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

Helpful hints when adjusting a chair:

- Adjust the lumbar support and/or curvature in the backrest to the natural curve in your lower back.
- Adjust the chair height so that your feet are comfortably flat on the floor and the keyboard/mouse is at elbow height or slightly lower (you may need a footrest or keyboard pullout tray or the chair/seat pan may just need to be tilted forward to achieve this positioning if your chair has that adjustment available).
- Adjust seat pan so that the front edge of it and the upper part of your calf just fits a clenched fist (approximately 2-4”).
- Adjust armrests at elbow height.
- Lock backrest or adjust to a comfortable tension setting.

The Purchasing Department, located at the Huntington building, is the home for ergonomic chairs. Please contact Beth Nagel at 372-8410 or bnagel@bgsu.edu to schedule an appointment to see the ergonomic chairs. She will also be able to assist with the purchasing information required to buy the chairs.