



# How to Correctly Setup Your Chair

Ensure you are sitting correctly



# How to Sit Comfortably

Humans are individuals and each of us has a unique physique, so it's important that you adjust your chair to fit your body. Your comfort is our business, so we've had our ergonomists prepare a simple guide to help you set up your chair just right.



## 1. Seat Height

Sit in your chair and adjust the Seat Height so that:

The top of your forearm slopes gently toward the mid-line height of your keyboard and your wrists & hands are positioned as natural extensions of your forearm.

With your feet resting flat, the tops of your thighs are parallel with the floor.

A height adjustable keyboard platform or height adjustable desk and/or a footstool may help you to set-up correctly.

## 2. Seat Angle

Adjust the Seat Angle (if fitted) so the seat follows the shape of the underside of your thighs. This will provide the most even distribution of pressure.

In clerical activities, you will naturally lean forward over your work, resting your forearms on your worksurface. You may wish to tilt the seat forward, this allows the pelvic girdle to be positioned properly in relation to the spine.

## 3. Back Angle

Adjust the angle of the backrest so that it is in contact with your back and is supportive of your working position.

## 4. Back Height

Adjust the Backrest Height so that the built in lumbar support is level with the lumbar region (lower back) of your spine; small amounts of adjustment really can make a considerable difference to your comfort.

*If you have difficulty adjusting your chair and setting it up properly, please contact an Occupational Health & Safety professional for help. Early intervention can stop discomfort from developing into a serious injury.*