## Guidelines for Selecting Ergonomics Equipment

### Office Workstation – Chairs
When purchasing ergonomic chairs, consider these tips and recommendations:
- Pneumatic adjustable seat height
- Adjustable seat depth
- Lumbar support, with a seated posture between 100-110°
- Five-star caster base for use on carpet on linoleum
- Easily adjustable while seated
- Minimal ridges or contouring on backrest
- Adjustable height armrests
- Mesh or breathable foam density back and seating
- Seat and back tilt adjustments and/or a rocking lock mechanism

### Office Workstation – Keyboard Trays
When purchasing keyboard trays, consider these tips and recommendations:
- Adjustable in height by at least 4"; adjustable in tilt by at least 15°
- Wrist supports to keep wrists in a neutral position
- Ensure keyboard tray allows sufficient leg room underneath desk

### Office Workstation – Monitors
When purchasing monitors, consider these tips and recommendations:
- Vertical, horizontal, and tilt adjustability
- The top of the monitor should be at or slightly below eye level (utilize a monitor stand if necessary)
- Position the monitor at least 2” from your eyes—about an arm’s length distance. If your screen is larger, add more viewing distance.

### Lab Workstation – Chairs, Stools, and Lab Benches
When purchasing lab chairs, stools, or lab benches consider these tips and recommendations:
- Benches should range in height depending on the task
  - Precision work bench height: 31”-37”
  - Reading or writing bench height: 28”-31”
  - Light work (e.g., pipetting, dissection) or assembly bench height: 21”-28”
- Workbenches for seated work should include sufficient legroom
  - > 18” Depth
  - > 30” Width
  - > 8” of Thigh Clearance
- Chairs for workbenches should include
  - Adjustable seatback and height
  - Footrest ring
  - Adjustable armrests
- If appropriate leg room can’t be included, label the work area for standing work only and utilize anti-fatigue floor mats

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**Questions? Contact Environmental Health and Safety at ehs@northwestern.edu or call 847-467-6342**

**Learn more:** Review Northwestern’s Ergonomics [Program](https://northwestern.edu/ehs/ergonomics)