



UNIVERSITY OF
CALGARY

Staff Wellness – Occupational Health

Proactive Ergonomics Program

Furniture Guide

Staff Wellness Occupational Health Proactive Ergonomics Program Furniture Guide



COI Action Office Systems image



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Preferred Providers

Refer to [SCM's Preferred Provider](#) list for current provider contact information.

Office Chairs

[Contemporary Office Interiors](#): Aidan Wahlberg awahlberg@coi.bz 587-228-8990 (preferred pricing for UCalgary WFH Staff and Faculty)

[RGO Products Inc](#): Mike Juristy mjuristy@rgo.ca 403-816-2812

[Heritage Business Interiors Inc](#): Kelly Clements kellyc@hbicalgary.ca 403-259-7261

[McCrum's Office Furnishings](#): Whitney Bastedo wbastedo@mccrums.com 403-212-3365

Contact the Sales Representative regarding chair demos or to book an appointment to trial chairs in the showroom.

Office Workstations

[Heritage Business Interiors Inc](#): Kelly Clements kellyc@hbicalgary.ca 403-259-7261

[McCrum's Office Furnishings](#): Whitney Bastedo wbastedo@mccrums.com 403-212-3365

Retailers

Lab Stools

Grand and Toy: Catherine Lomond catherinelomond@workspaceinteriors.ca | Tel: 780-930-6905 | Cell: 780-616-7744

Equipment and Furniture Purchases

The employee's department is responsible for the purchase of ergonomic equipment and furniture.

UCalgary has specified preferred vendors for office supplies and furniture. As per the "[Supply Chain Management Policy](#)" (section 4.13), "Employees will only use suppliers from this list to procure goods or services. When specific categories are not listed or when Preferred Suppliers cannot meet Requestors requirements, SCM will work with the Requestor to source an appropriate supplier." Vendors are listed according to University of Calgary policy and do not reflect the Ergonomic Program Advisor's selection or preference.

Refer to University of Calgary [Supply Chain Management Policy](#) for more information.



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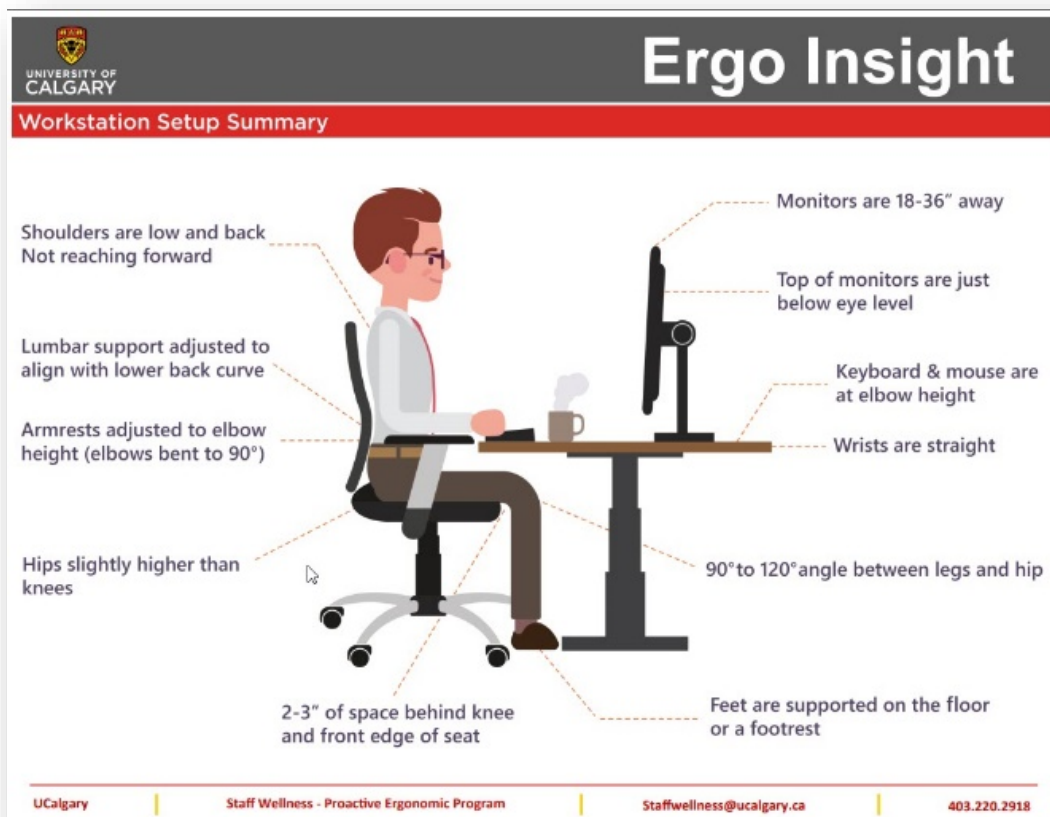
Proactive Ergonomics Program Guide

The Proactive Ergonomics Program equipment and furniture list assists leaders and staff/faculty with office equipment and furniture. It is a guideline for workstation setup and is not specifically endorsed by the University of Calgary, Proactive Ergonomics Program. Contact the Preferred Provider sales representative for preferred pricing and furniture and equipment specifications.

Prior to purchasing furniture and equipment, follow the Staff Wellness, [Proactive Ergonomics Program Steps](#) to ensure proper workstation setup is completed with existing equipment.

Short-Term Loan Program

Staff and Faculty who require recommended equipment or furniture for their workstation may be approved for a short-term loan through the Staff Wellness, Proactive Ergonomics Program. Contact [Staff Wellness](#) for eligibility.





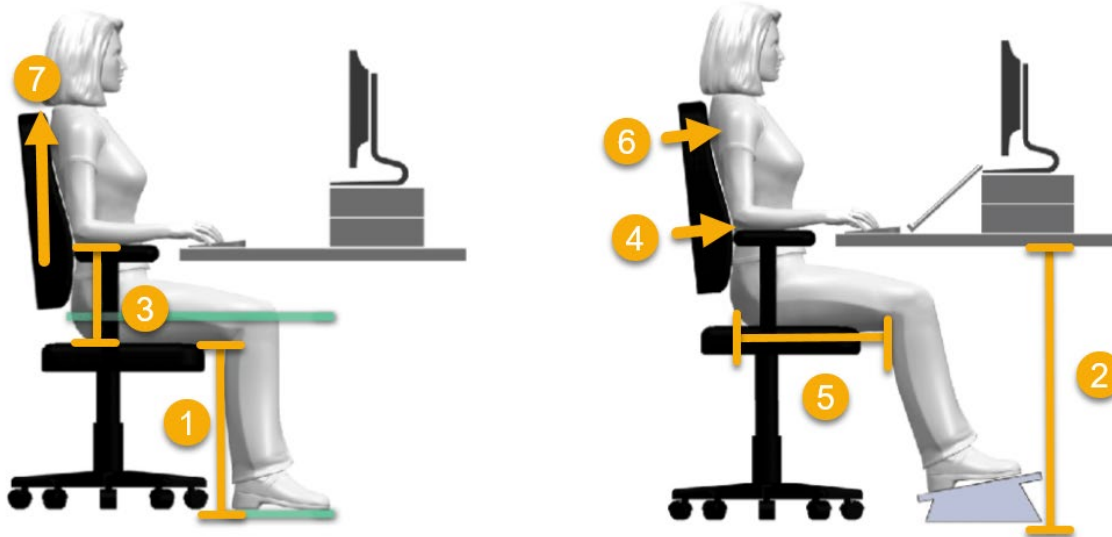
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Office Task Chair Purchasing Checklist



- ☐ **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).
- ☐ Appropriate seat pan size (petite, small, standard, large, extra large); arms should rest comfortably beside your torso when placed on the armrests. **5** Seat pan depth accommodates a 2–3-inch space behind the knees.
- ☐ **6** Backrest height supports upper back.
- ☐ **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.



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Office Task Chairs – Preferred Providers

Herman Miller Aeron



Offers unprecedented comfort through eight varied zones of tension in the seat and back.

Adjustable individual pads that both stabilize the sacrum and support the lumbar region to provide full spinal stabilization that nurtures the natural S-shape of the spine and activates healthful posture.

The tilt moves with you naturally, allowing you to shift from forward to reclining postures intuitively and smoothly, and always at an optimal balance point.

Aeron comes in three sizes to ensure a more inclusive fit.

The mesh allows for temperature control, blood flow and movement.
12 year warranty

[Contemporary Interiors](#)

Herman Miller Mira Chair



Designed for freedom and movement, for people whose work style does not leave much room for sitting still. The intuitive adjustments and dynamic materials support a range of bodies, making this flexible office chair the perfect seat to share with coworkers.

Unique Loop Spine provides torsional flex.

Breathable seat materials allow for maximum airflow.

Easy to clean triflex back.

12 year warranty

[Contemporary Interiors](#)

Steelcase Leap chair



Live back: changes shape to mimic the movement of the spine.

Adjustable lumbar: fits the curve of your lower back for additional support.

Lower back firmness: provides constant support to your lower back.

Upper back force: controls the precise amount of push back as you recline.

Variable back stop: sets the angle of recline to one of five positions.

Adjustable arms
Adjustable seat depth

[RGO](#)

Steelcase Gesture Chair



[RGO](#)

Steelcase Think Chair



[RGO](#)

Steelcase Amia Chair



[RGO](#)









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Seat Cushions, Backrests, and Stools

| | | |
|--|--|---|
| <p>ObusForme Low Back Support</p>  <p>Patented S shaped frame</p> <p>Scientifically proven to decrease pressure on the back by 35% and increase comfort</p> <p>Removable and adjustable lumbar pad offers lower back support that can be customized</p> <p>17 3/4" x 7" x 28"</p> <p>Grand and Toy</p> | <p>ErgoCentric Coccyx Cut Out Cushion</p>  <p>Adds comfort to a hard seat surface with 3.5" foam</p> <p>Coccyx Cut Out for Tailbone Relief</p> <p>Grand and Toy</p> | <p>Safco Soft Tough Workbench Stool</p>  <p>Seat height adjustment from 22" to 32"</p> <p>Back height and seat depth adjustment</p> <p>360 degrees swivel tilt movement allows freedom of movement in all directions</p> <p>Adjustable 18" foot ring</p> <p>Seat 18" W * 16.5" D Back 17"W by 12"H</p> <p>Grand and Toy</p> |
| <p>Safco Stand Alone Stool</p>  <p>Microcellular, self skinning polyurethane foam seat and back</p> <p>Manually adjust spring suspension to tilt seat forward up to 15 degrees</p> <p>Seat adjusts manually to 10 different positions at 1.25" intervals</p> <p>Heavy gauge steel tubular base and frame with built in footrest and rubber anti skid support feet</p> <p>Grand and Toy</p> | <p>ErgoCentric 3-in-1 Sit Stand Stool</p>  <p>Encourages movement: sitting, standing and perching</p> <p>Dual seat height adjustment between 19.25 - 35.5"</p> <p>4" back height adjustment</p> <p>Two casters and three glides for easy movement and stability</p> <p>Seat pan 17.5" W and 15.2" D Back backrest 14" W and 10" H</p> <p>Grand and Toy</p> | <p>HAG Capisco Seat</p>  <p>Greater freedom of movement, variation and natural sitting positions</p> <p>Backward tilt tension and two position tilt lock</p> <p>Pneumatic seat height adjustment from 19 to 26 inches with foot support</p> <p>Height adjustable back and seat depth adjustment</p> <p>27.5 W * 27.5 D</p> <p>Grand and Toy</p> |
| <p>Steelcase seating: customize with a stool base and laboratory safe finishes. RGO</p> | | |



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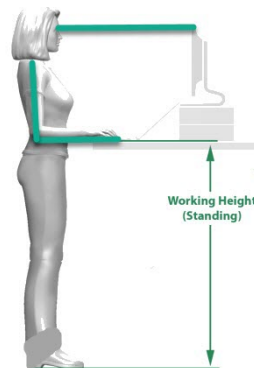
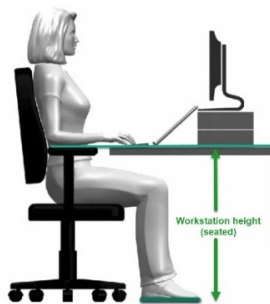
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Sit/Stand Desk Purchasing Checklist

- ☐ 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): $\leq 22.6 - \geq 48$ 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 seated height setting
 - b. measure standing elbow height (shoulders relaxed and elbows at 90 degrees) = required standing height setting



Sit/stand Converter (placed on desktop) Purchasing Checklist

- ☐ 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.



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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.

Sit/Stand Desks Preferred Providers

| | | |
|--|--|--|
| <p>Herman Miller Motia Sit/Stand Desk</p>  <p>Height - extended electrical: 22 – 48" 250 lb desktop load Depth: 24 – 30" Length: 48 – 72" Programmable Contemporary Office Interiors</p> | <p>Herman Miller Nevi Sit/Stand Desk</p>  <p>Height - extended electrical: 22.5 – 48.5" Depth: 24 – 30" Length: 48 – 72" 200 lb desktop load Contemporary Office Interiors</p> | <p>Steelcase Migration Desk</p>  <p>RGO</p> |
| <p>Humanscale Quickstand</p>  <p>28"W x 29"D: 18"H adjustable Holds up to 35 lbs of dual or single Freestanding or worksurface mount Keyboard moves with or independently of screen Requires assembly & installation McCrum's RGO</p> | <p>Humanscale Float</p>  <p>Height adjusts: 27 – 47" Depth: 24 – 30" Length: 48 – 72" Electric adjustable height McCrum's</p> | <p>Ergotron Workfit TX Standing Desk Converter</p>  <p>Height adjustment Drop down tray moves keyboard at a comfortable position Gas spring provides quick adjustment without cranks or motors Grand and Toy</p> |



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Keyboard Tray Purchasing Checklist

- ☐ 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 are 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?

Monitor and Monitor Arm Purchasing Checklist

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?

Monitor Arms

- ☐ Desk requires a clamp or grommet mount
- ☐ Dual or single monitor attachment
- ☐ Monitor arm moves forward, backward, laterally, up, down and tilts
- ☐ VESA attachments are compatible
- ☐ Monitor arm is weighted for the monitor



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Keyboard Trays and Monitor Arms

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| <p>Humanscale Keyboard Tray</p>  <p>Various track lengths</p> <p>McCrum's RGO</p> | <p>3M Adjustable Keyboard Tray</p>  <p>For workstations where mounting depth is more than 17.5"</p> <p>Minimum width below mounting surface: 26"</p> <p>Swivels</p> <p>Lateral adjustments</p> <p>Grand and Toy</p> | <p>Herman Miller</p>  <p>Attach to the underside of a work surface</p> <p>Wide range of height and tilt adjustments</p> <p>Mechanisms extend out when you need to type and store neatly under the work surface when not in use.</p> <p>Contemporary</p> |
| <p>Herman Miller Ollin Monitor Arm</p>  <p>With the Ollin Monitor Arm, you can support a range of monitors and laptops of various weights. The arm has a wide range of motion, allowing you to position screens wherever makes you most comfortable, encouraging a healthier posture whether you're sitting or standing.</p> <p>Contemporary</p> | <p>Herman Miller Ollin Laptop and tablet mount</p>  <p>Ollin Laptop and Tablet Mount attaches to Ollin and Flo monitor arms for laptops and tablets, delivering ergonomic benefits that help you up your game at work or at home. You stay comfortable because you control the height, distance, angle, and orientation of your device.</p> <p>Contemporary</p> | <p>Humanscale Monitor Arm</p>  <p>Rubberized Cable Management -run cords through a modular system</p> <p>Smooth and uniform height adjustment</p> <p>Built-in Counterbalance Indicator-counterbalance the monitor weight before monitor installation</p> <p>Patent-pending Quick Release Joints simplifying installation. Only one tool is required.</p> <p>Can be configured to hold up to three monitors</p> <p>McCrum's</p> |





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Footrests and Anti-fatigue Mats

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| <p>Humanscale Footrest</p>  <ul style="list-style-type: none"> - 3" Height Adjustment - Ball-Bearing Rollers Encourage Rocking Motion - 16" W x 11.8"D <p>Ergo Canada Grand and Toy</p> | <p>Safco Active Stabilizing Footrest</p>  <ul style="list-style-type: none"> - Sleek design with Raised Edges to Prevent Slipping - Inspires movement throughout the day, helping circulation and Removing Pressure From Feet - Rubber Feet Help Keep Footrest in Place - Supports up to 300lbs <p>Grand and Toy</p> | <p>DAC Fixed Angel Footrest</p>  <ul style="list-style-type: none"> - 15"W x 9"D x 3.5"H - Not Adjustable <p>Grand and Toy</p> |
| <p>Bootes Heavy Duty Foot Rest</p>  <p>Height adjustment 3.5 – 17" (1.5" increments) Locking adjustable tile (12 – 31 degrees)</p> <p>Ergo Canada</p> | <p>Safco Anti-Fatigue Mat</p>  <p>Features 1" of padding for standing comfort to help relieve the pain and fatigue that often accompanies standing</p> <ul style="list-style-type: none"> - Come in different Sizes - Designed to Promote Active Movement <p>Grand and Toy</p> | <p>Ergotron Workfit – Floor Mat</p>  <p>Anti-Fatigue Mat Encourages movement of Lower Legs</p> <ul style="list-style-type: none"> - 91.4 cm x 61 cm <p>Grand and Toy</p> |