



STEVEN CHU  
DIRECTOR

To: Supervisors and Managers  
Subject: Computer-Related Ergonomic Injuries  
Date: March 14, 2007

The statistics we have collected at the Lab this year are disturbing to me in the area of ergonomic injuries from computing. As a scientist, I look at data, and I can see from our EH&S data that something has gone wrong.

Computer-related ergo injuries are preventable. Most injuries are due to incorrect habits in daily activities or not paying attention to the warning signs your body is sending. Many ergo injuries do not suddenly and unpredictably occur. There are almost always precursors. Therefore, I am looking to supervisors to work with their employees to find and correct precursor situations before they result in full-blown injuries.

Over the next seven days, all supervisors must meet with their employees, discuss good ergonomic habits, observe their employees' computing workstations and work habits, and note problem areas. In these meetings, you as supervisor need to stress how important it is for employees not to ignore early warning signs and to take preventative actions.

After you have met with your employees and viewed their workstations, you need to send a confirming email with the results to your Divisional Business Manager. Divisions will collect the information and report directly to me on their Division's overall results.

On an ongoing basis, you must encourage your employees to bring to your attention early warning signs of computer-related distress. Together, find ways to mitigate these precursors. In addition, your Division's management is working on Division-specific plans to decrease or prevent computer-related ergonomic problems, and you are encouraged to participate in formulating these plans.

I know many of you work *hard* to make the Lab a success. Let's also work *smart* to ensure we protect our employees from injury. Thank you for helping to make Berkeley Lab a great, and safe, place to work.

Sincerely,

Steven Chu