

# Office Ergonomics

## The Office Chair

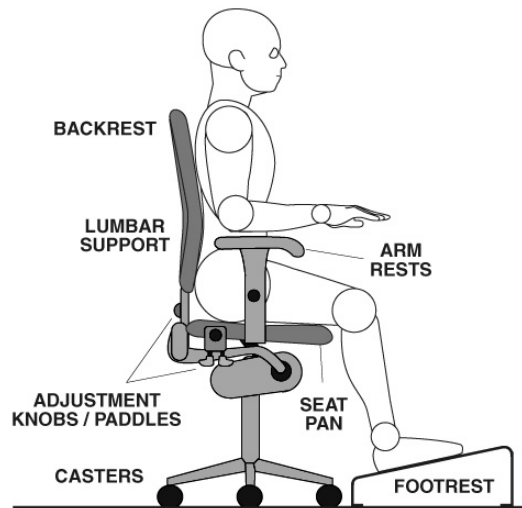
The selection of an office chair is critical in reducing the potential for injury, especially for people who work in a seating position for long periods of time. When selecting an office chair, check to make sure that the chair has the following features:

Adjustable seat height.

Adjustable seat depth.

Adjustable height and tilt of the back rest.

Lumbar or back support.



Armrests with adjustable height.

Front edge of the seat curves downwards.

When selecting a chair, perform the following:

- Tighten the backrest to your satisfaction.
- Stand in front of the chair. Adjust the height so the highest point of the seat is just below your knee cap.
- Sit so that the clearance between the front edge of the seat and the lower part of your leg just fits a clenched fist.
- Adjust the backrest of the chair so that it supports the natural curve of your lower back.
- Adjust the chair height so your elbows are about the same height as your work surface.
- Use a footrest if your feet cannot rest flat on the floor or if there is pressure on the back of your legs. The footrest should be adjustable and support the whole foot.

Environmental Health and Safety has a variety of ergonomically designed office chairs for you to try out. For more information, call 372-2171 or visit our web site at <http://www.bgsu.edu/offices/envhs/page18450.html>