

Office Ergonomics

The Office Chair

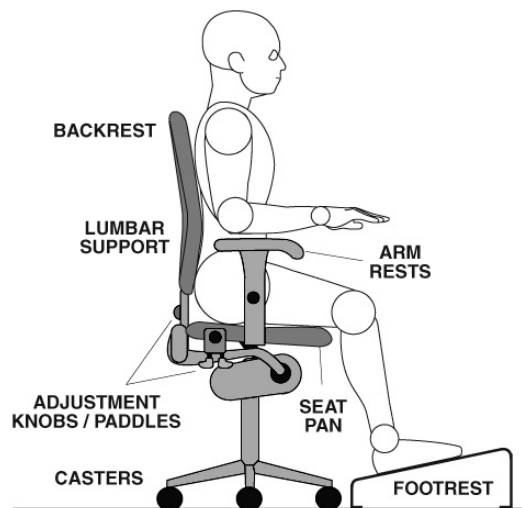
The selection of an office chair is critical in reducing the potential for injury, especially for people who work in a seating position for long periods of time. When selecting an office chair, check to make sure that the chair has the following features:

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.

The Purchasing Department, located at the Park Avenue Warehouse on campus, is the home for ergonomic chairs. Please contact Beth Nagel at 372-8410 or bnagel@bgsu.edu to schedule a time to see the ergonomic chairs. She will also be able to assist with the purchasing information required to buy the chairs. In the event Beth Nagel is not available for an extended period of time, please contact Bess Huyghe at 372-9601 or bhuyghe@bgsu.edu. Bess Huyghe is also available by appointment to conduct complete ergonomic workstation assessments.