

Adjusting your Gregory chair(s)

1. Complete the ergonomics online training (if you have not already done this, email your z-ID to ohs@unsw.edu.au requesting enrolment onto the course, it will then appear in your Blackboard)
2. Complete the HS114 [Workstation Checklist](#)
3. Adjust the seat height so that when you are sitting at your desk your elbows are at right angles and level with the desk
4. Adjust the seat tilt to a comfortable position (your thighs should be horizontal with the floor or titled slightly downward).
5. Adjust the back tilt to a comfortable position (you should be neither stretched back too far nor bent forward too far).
6. Adjust the back rest height so that the lumbar support roll in the backrest is level with the lumbar region of your back.
7. Remember to get off your chair and move about regularly throughout the day.
8. Check out this [chair design and set-up video](#).

OFFICE CHAIR

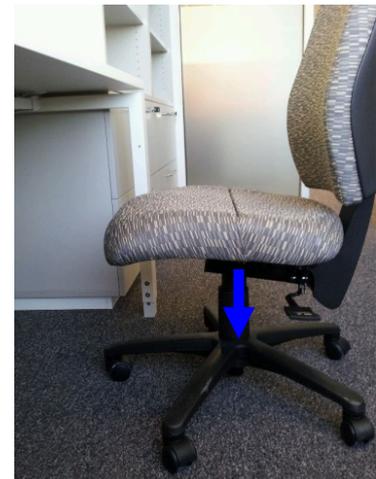
Seat height – adjustment on right side when sitting on the chair



Adjustment



Seat at highest



Seat at lowest

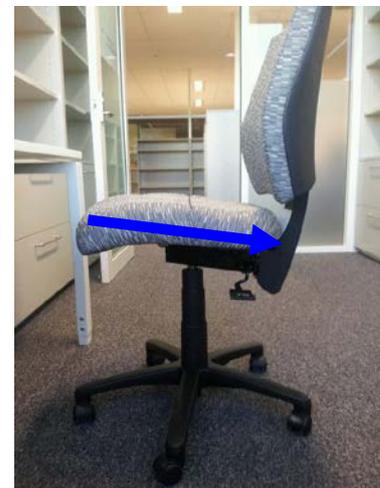
Seat tilt – adjustment on right side when sitting on the chair



Adjustment



Tilt forward



Tilt backward

Back rest tilt – adjustment on left side when sitting on the chair



Adjustment



Backrest forward



Backrest back

Back rest height – adjust by pushing up and down

Stand behind the backrest and hold onto each side, pull it up, you will feel it click into position. There are 7 click positions. When you are at the highest position you can push it back down to the bottom. Choose a position so that the lumbar of your back is supported.



Backrest at lowest position



Backrest at highest position

LABORATORY CHAIR

1. Adjust the height of the chair so that when you are sitting at the bench your elbows are at a right angle and level with the bench.
2. Adjust the back tilt so that it is in a comfortable position.
3. Adjust the back height so that the lumbar region of your back is supported.
4. The wheels are on free flow when there is no weight on them, so that they can be easily moved around the lab. When you sit on the chair the wheels will lock, to keep you in position.

Seat height – adjustment on right hand side when sitting on chair



Adjustment



Seat at highest height



Seat at lowest height

Backrest tilt – adjustment on right hand side when sitting on chair



Adjustment



Backrest tilted forward



Backrest tilted backward

Backrest height – adjustment at the bottom of the backrest



Twist handle to release



Backrest height at highest



Backrest height at lowest