

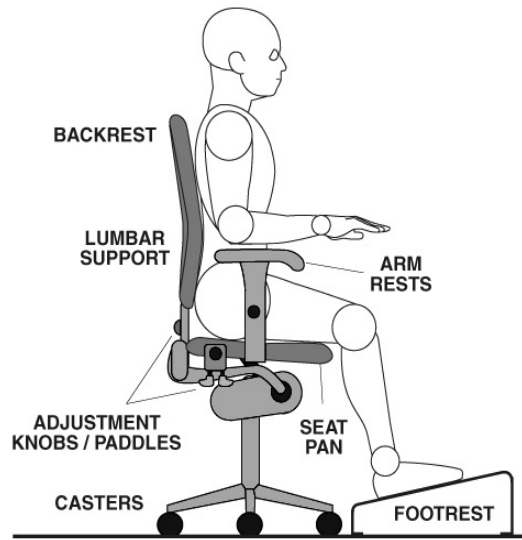
Selecting an Office Chair

Proper selection of an office chair is critical in reducing the likelihood of injury, especially for people who work in a seated position for long periods of time. When selecting an office chair, check to ensure it has the following features:

Adjustable seat height

Adjustable tilt of backrest

Lumbar (back) support



Armrests with adjustable height

Adjustable seat pan depth

Downward curve to seat pan edge

Helpful Hints When Adjusting a Chair

Chair Height	Feet comfortably on the floor Knees in line with hips or slightly lower
Seat Pan	A clenched fist should fit between the edge of the seat pan and the back of your upper calf (approx. 2-4")
Armrests	At elbow height
Lumbar	Positioned at the <i>natural curve in your lower back</i>
Backrest	Lock or adjust the tension knob where comfortable

NOTE(S):

1. Ergonomic demo chairs are available for testing at Central Services (806 E. Poe Rd.). No appointment needed. To request a quote for one of these chairs or for purchasing questions, please call Purchasing at 419-372-8411.
2. If you need help adjusting a chair or your workstation in general, please contact Environmental Health and Safety at 419-372-2171 or envhs@bgsu.edu.