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:

☑️ Adjustable seat height
☑️ Adjustable tilt of the back rest

☑️ Armrests with adjustable height
☑️ Adjustable seat pan
☑️ Lumbar or back support

### Helpful Hints When Adjusting A Chair

<table>
<thead>
<tr>
<th>Feature</th>
<th>Adjustment Details</th>
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</table>
| **Chair Height** | Feet comfortably on the floor  
Knees are at 90° angle  
*Note:* foot rest or pull out tray may be needed |
| **Seat Pan** | The front edge of seat and the back of your knee fits a clenched fist (approx. 2-4”). |
| **Armrests** | Should be at elbow height  
Elbows at 90° angle |
| **Lumbar** | Fit the lumbar support to the *natural curve in your lower back.* |
| **Backrest** | Lock the backrest or adjust the tension knob where comfortable |
Contact us!

Request a Quote/Purchasing Questions:

Kristina Rhine  
*Procurement Specialist*  
Business Operations  
1851 N. Research Drive  
Bowling Green, Ohio 43403  
p. 419-372-4694  
e. krhine@bgsu.edu

Request an Ergonomic Assessment or Chair Adjustment (after receipt of chair):

Bess Huyghe, M.S., AHES, COEE  
*Sr. Industrial Hygienist*  
Environmental Health & Safety  
1851 N. Research Dr.  
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