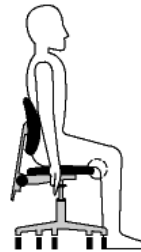


HOW DO I ADJUST MY OFFICE CHAIR?

With some office staff moving to new spaces and others returning from summer break, **now** is a good time to check one the most important ergonomic features of your workstation – **your office chair**.



(1) Stand in front of your chair. Adjust the height so the highest point of the seat is just below the knee cap.



(2) Sit on the chair and keep your feet flat on the floor. Check that the clearance between the front edge of the seat and the lower part of the legs (calves) fits a clenched fist (about 2")



(3) Adjust the backrest forward and backwards as well as up and down so that it fits the hollow of your lower back.



(4) Sit upright with your arms hanging loosely by your sides. Bend your elbows at about a 90° angle and adjust the armrest height until they barely touch the undersides of the elbows.

If you cannot fit your legs under the workstation, and there is not enough space to move them freely, your workstation is too low. If you can sit comfortably but need to elevate your arms to work, then your workstation is too high. Adjust the chair height so you're your elbows are about the same height as the work surface. Use a footrest if you cannot place your feet flat on the floor.

Health and Safety can be simple – adjust your chair to aid you in carrying out your duties in comfort. For more information on office ergonomics, refer to: Canadian Centre for Occupational Health and Safety at <http://www.ccohs.ca/oshanswers/ergonomics/office/>

Gail Sinclair,
OHS Manager