

Office Ergonomic Principles

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

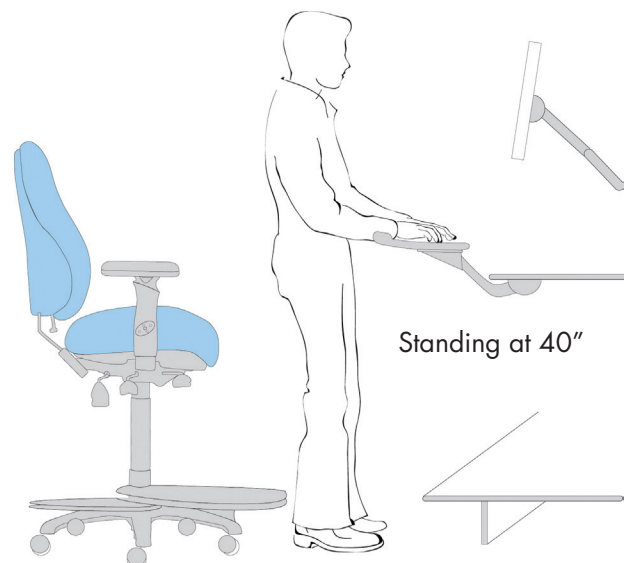
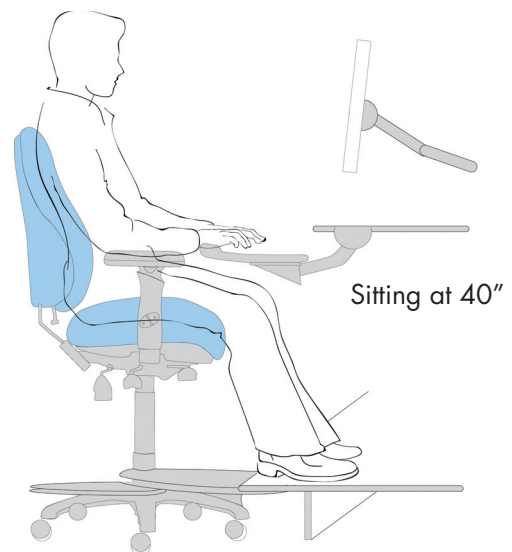
- Set the height of your chair to allow support of your feet with either a footrest, Fring™ Footrest, NeXtep™ or Nstep™/Nposition™ or, if your workstation height will allow, place them flat on the floor supporting your feet and lower legs only.
- Make sure the angle between your torso and legs is greater 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").



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

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.



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