

COMPUTER WORKSTATION ERGONOMICS



Keeping the workplace safe

UCDAVIS
HEALTH SYSTEM

Table of Contents

Introduction	2
Office Ergonomics Process at UCDHS	3
Completing / Conducting the Self Workstation Evaluation	4
Computer Workstation Self Evaluation Form.....	5
Common Computer Workstation and Work Habit Recommendations	6
Adjusting your Computer Workstation to Fit	11
Electronic Medical Record (EMR) Workstations	
Tips for Clinic / PCN based EMR users	13
Scheduling an “on-site” evaluation	15
UCDHS Ergonomics Demonstration Room	16
Reference Materials	17
Office Ergonomics Program Policy and Procedure	
UC/CUE Agreement Article 8	
Workers’ Compensation Supervisor’s Updates	

Introduction

The Workers' Compensation Ergonomic Program at UCDHS created this manual to provide general guidance to supervisors and managers on how to conduct a basic ergonomic evaluation in an office and clinic setting.

This manual also includes ergonomic news, safety articles, and Policy and Procedures to serve as useful tools for the trainer.

Ergonomics is the science of fitting workplace conditions and job demands to the capabilities of the employee. Ergonomics considers the capabilities and limits of a worker as they interact with tools, equipment, work methods, and tasks in the work environment. Each employee is different so a single setup doesn't work for everyone. Ergonomics covers all aspects of a job, from the physical stresses it places on joints, muscles, nerves, tendons and bones, to the environmental factors which can affect hearing, vision and general comfort and health. Designing workplaces with the understanding that individuals differ in size and physical condition is the first step in reducing the likelihood of injuries.

There may be situations where a workstation review will be complex and assistance from an ergonomics consultant will be available to you.

For additional information or assistance you may contact the Workers' Compensation Ergonomic Program at 734-6180 or access our web site at:

www.ucdmc.ucdavis.edu/hr/hrdepts/workcomp/ergonomics

Office Ergonomics Process at UC Davis Health System

The UCDHS ergonomics consultants recommend the following procedures and guidelines be followed related to office ergonomics. This section covers roles and responsibilities regarding conducting self evaluations and scheduling on-site evaluations and assessments.

ROLES and RESPONSIBILITIES

Department Manager/ Supervisor

- Responsible for providing new and existing employees with a safe work environment
- Adhere to union contracts regarding ergonomics. See UC/CUE Agreement.
- Ensure new hires and employees who have moved to a new workstation complete the ergonomic self-evaluation
- Consider including the ergonomic self-evaluation in the department's orientation process
- Participate in any on-site ergonomic evaluations
- Implement ergonomic recommendations/process change orders timely
- Follow up with Facilities Planning and/or Purchasing if necessary
- Department is responsible for the cost of ergonomic changes
- Follow up with employee after corrections implemented

Employee

- Communicate ergonomic concerns to supervisor and/or designated trainer
- Participate in workstation evaluations, department safety meetings and training
- Comply with ergonomic changes/recommendations

Workers' Compensation Unit

- Serves as ergonomic program trainers and as a resource for all office ergonomic issues
- Develops training material
- Provides workstation evaluations, advice for improving workstation design and for equipment selection
- Tracks & maintains documentation of ergonomic request and changes
- Follows up with employee and department to assure compliance has been made

UCDHS Facilities Planning Department

- Coordinates the ordering/delivery of chairs
- Coordinates furniture changes, such as keyboard tray installation

Conducting the Ergonomic Workstation Self-Evaluation

- Step 1: Department Management conducts the initial self evaluation with new hire or employee who transferred to a new workstation. This function may be delegated to another staff member, such as the supervisor or ergonomic advocate. The review is conducted using the self-evaluation handouts.

- Step 2: Address any “No” items identified on the self-evaluation form. Implement changes timely.

- Step 3: Contact the Ergonomics Program for assistance if parties are unable to resolve corrections or if questions about equipment arise.

- Step 4: Conduct follow up ergonomic checks at regular intervals, or when a change in work flow or job task occurs as indicated in Step # 1.

- Step 5: Retain a copy of the self-evaluation and documentation of the changes in the employee’s department file. Forward a copy of the form to the ergonomics office located in Human Resources, Ticon III room 3208.

Computer Workstation Self Evaluation

Assessment Date: _____ Union Affiliation: _____

Employee Name & Ext. #: _____ Employee ID#: _____

Department: _____ Supvr Name & Ext. #: _____

Bldg: _____ Floor: _____ Rm#: _____ Date of Hire (if new hire): _____

Reason for Assessment (circle any that apply):

New Employee Transfer to new workstation Equipment Request Discomfort Routine Check

	Yes	No	Correction Made
<u>Seated Position</u>			
Do you know how to adjust your chair?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is your chair adjusted for support & comfort?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are your feet firmly supported by the floor or a footstool?	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Arm Position when using the computer</u>			
Are shoulders relaxed?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are elbows next to your sides, not reaching forward?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is the keyboard at your seated elbow height?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is the mouse or trackball at the same height and next to the keyboard?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are wrists straight (not bent up/down/or side to side) When typing?	<input type="checkbox"/>	<input type="checkbox"/>	_____
When using the mouse or trackball?	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Head Position</u>			
Is your head upright & straight-not severely bent or turned When viewing the monitor?	<input type="checkbox"/>	<input type="checkbox"/>	_____
When looking at documents or copy?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are frequently used items close?	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Work Habits</u>			
Do you reduce repetitive typing and mouse use through use of macros, shortcut keys, arrow keys?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Do you take short micro breaks away from the computer throughout the day?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Have you received, reviewed, and do you understand how each of the following documents applies to your workstation and work habits?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Adjusting Your Computer Workstation to Fit Common Workstation and Work Habit Recommendations?	<input type="checkbox"/>	<input type="checkbox"/>	_____

Review with your supervisor or department ergonomic advocate any items to which you answered "NO"

"NO" Answers Review Date: _____

Employee Signature: _____ **Supervisor Signature:** _____

For new employees & employees transferring to a new workstation and who are covered under the UC/CUE Agreement please send a copy of the completed form to the UCDHS Ergonomics Unit (fax# 734-2484).

Common Computer Workstation and Work Habit Recommendations

Avoid Awkward Neck Positions

- A. Avoid trapping the phone between your ear and shoulder. Doing so takes your neck out of an upright position and requires tension in the neck/shoulder muscles to shrug your shoulder.

Possible solutions:

1. Hold the phone with your hand
2. Use a headset

- B. Assure you are not tipping your head up to see the monitor, a common problem for bifocal users.



Head Tipped Up – Incorrect



Upright head position-Correct

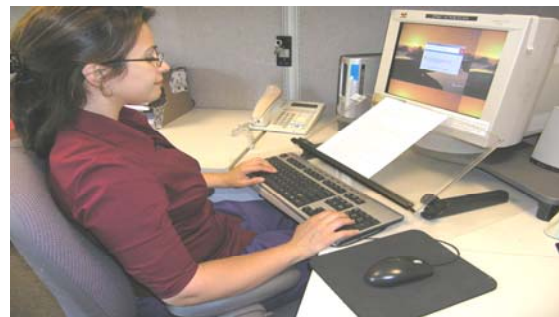
Possible solutions:

1. Lower the monitor
2. Raise your chair. Be sure to adjust keyboard and mouse height to maintain them at elbow height
3. Lower contents on the computer screen so you no longer have to tip your head up to see them

- C. Avoid sustained bending of your neck when viewing documents used for computer work or during deskwork.



Head Bent Down – Incorrect



Upright Head Position with Inclined Copy - Correct

Possible solutions:

1. Use a document holder for items needed when on the computer
2. Incline items on your desk when writing. A 3-ring binder can serve as a reading/writing board

D. Avoid extreme turning of the neck to view who is next to or behind you.



Extreme Turn of Head - Incorrect

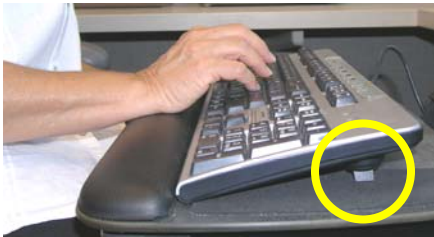


Turning chair - Correct

Possible solutions:

1. Get in the habit of turning your entire body instead of just your neck
 2. Mount a mirror in front of you so you can view what is behind you without turning
- Keep wrists straight

A. Assure keyboard remains flat for straight (neutral) wrist positions. Lower flippers on back side of the keyboard.

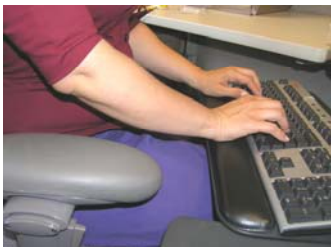


Keyboard Legs Up, Wrists Bent-Incorrect



Keyboard flat, Wrists Straight - Correct

B. Work with keyboard and input device (mouse, trackball, touchpad) at your elbow height for straight (neutral) wrist positions.



Keyboard Below Elbow Height - Incorrect



Keyboard at Elbow Height- Correct



Mouse Below Elbow Height – Incorrect



Mouse at Elbow Height - Correct

- C. Use two hands when lifting large medical records, books, or binders. Use of two hands allows you to control your wrist position and requires less grip force.
- D. Avoid side to side wrist movement when using the keyboard and input device. Side movement of the wrist increases if you rest your wrist firmly on a wrist rest. Allow your arm to move to the location needed instead of keeping your arm in a fixed position and deviating your wrist to the side.



Excess Reaching/Wrist Deviation – Incorrect



Move Arm/Straight Wrist - Correct



Wrist Deviation with Mouse – Incorrect



Move Arm/Straight Wrist - Correct

Reduce input device use (e.g. mouse)

- A. Use arrow keys when possible instead of the mouse.
- B. Use enter key instead of clicking mouse when dialogue boxes are highlighted.
- C. Learn and use short cut keys for commonly used functions. For a listing of short cut keys for a given program, open the program then search “help” for shortcut keys.
- D. Alternate mouse use between right and left hands.

Reduce hand tension

- A. Avoid resting palms of hands on a wrist rest when typing. It is fine to rest the palms between typing movements, but not recommended when actively typing. Resting when typing results in excessive reaching with the fingers to reach the keys and this increases tension in the hands.



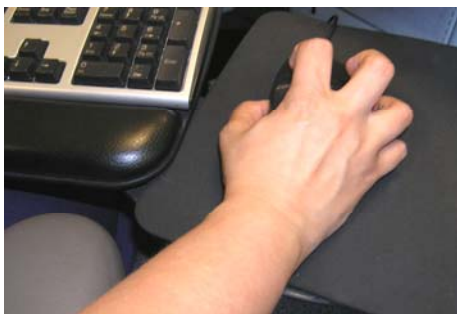
Planting Wrists Results in Excess Reaching with Fingers - Incorrect



Instead, allow the wrists to remain straight with hands curved. Reaching the keys is done through small movements at the shoulders to move the hand over the key to be struck.

Curved Hand Position - Correct

- B. Type quietly. Many individuals press the keyboard keys with more force than necessary. The louder you're typing, the harder you are pressing. Try to type quietly and be soft on the keys.
- C. Slow typing speed slightly. Increased typing speed requires increased hand tension. By slowing your typing speed even 5-10%, you can greatly lessen hand tension.
- D. Lighten and release grip on mouse. Check your grip on the mouse and try to lighten. When not actively using the mouse, remove your hand from it to release tension in your hand.



Tight Grip on Mouse – Incorrect



Relaxed Hold on Mouse - Correct

- E. Lighten your grip on writing pens and pencils. Use of wider diameter pens and/or pencil grips tends to lighten grip. Use of Rollerball or very fine felt tip pens encourages use of lighter grip when writing.
- F. Microbreaks interrupt hand tension. Micro breaks are 30-60 second breaks that allow the body to rest from activity. Gentle stretching of the neck, shoulder or forearms can be done in conjunction with micro breaks. Taken on a regular basis (every 30-60 minutes) micro breaks can prevent build up of neck, shoulder, forearm and hand tension.
- G. Focus on normal breathing patterns to reduce muscle tension.

Preventing Eye Fatigue

A. Control glare on the computer monitor.

1. When possible, orient the computer monitor perpendicular to any outside room windows. If this is not possible, control window light through use of window coverings.
2. Avoid tipping the monitor excessively since this may cause glare from overhead lights. Instead, raise the monitor from the base.
3. Assure task lighting does not reflect into the monitor as a source of glare.
4. Use a glare screen if glare cannot be avoided.

B. Avoid having a bright light source behind or directly over the monitor.

1. Avoid placing monitor in front of an outside window. If this is not possible, control window light through the use of window coverings.
2. Avoid placing monitor directly over a bright light source. If this is not possible, control the amount of light through the use of existing light switches and/or asking to have lighting diminished.

C. Assure contents on monitor are easily seen.

1. Adjust distance from monitor to avoid straining to see contents
2. Modify text size as needed
3. Modify screen contrast/color as needed

D. Avoid extended periods of constant computer work. Include a change in eye focus distance with regular micro breaks.

1. Focus on distant items to change eye muscle position. Shut or cover eyes to allow eye muscles to rest

Adjusting your Computer Workstation to Fit

Regardless of your computer workstation set up, workstation adjustments should be made so you can work in the position(s) shown below.



Pay attention to:

- Upright neck and back positions
- Elbows remaining close to sides with shoulders relaxed
- Forearms level
- Wrists straight

Adjust chair for best fit with attention to:

- Lower back support
- Pressure evenly distributed along back of thighs
- Feet supported by floor or footstool
- If used, adjust chair arms to elbow height when seated with shoulders relaxed

How you achieve correct positioning depends on your workstation configuration, equipment, and available adjustments. The following show some common configurations and steps in adjusting yourself.

Keyboard and mouse placed on a desktop:



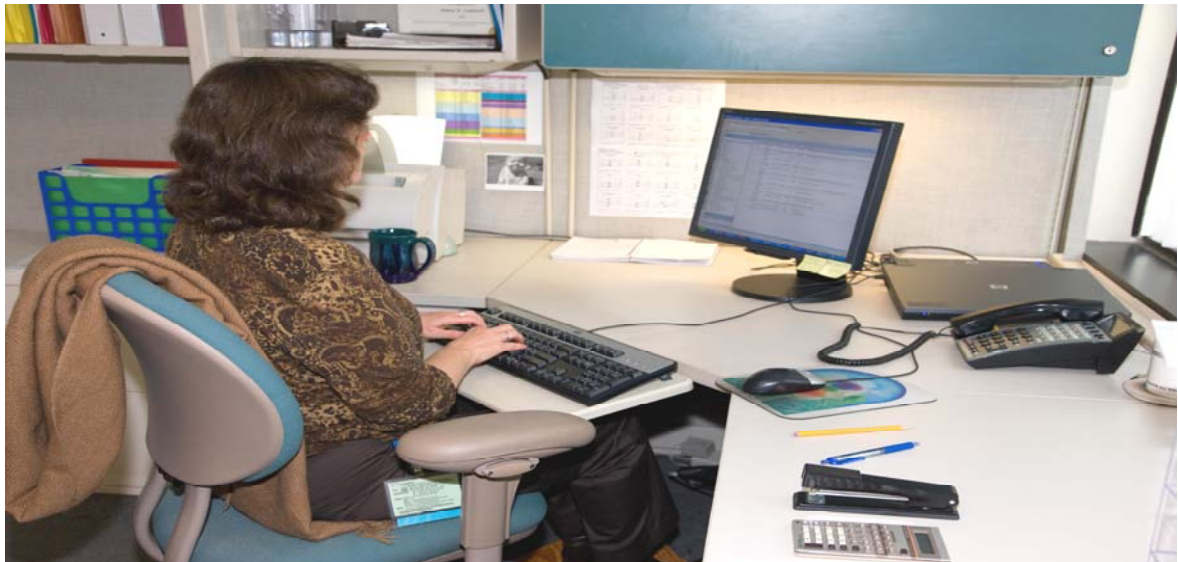
- Adjust chair for best fit
- Raise or lower chair so with elbows in at sides and shoulders relaxed, you are at elbow height relative to the keyboard. This may mean the feet no longer remain on the floor.
- Provide foot support as needed to maintain even pressure across the back of the thighs.
- Raise or lower the monitor so the head and neck are upright when viewing the monitor. Bifocal and progressive lens users typically need the monitor in a lowered position.
- Position keyboard and mouse close to the front of the work surface so elbows can remain at sides when using either.
- Keep frequently used items (e.g. phone, documents) within close reach.

Keyboard and mouse on adjustable keyboard tray:



- Adjust chair for best fit
- Position chair height where comfortable
- Adjust keyboard tray height to your seated elbow height
- Raise or lower monitor so head and neck are upright when viewing the monitor. Bifocal and progressive lens users who cannot lower the monitor far enough may need to adjust chair height for upright head and neck positions then readjust keyboard tray height to seated elbow height
- Stay close to the keyboard tray so elbows can remain at sides when using the keyboard and mouse
- Keep frequently used items (e.g. phone, documents) close

What adjustments should be considered for this workstation? (Answers at the bottom of page)



- Legs on keyboard should be in down position
- Obtain wider keyboard tray to accommodate mouse
- Move telephone within reach if telephone is frequently used

Ergonomic Tips for Hospital Based EMR System Users (Correct Standing and Sitting)

Position Yourself Correctly: Quick workstation adjustments can improve your comfort when using the EMR System.



- Adjust the keyboard surface to your elbow height (shown left). Check that center pedal (shown below) is in the unlocked, horizontal position prior to adjusting keyboard surface. To adjust, grasp sides of white writing surface and apply pressure up or down.



- Minimal pressure should be needed. Report carts that are difficult to adjust.
- Bifocal and progressive lens users may need to position the keyboard slightly lower to avoid having to tilt the head up when viewing the monitor.
- Work with elbows in at sides, shoulders relaxed, wrists straight (neutral), not bent up/down/in/out.

Incorrect Positions



- A. **Keyboard and Mouse Too Low**
- B. **Wrists Extended**
- C. **Keyboard Too High Wrists Flexed, Shoulders Shrugged**

1. Reduce Hand and Forearm Tension

- a. Reduce mouse use—Use up/down arrow keys or tab key to move between fields on entry screens instead of the mouse
- b. Keep “Detail Window” open—type first letter or number of selection instead of clicking on drop down menus
- c. Use light touch on keyboard and mouse
- d. Release grip on the mouse when not actively using

2. Should mild symptoms arise

- Contact an EMR Superuser or Department Ergonomic Advocate immediately to have your position and work habits checked. Small changes in positions and/or use of arrow and tab keys may be all that is needed to resolve your symptoms if addressed early.
- If symptoms continue or worsen, discuss with your charge nurse, manager or supervisor.

For additional ergonomic concerns contact the UCDHS Ergonomics Program at 734-6180

Ergonomic Tips for EMR System Users

Quick workstation adjustments can improve your comfort when using the EMR System.

3. Wall Mount Workstations

- Grasp keyboard surface and adjust it to your elbow height as shown.



- Bifocal and progressive lens users may need to position the keyboard slightly lower to avoid having to tilt the head up when viewing the monitor.



4. Fixed Height Workstations

- Consider angling the keyboard and monitor so you can maintain proper position when interviewing your patient.
- Keep the mouse next to and at the same height as the keyboard.
- Raise or lower the stool or chair to position yourself at elbow height relative to the keyboard.
- Bifocal and progressive lens users may need to lower the monitor to avoid having to tilt the head up to view the monitor.



5. Reduce Repetitive Typing

- Create “Dot Phrases” for your most frequently used phrases. This reduces repetitive typing and improves efficiency.
- Adjust your keyboard correctly; make sure the feet on the back of your keyboard are in the down position. A keyboard in the slanted position, will force the wrist to be bent backward when typing.

These links take you to the Hot Keys list (one or two key typing for an action) and to the auto change feature training which can greatly reduce typing if you set up your personal dictionary.

http://intranet.ucdmc.ucdavis.edu/emr/training/EMR_QRG_Auto-change_Feature.pdf

<http://intranet.ucdmc.ucdavis.edu/emr/superusers/coe/Handout%20Helpful%20Nav%20Tools%20V2.pdf>

Scheduling an On-Site Evaluation

If, after using the tools provided and completing the self-evaluation, an on-site evaluation is needed, outlined below is the procedure to request one.

- Step 1: Contact Ergonomics Program at 734-6180 to schedule an appointment. Fax the completed Self-Evaluation form to the Ergonomics Unit at 734-2484.
- Step 2: An ergonomics consultant will meet with the employee and conduct the Ergonomics Evaluation. It is recommended that the supervisor be available to discuss the findings.
- Step 3: A report of the findings and recommendations is generated and sent to the employee and supervisor. If any furniture changes are needed please request through the Facilities and Planning Department. A Fast Track Form will be provided by the ergonomics consultant. This form requires a department signature and should be emailed to Facilities Planning at: (916) 734-7024. Other office equipment can be ordered via the department's regular purchasing process.
- Step 4: The supervisor and employee implements the recommendations and supervisor and ergonomic consultant provides follow-up with the employee.

UCDHS Ergonomics Demonstration Room



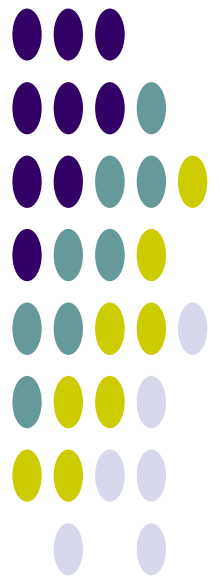
The UCDHS Office Ergonomics Demonstration Room, located in the Human Resources Workers' Compensation and Ergonomics Unit – Ticon III room # 3208, is available for employees and supervisors to view and test an ergonomically correct workstation.

Prior to making any equipment purchases a number of products can be checked out and taken to an employee's workstation for a trial period of one week.

An office ergonomic and work place safety video is also available to view.

For an appointment please call 734-6180.

Computer Workstation Ergonomics Reference Materials





UC Davis Health System
Office Ergonomics Program

[Hospital Policies and Procedures](#) – 1625 New 1/31/07

[Search This Manual](#)

[Search All Manuals](#)

[Top Level](#)

[UCDHS](#)

I. PURPOSE

A. This section outlines the policy and procedure to reduce work-related repetitive motion injuries at UCDHS in accordance with Cal/OSHA regulations in the California Code of Regulations, Title 8, and Section 5110.

B. The UCDHS Ergonomics Program and the Facilities Planning Department will work together to address ergonomic and workstation issues during the initial work station planning phase and as needed to improve existing workstations.

II. DEFINITIONS

Ergonomics is the science of fitting work place conditions and job functions to the capabilities of the employee. Ergonomic principles are used to improve the “fit” between the employee/worker and workstation.

III. POLICY

A. It is the policy of UCDHS to comply with all applicable Federal and State laws and regulations

B. UCDHS shall implement a protocol process in partnership with the Facilities Planning Department and the UCDHS Ergonomics Program to assure that workstations and workstation assessments are in compliance with the Cal/OSHA California Code of Regulations, Title 8, Section 5110 and UC/Collective Bargaining Agreements.

C. This Policy shall be incorporated into each department’s Injury and Illness Prevention Plan (IIPP) in accordance with UCDHS P&P 1620.

D. Work-related injuries due to repetitive motion will be reported in accordance with UCDHS P&P 2942, Workers Compensation.

E. Any jobs or processes for which more than one work-related repetitive motion injury occurs (within a 12-month period) may be targeted for intervention. A list of targeted jobs and processes is available from UCDHS Workers’ Compensation and posted on the UCDHS Ergonomics website: http://www.ucdmc.ucdavis.edu/hr/hrdepts/work_comp/ergonomics.html

IV. PROCEDURES AND RESPONSIBILITIES

A. Department Heads

The department head is responsible for assuring that her/his department(s) adheres to UCDHS Ergonomics Program guidelines as part of UCDHS Injury and Illness Prevention Plans. (See UCDHS P&P #1620).

B. Managers and Supervisors

1. For minor incidents (i.e. involving discomfort) the first approach is to evaluate the employee's workstation and make the appropriate workstation adjustments in an effort to alleviate the discomfort. The UCDHS Ergonomics Program can assist during this process.

2. Managers and Supervisors should provide employees that may be affected by discomfort related to repetitive motion task with information and training to reduce repetitive motion discomfort and injuries. It is recommended that training be provided by utilizing the office ergonomic "Train the Trainer Computer Workstation Self Evaluation" materials and guidelines. These materials may be obtained from the UCDHS Ergonomics Program or from the UCDHS Ergonomics Webpage, http://www.ucdmc.ucdavis.edu/hr/hrdepts/work_comp/ergonomics.html

3. Managers and Supervisors should review workstations, processes or equipment for job activities that have been identified by the UCDHS Ergonomics Program as needing corrections. If work station issues are identified, it is the responsibility of the employee's department to correct the deficiency. The principal investigator/ manager/ supervisor should prepare and implement a plan for workstation corrections and also maintain documentation of the evaluations and corrections made. UCDHS Ergonomics Program personnel will be available to assist departments on workstation assessments and evaluations when needed.

4. Managers and Supervisors are to incorporate elements of a repetitive motion injury prevention program into the department's IIPP (see UCDHS P&P 1620) i.e.: "Train the Trainer Computer Workstation Self Evaluation"

5. Should an employee require medical care, Managers and Supervisors are to send employees to Employee Health Services for a medical evaluation and any necessary treatment. Any injury report shall be provided to the Workers' Compensation office as outlined in UCDHS P&P 2942.

C. UCDHS Office Ergonomics Program

UCDHS Office Ergonomics Program is located in the Human Resources Workers' Compensation Unit. The program is responsible for assuring that UCDHS is in compliance with State, Federal, and UC/Collective Bargaining Agreements. The role and responsibilities of the program includes the following:

1. Provide consultation as requested.
2. Identify jobs and processes that have resulted in repetitive motion injuries that require intervention so as to assist in preventing injuries.
3. Provide departments with current training materials to assist departments in their ergonomic workstation evaluations in efforts of eliminating discomfort and reducing office ergonomic injuries.
4. Provide resources on the UCDHS Ergonomics Program web page to assist departments with identifying proper workstation setup and preventing repetitive motion injuries.

D. Employee

1. The employee is responsible for promptly reporting repetitive motion discomfort to the Manager and/or Supervisor. The "Train the Trainer Computer Workstation Self Evaluation" should be used by the employee and supervisor to self-identify and correct conditions.
2. The employee and/or supervisor may request a workstation evaluation to be done by the office ergonomics analyst if they have been unable to correct a situation using the "Train the Trainer Computer Workstation Self Evaluation."

E. Employee Health Services

1. UCDHS Employee Health Services Provider will evaluate and treat workplace discomfort and/or injuries when necessary.
2. The Employee Health Provider will evaluate injury causation and may determine if the repetitive motion injury was caused by the employees work duties or some other source.

F. Service Departments

1. Employees of Facilities Planning, Information and Communication Services, Clinical Engineering, or other service departments that perform installations of furniture or equipment can request an ergonomic review of the installation site if they believe and /or observe a workstation that may not be ergonomically correct.
2. Request for ergonomic evaluation should be made to the UCDHS Ergonomics Program at (916) 734-6180)

G. Equipment Selection

Ergonomics will be considered when evaluating products/equipment that may contribute to repetitive motion discomfort.

For additional information contact the UCDHS Workers' Compensation/Ergonomics Program by calling (916) 734-6180 or Facilities Planning at (916) 734-7024.

REFERENCES:

Title 8, California Code of Regulations, Section 5110 (Cal/OSHA Regulations on repetitive motions injuries)

(<http://www.dir.ca.gov/title8/5110.html>)

UCDHS Policy & Procedure Manual

(<http://intranet.ucdmc.ucdavis.edu/policies/>)

P&P 1620 Departmental Injury Prevention Plans

(<http://intranet.ucdmc.ucdavis.edu/policies/hosp/1620.htm>)

P&P 2942 Workers' Compensation

(<http://intranet.ucdmc.ucdavis.edu/policies/hosp/2942.HTM>)

University of California and the Coalition of University Employees (UC/CUE) Agreement

- **Article 8** of the University of California and the Coalition of University Employees (CUE) established parameters related to office ergonomics for employees in the clerical unit.
- **Section 6** in the Agreement states “within the first 90 days of employment or workstation reassignment, the University shall provide an ergonomic review of an employee’s workstation for those new or reassigned employees who work more than 60% of his/her normal work schedule at a video display terminal.”
- **Section 7** of the Agreement states that “a current employee can request and receive an ergonomic review.”
- **Section 8** of the Agreement states that “if any action by the University is grieved or arbitrated with respect to section 6, the remedy shall be limited to the provision of the ergonomic review, as provided in Section 6 above for new or reassigned employees, provision of the review to the new employee and the department’s required response.”

For more information on the UC/CUE Agreement please contact the UCDHS Human Resources Labor Relations Office at (916) 734-3362 or go to: <http://atyourservice.ucop.edu>



UC DAVIS
HEALTH SYSTEM

Supervisor's Update

UCDHS Workers' Compensation/Ergonomics News PLEASE POST

Updated Computer Workstation Ergonomics Train the Trainer Materials.

UCDHS Ergonomics Program has recently revised the Computer Workstation Ergonomics Train the Trainer materials to provide:

- A more comprehensive Computer Workstation Self Evaluation and updated employee educational materials
- A reference guide for use by the department trainer in assisting with Computer Workstation assessment within the department

Train the Trainer materials are available on the UCDHS Ergonomics Program website at:
http://www.ucdmc.ucdavis.edu/hr/hrdepts/work_comp/ergonomics.html

It is recommended each department have an assigned Ergonomics trainer to serve as the first resource for ergonomics in the department. The UCDHS Ergonomics Program will continue to serve as a resource to departments when additional information/expertise is needed, or for difficult computer workstation situations. The UCDHS Ergonomics Program can be reached at 734-6180.

Computer workstation self assessment is recommended for:

- New employees *
- Employee transfer to a new work station *
- Employees requesting ergonomic equipment
- Employees reporting discomfort
- Routine work station checks

* Please be advised that the CUE contract requires ergonomic workstation review for new and reassigned employees covered by CUE who work more than 60% of their normal work schedule at a video display terminal. The review is to occur within the first 90 days of employment on the job or of workstation reassignment. The department is to provide a copy of the review to the employee upon request and issue a response to the employee within 60 calendar days following the ergonomic review, advising the employee of the results of the review, and which actions, if any or alternative measures the department will implement, including expected dates of completion.

The completed Computer Workstation Self Evaluation can serve as a record of the review. A copy of the evaluation should be maintained in the department files and a copy sent to UCDHS Workers' Compensation Unit.

"Stop for Safety"
UCDMC Worker's Compensation Unit
(916) 734-6180