

# Are you supporting your employees properly?



Make sure you are sitting comfortably

## Did you know?

In 2015/2016 30.4 million working days were lost due to self reported work-related illness or injury. As an average, each person suffering took a total of 16 days off in a year for musculoskeletal disorders. So production of every business involved and their employees health suffered as a result of something that could, in most cases, have been avoided. Just by checking the workstations and chairs of people in your work place could help ensure this number is reduced.

## How to check if a chair is correct for you and your employees

We've devised a checklist on the next page to help you assess every workstation chair in your office (or place of work, whatever that might be). Once the assessment is complete you will be able to recommend if a new chair is required or if the employee needs advice on setting up the chair properly to suit their needs.

### **A** Head and Neck

To prevent neck muscles stiffening, a head rest should be employed where possible.

### **B** Monitor

The top of your monitor should be the same height as your eye level.

### **C** Back

The shape of the chair should allow the 'S' shape of the spinal column to form naturally and be supported. A comfortable back rest will prevent slumping and reduce stress on the spine and pelvis.

### **D** Body

The angle between the thighs and the torso should be between 90 – 105 degrees. The back of the seat should be slightly raised to support the pelvis from tipping backwards and reduce pelvic stress.

### **E** Arms

The arm rests should support the forearms. The height of the arm rest should allow the shoulders and elbows to be relaxed.

### **F** Thighs

The length and width of the thigh should be fully supported with the thigh running parallel to the floor.

### **G** Legs

The seat cushion should be rounded downwards in a 'waterfall' shape, allowing the legs freedom of movement.

### **H** Weight

Torsion control allows you to adjust the tension of the tilt to suit your body weight.

### **I** Feet

Feet should easily and comfortably rest flat on the floor.

# Are you sitting comfortably?

## Office chair checklist

Name: .....

Dept: .....

### Does the chair have:

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 1) a head rest (to support the neck and head)                                       | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2) height adjustment (feet flat on the floor, and head at right level for monitor*) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3) proper back support (for correct body positioning)                               | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4) torsion control (to allow tilt for body weight)                                  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5) arm rests (that are correct for the persons arms)                                | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6) a seat pad that is big enough (depth and width)                                  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7) a seat cushion that allows the legs freedom of movement (look at shape)          | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Additional notes: .....

.....  
.....  
.....

Don't forget to use the diagram to help you make your assessment



You can print off a copy of the checklist for each person in your office

### Does this person need a new chair?

Based on your assessment can the chair be set up correctly for this person and the type of work they do, or does the chair need to be replaced?

Recommendation for chair:      Adjustment       Replacement

Our "Sitting Comfortably" diagram is also a really useful visual guide when showing people how to set up their chairs properly after your assessment is complete

## Looking for a new office chair?

Speak to us about our chairs and request a catalogue

**01933 460422**

we stock a wide range of office chairs at great prices, but if you order in August 2017 you'll get money off too.



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