

Narrative:

Pilot Credit 44: Ergonomics Approach for Computer Users

New Construction, Commercial Interiors

This credit can only be applied for prior to building occupancy.

(Insert Name of Project or Building)

Intent

To improve occupant well-being (human health, sustainability and performance) through integrating ergonomics principles, specifically in the design of work spaces for all computer users*.

**computer users are defined here as full time equivalent staff that utilize a computer for more than 50% of their workday.*

Proposed requirements and metrics:

1. During the conceptual or schematic design phases:

- Engage an Ergonomist or Health and Safety Specialist to assist in the development of the ergonomics strategy
- Make a commitment to integrate ergonomics principles into the overall design. The owner or owner's representative must provide a written statement to this effect.

2. The Ergonomist or Health and Safety Specialist, in conjunction with the client, must develop a description of the ergonomics strategy that will be implemented and include the following:

- Statement identifying the goals of the ergonomics strategy
- Description of occupant needs, including occupant characteristics and/or demographics, tasks, and machines, equipment, tools and work aids (METWA's) used to perform these tasks
- Process for selecting workstation layouts and furnishings based on relevant standards or guidelines. For computer workstations, refer to one or more of the following (or the most up-to-date versions of the following) :
 - BIFMA G1-2013
 - ANSI/HFES 100-2007
 - CSA Z412-00 (R2011)
 - ISO 9241-5:1998
- Education program for move-in and during ongoing operations
- Process for evaluating and maintaining occupant well-being upon move-in and during ongoing operations

How requirements are met:

1. (Name of Ergonomist or Health and Safety Specialist) Mallory Lynch, MA, Certified Ergonomics Associate through BCPE has been engaged during the schematic design phase of (Name of project), and the campus has developed an ergonomics strategy for computer users. The owner or owner's representative has written a statement (attached) making a commitment to integrate these ergonomics principles into the overall design for the (Name of project).
2. The UC Berkeley campus has Health and Safety Guidelines for Computer Users as part of its Injury Illness Prevention Program. The goals of the ergonomics strategy are to (a) reduce exposure to work-related musculoskeletal disorders by reducing the risk of awkward and static postures in the design, specification, layout and use of the workstations, (b) increase movement opportunities to mitigate sedentary behavior through a Stretch Break software program and (c) accommodate technology changes by providing deeper workstations or a retractable keyboard tray to allow for proper visual distance when using two flat panel monitors or a monitor, docking station and laptop.
3. The project manager, architect and ergonomist will consult with the building occupants to analyze their needs. The occupants will be provided with either mock ups or visual representations of design specifications and layouts to provide input. UC has negotiated Strategic Sourcing Agreements that enable departments to purchase computer furniture and equipment that meet or exceed the ANSI/HFES 100-2007 standard. We maintain a pre-approved product list available at <https://uhs.berkeley.edu/facstaff/ergonomics/pre-approved-product-list>, and also use the attached checklists for Interior Designers, DCWEs, systems furniture, task chairs to ensure the furniture and equipment outside the pre-approved list meets the ANSI/HFES 100-2007 standard for computer users. These products offer a wide range of adjustability and reduce the risk of work-related musculoskeletal disorders through adjustability and ample work surface to support the computer equipment and peripherals. This list covers computer peripherals including keyboards, mice, and keyboard trays.
4. (Name of project) will incorporate adjustable computer workstations with either a fixed height workstation and an attached keyboard tray or a fully user adjustable workstation. There will also be side work areas for non-computer tasks, such as reading, writing and meetings, fully adjustable ergonomic task chairs and lockable storage. The occupants will be supplied with either dual adjustable landscape monitors and external computer equipment or a monitor, docking station and laptop. Telephone headsets, document holders and ergonomic keyboards and mice will be provided as the job warrants.

5. Ergonomics education will be provided to the occupants using the following approaches:
 - a. Interactive [Computer Health Matters trainings](#) can be taken either in person (taught by campus ergonomist) or online.
 - b. [Be Well at Work – Ergonomics website](#) provides ergonomics resources and information for computer users including the Campus Computer Health and Safety guidelines, and the pre-approved product list of computer workstation furniture and equipment. <https://uhs.berkeley.edu/facstaff/ergonomics/pre-approved-product-list>
 - c. Appointments to learn about or select adjustable computer workstation furniture and chairs can be scheduled at the Campus ergonomics showroom by calling 1-877-722-9090.
 - d. Ctrl Work stretch break software is downloadable through blu.berkeley.edu
 - e. For more information about training and support, please see: <https://uhs.berkeley.edu/facstaff/ergonomics/evaluators>
6. Preventive workstation evaluations for all faculty and staff who use a computer four hours a day or more are (1) required by the campus Health and Safety Guidelines for Computer Users, and (2) the responsibility of each department. **(Name of project)** has a Department Safety Coordinator and at least one staff or faculty member who serve as a Department Computer Workstation Evaluator (DCWE) after being trained by the campus-wide ergonomics program.
7. A plan has been developed to meet the ergonomics goals, track results, and identify areas of potential improvement, including:
 - a. Plan and goals: **(Name of project)** will be furnished with computer furniture and equipment that meet or exceed the ANSI/HFES 100-2007 standard. **(Name of project)** goals and plans are part of our campus-wide ergonomics program and are widely available through the _____ program’s _____ website: <http://www.uhs.berkeley.edu/facstaff/ergonomics/ergoatwork.shtml>
 - b. Ongoing feedback: workstation evaluations are performed by the Department Computer Workstation Evaluators (DCWE) for all building occupants using a computer 50% time or more. DCWE(s) will perform evaluations upon building occupancy, and as needed thereafter for new users, survey respondents scoring 11 or less, and by request on an ongoing basis.
 - c. Ongoing access to equipment and education is also available through our campus-wide program, please see 2 below.
 - d. User survey: the department will conduct a computer user survey (see attached) of relevant users with the following goals and follow-up:

- i. Target at least a 30% response rate of relevant building users.
- ii. Target 80% of the survey respondents to score 12 or higher on the satisfaction survey (out of 15 yes/no questions).
- iii. For non satisfactory results, the DCWE(s) will review the workstations and make recommendations.
- iv. The department will make any necessary changes.

Summary of performance: The University's campus-wide ergonomics program and campus ergonomist, Mallory Lynch, has been engaged and provided input at the conceptual or schematic phase for the (Name of project). She will participate in meeting with the occupants, analyze their needs, help them select computer furniture and equipment to accommodate the different user characteristics and the tasks they perform. The items selected will provide versatility, flexibility and allow all the users to change their postures throughout the day. The ergonomics program offers excellent support for all faculty, staff, and students to enhance the ergonomics of their workplaces. Incorporating the guidelines from the ANSI/HFES 100-2007 standard adequately address all of the ergonomic needs for the office environment in the building. Our program exceeds the requirements of the Pilot Credit 44: Ergonomics Approach for Computer Users.

Supporting documents:

1. Written statement from owner or owner's representative
2. Written ergonomics program:
<https://uhs.berkeley.edu/facstaff/ergonomics/computer-ergonomics/campus-guidelines>
3. [Design guidelines](#) for computer workstations; checklists for designers, department evaluators, task chairs, workstation selection and display screens
4. [Computer user survey form](#)