



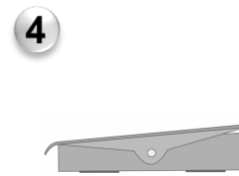
Introduction



Chair



Table and filing cabinet



Footrest



Adapting the workplace

**ADJUST ITEMS** of office furniture that are **ADJUSTABLE** to fit your body measurements

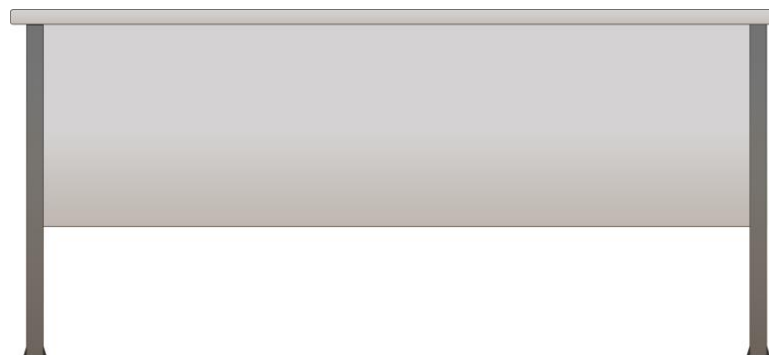
### What is office furniture?

Office furniture refers to **chairs, tables, filing cabinets and footrests (if necessary)**.

It is important not only to have suitable furniture, but also to **use it properly** and **arrange it in a way that is suitable** for the workplace (which depends on the windows, air conditioning units and lights, among other factors).



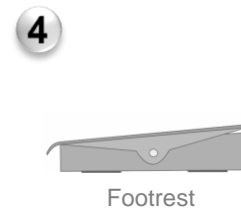
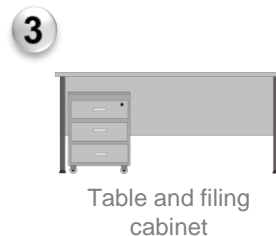
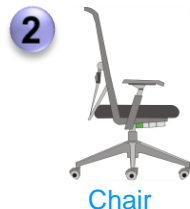
Ergonomic chair



Work table



Filing cabinet



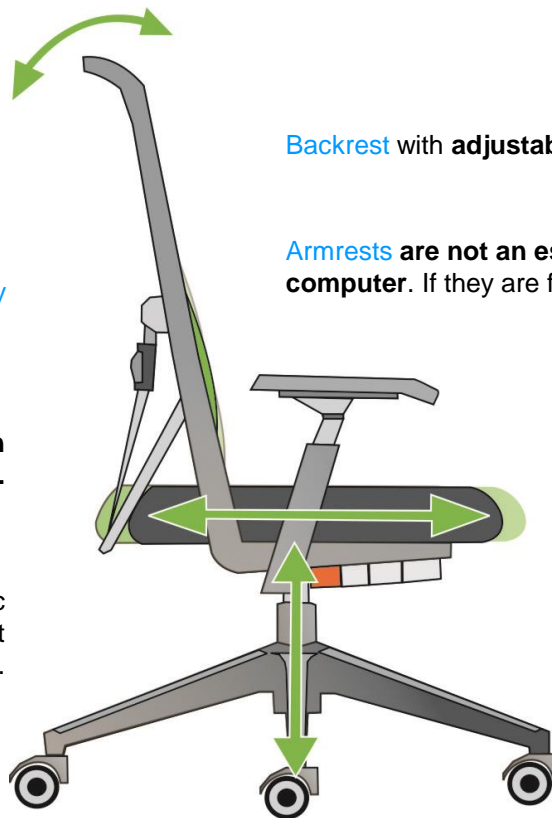
If it is **NOT ADJUSTED** properly, even the best **ERGONOMIC CHAIR** will **NOT FULFIL ITS DESIGN FUNCTION**

Characteristics of an ergonomic chair

Breathable upholstery

Backrest that is slightly raised in the lumbar region.

Seat with adjustable height. Pneumatic gas lift system with a revolving base that has 5 spokes and wheels.



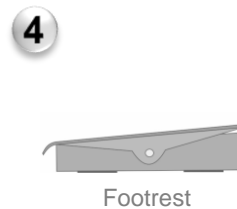
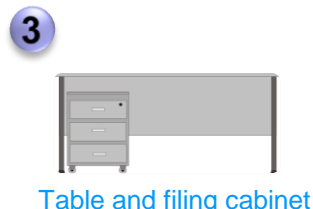
Backrest with adjustable tilt that can be locked in different tilt positions.

Armrests are not an essential element when you are working on a computer. If they are fitted, their height, depth and tilt should be adjustable.

Rounded edges that do not press on the back of the knee.

Easy-to-access mechanisms for adjusting the chair that can be operated from a sitting position.





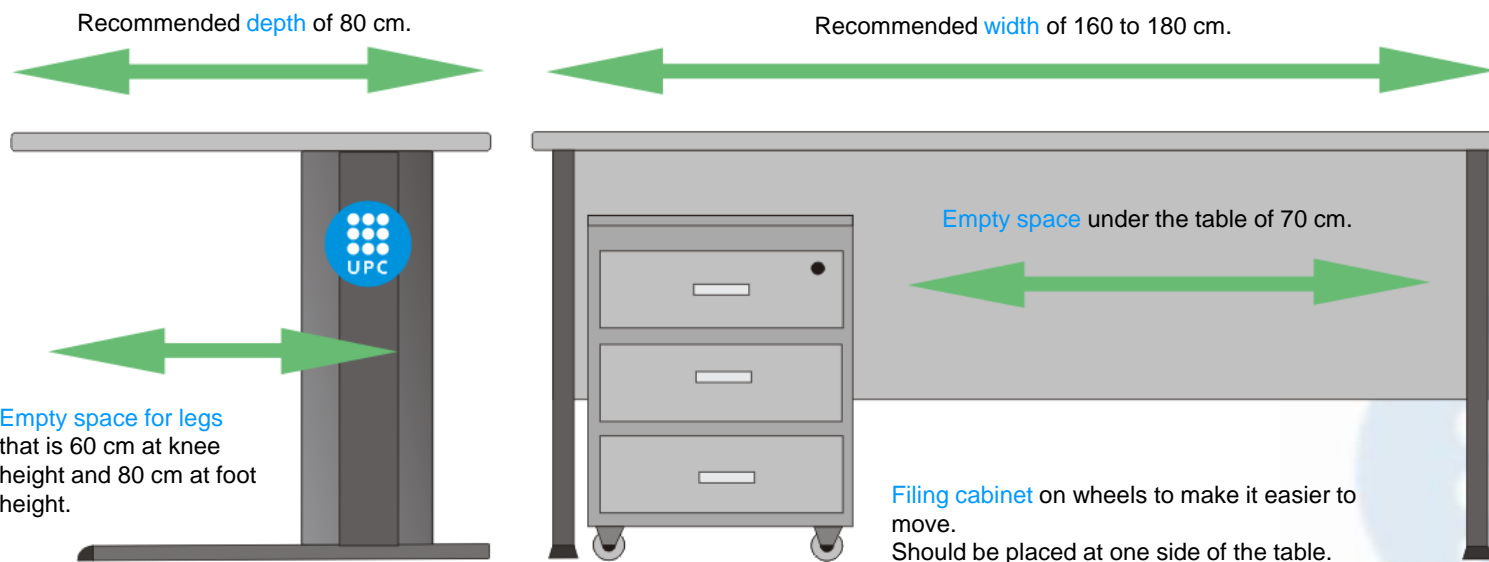
The table must have **ENOUGH ROOM** on it for the screen and the keyboard, and to be able to work comfortably

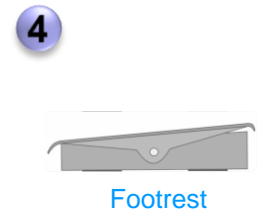
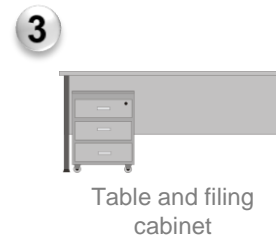
Characteristics of a work table

- The table must be **large enough** to allow for work equipment and material to be placed on it
- The surface of the table should be **mat** to **avoid reflections**.
- Preferably it should be **light coloured** to **reduce contrasts** between the furniture, the equipment and the surroundings.
- The materials from which the table is made should not transmit heat or cold (materials with low thermal transmission).

Table with an integrated wing

Do not use the wing as your main table as it has **less space** and could lead to the adoption of awkward working positions.



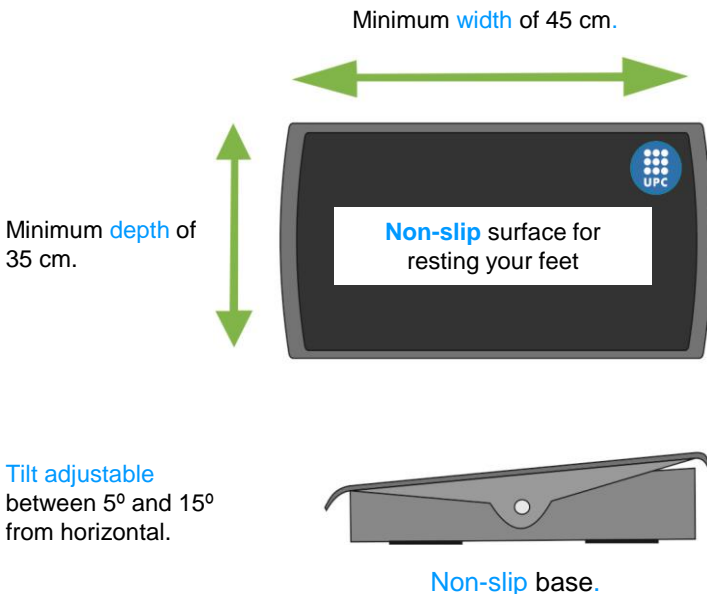


Footrests should be used depending on the person's **BODY MEASUREMENTS**

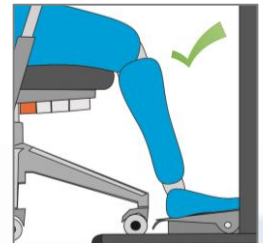
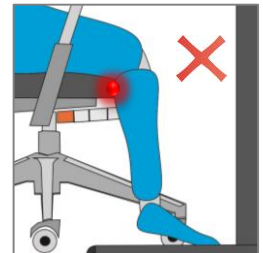
### Characteristics of a footrest

A footrest **is not an essential element** in the workplace. **It is only required when your feet do not touch the ground after you have adjusted the chair to the right height.**

The use of a footrest when it is not necessary reduces the space that is available.



- It must be the **right size** to position your feet on it correctly whilst you are working and to change position.
- Both the **surface for resting your feet** and the base must be **non-slip**. This will stop the footrest from sliding further under the table when you are using it.
- It must have **adjustable tilt**, to make it easier to move your legs.





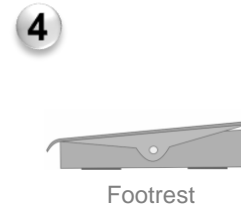
Introduction



Chair



Table and filing cabinet



Footrest



Adapting the workplace

SUITABLE DISTRIBUTION AND ADJUSTMENT of office furniture will help you to work **COMFORTABLY AND ENSURE YOUR HEALTH AND SAFETY**

### Adjust the height of the chair:

The height of the chair should be adjusted depending on the **position of your body with respect to the work table**.

- 1 Put the chair up or down until your arms (angle of flexion of the elbow greater than 90°) and your body in general are **in the right position**.
- 2 Once the height has been adjusted, rest your **feet on the ground** (the soles of your feet must be supported fully and comfortably). If not, you should use a footrest.

### Adjust the tilt of the backrest:

You can work with:

- **Backrest locked** (tilt of 95°-100° approximately).
- **Backrest not locked** (alter the force required to make it tilt).

