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OSTEOPATHS

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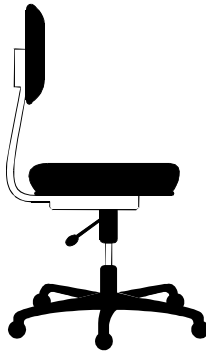
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Advice Sheet AS4: Office Work and Seating

Basic Requirements for a more comfortable day in the office:

1. Is the seat height adjustable?
Adjust the seat height to fit in with what you are doing, paperwork, computing.
2. Are your feet firmly on the floor? If not you need a foot rest, which is important for those with lower back problems since unsupported feet can cause more stress on the spine.
3. Are your thighs supported? If there is pressure behind the knees when using the back rest, the seat may be too deep or may not have a waterfall edge.
4. Is the seat tilt adjustable? Slightly forward tilting chairs can be more comfortable and can promote a better posture but too much of a tilt will produce a feeling of being 'thrown out' of the chair
5. Is the back rest adjustable? Back rests should be adjustable in both height and tilt. It should support the small of your back. Long back rests will support your upper back and shoulders too, but some people find the restricting.
6. The chair should be stable. Five star bases are recommended. Castors are useful for mobility, but unsafe on high seats or uncarpeted floors.



7. The seat padding should be comfortable. Check that it does not cause pressure at any points eg. back of the thighs.
8. Armrests may be useful for some people but if they are not height adjustable they may prevent you from getting the chair under the desk.
9. If you are working at a computer, it is important to have the screen straight in front of you and to be looking slightly down at it.
10. Use a copy holder or stand if you are typing from a piece of work
11. Take a break Getting up as often as possible will stretch the spine and improve circulation

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