



1 BACK (LUMBAR) SUPPORT

2 FOREARM SUPPORT

3 THIGH SUPPORT

4 SPACE BEHIND KNEES

5 FEET FULLY SUPPORTED

Support: Reduce fatigue by supporting your body!

- An adjustable chair is a key piece of equipment that allows workers to move quickly and easily between different tasks and working positions.
- Different working postures need different types of support. Reduce fatigue by supporting the back, thighs and feet with a chair, the floor, a foot support, or a stool.
- Training on adjustable chair features, workstation and equipment allows a worker to set them up to fit their body and the work they perform.



Support: Reduce fatigue by supporting your body!

- Depending on the equipment available and the working postures chosen, support for the body may come from a chair, a stool, a foot support or the floor.
- Training on all the adjustable features of the chair, allows a worker to set it up to fit their body and the work they perform.
- The chair seat should provide comfortable thigh support and leave a space between the front of the seat and the back of the knee when the worker is sitting back in the chair.
- A foot-rest may be required for some workers and workstation arrangements if a worker's feet do not rest comfortably on the floor.
- The chair should have a lumbar support that is adjustable in height.
- All the parts of the workstation have to work together: After adjusting the individual parts of the chair separately, fine-tune the setup so it fits your body and tasks.

INCLUDE BREAKS AND PAUSES AT WORK

- *Change it Up:* Even with good furniture and equipment, doing a single task in a single position will create fatigue and discomfort.
- Changing tasks and moving between, sitting and standing, reclined sitting and walking helps avoid the negative effects of prolonged office work.
- Fatigue creeps up on the body and eyes. Vary work and working positions. Move early – before you feel fatigue – and move often.
- Stretching can help.

IMPROVE WORK

- Ask yourself and others, “*Why do people feel fatigued or sore when doing office work?*” and keep asking “*why*” until you get a good answer!
- Once the underlying cause of the problem has been identified, employees and managers working together can control hazards and improve work best.
- Use these ideas for any office work, whether in an office building, home office, automobile or in the field.

What are we going to do today to make our workstations and workspace better?

Whatever changes you make, check that you are not creating any new problems.
