

## Staff Wellness

## Occupational Health

## Proactive Ergonomics Program

## Work From Home

## Equipment and Furniture Guide



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## UCalgary Preferred Providers

### Office Chairs

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

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

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

McCrum's Office Furnishings: Whitney Bastedo [wbastedo@mccrums.com](mailto: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](mailto:kellyc@hbicalgary.ca) 403-259-7261

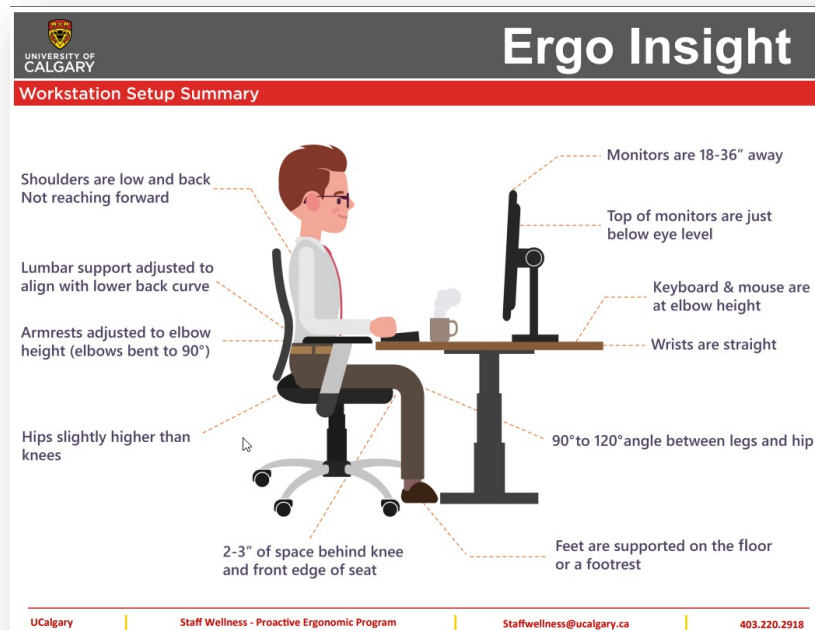
McCrum's Office Furnishings: Whitney Bastedo [wbastedo@mccrums.com](mailto:wbastedo@mccrums.com) 403-212-3365

## Retailers

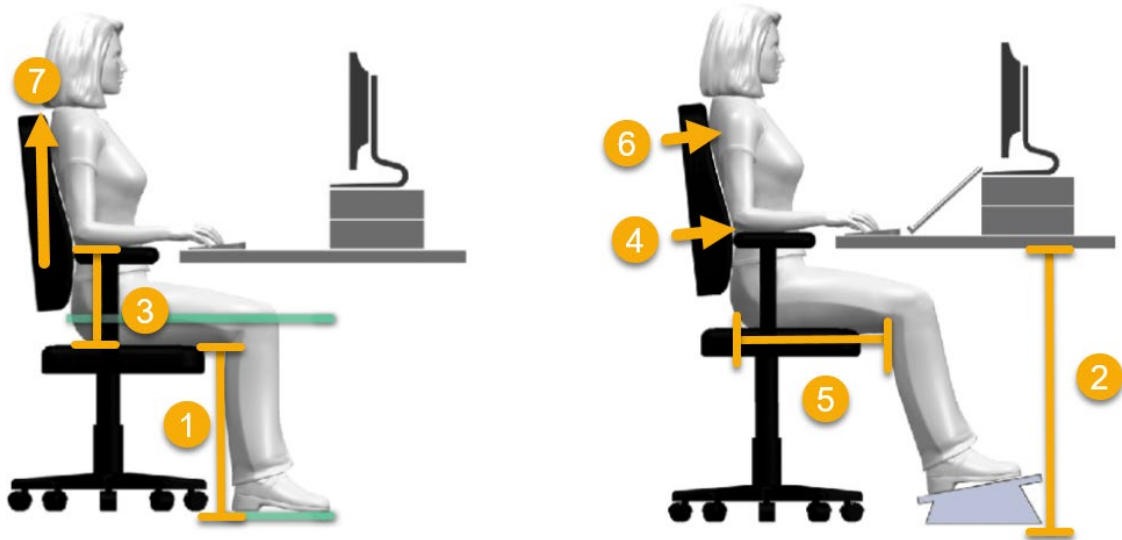
### Equipment

ErgoCanada: <https://www.ergocanada.com/> Email: [sales@ergocanada.com](mailto:sales@ergocanada.com) Tel: 866-335-3746

Grand and Toy: Kevin Jackson [Kevinjackson@grandandtoy.com](mailto:Kevinjackson@grandandtoy.com) 780-443-5061



## 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/mouses 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.

### 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](#)

### Humanscale Footrest

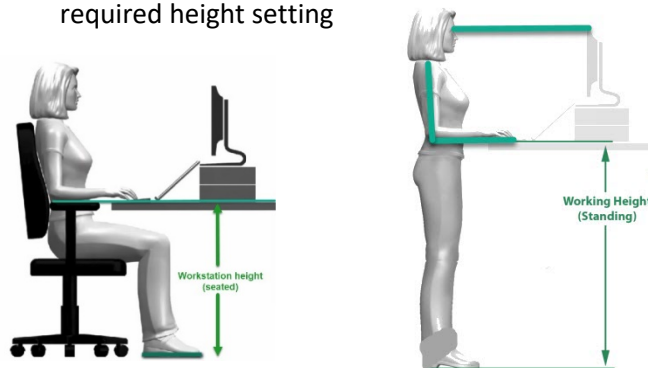


- 3" Height Adjustment
- Ball-Bearing Rollers Encourage Rocking Motion
- 16" W x 11.8"D

[Ergo Canada](#)  
[Grand and Toy](#)

## 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 5<sup>th</sup> and 95<sup>th</sup> 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 height setting
    - b. measure standing elbow height (shoulders relaxed and elbows at 90 degrees) = required height setting










## 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.

<div>Herman Miller Motia Sit/Stand Desk</div> <div></div> <div>Height - extended electrical: 22 – 48” 250 lb desktop load Depth: 24 – 30” Length: 48 – 72” Programable <a href="#">Contemporary Office Interiors</a></div>	<div>Herman Miller Nevi Sit/Stand Desk</div> <div></div> <div>Height - extended electrical: 22.5 – 48.5” Depth: 24 – 30” Length: 48 – 72” 200 lb desktop load <a href="#">Contemporary Office Interiors</a></div>	<div>Steelcase Migration Desk</div> <div></div> <div><a href="#">RGO</a></div>
<div>Humanscale Float</div> <div></div> <div>Height adjusts: 27 – 47” Depth: 24 – 30” Length: 48 – 72” Electric adjustable height <a href="#">McCrum’s</a></div>	<div>Humanscale Quickstand</div> <div></div> <div>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 &amp; installation <a href="#">McCrum’s</a> <a href="#">RGO</a></div>	<div>Ergotron Workfit TX Standing Desk Converter</div> <div></div> <div>Height adjustment Drop down tray moves keyboard at a comfortable position  Gas spring provides quick adjustment without cranks or motors <a href="#">Grand and Toy</a></div>
<div>Safco Active Stabilizing Footrest</div> <div></div> <div><ul style="list-style-type: none"><li>- Sleek design with Raised Edges to Prevent Slipping</li><li>-Inspires movement throughout the day, helping circulation and Removing Pressure From Feet</li><li>- Rubber Feet Help Keep Footrest in Place</li><li>- Supports up to 300lbs</li></ul><a href="#">Grand and Toy</a></div>		

## 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.

<p><b>Microsoft Sculpt Comfort Keyboard</b></p>  <p>Contoured design keeps wrists in neutral position Includes ergonomic palm support Includes right-handed mouse</p> <p><a href="#">ErgoCanada</a> <a href="#">Grand and Toy</a></p>	<p><b>Microsoft Sculpt Ergonomic Keyboard</b></p>  <p>Split keyboard layout keeps wrists &amp; forearms in relaxed position Cushioned palm rest Reverse tilt Design Detached wireless numeric pad and mouse 17.8" W x 8.39" D</p> <p><a href="#">ErgoCanada</a> <a href="#">Grand and Toy</a></p>	<p><b>Adesso Win Touch Pro with Guide Point Touchpad</b></p>  <p>Mouse pad on keyboard (similar to a laptop bracket) 45.7 cm x 22.9cm x 2.5 cm</p> <p><a href="#">ErgoCanada</a> <a href="#">Grand and Toy</a></p>
<p><b>Kinesis Freestyle 2 for PC Keyboard</b></p>  <p>Split keyboard Ergonomic tilt 39.05 cm x 18.1 cm x 2.22 cm Freestyle 2 keypad sold separately</p> <p><a href="#">ErgoCanada</a> <a href="#">Grand and Toy</a></p>	<p><b>Posturite Number Slide Keyboard</b></p>  <p>Compact keyboard for employees who use their number pad infrequently and mobile workers Low profile keys Wired or wireless</p> <p><a href="#">ErgoCanada</a></p>	<p><b>Evoluent Reduced Reach Keyboard</b></p>  <p>Left hand number pad for right hand mousing 40.3 cm x 17.1 cm x 2cm</p> <p><a href="#">ErgoCanada</a> <a href="#">Grand and Toy</a></p>

<p>Logitech Wireless Compact Keyboard</p>  <p>Compact Long battery life Six hot keys 12 programmable F-keys Advanced 2.4 GHz wireless Logitech unifying receiver Plug and play simplicity Whisper quiet, framed keys</p> <p><a href="#">Grand and Toy</a></p>		
<p>Kinesis DXT 2 Fingertip Mouse</p>  <p>Allows for a neutral wrist position while allowing hand to work with a light touch fingertip hold</p> <p>Precision cursor control</p> <p>Ambidextrous Wired or wireless</p> <p><a href="#">ErgoCanada</a> <a href="#">Grand and Toy</a></p>	<p>Adesso iMouse E1</p>  <p>Vertical design allows for neutral wrist positions</p> <p>Two buttons on the side of the mouse allow for back and forth browsing</p> <p><a href="#">Grand and Toy</a></p>	<p>Evoluent Vertical Mouse 4</p>  <p>Supports hand in upright neutral position Pointer speed controls on the side allow convenient adjustment Right or left Medium/large hand size</p> <p><a href="#">ErgoCanada</a> <a href="#">Grand and Toy</a></p>
<p>Contour Unimouse</p>  <p>Adjustable thumb and tilt position</p> <p>Fits various hand sizes</p> <p>Left or right</p> <p><a href="#">ErgoCanada</a> <a href="#">Grand and Toy</a></p>	<p>Logitech MX Master 3</p>  <p>15"W x 9"D x 3.5"H</p> <p>Comfortable hand position</p> <p><a href="#">ErgoCanada</a> <a href="#">Grand and Toy</a></p>	<p>Logitech MX Vertical</p>  <p>USB</p> <p>Bluetooth, 2.4 GHz</p> <p>Vertical position for neutral wrist position</p> <p><a href="#">ErgoCanada</a> <a href="#">Grand and Toy</a></p>

## 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?

<p><b>Humanscale Keyboard Tray</b></p>  <p>Various track lengths</p> <p><a href="#">McCrum's</a> <a href="#">RGO</a></p>	<p><b>3M Adjustable Keyboard Tray</b></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><a href="#">Grand and Toy</a></p>	<p><b>Herman Miller</b></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><a href="#">Contemporary</a></p>
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## 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?

<p><b>Herman Miller Ollin Laptop and tablet mount</b></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><a href="#">Contemporary</a></p>	<p><b>Fellowes Professional Series Laptop Riser</b></p>  <p>Workstation with 4-port USB hub</p> <p>Notebook stand</p> <p><a href="#">Grand and Toy</a></p>	<p><b>Fellowes Notebook Riser</b></p>  <p>15 9/16"W x 11 9/16"D x 6 1/2" H-</p> <p>Supporting front edge, non-skid rubber feet and tilt adjustment</p> <p>Supports 17" notebook or 10 lbs max.</p> <p><a href="#">Grand and Toy</a></p>
<p><b>Herman Miller Ollin Monitor Arm</b></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><a href="#">Contemporary</a></p>	<p><b>Humanscale Monitor Arm</b></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><a href="#">McCrum's</a></p>	<p><b>Fellowes Designer Suites Monitor Riser</b></p>  <p>16"W x 9 9/16" D (Range between 4 3/8" &amp; 6")</p> <p>Supports monitors up to 21" or 40lbs</p> <p><a href="#">Grand and Toy</a></p>