



Office Ergonomics – Chair Adjustment

Sitting properly in a well-fitted chair helps to limit tension and strain through your spine. One size chair does not fit all. Therefore it is useful to find a chair that has seat, backrest and armrest adjustments.

Once you have purchased an adjustable chair, you will need to make the necessary adjustments to provide the best fit. Begin by reviewing the chair manual if it is available. Manuals or instructions are often available on the chair manufacturer's website. Inspect the chair to determine where the adjustment controls are located.

- Sit in the chair and push your hips back as far as they can go against the chair back.
- Adjust the seat height until your feet are flat on the floor. Your hips should be slightly higher than your knees.
- Sit evenly on your buttocks with your weight equally distributed between your thighs and buttocks.
- There should be 1-3 fingers distance between the back of your knees and the edge of the seat so that your thighs are adequately supported. If you have a seat depth adjustment, adjust the depth of your seat if necessary.
- Adjust the backrest height to a comfortable position. The seat back should fit into the curves of your back taking particular note of the lumbar spine lordosis (lower back curve). Adjust the lumbar support if you have one, or use a small lumbar support pillow or cushion. Be sure it fits properly and is the size of your curve. Improperly fitted pillows or cushions may be worse than no cushion at all.
- Adjust the seat back tilt if you have that option. It is usually located on the right side of the chair in front of the seat height adjustment lever. Release the lever to activate the tilt. Follow the instructions in the chair manual to operate the lever. Again, just ensure your lumbar spine (lower back) is well supported.
- Adjust the chair tilt tension if your chair has one so that you can recline the chair by shifting your weight rather than pushing off from your feet or hips. Check your chair manual to

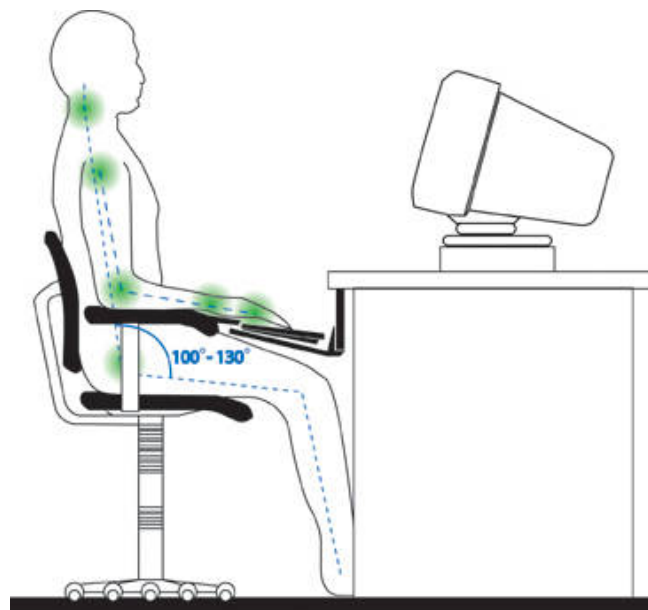


see if your chair has this function.

- Adjust the height of your armrests. Position them at a level where you can place your forearms on the armrests with your shoulders relaxed.
- You can remove your armrests if they do not adjust, if they are in your way or if they are just not comfortable.

Remember to change your position every 20-30 minutes to increase blood circulation, and avoid muscle fatigue.

It is a good idea to get up from your chair every 45 minutes and have a quick stretch / walk around the office



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