

OFFICE ERGONOMICS

How To Adjust Your Chair

Source: Keenan & Associates

OFFICE CHAIRS

Office chairs are designed to provide seated support for employees working at the computer workstation. A good chair can provide comfort and support for the body. A properly adjusted chair can reduce fatigue by supporting the back, legs, and arms. Here are some tips to help you adjust your chair.

The seat pan:

- ✓ The seat pan should be wide enough to fit you comfortably.
- ✓ When seated, there should be two inches between the back of your knees and the front edge of the chair.
- ✓ The seat pan should be about two inches wider than your legs and buttocks.

The backrest:

- ✓ The backrest should support your entire back comfortably.
- ✓ When seated, the lumbar support (curved out portion) of the chair should be adjusted to fall right at your waist or “belt line”.
- ✓ Keep the backrest of the chair close to your back to offer maximum support.

The arm rests (Optional):

- ✓ The arm rests should be adjusted high enough so they are about an inch below the forearms. You should not rest on them while keying.
- ✓ If they are too low, you will find yourself slouching or leaning to one side in order to reach them.
- ✓ If they are too high, you will find yourself working with your shoulders elevated.

SITTING

There are different ways to sit in a chair depending on what office activities you are doing.

- **Forward Sitting.** This position is good when you are doing a combination of computer work and active reaching tasks, like paperwork, writing and phone activities.
- **Upright Sitting:** Good position to use with a combination of working at the computer and reading/referencing hardcopy items.

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- **Reclined Sitting:** Good position for dedicated computer work that doesn't involve reaching, writing or paperwork.

