





# What to Look for When Purchasing Office Seating



Looking for an ergonomic task chair for your business? Here are some guidelines to help you in your search. By providing a chair that has most or all of the features described below, you can feel confident that the chair will fit a majority of your employees no matter what their height, weight or body type. Some employers, however, may choose to provide chairs in different sizes to accommodate variations in employee body type.

FEATURE	ADJUSTMENT RANGE / OPTIONS
<p>1. Adequate height adjustment range</p> 	<ul style="list-style-type: none"><li>• Minimum of 4.5 inches*</li><li>• Within the height range of 15 to 22 inches from the floor*</li><li>• Comes in different sizes (small, medium, large)</li></ul>
<p>2. Adjustable seat pan forward/backward</p> 	<ul style="list-style-type: none"><li>• Minimum of 17 inches of depth</li><li>• Backrest depth adjustment (if seat pan is not adjustable, look for a chair with an adjustable backrest)</li></ul>
<p>3. Seat pan width minimum</p>	<ul style="list-style-type: none"><li>• Minimum of 18 inches*</li></ul>
<p>4. "Rocking chair" mechanism</p> 	<ul style="list-style-type: none"><li>• Allows for seat pan and backrest recline</li></ul>
<p>5. Adjustable backrest angle</p> 	<ul style="list-style-type: none"><li>• 0-20 degrees from the vertical*</li></ul>

\*ANSI/HFES 100-2007. Human Factors Engineering of Computer Workstations. 1998-2005 by the Human Factors and Ergonomics Society



# What to Look for When Purchasing Office Seating (CONTINUED)

FEATURE	ADJUSTMENT RANGE / OPTIONS
<p><b>6.</b> Adjustable backrest height, or adjustable lumbar support</p> 	<ul style="list-style-type: none"> <li>• Within the range of 6 to 9.8 inches above compressed seat pan*</li> </ul>
<p><b>7.</b> Well-defined lumbar support</p>	<p>N/A</p>
<p><b>8.</b> Adequate support for mid and upper back (high backrest)</p>	<ul style="list-style-type: none"> <li>• A high backrest should extend above the top of the user's shoulder blades</li> </ul>
<p><b>9.</b> Adjustable and removable well-padded armrests</p> <ul style="list-style-type: none"> <li>• Height adjustment</li> <li>• Lateral adjustment</li> <li>• Swivel/rotational adjustment</li> <li>• No pressure points*</li> </ul> 	<ul style="list-style-type: none"> <li>• Height adjustable between 7 to 10.6 inches above compressed seat pan*</li> </ul>
<p><b>10.</b> Additional features:</p> <ul style="list-style-type: none"> <li>• Waterfall seat pan front</li> <li>• Manufacturer training materials on various adjustments. Adjustment information should be attached to the chair at all times or computer video/software-based</li> <li>• Minimum five-year warranty on all moving parts and upholstery</li> <li>• Vendor that allows you to "Try before you buy"</li> <li>• Vendor that provides employee training on how to adjust once the chair is delivered</li> </ul>	<p>N/A</p>

**Questions?** Contact your safety consultant at 303-361-4000 or 1-800-873-7242.

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