



SUBJECT: Are you Sitting Comfortably?

RECIPIENTS: All Service areas (including schools)

ISSUE DATE: Nov 2017 **REF:** HSB94

Did you know that many daily back aches and pains can be reduced by simply sitting correctly? The Cambridge Operators chair is widely used throughout LCC and is fully-adjustable. The links at the bottom of this bulletin provide pictorial guidance of a good chair/desk set-up. Your back will thank you!

Operating Instructions for Cambridge Operators chair (Please note that all adjustments should be made whilst you are seated.)

1. The overall height of your chair can be adjusted by lifting the lever located below the middle of the seat on the right-hand side. Lift your weight off the chair, allowing the seat to rise, and release the lever at the required height. To lower the chair, simply lift this lever, put your weight back onto the seat and release the lever at the required height.
2. The seat angle can be adjusted by lifting the middle one of the three levers located below the back of the seat, on the right-hand side. The seat can be locked at the required angle by pushing the lever down, or it can be left unlocked to follow user's movements. The tension of the recline can be adjusted by turning the knob located under the front of the seat.
3. The back angle of the chair can be adjusted independently of the seat by lifting the rear lever. The back can be locked into the desired position by pushing this lever down or it can be left unlocked to follow user's movements.
4. The back height can be adjusted by directly lifting the back rest up a step at a time until the correct positioning of the lumbar support is achieved. When the back reaches the top of its travel, it will drop back to the start position.
5. The height-adjustable arms have a button located on the outside face of the arm post. Press this button, set each arm at the desired position and release the button to lock.
6. If the chair is fitted with a seat slider, the seat depth can be adjusted by lifting the lever located below the middle of the seat on the left-hand side. Slide the seat forwards and backwards until the required position is achieved and release the lever to lock the seat in place.



[G13 Display Screen Equipment Policy](#)

[Appendix 7 POEL9b Chair set-up and adjustment](#)

Remember to complete your [Praxis42 DSE online assessment](#) on Lincs2Learn

If you require further assistance please contact corporatehealth&safety@lincolnshire.gov.uk