

Adjusting table and chair optimally

Chair height

Adjust the height of your chair so that your feet are flat on the floor. Your legs should be bent at an angle of at least 90°.

Seat

The seat should be adjusted so that your back presses lightly against the chair back. There should be, however, a small gap between the seat and the backs of your knees – the width of around two fingers.

Chair back

The chair back should be adjusted so that you can lean back without exerting any strength. It should, however, provide enough resistance so that the curve provides support in the small of the back when sitting upright.

Lumbar support

Your office chair has a curved chair back. Adjust the height of your chair back so that the curve is at the small of your back. This encourages good posture. Some models allow you to adjust the height of the back support without changing the height of the chair back.

Armrests (optional)

Sit upright in your chair and adjust the armrests so that your elbows rest lightly on the armrests without having to raise the shoulders. Armrests are not absolutely necessary.

Table height

When you are sitting upright in your chair, the table height should be adjusted so that you can rest your elbows on the table without raising your shoulders.



Installing working tools optimally

Monitor

Place your monitor directly in front of you so that you do not need to turn your head sideways. The height should be set so that the top of the screen is a hand's width below the level of your eyes.

The distance between your eyes and the screen should be at least an arm's length, a little more if you have a large screen. Do not bring the monitor closer if you cannot see text clearly. Instead, increase the type size in your programme.

Keyboard and mouse

The keyboard should be directly in front of you. The distance to the table edge should be between 10 and 15 cm so that you can rest the heels of your hands on the table. Place your mouse as close as possible to the keyboard.

Documents

Take care to place documents between the keyboard and the monitor and not between the table edge and the keyboard. If possible, the keyboard, document and monitor should be aligned.



Table for office work

Table height

An office table should be adjustable in height between 65 and 85 centimetres. This will allow it to be adjusted to the height of most employees. Special solutions must be found for employees who are particularly small or tall.

A sit-stand model can be selected for office tables at which employees are seated for more than half the week. This kind of table should be adjustable between 65 and 125 centimetres. This allows for healthy alternation between seated and standing activities.

Table top

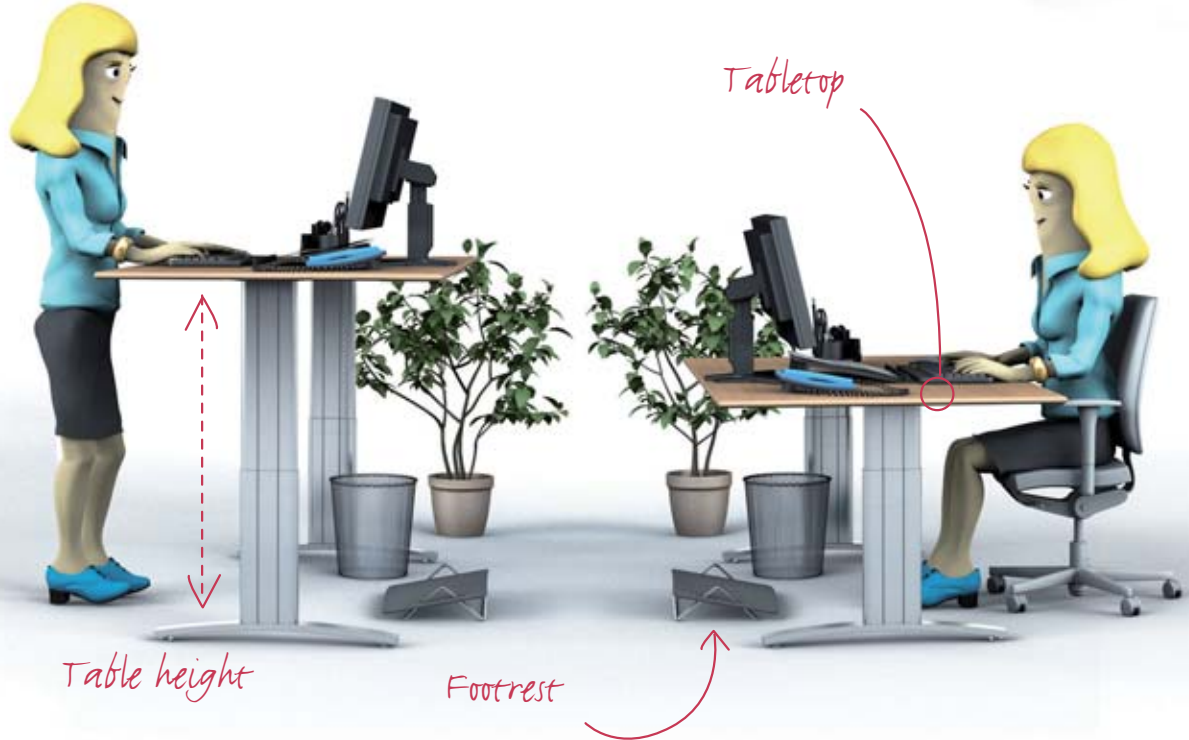
Take care when selecting the table top that it is not made of a cold material such as metal. Reflective surfaces should also be avoided as they can cause glare.

With a work surface of at least 160 by 80 cm, you have enough room to set up a monitor, keyboard and mouse ergonomically.

And with rounded-off corners, you can avoid painful bruising.

Footrest

A footrest can be helpful if your feet do not reach the floor. It is, however, only a temporary solution. It is better to adjust the table and chair to your height.



Office chair

An ergonomic chair has a height-adjustable backrest or a separately adjustable lumbar support. It is important that the seat of every chair can be adjusted in height and depth. Armrests are not absolutely necessary. Should the chair be fitted with armrests, these should be adjustable in height, width and depth.

→ Check your posture

1. Close your eyes!
Is your head lightly balanced without having to exert any strength? No? Then you are not sitting correctly.
2. Breathe in and out deeply!
Are you breathing in only as far as your chest or does your belly also expand? The better and deeper you are able to breathe, the better your posture when sitting.

