



### 1. Elbow measure

First, begin by sitting comfortably as close as possible to your desk so that your upper arms are parallel to your spine. Rest your hands on your work surface (e.g. desktop, computer keyboard). If your elbows are not at a 90 degree angle, adjust your office chair height either up or down.

### 2. Thigh measure

Check that you can easily slide your fingers under your thigh at the leading edge of the office chair. If it is too tight, you need to prop your feet up with an adjustable footrest. If you are unusually tall and there is more than a finger width between your thigh and the chair, you need to raise the desk or work surface so that you can raise the height of your office chair.

### 3. Calf measure

With your bottom pushed against the chair back, try to pass your clenched fist between the back of your calf and the front of your office chair. If you can't do that easily, then the office chair is too deep. You will need to adjust the backrest forward, insert a low back support. (Such as a lumbar support cushion, a pillow or rolled up towel). **We would recommend replacing your chair with one that fits.**

### 4. Low back support

Your bottom should be pressed against the back of your chair, and there should be a cushion that causes your lower back to arch slightly so that you don't slump forward or slouch down in the chair as you tire over time. This low back support in the office chair is essential to minimize the load (strain) on your back. Never slump or slouch forward in the office chair, as that places extra stress on the structures in the low back, and in particular, on the lumbar discs.

## 5. Resting eye level

Close your eyes whilst sitting comfortably with your head facing forward. Slowly open your eyes. Your gaze should be aimed at the centre of the computer screen. If your computer screen is higher or lower than your gaze, you need to either raise or lower it to reduce strain on the upper spine.

## 6. Armrest

Adjust the armrest of the office chair so that it just slightly lifts your arms at the shoulders. Use of an armrest on your office chair is important to take some of the strain off your upper spine and shoulders, and it should make you less likely to slouch forward in your chair.

*To avoid keeping the back in one position for a long period, remember to **stand, stretch** and **walk** for at least a minute or two every half hour.*

*There is no single type of chair that is optimal for all people. Whilst following the above advise will help, if your at all unsure please contact one of our experienced members of staff to discuss correct seating and requirements on 0800 028 6500*