

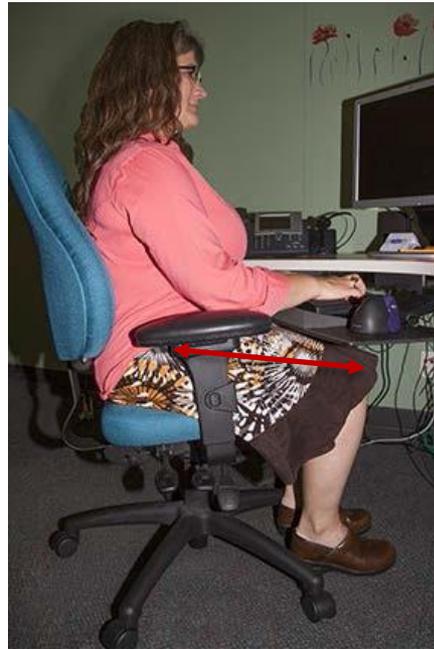


State of Oregon

Office Ergonomic Self-Assessment Training

Step 1: Adjust Chair Height

- Sit in the chair.
- Feet on the floor.
- Legs with downward slope toward the knee.
- Use middle lever (see picture at bottom of page.)
 - While seated will cause the chair height to lower.
 - While standing will cause chair to rise.



While seated, knees are at right angles with feet flat on floor.

Location of chair height lever.



Step 1: Adjust Chair Height (Continued)

- While standing in front of the chair the seat pan should be at knee height.
- If not repeat the steps in the previous slide.



Feet not touching the floor is the incorrect way to sit.

Checking seat pan height.



Step 2: Adjust the Seatpan Depth

- Sit with your back against the back of chair. Make sure that your feet are firmly resting on the floor.
- The clearance between the front edge of the seat and the back of the knee should be two to four fingers wide.
- Check if the chair has a seatpan slider option.
- Lift the slider lever as you move the seatpan forward or backward.
- Release the lever when the seatpan is at the desired position.



While seated, knees are at right angles with feet flat on floor.



Two to four fingers width of space between edge of seatpan and back of knee.

Finding the Seatpan Slide Lever Location



*seatpan slider
lever on most
RFM
manufactured
chairs. Found
on the left
side of the
chair.*



*seatpan slider lever
found on some State
of Oregon chairs.*

Step 3: Adjust Backrest Height

- Adjust the height of the backrest so that it makes contact with the lower back.
- Check whether the backrest height has a knob or ratchet adjustment.
- Knob adjustment:
 - Turn knob counter-clockwise to loosen.
 - Lift or lower backrest to desired position.
 - Retighten for lumbar support.



Lower back support with properly adjusted backrest.



Incorrect way to sit with lumbar support too low.

For adjustment with ratchet back height:

- Lift:
 - The backrest to desired position and the backrest locks automatically.
- Release and reset:
 - Lift backrest until it reaches a complete stop and returns to bottom stop.



Ratchet adjustment for backrest adjustments for Inside Oregon chairs and some RFM chairs.



Knob for backrest height adjustment found on most RFM chairs.

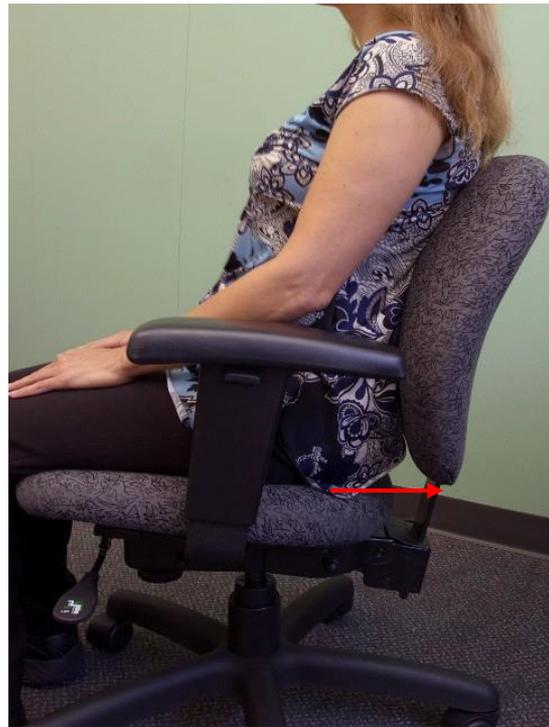
Step 4: Adjust Backrest Slant

4. Adjust the angle of the chair backrest so the torso is held vertical or with a slight backward tilt.

To adjust the backrest:

- Pull the correct lever upwards.
- When the desired backrest angle is found release the lever.

Backrest angle lever found here on most chairs.



Sitting with backrest tilted back slightly



Step 5: Adjust Seatpan Tilt

- Adjust the seatpan tilt for comfort.
- Being careful not to place too much stress on the upper leg.
- Ensure that both feet are on the floor.

To adjust seatpan tilt:

- Pull the appropriate lever upward while seated.
- seatpan is able to rock in the unlocked position.
- Once the desired angle is achieved, push the lever downward to lock in position.



Step 5: Adjust Seatpan Tilt (Continued)



*Example of
seat tilted
backward.*



*Example of
seat tilted
forward.*

Step 6: Adjust Armrests

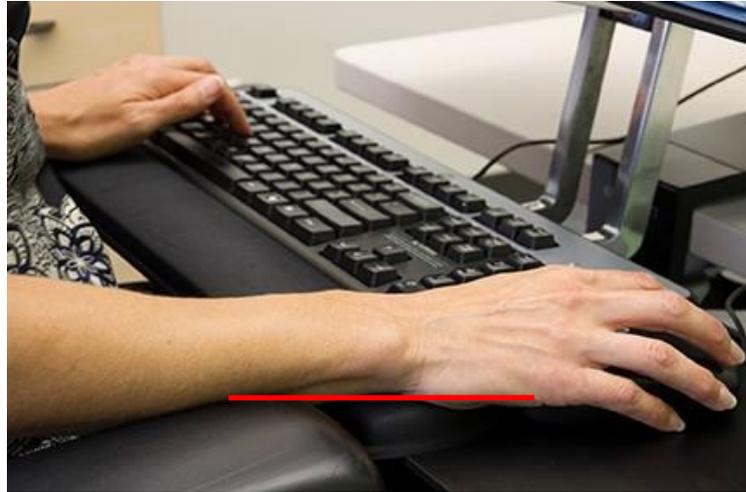
- Sit with your upper arms at your side.
- Bend elbows to 90°.
- Forearms slightly sloped downward.
- Relax shoulders.
- The armrest should support your forearms on both sides of the body.
- Check that arms are close to the body.
- If you have to stretch your elbows outward to reach the armrests, the seatpan may be too wide.
- Some chairs have armrests that can move in and out.
- You can remove armrests on most chairs.



Arms at right angles supported by armrests. You should not have to raise your shoulders to place your forearms on the armrest.

Step 7: Check Work Surface Height

- Sit in your chair.
- Relax your shoulders.
- Bend elbows to 90°.
- If forearms are even with the top of your work surface or slightly lower, it is adjusted properly for you.
- If not and the work surface is too high or low, let your manager know.



Neutral arm and hand positioning while keyboarding.

Examples of Standing Workstations

- Ergo Tron or Sit-Stand Stations:
 - Adjust height so forearms are even with the work surface.



Step 8: Adjust Your Keyboard

- Sit in your chair directly in front of your keyboard.
- Keyboard should be flat.
- Your keyboard should be aligned with your monitor or between dual monitors.
- Relax shoulders.
- Bend elbows to 90°.
- Position your forearms horizontally with slight downward slope to the wrists.
- Wrist should be straight.
- Palms should be facing down.



If you have an adjustable keyboard tray, adjust the tray so the keyboard keys are under your fingers.

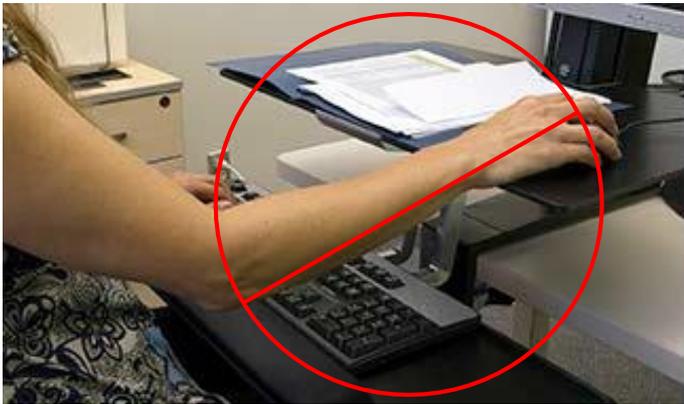
If your keyboard is on the desktop, adjust the desktop or adjust the height of the chair so that the keyboard keys are under your fingers.

Step 9: Adjust The Mouse

- Place your mouse at the same height as your keyboard.
- Immediately to the right or left.
- Keep mouse within same surface range as keyboard.



Hand in neutral and flat position while using the mouse.

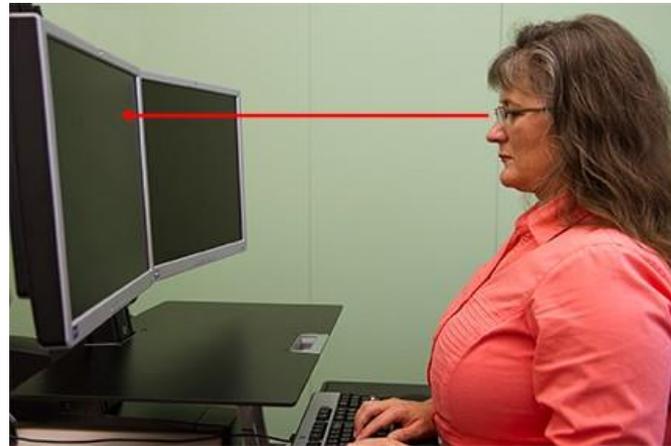


Hand too high while using the mouse.

Step 10: Align The Monitor

Single: Align the monitor so that it is directly in front of your chair and keyboard.

Dual: Align center of monitors with chair and keyboard or align primary monitor with keyboard.



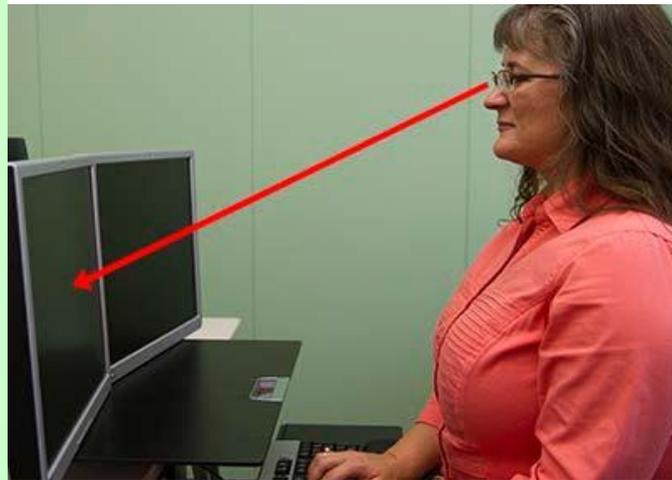
Step 11: Adjust Monitor Height

With no glasses or single focal range lenses:

- Position so that upper third of screen can be viewed with neck in neutral position.

With bifocal or trifocal lenses:

- Position screen so that center of screen can be viewed with neck in neutral position.



Step 11: Adjust Monitor Distance

While seated:

- Bring the monitor forward until it is the length of your arms.
- About shoulders to middle fingertip distance.
- Adjust as needed until you do not need to lean forward or backward to comfortably read the screen.
- About 16” to 29” is the recommended distance from the eyes.



Measuring monitor distance.

Step 12: Document Holder

- A document holder is recommended for keyboarding large amounts of written/printed text.
- A freestanding document holder can be positioned on either side of your monitor.
- An in-line document holder can be placed between the keyboard tray and monitor and is aligned to minimize bending of the neck.



Free-standing document holder.



Example of in-line document holder.

Step 13: Adjust Work Equipment Distances

Arrange telephone and other office equipment and resources used regularly to within easy reach while seated. Minimize leaning to reach them.



Step 14: Telephone Headset Use

If you use the telephone frequently or take part in long conversations on the phone:

- A wireless phone headset is recommended.
- The shoulder rests on telephones can cause strain and fatigue to the neck and shoulders.
- Having a hands-free headset allows you to maintain a correct posture and keeps your hands free.
- Try different headset holders for comfort including over the head, behind the head and earbud styles.



Step 15: Adjust for Legroom

Keep space under desk clear of boxes, trashcans and other item that could interfere with the freedom of movement for your legs. Use zip ties to bundle up loose cords on the floor:

Dangling cords from the mouse and keyboard can create a potential entanglement hazard. Cord organizers are a useful item for correcting dangling cords.



Example of under counter workspace clear for free movement of legs.



Cord organizers used for anchoring dangling cords.

Zip ties for bundling loose cords.

Step 16: Footrest Use

footrests can help compensate for work surfaces that are too high and cannot be adjusted.

If you have a footrest with a foot warmer, please follow the DAS Resource Conservation policy (#107-011-010).



Solid flat foot placement on footrests. Knees are at right angles.



Footrests can be used while standing to reduce joint tension and pressure.

Step 17: Softening Work Surfaces

Sit at your computer and type a while. Does any part of your body rest against a hard edge or become uncomfortable? Look for edges of desks, chairs or keyboard trays.



Gel wrist pads assist with keeping wrists on a soft surface while resting and in a flat and natural position while keyboarding.

Example of Multi-Shift Work Station



Multi-shift workstations are used by different people during different work shifts. They should be very adjustable to accommodate varying:

- *Sizes*
- *Shapes*
- *Preferences*
- *Special needs*
- *Use - some manufacturers cancel warranties of regular duty chairs used for multi-shift work.*

Resources

- ▶ You Tube Preferred Seating RFM video clips:
 1. General Chair Ergonomics Overview:
<https://www.youtube.com/watch?v=1z73XuaqQyc>
 2. RFM Chair 5 control seating:
<https://www.youtube.com/watch?v=iQ8s6DJa8JU>
 3. RFM Chair 4 control seating:
https://www.youtube.com/watch?v=UUIc_5j8G4M

- ▶ For additional help you can contact DAS Risk Management at:
 - ▶ Phone: 503-373-7475
 - ▶ Email: risk.management@Oregon.gov