

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



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

Learn more: Review Northwestern's Ergonomics [Program](#)