ERGONOMICS FREQUENTLY ASKED QUESTIONS

What is ergonomics and how can I learn more?
Ergonomics can roughly be defined as the study of people in their working environment. Please visit the [Ergonomics](#) page on the EHS website for more information.

I feel that my workstation is set up improperly. What can I do?
EHS offers [Tools and Resources](#) that allow you to verify you are using the proper equipment and that your workstation is set up properly. Contact the equipment vendor (if newly purchased) for assistance in adjusting the workstation for your needs.

I need to buy equipment for my workstation (i.e. keyboard tray, mouse bridge, etc.). Do I need permission from EHS?
No. Ergonomic equipment can be purchased the same way as a stapler for your office. Speak with your department’s lead administrator for information on ordering office equipment. Some of the products EHS recommends are located at 25 Science Park, Room 576.

Do I need permission from EHS to change an aspect of my workstation?
No. If you feel uncomfortable and moving your monitor makes you feel better, do it! Refer to the [Tools and Resources](#) section on the EHS website for more information. Remember, if you are feeling pain that you believe is caused by or increased by your work at Yale, contact your healthcare provider as soon as possible.

Does EHS pay for my new equipment, such as a keyboard tray?
No. Your department pays for your new equipment.

A piece of equipment has the label “ergonomic” on it. Does that mean it is better than others?
Many products today tout themselves as “ergonomic” because there is not yet a real standard for the term. It does not necessarily mean it is better. Please plan to visit the room with some products EHS recommends at 25 Science Park, Room 576.

How do I purchase a new ergonomic product?
- Obtain budget approval from your lead administrator.
- Determine which ergonomic product fits you and your work area.
  a) Contact EHS with any product questions.
  b) Contact product vendor if you know your desired product.
- Visit the Ergonomics Product Room at 25 Science Park, Room 576, to view available products.
- Select the product that works best for you.
- Contact the appropriate vendor for a price quote.
- Give the quote to your lead administrator to generate a purchase order.