

Office Ergonomics Workstation Setup

Tips on Neutral Seated Posture

Top of the screen at eye level;
screen at least 18 inches away

Shoulders relaxed

Trunk angle slightly
reclined

Lumbar support adjusted
to the beltline

Heels touching the floor
(if not, use a footrest)

Document holder at approximately
the same height and distance
from the user as the monitor

Elbow angle 90° to 110°

Keyboard at or below elbow height
with a flat or downward slope

Armrests used to support the
forearm, not the elbow

Knees below the hips

Two to 3 inches of space between
the knees and the seat



Frequently used items such
as the telephone or reference
materials 16 to 18 inches in
front of the body



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Adjusting Your Chair to Fit Your Body

1. Seat adjustment



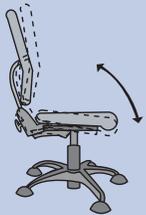
Adjust the seat height so it's low enough that your feet touch the floor but high enough that your knees are below your hips.

2. Seat pan forward/backward adjustment



This adjustment will slide the seat forward and backward. The seat pan should provide enough support for the hips and thighs so that there is only 2 – 3 inches of space between the front edge of the seat and the calf.

3. Seat pan tilt



The angle of the seat will tilt forward or flat. A slight tilt will open up the hip angle and increase the natural low back curve, which decreases loading on the low back. A flat seat pan is also acceptable.

4. Backrest tilt



The backrest should be tilted slightly back so the angle of the trunk is five to 15 degrees from vertical. There may also be a lever that allows the backrest and seat to rock back and forth. This “rocking chair” mechanism can be used occasionally to take some of the loading off the low back.

5. Backrest tension



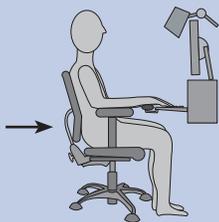
This is usually a round knob on the underside of the seat that will increase the tension in the backrest. If there's a lot of play in the backrest when you lean back, the tension knob should be tightened.

6. Lumbar support



Sometimes called the lumbar roll, this is the lower part of the backrest that curves out toward your low back. If your chair has a flat back, you might want to place a small pillow or rolled-up towel in the area of your chair making contact the small of your back.

7. Lumbar support height



Backrest height should be adjusted so that lumbar support is at the belt line. A tall backrest that provides support for the upper back is beneficial since all larger arm movements (such as answering the phone, sorting documents, etc.) start with the shoulder blade.

8. Armrests



If armrests are available, well padded (such as gel inserts), and adjustable vertically and laterally so they support the middle of the forearm (not the elbow), use them for support when typing or using the mouse, or between keystrokes.

Questions? Contact your safety consultant at 303-361-4000 or 1-800-873-7242.

