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

| 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):*

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04/23/2021