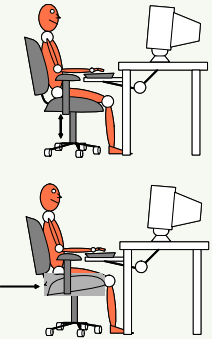



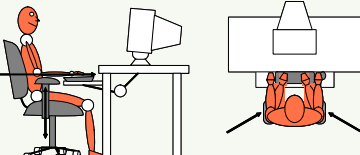


Chair Adjustments

<p>Adjust your chair height.</p>		<p>To keep your hips and back stable and well supported when sitting, you must be able to rest your feet on the floor (or on a footrest).</p> <p>To allow neutral posture of the shoulders and arms, your sitting height should allow your hands to rest on the keyboard roughly at elbow height.</p> <p>To minimize potential discomfort in the back of the legs and to allow maximum blood flow to the lower legs, you must ensure there is minimal pressure between the back of the thighs and the seat pan.</p>	<p>Start by adjusting the seat height so your feet are firmly supported on the floor.</p> <p>If the rest of your workstation (computer, desk) is too high and can't be adjusted, raise the chair up and use a footrest to support your feet.</p> <p>While sitting back in your chair, try to put a finger under the back of your leg and the very front of your chair. If there is a lot pressure on the back of the leg, lower your seat so your feet are flat on the floor or install a footrest to raise your knees slightly. Another option is to adjust the seat-pan tilt slightly forward.</p>
<p>Ensure the seat pan depth is appropriate for your leg length.</p>		<p>To maximize back support when sitting, your buttocks should be all the way back in the chair. In this position there should be no pressure from the front edge of the seat-pan against the back of your knees.</p> <p>Approximately 2-4 fingers width of space between the back of the knees and front edge of the seat-pan is recommended.</p>	<p>If there is contact or pressure on the back of the knee, when you sit back in the chair, check if the seat pan can adjust backward. Do so if possible.</p> <p>If the seat pan doesn't adjust, look for a chair that has a shorter seat pan or consider inserting a backrest (e.g. Obusforme backrest) or cushion to bring you forward while providing good back support.</p>
<p>Ensure the backrest is providing good support.</p>		<p>Generally a slightly reclined position (shoulders just behind your hips) is recommended to decrease stress on the low back. The key is to adjust the back rest to provide support in this position - your shoulder blades should touch the backrest. Avoid leaning forward away from the backrest, position yourself close to your work.</p>	<p>Adjust the chair backrest to provide support by bringing it forward and locking it or by increasing the seat tension so that the chair provides support as you move. Unlock the backrest occasionally throughout the day for a change of position.</p>
<p>Adjust your chair lumbar support to align with the curve in your back.</p>		<p>Support the inward curve of your low back curve to prevent discomfort. This curve tends to be flattened when sitting. Good low back support can also help with upper back and neck posture.</p>	<p>Adjust height of the lumbar support or chair backrest. If required install a lumbar pad or roll to help support the hollow in your low back. Sit close to your work to avoid leaning forward away from chair support.</p>
<p>Adjust your armrests to comfortably support your arms.</p>		<p>Armrests can help to off-load shoulder and upper back muscles when working at the computer for long periods.</p> <p>In some circumstances, it may be appropriate to remove the armrests, particularly if they are preventing you from getting close to your work, or don't adjust low enough.</p>	<p>Set the armrests to support your shoulders in a neutral position (neither shrugged nor drooping). Keep elbow near side of body and rest forearm on armrest.</p> <p>If armrests are fixed height, or can't be adjusted to an appropriate position remove them from the chair.</p>

ErgoRisk Management Group provides ergonomics tools, consulting and educational services to improve worker productivity and reduce the risk of musculoskeletal injury (MSI) development.