

State of California

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS DATE: November 25, 2002
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THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Health and Safety Officers
Return-to-Work/Claims Coordinators
Wellness Coordinators
Workers' Compensation and Safety Officers

FROM: Department of Personnel Administration
Benefits Division

SUBJECT: Computer User's Guide to an Ergonomic Workstation

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The updated "Computer User's Guide to an Ergonomic Workstation" is now available on DPA's Web site at www.dpa.ca.gov (under "Publications"). It covers general safety guidelines such as how to adjust a computer workstation to reduce the risk of injuries or illness associated with computer use. It also advises employees on preventive measures to avoid tension associated with computer use.

This revised guide reflects collective bargaining agreements, labor code provisions, and regulations on workplace safety and injury prevention. It is not intended to require you to provide every computer user with furniture, equipment, or accessories for their workstation. Such purchases are subject to individual department approval processes and budget constraints.

If you have questions about the updated guide or this PML, please contact Sandi Becker, Workers' Compensation & Safety Coordinator at (916) 327-1438



Terri Westbrook, Chief
Benefits Division

