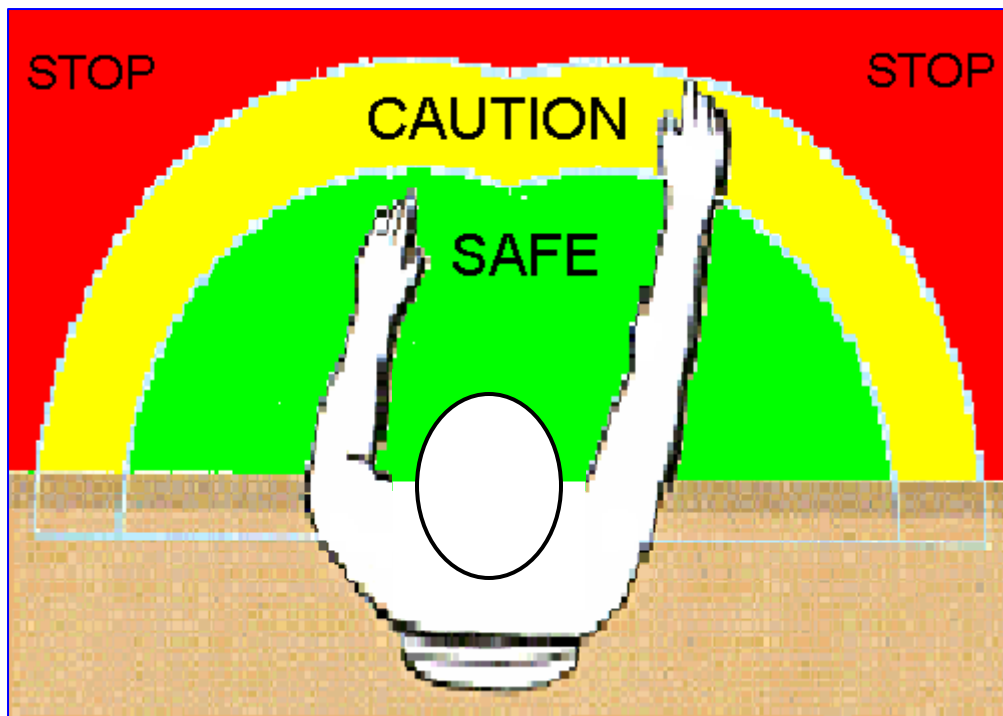
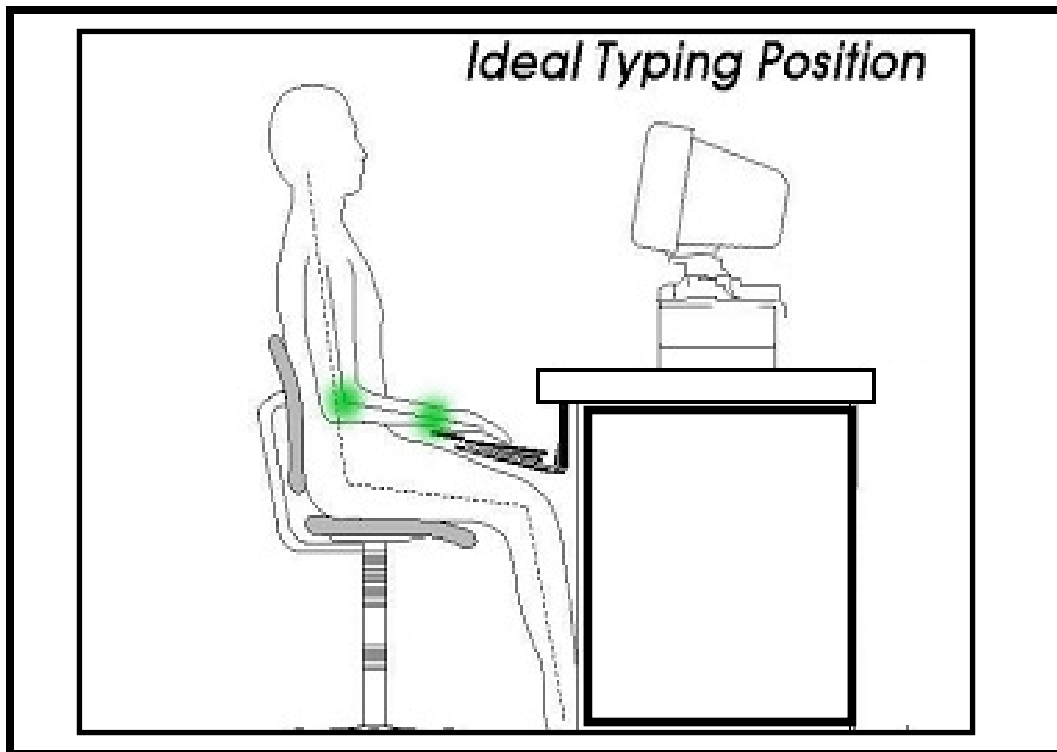


Finding the Right Chair for You

- First, sit in the Chair. You should have 1-2” from the outside of your hips to the side edge of the chair. This is not adjustable. If the seat is too wide or narrow, then a different size is needed.
- Next, the front edge of the chair should be 2-3” from the back of your knee. On some chairs this can be adjusted by pulling out a lever and gliding the seat pan forward or back.
- The back of the chair should fit your curves. Most chairs have an area that is more prominent, the lumbar support. This area should hit you just above the belt line. When you are seated in the chair, there should not be gaps between your back and the chair. This is adjustable by loosening a knob at the base of the back and raising/lowering the back.
- Most chairs also offer back tilt and seat/back tilt together. This is personal preference but most people find that having the back either straight or reclined just slightly is most comfortable.
- The height of the chair needs to be adjusted. Position the chair height so your feet are flat on the floor with your knees bent 80-90 degrees.
- If you select a chair with arms, they should be adjusted so that your forearm is supported with your arms rested at your sides and your shoulder blades relaxed. We generally do not recommend a chair with arms as they often impede the use on the keyboard tray and the ability to fully access the desk space.

General Rules

- For touch typists, keyboard should be at or below elbow height. To assure a correct height pull up to the keyboard from the side and set it at or near the elbow height.
- For writing and reading, work surface should be 1-3” above elbow height.
- Monitor should be in-line with your vision and keyboard.
- Document best if in-line and just below the monitor.
- Mouse must be close to the keyboard and the same height.
- Wrist rests are designed to reduce the impact of the contact that many typists have with the desk or keyboard.
- Most often, footrests are optional if workstation is properly set up.
- To assess glare, turn the monitor off and have employee tell you what they see.
- Most often, high back chairs are no better than the same chair in a mid-back height.
- New chair is most often needed if: seat pan is too deep and employee can't get hips all the way back, chair is too narrow for employee, lumbar support on chair doesn't actually fit employee's curvature.
- Flat screens are an option when there isn't enough depth to a work area



Layout of the Desk Surface

- **ALL ITEMS THAT ARE USED OFTEN AND ALWAYS SHOULD BE BETWEEN 10-2: IN THE SAFE AREA WITHIN EASY REACH**
 - **ALL ITEMS THAT ARE USED PERIODICALLY SHOULD BE IN THE CAUTION AREA**
- rev 10/06