Guidelines for Purchasing Office Furniture and Equipment

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Ergo Insight

Workstation Setup Summary

- Shoulders are low and back 
  Not reaching forward
- Lumbar support adjusted to 
  align with lower back curve
- Armrests adjusted to elbow height (elbows bent to 90°)
- Hips slightly higher than knees
- Monitors are 18-36° away
- Top of monitors are just below eye level
- Keyboard & mouse are at elbow height
- Wrist are straight
- 90°to 120°angle between legs and hip
- Feats are supported on the floor or a footrest
Office Chair

1. Height adjustable (allows for feet to be placed flat on the floor with knees and hips at the same height, or knees slightly lower).
2. If the keyboard/mouse height is too high, the chair raises high enough for elbows to be at the same height as the keyboard; a footrest is required.

3. When shoulders are relaxed and elbows are at 90 degrees, armrests lower below elbow height. Optional: width and forward/backward adjustments.

4. Adequate lumbar support (note: if the backrest is mesh fabric ensure there is an additional mechanism for lumbar support).

5. Appropriate seat pan size (petite, small, standard, large, extra large); arms should rest comfortably beside your torso when placed on the armrests.


7. Backrest locks in the upright position for full support; that is, you can sit upright, and your entire back is supported. Optional: backrest tilt.
Sit/Stand desk

- Measure the footprint of the area where the desk will be placed; ensure you are able to easily move around your office and you are not blocking doors, drawers, cupboards, or foot traffic.
- Check overhead - does the space allow for your monitor to raise to the appropriate height when standing. Measure standing eye height, this will be the approximate height of your monitor.
- Consider electrical outlets and cord placement for automatic desks and equipment.
- **Recommended configurations based on 5th and 95th percentile anthropometric data:**
  - Depth: 30 inches, however it can be 24 inches if using a keyboard tray. Some height adjustable desks will not allow tray installation (speak with the preferred provider, sales representative, regarding desk specifications).
  - Height adjustments for multiple users (Ucalgary office): ≤22.6 – ≥48 inches
  - Height adjustments for one user (personal purchase – home use), see diagram:
    - a. measure seated elbow height (sit with feet flat on the floor, knees at 90 degrees, shoulders relaxed and elbows at 90 degrees) = required height setting
    - b. measure standing elbow height (shoulders relaxed and elbows at 90 degrees) = required height setting

![Diagram of sitting and standing height measurements](image)

Sit/stand converter (placed on desktop)

- Measure desktop surface and ensure the base will fit according to the manufacture’s guidelines.
- Is your desk sturdy enough to hold the weight of the converter and height adjustments.
- If your desk surface is higher than your seated elbow height you will need a converter with a drop-down keyboard/mouse tray.

Sit/Stand Desk Requirements

Changing from sitting to standing work does not change body position from the waist up. Changing body positions (stretching/movements/brief walks) throughout the day continues to be a priority to help decrease the risk of injury and discomfort.

- Complete the 10-minute training video - [Safe Use of Sit Stand Workstations](#).
- Review the [Sit Stand Workstations](#) document for further information.
External Keyboards & Mice

An external keyboard and mouse are essential for proper workstation setup.

- **Wireless or wired:**
  - Wireless typically require battery replacement and a small USB.
  - Wired require space for extra USB ports and cords.

- **Size:**
  - Compact keyboards fit most keyboard trays. The small size decreases reaching distance to the mouse, however if you have wide shoulders, compact keyboards are not recommended.
  - Measure the worksurface to ensure the keyboard size allows for comfortable mousing.
  - Do you require a number pad? Some keyboards have detached number pads, left hand number pads or retractable pads to assist with decreased reaching when mousing.

- **Type:**
  - Vertical mice and sculpted keyboards allow for a more neutral forearm position. Some vertical mice can be cumbersome when alternating between mousing and keyboarding, and some sculpted keyboards are too wide or too large. If shopping in-person, try various keyboards and mice, using a proper wrist and elbow position.
  - See the Grand and Toy Catalogue for recommended keyboards and ergonomic mice. If you do not require a specialized keyboard or mouse, you can purchase standard equipment for low cost, similar to the brands in the catalogue.

Keyboard trays

- Desk configuration and materials allow attachment of the tray. Prior to purchasing a keyboard tray, you may need to speak with a sales representative regarding applicable installation.
- Keyboard and mouse fit comfortably at the same height.
- Attached wrist rests may be uncomfortable or interfere with your keyboard.
- Lowers to the proper height to allow feet to be fully supported on the floor with thighs parallel to the floor.
- Space to move comfortably around your workstation when the tray is extended.
- Allows for leg clearance under the tray.
- If needed, the arm rests can lower below the tray to promote movement.
- No sharp edges or uncomfortable ledges on the tray.
- The tray is stable and does not bounce when you are keyboarding.
- If multiple users, the tray should have various setting heights.
- Desk drawers and cabinets accessible.
- Retracts when not in use. Retractable keyboards help keep your workspace tidy, decrease risk of injury, and provide a dust cover for your keyboard and mouse.
- Can you install it yourself or does it require specialized installation and tools?
- Do you require a corner station keyboard tray?
Monitors

Laptop and tablet screens are typically too small for prolonged computer work.

- Monitor base fits securely on the desktop.
- The monitor height is adjustable.
- It allows for tilt and/or swivel, to help decrease glare.
- If the monitor is not adjustable you may want to consider a monitor arm.
- It is a similar size to other monitors you may be using.
- It is compatible with your docking station and you have the proper attachments.
- Do you require an external camera?

Preferred Providers

- Grand and Toy preferred Pricing 2020 Catalogue and Grand and Toy WFH Catalogue

  The following chairs are regularly recommended from Grand and Toy:
  - ErgoCentric: GeoCentric or airCentric
  - Global: Tritek or Obusforme
  The GeoCentric, Tritek and Obusforme chairs are available at Staff Wellness for adjustability and comfort comparisons. Book an appointment with the Ergonomic Program Advisor to compare chairs.

- McCrum’s Furniture Catalogue

- Distribution Services – Surplus Sale

  Visit the Proactive Ergonomic Program website for further ergonomic information.