly ***Behaviors (How do they change postures and take breaks during the day)*** *Take minimal breaks *Regularly eat lunch at their desk while continuing to work *Work long hours/taking work home due to deadlines	Encourage the following: *Take breaks and/or change postures 5-8 minutes every 30 minutes *Check all of the appropriate boxes under Movement Breaks to encourage alternative ways to take breaks throughout the day	
Laptop Use	***Ergo (What we are looking for)*** *Laptop use ≤ 1 hour at a time *Laptop use ≥ 1 hour, use as screen only with external keyboard and mouse *Elevate height of laptop to match other monitor(s) height *Low back support with seated posture *Height of keys at elbow height *Arms positioned by side *No contact stress from edge of laptop	Encourage the following: *Read Ergonomic Tips for Laptop Users *Reduce use of laptop to ≤1 hour of continuous use *Recommend external keyboard, mouse and elevating laptop with ≥1 hour of continuous use *Recommend Keyboards and Mice: Ergonomics Alternatives workshop	 **Unsafe:** Non-adjustable chair and desk too high

	Behaviors (How are they using a laptop) *Arms extended forward *Wrists bend/move to sides *Use regularly ≥ 1 hour *Sitting forward away from back support		 **Safe:** Place laptop on angled stand with external keyboard and mouse