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).
Characteristics of an ergonomic chair

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

- **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.

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

- **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.

- **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).

**Recommended depth** of 80 cm.

**Recommended width** of 160 to 180 cm.

**Empty space** under the table of 70 cm.

**Filing cabinet** on wheels to make it easier to move. Should be placed at one side of the table.
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.

- **Minimum width** of 45 cm.
- **Non-slip** surface for resting your feet
- **Minimum depth** of 35 cm.
- **Tilt adjustable** between 5° and 15° from horizontal.
- 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.
**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).

If you do not have enough space on the edge of the table to support all of your forearm, wrist and hand, raise the chair’s armrests to table height.

**Avoid storing** things on the table, so that you have enough space to work comfortably.