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Our office chairs are manufactured with your comfort and support in mind. This is why ARTEIL uses good ergonomic principles in the design of each chair. The ergonomic features of our Office Chair range include:

- Height adjustable seat
- Adjustable back angle
- Adjustable seat angle
- Choice of seat sizes
- Quality foam with good support. Additional foam is optional.
- Padded back support with optional lumbar plus support

IMPORTANT ERGONOMIC INFORMATION

Summary for Good Seated Posture at the Computer

A good posture is one in which you are comfortable and well supported by properly adjusted furniture. It reduces muscle strain and fatigue.

A comfortable viewing distance includes:

- shoulders relaxed
- elbows level with home row of keys and close to sides of body
- wrists straight
- ample leg room
- balanced, upright head position
- backrest supports the spine (natural "S" curvature)
- avoid pressure at the front edge of the seat
- feet firmly supported.

Note: chairs for most keyboard activities should not have arm rests.

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ADJUSTING YOUR FURNITURE

For fixed height desks:

- Chair height - adjust the chair so that your elbow tips are at the same level as the home row (ASDF) of keys.
- Footstool - adjust the height so that your hips are slightly lower than your knees.
- Thighs parallel with the floor.

For adjustable height desks:

- Chair height - adjust the chair so that your feet are flat on the floor and your hips are slightly lower than your knees.
- Desk height - adjust the desk so that your elbow tips are at the same level as the home row (ASDF) of keys.

For both types of desks:

- Lumbar support - adjust the height of the back rest to support the lumbar curve (small) of your back. To find your lumbar curve, hold your arms behind your back and comfortably clasp the opposite forearm near the elbow.
- Seat depth - adjust the seat depth so that you are firmly supported by the back rest and can still fit 3 fingers between the front of your seat and the back of your legs.
- Screen - adjust the top of the screen to the level of your eyes with the centre of the VDU screen no higher than 400mm above the work surface. Position the screen at a comfortable viewing distance usually between 400-550mm from the table front edge.
- Document holder - if working from reference documents, the document holder is best located between the keyboard and the hard-drive. Alternatively to the side, but at the same level as the screen

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OTHER ISSUES

Using a Mouse

- Prolonged use of a mouse can cause discomfort in the arms and shoulders.
- Use the mouse as close to the side of the keyboard as possible.
- Hold the mouse between your thumb and your fourth and fifth fingers. Your second and third fingers should rest lightly on the mouse buttons.
- Use the scroll button feature on the mouse and keep your third (middle) finger on it. This ensures correct positioning of the hand on the mouse.

Computer screens and eyesight problems

A complaint sometimes heard from keyboard operators is that looking at screens hurts their eyes or that the screens have caused them to need glasses. Screens can cause visual discomfort from glare or unwanted reflections on the screen, or from sitting at an incorrect distance from the screen, but they do not affect eyesight. When glasses are required it is because sitting at a fixed distance from the screen makes existing problems more noticeable.

- Users of VDU screens should have their eyes tested prior to starting work with VDUs and every two years afterwards if over the age of 40, or whenever problems are experienced.
- If you use glasses, single strength lenses are suggested. Using bi-focal or multi-focal lenses is not recommended.
- Ensure steps are taken to minimise glare.

Laptop or Notebook PCs

Laptop and notebook personal computers are useful for performing computing tasks when away from the office. Prolonged use of these devices is not advisable. The small size of the keyboard, and the position and small size of the screen do not enable users to adopt a good posture.

- When using laptop for a prolonged period of time:-
- raise the screen on a platform to obtain the optimal viewing distance i.e. toolbar level with eyes when looking straight ahead.
- Use a separate detachable keyboard and mouse.

The above information has been adapted from an article produced by www.commerce.wa.gov.au called "Occupational overuse syndrome keyboard operators: Reducing the risk".

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