

How to Choose an Office Chair

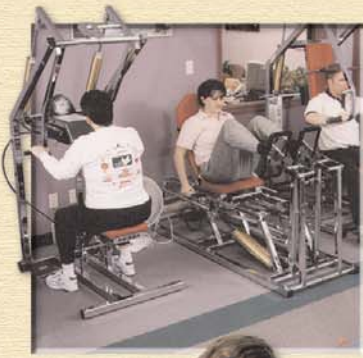
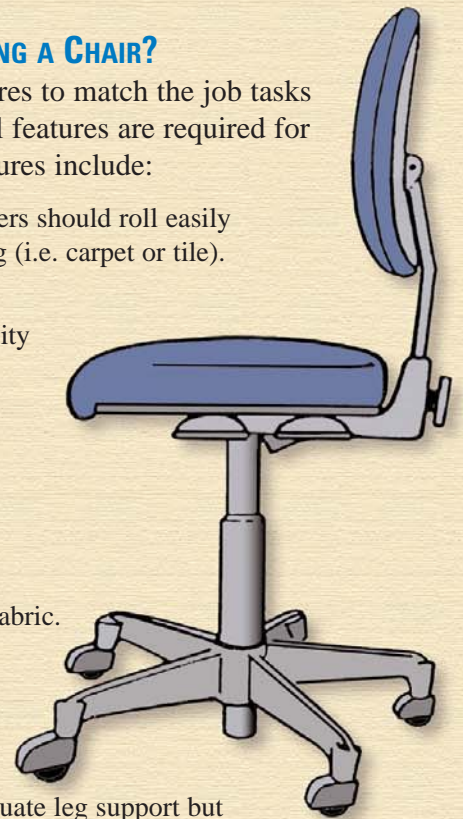


Ergonomics is “fitting the job and the environment to the person.” Good use of ergonomics benefits both the employee and the employer. Employees benefit from increased comfort, improved morale and job satisfaction, and greater productivity. Employers benefit from improved quality of work and productivity, and decreased costs stemming from injuries and absenteeism.

WHAT SHOULD YOU LOOK FOR WHEN SELECTING A CHAIR?

When choosing an ergonomic chair, select features to match the job tasks and individual characteristics of the user. Not all features are required for all individuals. The most commonly sought features include:

1. 5-prong base for stability (CSA standard). Casters should roll easily and should be purchased to suit type of flooring (i.e. carpet or tile).
2. Pneumatic controls which are easily accessible.
3. Seat height adjusts easily (pneumatic adjustability for multiple users).
4. Seat back adjusts up/down.
5. Seat back pivots forward/backward.
6. Seat pan tilts.
7. Adequate lumbar support.
8. Contoured “waterfall” front seat edge.
9. Good seat cushioning and breathable, durable fabric.
10. Swivels through 360°.
11. Armrests may be suitable and can be either adjustable or non-adjustable.
12. Adjustable seat depth (distance from back rest to front of chair). The seat should provide adequate leg support but should not press into the back of the knees. There should be 2 inches between the front of the chair and the back of your knees. For the very tall or short person, the seat pan can be available in longer or shorter depths.



INTEGRATED OCCUPATIONAL HEALTH SERVICES
IOHS

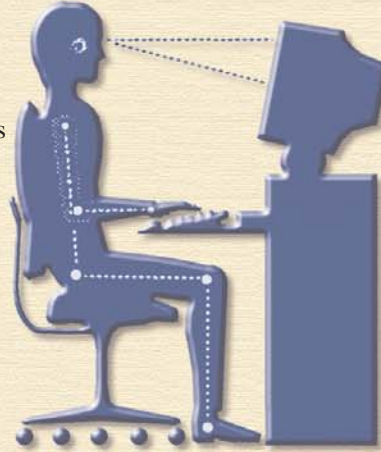
ERGONOMICS REALLY DOES MAKE SENSE

Every person is different. A chair which is comfortable for one person may not be suitable for another. A “one size fits all” approach does not work!

To ensure an employee gets a chair that best suits his or her needs, IOHS recommends a pre-purchase evaluation. The employee should evaluate each chair for several days prior to making the purchase. Arrange this with your supplier. Once an employee has a suitable chair, it is still important to ensure proper ergonomic set-up at the workstation. The user should make good use of the chair’s adjustable features. It is very important to take the time to adjust your chair properly — *a good chair is only “good” when it is properly adjusted!*

MAIN POINTS TO REMEMBER FOR PROPER ERGONOMIC SEATING

- Screen should be at eye level or slightly lower and positioned 18 to 24 inches from the operator. Larger monitors can be placed farther away.
- When typing, forearms should be parallel to floor with elbows at 90° angles and home keys positioned at elbow height.
- Back should have full contact with backrest (sit fully back in chair).
- Thighs should be parallel to the floor and feet placed flat either on the floor or on a footrest. If workstation and keyboard support are not height adjustable, seat height of chair should be raised to achieve the appropriate relationship to the task. If feet dangle above the floor, use a footrest.



adapted from the New York Times

Who is IOHS?

IOHS is one of Newfoundland and Labrador’s largest occupational health firms, caring for hundreds of companies and their workers since 1994. We set the standard in consultation, evaluations, and rehabilitation, and can manage all aspects of your workers’ health and fitness needs. IOHS specializes in assisting workers and companies with *Early and Safe Return to Work (ESRTW)* programs.

— CLIENT ASSESSMENT SERVICES OFFERED BY IOHS —

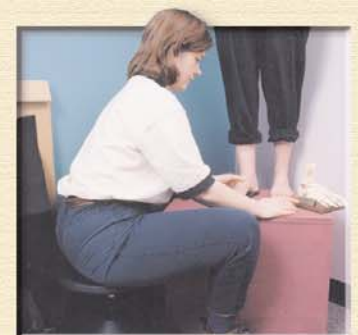
Functional Capacity Evaluation • Functional Screening Assessment • Job Matching
Functional Back Evaluation • Pre-Employment Screening

— WORKSITE/HOME ASSESSMENT SERVICES OFFERED BY IOHS —

Job Site Analysis • Ergonomic Workstation Review
Ergonomic Risk Analysis • Home Demands Analysis

— TREATMENT PROGRAMS OFFERED BY IOHS —

Return to Work (RTW) Services • Work Hardening • Work Conditioning
Education/Ergonomic Consultation • Back Injury Prevention Program (BIPP)
Lifestyle Counselling • Group Fitness Testing • Design/monitoring of Fitness Programs
Customized Splinting • Foot Assessment and Customized Orthotics



IOHS

INTEGRATED OCCUPATIONAL HEALTH SERVICES