

Appendix 7

POEL9B Chair set-up and adjustment



Chairs are adjustable to suit individual needs.

Did you know that there is no single correct chair that is 100% perfect for everyone? Chairs are adjustable because they allow most people to adjust them according to their own individual needs.

However, in order to make a typical office chair suitable for most people, there are **some minimum criteria** which should be fulfilled. For example, it should be possible, and easy - whilst seated on the chair – to independently adjust the chair's height, the position of the backrest and the seat tilt (if provided). The chair will normally have a five-point star base for stability, with either castors or gliders (which should be chosen according to the type of floor covering).



Tips

The height of the chair should be adjusted so that your hands and forearms are parallel to the desk, and the keyboard at about elbow height. If your feet do not rest comfortably on the floor, then a footrest is necessary. The backrest of the chair should be adjusted to support the lumbar curve with your shoulders relaxed.

Seating and posture for typical office tasks

1. Seat back independently adjustable for height and tilt, and chair arms dropped
2. Good lumbar support
3. Seat height adjustable
4. No excess pressure on underside of thighs and backs of knees
5. Foot support if needed
6. Space for postural change with no obstacles under desk
7. Forearms approximately horizontal – elbows at 90 degrees, shoulders relaxed
8. Minimal extension, flexion or deviation of wrists
9. Screen height and angle should allow comfortable head position
10. Space in front of keyboard to support hands and wrists during pauses in keying



Additional resources

[G30 Agile Working Health and Safety Policy](#)

[The art of sitting](#)

[Back care awareness fact sheet](#)

[Back pain solutions](#)

[Back stretch exercises](#)

[Bad posture solutions](#)

[DSE helpful hints \(PDF, 613K\)](#)

[Ergonomic chair adjustments](#)

[Effective back care](#)

[Workstation exercises \(PDF, 510K\)](#)

[Workstation set-up](#)