



## Guidelines for Purchasing Chairs

A proper chair supports the natural curves of the upper and lower back, and has adjustable arm rests and chair height. The following are guidelines for purchasing a chair:

### *Backrest*

- A lumbar support that is height adjustable so it can be appropriately placed to fit the lower back. The outward curve of the backrest should fit into the small of the back;
- The backrest should lock in place or be tension adjustable to provide adequate resistance to lower back movement; and
- A device enabling it to move forward and backward.

### *Seat*

- Height adjustable;
- Padded and have a rounded, “waterfall” edge;
- Wide enough to accommodate the majority of hip sizes; and
- Depth adjustable to adequately support most of the thigh without contact between the back of the user’s knee and the front edge of the seat pan.

### *Armrests*

- Wide enough to allow easy entrance and exit from the chair;
- Close enough to provide support for lower arms while keeping the employees’ upper arms close to the body;
- Low enough so shoulders are relaxed during use;
- High enough to provide support for the lower arms when positioned comfortably at the sides; and
- Made of soft material and have rounded edges.

### *Chair Base*

- A strong, five legged base; and
- Casters that are appropriate for the type of flooring at the workstation (*Note:* A floor mat is also an option when appropriate casters are not used).

### **Guidelines for Purchasing Keyboard Trays**

Keyboards should be flat or slightly tilted forward or backwards, so that the wrists are straight, not bent. Therefore, a keyboard tray should have the following features:

- Height adjustability;
- An area for the mouse;
- Angle adjustability; and
- Wrist rest.

### **Guidelines for Purchasing Workstations/Desks**

The following guidelines shall be used in purchasing and adjusting workstations, tables and desks:

- All tables, desks or other surfaces should be adjusted to a height convenient for users or equipped for height adjustment of computer components;
- The work surfaces should be adequate in dimensions to allow for all necessary equipment to be within appropriate reach of the user;
- All edges and corners of the work surface should be smooth and free of sharp edges; and
- The underside of the work surface should be free of sharp protrusions and leg space should be adequate and free of obstructions.

### **Guidelines for Purchasing Computer Screens**

When purchasing a computer screen, the following guidelines shall be used:

- The screen surface should have an anti-reflective coating, screen or surface designed to reduce glare; and
- If security and fastening devices are used, it should not interfere with the capability of adjusting for height, tilt and swivel of the computer monitor.