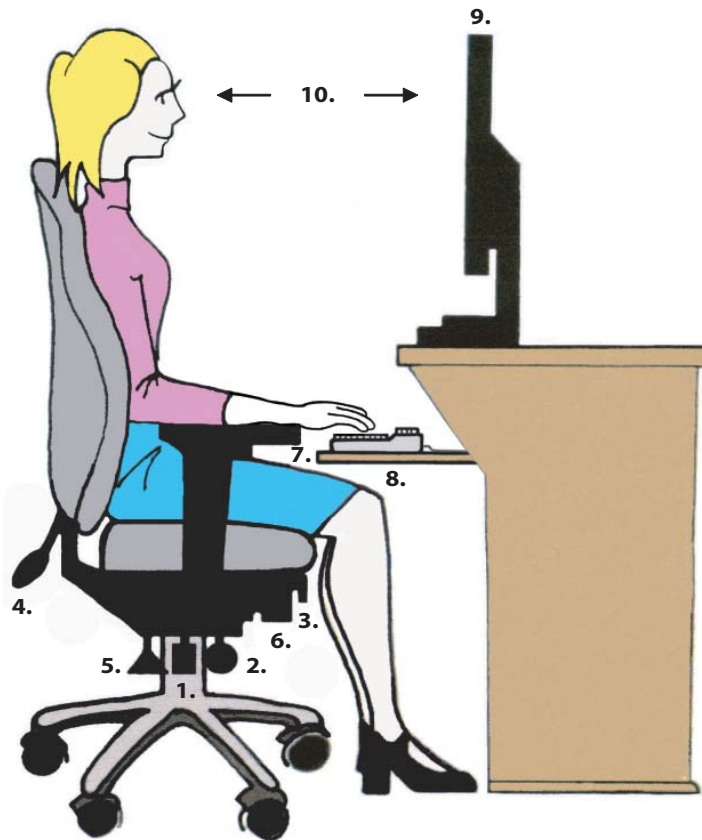


# Office Ergonomics



1. Seat height - thighs horizontal to the floor or sloping slightly downward. Knee angle 90-100° and feet flat on the floor or foot rest.
2. Seat angle - the seat angle should be varied from forward to backward throughout the day to get the benefit of changing postures in order to ensure proper blood flow and eliminate static loading on the spine and trunk muscles.
3. Seat depth - leave approximately a 3-finger width of clearance between the back of the knees and the front of the seat.
4. Back rest height - the lumbar support built into the back rest should be positioned to support the inward curving lumbar spine located about 2 inches above the waist. Maintaining the natural 's' curve of your spine while in the seated posture reduces stress on the structures of the spine.
5. Back rest angle - locked at greater than 90° so the angle between your upper body and thighs is greater than 90°. Your back should be in contact with the backrest of your chair at all times. The lateral curve in the backrest reduces the amount of muscle activity required to keep an upright posture.
6. Tilt tension - adjust to suit your weight so that the chair (when in free float mode) moves with you in a controlled and effortless manner as you shift your weight forward and backward. Gentle rocking improves blood circulation.
7. Arm rests - adjust to lightly support your forearms to reduce muscle activity in your neck and shoulders without causing your shoulders to raise. They should not prevent you from getting close to the work surface. Arm rests should also be used to get in and out of the chair safely.
8. Keyboard and mouse - adjust so that the keyboard is 2 to 3 cm below your elbow height when sitting. Elbows should be at your sides and bent at 90°. The keyboard angle should be flat or have a slight negative angle to ensure that your wrists are in a neutral position as shown in the diagram. The F6 key should be centered to your body. Mouse should be positioned so you don't have to reach for it.
9. Monitor height - should be placed so that the top of the screen is at eye level so your eyes rest on the upper third of the screen. For users that wear bifocals and view through the bottom portion of the lens, the monitor height should be lowered accordingly. Monitor should be centred to your body.
10. Monitor distance - approximately an arm's length from your eyes.
11. Documents - should be positioned between the keyboard and the monitor, or on either side, at a 35° angle and supported by a document holder.
12. Workplace organization - items used most often should be kept closest to you in order to avoid reaching. Items used occasionally can be further away but still easily accessible.

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