

Healthy Sitting

A General Guide



Much has been written about ergonomics and general office health studies. We recommend that you contact your Human Resource or Safety Department if you have one. They will have the resources tailored to your company's specific occupation conditions.

For the rest of us, there are three good paths to get informed. First, ask your company's insurance company. They usually have programs they provide for free, and in some cases can earn your company a premium discount.

Also try your state's worker's compensation bureau or safety agency. In Ohio that's the BWC. They have resources and the company can earn discounts for safety programs.

Likewise the federal Department of Labor has a lot of studies and federal regulations regarding safety.

Last but not least, the internet. Remember, just because it's on the internet doesn't make it an authority. Check their credentials.

On the next page we're going to give you the overview of proper sitting. It's a leading cause of office worker complaints.

Safety and Health Topics | [Ergonomics](#) | Occupational ...

<https://www.osha.gov/SLTC/ergonomics>

How do I find out about employer responsibilities and workers' rights? Workers have a right to a safe workplace. The law requires employers to provide their employees ...

[Ergonomics of the Office and Workplace: An Overview](#)

www.spine-health.com » Wellness » [Ergonomics](#)

Guidelines and helpful tips for prevention of back pain and neck pain at the workplace using ergonomic concepts.

[Images of ergonomics in the workplace](#)

bing.com/images



See more images of ergonomics in the workplace

[Workplace Ergonomics 101 - Ergonomics Plus](#)

ergo-plus.com/workplace-ergonomics

Overview. Ergonomics is the science of designing the workplace, keeping in mind the capabilities and limitations of the worker. Poor worksite design leads to fatigued ...

[Office Ergonomics-Topic Overview - WebMD](#)

www.webmd.com/pain-management/tc/office-ergonomics-topic-overview

Ergonomics (say "er-guh-NOM-iks") is the study of the kind of work you do, the environment you work in, and the tools you use to do your job. The goal of office ...

[5 Proven Benefits of Ergonomics in the Workplace](#)

ergo-plus.com/workplace-ergonomics-benefits

What are the benefits of workplace ergonomics? This post dives into the research and reveals five proven benefits and why you should get started today.



Topic X

oah.gov/SLTC/ergonomics

UNITED STATES DEPARTMENT OF LABOR

Occupational Safety and Health Administration

ABOUT OSHA - WORKERS - EMPLOYERS - REGULATIONS - ENFORCEMENT - TOPICS - NEWS & PUBLICATIONS - DATA - TRAINING

Safety and Health Topics / Ergonomics

Ergonomics

Overview

Musculoskeletal disorders (MSDs) affect the muscles, nerves, blood vessels, ligaments and tendons. Workers in many different industries and occupations can be exposed to risk factors at work, such as lifting heavy items, bending, reaching overhead, pushing and pulling heavy loads, working in awkward body postures and performing the same or similar tasks repetitively. Exposure to these known risk factors for MSDs increases a worker's risk of injury.

Work-related MSDs can be prevented. Ergonomics — fitting a job to a person — helps lessen muscle fatigue, increases productivity and reduces the number and severity of work-related MSDs.

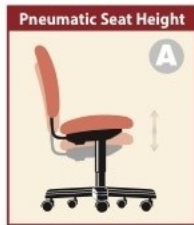
Examples of Musculoskeletal Disorders (MSDs)

Existing Guidelines

OSHA

- Prevention of Musculoskeletal Injuries in Quality Processing (29 CFR 1904.1000). OSHA Publication 3213 (2013). Also available in Spanish (29 CFR 1904.1000)

Different chairs have different adjustments available. These are some of the common ones.



Adjusts "up and down" seat height relative to the floor.



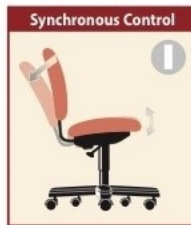
Allows user to fully recline while keeping feet comfortably on the floor. "Pivot point" is placed near the front of the seat.



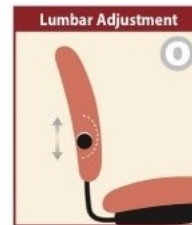
Allows user to "adjust back in and out" for additional seat depth.



Allows seat "rotation" in a full circle.



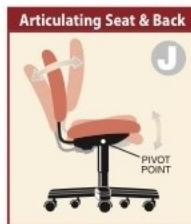
Automatically "adjusts seat and back angle while maintaining a 2:1 recline ratio", providing optimum back support and minimal seat rise.



Allows user to "custom fit chair by adjusting lumbar" for optimum support and comfort.



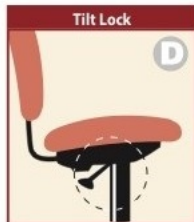
Places the "pivot point" directly above the base center and allows the user to lean back in a seated position.



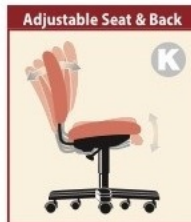
"Adjusts seat & back angle independently" with a single lever.



Allows user to "tilt seat forward" for optimum comfort while doing intensive forward-oriented tasks.



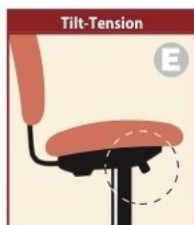
"Locks seat and back" in an upright position.



Allows user to "adjust and lock seat and back angle" of chair independently of each other.



Allows seat to move "forward and back" or to be locked in a desired position.



Allows user to adjust "resistance" with which chair reclines or tilts.



Allows user to "adjust back up and down" for proper positioning of lumbar.



Allows user to "adjust arms up and down" within a set range to accommodate a variety of tasks.



Allows user to select and "lock a particular back angle."



Includes "swivel/tilt with tension control, independently adjustable seat and back angle with infinite lock (any position) and forward pitch control."



Allows user to "adjust arms up and down, or in and out" within a set range to accommodate a variety of tasks.



Allows user to recline at a more natural angle than the traditional tilt control. "Pivot point of chair is positioned slightly forward" toward the front of the seat.



**OFFICE
FURNITURE
CONNECTION**

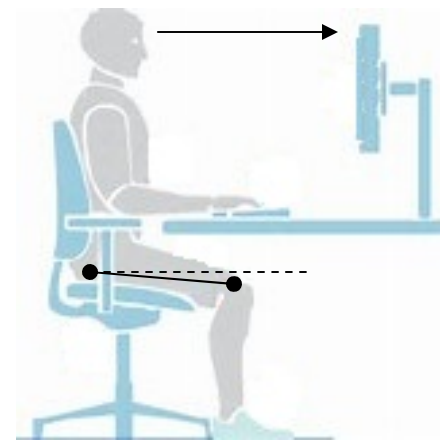
*Illustrations courtesy of
our COE distributor.*

We're all built differently.

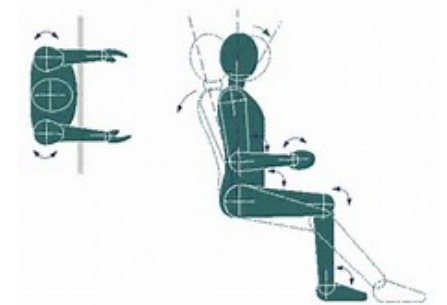
Here are some general goals for sitting healthy.



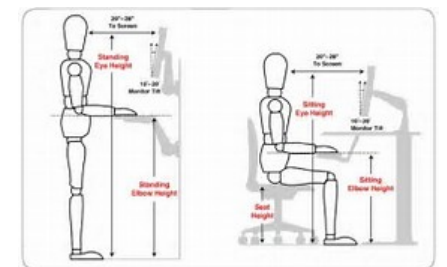
- **When you build a house you start with the foundation not the attic, so start with your feet flat on the floor.**
 - Note that women in particular wear different angled shoes so an adjustable footrest may be needed.
 - Your ankles should not be bent or over extended.
 - Your lower leg (calf) should not be bent back under the chair.
- If you could draw a line through your center of the hips to your knee joints, that line should be relatively parallel to the floor with your hips slightly higher than the knees.
 - Note this will vary due to your chair's seat cushion shape and angle.
- **With your body positioned in the rear of the seat and against the bottom of the chair's back cushion,** adjust the back cushion up or down so that it's not putting pressure on your sacroiliac (*spine, low back near hips*) but it is supporting the inward curve of your spine (*supporting, not pushing*).
- The angle between that line you drew for your thighs and the axis of your spine should be slightly greater than 90-degrees (more open).
 - You should not be leaning over your desk to reach things.
- Your arms should be supported by the chair's armrest so that your neck and shoulder muscles are not having to hold up your arm which is basically the same weight as a bowling ball.
- Your forearm should be relatively parallel to the floor and your wrists should be in a neutral position (*not bent up or down*).
- Your head should be looking straight forward to see the top of a computer screen as if you were talking to a person and looking them in the eyes.
 - Again, do not lean forward and curl your spine.
- The chair should be supporting you, so lock it into position if possible. Unlock it when you change tasks to something different. Stand up and move around to improve overall circulation.



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