

The following guidelines will help you arrange and evaluate your ergonomic workstation. While following these guidelines, keep in mind that the ergonomic workstation should quickly adjust to accommodate the user while seated and standing.

## Chair

- Set the height of your chair to allow support of your feet with either a footrest, Fring™ Footrest, NeXtep™ or Nstep™/Nposition™ or, if your workstation height will allow, place them flat on the floor supporting your feet and lower legs only.
- Make sure the angle between your torso and legs is greater than 90°.
- Allow 2" – 4" of space between the waterfall front of the seat cushion and the back of your knee.
- Relax your shoulders.
- Support your forearms while keeping your elbows and wrists in a neutral position with your wrists at or below elbow height.
- Position the backrest nearly upright, or slightly reclined if you have head support.
- Fine tune the backrest to provide full support of your lumbar curve.

## Monitor

- Place directly in front of the keyboard (centered on "g/h" split of the keyboard) with the top of the screen at or below eye level (at least 24" from eyes).
- Adjust the screen angle to eliminate glare.
- Use a document holder to place documents as close to the monitor as possible, preferably at the same height and viewing distance from your eyes.
- Illuminate your documents properly with direct task lighting, if needed.
- To reduce eye strain avert your eyes from the monitor periodically and focus on distant objects.

## Keyboard

- Adjust the split keyboard to keep your arms, wrists and hands in a straight line. Your hands should be slightly lower than your elbows.
- Place the mouse and keyboard at the same height with the mouse close to the keyboard.
- Allow sufficient clearance below the keyboard for your knees and legs to move (at least 1" – 2").



Sitting at 30"



Sitting at 40"



Standing at 40"

# Rating Your Computer Task Chair

Available Points

Your Chair Points

## Chair

- 2 Independent, adjustable seat pan angle \_\_\_\_\_
  - 1 Seat and backrest can free float (i.e. rock) together \_\_\_\_\_
  - 2 Adjustable seat pan height \_\_\_\_\_
  - 1 Seat pan contoured to fit your body with a waterfall front \_\_\_\_\_
  - 1 Five wheel base, with casters for carpet \_\_\_\_\_
  - 1 Footrest built into base \_\_\_\_\_
  - 1 Chair upholstery—breathable fabric, no seat surface seams \_\_\_\_\_
  - 1 Owner’s manual integrated into the chair \_\_\_\_\_
  - 2 Adjustable backrest angle \_\_\_\_\_
  - 1 Adjustable backrest or seat depth \_\_\_\_\_
  - 2 Adjustable backrest height \_\_\_\_\_
  - 1 Fine adjustment of the lumbar support \_\_\_\_\_
- Arms (choose one)
- 0 No arms present \_\_\_\_\_
  - 1 Present—Static (i.e. fixed loop arm) \_\_\_\_\_
  - 2 Present—Adjustable height only \_\_\_\_\_
  - 3 Present—Adjustable height and width \_\_\_\_\_
  - 4 Present—Adjustable height, width & arm pad angle \_\_\_\_\_

CHAIR RATING: \_\_\_\_\_

## Understanding your CHAIR RATING

- 0–5 Do not purchase for office/task applications.
- 6–10 Usable in limited applications on a limited duration basis.
- 11–15 Usable for limited duration computer task work.
- 16–20 Best choice for chairs to be used in continuous office/computer applications.

# Rating Your Workstation

Available Points

Your Chair Points

## WorkStation

- 2 Standing height workstation \_\_\_\_\_
- 2 Adjustable workstation (sit/stand) \_\_\_\_\_
- 1 Keyboard tray/worksurface, angle/adjustable \_\_\_\_\_
- 1 Dual swivel point keyboard arm \_\_\_\_\_
- 1 Rounded edges on keyboard tray \_\_\_\_\_
- 1 Ability to reposition mouse towards the center of your body \_\_\_\_\_
- 1 Headset/speaker phone \_\_\_\_\_
- 2 Adjustable monitor height \_\_\_\_\_
- 1 Adjustable monitor depth \_\_\_\_\_
- 1 Adjustable monitor angle \_\_\_\_\_

WORKSTATION RATING: \_\_\_\_\_

## Understanding your WORKSTATION RATING

- 0–3 Do not purchase for office/task applications.
  - 4–9 Usable for limited duration computer task work.
  - 10–13 Best choice for workstation to be used in continuous office computer applications.
- réglable