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 whenever you need a refresher.

### OFFICE CHAIR

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

![Adjustment](image1)
![Seat at highest](image2)
![Seat at lowest](image3)

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

![Adjustment](image4)
![Tilt forward](image5)
![Tilt backward](image6)
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 heighest 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. Adjust the foot-ring so that you can rest your feet on it while sitting.
5. 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

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

Foot rest – adjustment at the inside of the ring

Twist knob to loosen, move the ring into position, then tighten knob

Foot rest at lowest level

Foot rest at highest level