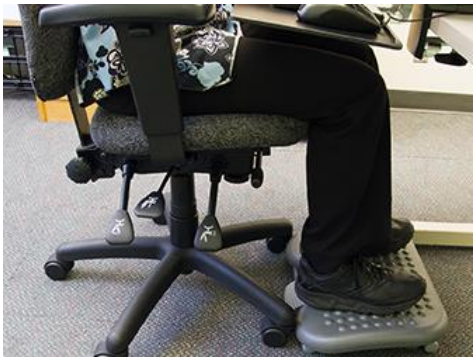
Multi-Shift Workstations Toolkit (Single Workstations with Multiple Users

Step 1: Select the Chair	
1.1 Determine the chair measurements required for the staff who will be using the chair. Compare these measurements to determine the ranges required to accommodate the staff (highest to lowest; narrowest to widest). See how to measure a chair: http://www.oregon.gov/DAS/Risk/Documents/ergo6.pdf 1.2 The selected chair should be a fully adjustable chair. It should be able to be set to positions within the ranges needed. 1.3 If that is not possible, it is best to purchase a chair with the largest measurements needed and use peripherals to accommodate the lower measures. For instance, the person with the lower seat pan height may require the use of a footrest to prevent dangling feet when sitting in a high-pedestal chair.	 
Step 2: Select the Work Surface	
2.1 Determine the workstation heights (elbow to floor for sitting, standing or both) required for staff who will be using the work station. 1.4 Compare these measurements to determine the ranges required to accommodate that staff (highest to lowest height). See how to measure a chair (elbow to floor measure): http://www.oregon.gov/DAS/Risk/Documents/ergo6.pdf 2.2 3.2 The selected work surface should be as adjustable as possible and able to be set within the range determined. If that is not possible, it is best to set the work surface to the highest measurement in the range and use peripherals, such as footrests and articulating keyboards, to accommodate those with shorter measurements.