



## OFFICE ERGONOMICS PROGRAM

The majority of injuries at UCSF are the result of prolonged computer use. To reduce your risks of injuries a comprehensive Office Ergonomic Program has been developed. Although it is called, “office ergonomics”, this program is applicable to computer users in all environments on campus.

### ONLINE TRAINING

The Office Ergonomics Training and Self Evaluation is available in [Research Online](#). The information provided is applicable to all settings, may it be the office, lab, or any location where you may use a computer.

### PREFERRED PRODUCT LIST

A [preferred product list](#) was developed to facilitate the selection and purchase process for ergonomic equipment. All products have been evaluated and approved by the Campus Ergonomist. Preferred vendors are also suggested to provide you with best pricing and short delivery time.

### ERGONOMICS EQUIPMENT FUND REIMBURSEMENT PROGRAM

Fund reimbursement programs are available to provide departments with financial assistance to improve employees' computer workstations and help prevent ergonomic related injuries.

#### Individual Work Station:

Funds are available to subsidize 100% of ergonomics equipment cost, up \$500 per qualifying employee. Visit the OEHS website for [details](#).

#### Shared Work Station:

Funds are available to subsidize 100% of ergonomics equipment cost, up \$750 per eligible work station. Visit the OEHS website for [details](#).

### ERGONOMICS LAB

Items on the preferred product list are available for demonstration (by appointment only) at the ergonomics lab located at Mission Bay, Byers Hall/QB3 BH-116. Employees must complete the online training prior to scheduling an Ergo Lab visit. For an appointment, contact [ergonomics@ucsf.edu](mailto:ergonomics@ucsf.edu).

#### Website:

The updated [OEHS Ergonomics Website](#) may be accessed from the main [OEHS website](#).

### ERGONOMICS SERVICES

- Individual ergonomics evaluations: available upon request following the completion of the online training
- Group evaluation
- Design, remodeling and furniture selection consultations
- Group presentations

Our goal is to provide employees with the tools, resources, and services required to create a safe and ergonomically appropriate work environment. If you have any questions about the UCSF ergonomics program, concerns specific to your department or a group presentation, do not hesitate to contact [ergonomics@ucsf.edu](mailto:ergonomics@ucsf.edu).