

# HOW TO CHOOSE THE RIGHT CHAIR

## ADJ SEAT HEIGHT & BACK:



- Easy to adjust seat height.
- Provide a good range of approximately **40-53cm from the floor to the height of the seat.**

## A GOOD SIZED SEAT:



- The seat depth and width should allow you to sit with your back in contact with the back support.
- Allow a space of approx **8cm between the back of your knees and the seat.**

## GOOD SEAT PADDING:



- It is vital your seat has good padding.

## SMOOTH ROTATION:



- A rotating chair is a must to **help reduce stress on the lower back.**

## LUMBAR SUPPORT:



- This feature can be useful in ergonomic chairs when you are tired or stressed.

## ARM RESTS:



- Adjustable arm & backrests provide support which can **prevent tension build up** in your neck, shoulders and back.

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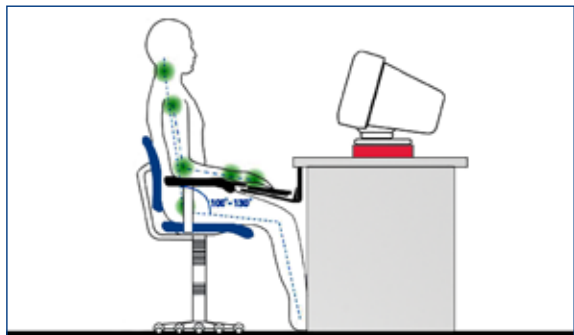
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# HOW TO SIT CORRECTLY AT A DESK

Too much time spent sitting at a desk incorrectly can cause muscle strain and unnecessary pain. By arranging your desk and repositioning your body, you can make a tremendous difference in the way you feel. It is also important to **get up from your desk every 30 minutes or so** and move around.

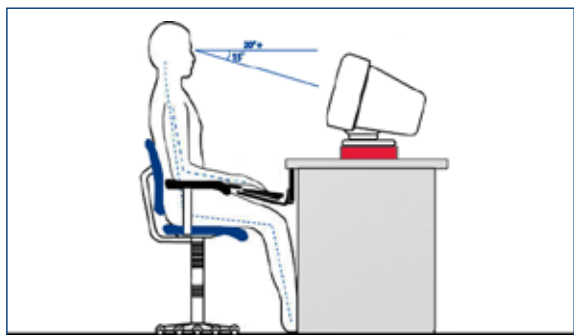
The following steps will help you maintain good alignment and assist in reduced pain.



- Adjust your chair so your feet are flat on the floor and your thighs are parallel to the floor.
- If necessary support your feet by placing them on a footrest.
- **Don't cross your legs** otherwise you can cut off circulation.



- Your elbows should be bent at a **90 to 120 degree angle** and by your side.
- Your wrists should be straight and your forearms parallel to the floor, relaxing your shoulders.
- Bring your head slightly forward in a balanced position, in line with the torso. **Do not lean forward.**



- Place your computer monitor at an arm's length away with the top of your computer screen **at eye level.**
- Keep readily used items such as the telephone or computer mouse at close reach.
- Look away from your computer screen often to give your eyes a rest.



- Ideally use a document holder attached to your monitor. A standalone document holder, make sure it is at the same height and distance as your computer.
- If you use the phone constantly, **purchase a headset to ease the strain on your neck muscles.**

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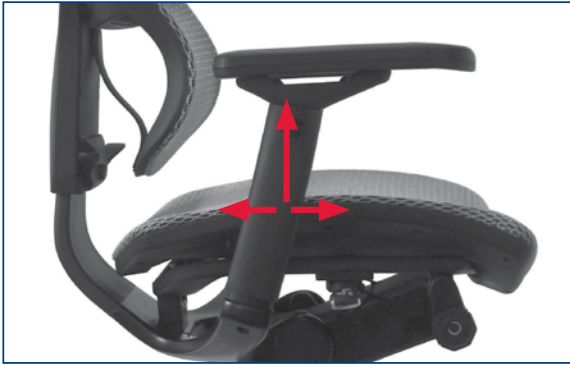
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# HOW TO CHOOSE AN ERGONOMIC OFFICE CHAIR



- Look for **adjustable seat and back angle height and depth in order to conform to your torso.**
- Chairs with more adjustments have a higher likelihood of providing the settings you need most.



- Adjustable arms are an important feature because everyone's arms are different lengths and fall at their sides in relation to the torso differently.
- Your arms should be able to rest parallel to the floor without putting undue pressure on your wrists and elbows.
- **You will notice a substantial difference in your comfort level.**



- Try a chair with a high back and a padded head rest. This will **provide more support to the upper back, shoulders and neck** reducing the possibility of back and neck pain.



- Ergonomic chairs will have specific weight limits so **choose a chair that offers the correct support for your body weight.**
- Choosing a chair that is not designed to support your weight could cancel out all the positive features of the chair.

**Try before you buy.** Test the comfort of a chair for yourself. By running through the adjustable seat positions and other features to get an idea of what the product offers.

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# WHY CHOOSE AN ERGONOMIC CHAIR

Many people develop neck and back problems by sitting on a regular office chair.



- An ergonomic chair is designed for extreme comfort and work efficiency, **declared safe on our body.**
- We recommend an ergonomic chair which **includes adjustable arms, adjustable height and lumbar support.**
- The technology involved in the formation of ergonomic chairs **ensures that your body posture is not taken for granted.** Ordinary chairs can impair your ability to sit for an extended period of time.
- Most ergonomic chairs are designed to provide you with the **right kind of support** and can be easily adjusted to suit **your own individual needs.** You will feel more comfortable at work, and see **an increase in your productivity.**

Sitting in a nicely formulated chair will reduce muscle stress and inconvenience. **You can also expect increased blood flow in the body, less injury and increased productivity.**

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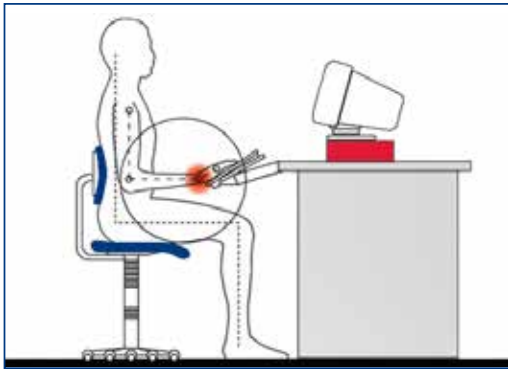
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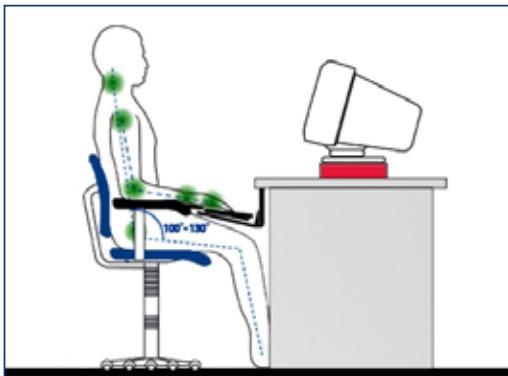
# LOOKING AFTER YOUR BODY AT WORK

You can help **stay safe, healthy and comfortable at work** by being aware of your workplace twinges and how to help prevent them...



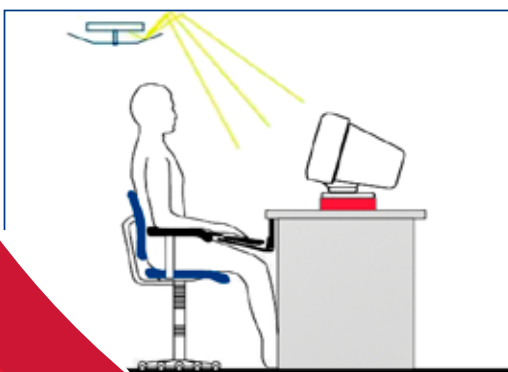
## BEATING RSI

- Have your keyboard and mouse low enough so you can relax your shoulders and have your phone close so you don't have to reach for it.
- Do not use your head and shoulder to hold the phone. Use your hands or get a head piece.
- Walk around **every 20 minutes**.
- Stretch your legs and arms while at your computer.



## PREVENT BAD POSTURE

- Set your chair to a height so **your feet rest flat on the ground**.
- Make sure the distance between your eyes and your computer screen is around **50-70 cm**.
- Keep your head directly over your shoulders and your shoulders over your pelvis.
- **Avoid crossing your legs** when sitting to ensure proper blood circulation.
- **Wear shoes with good support** and cushioning if you have to stand all day. A rubber mat will also ease the pressure.



## HELP YOUR EYESIGHT

- **Make sure your screen isn't too bright.** You want something that is soft on the eyes, but still clear.
- You should have **normal room lighting** and not work under fluorescent lights.
- Eliminate glare and screen reflections by moving or tilting your computer or getting **an anti-glare screen**.
- Giving your eyes short **20 seconds breaks every 15 minutes**. "Stretch" your eyes by focusing on something in the distance.

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