

Appendix VII

Purchasing New Furniture and Accessories

- Choose furniture and chairs that will adjust sufficiently to fit all of the employees who will be using them. Plan ahead to anticipate changes in tasks and employee needs.
- Contact UR Purchasing Department for advice on the ergonomic features of products you are interested in, for price information, and vendor referrals. An ergonomic consultation with Occupational Safety is strongly recommended to ensure that appropriate equipment is selected.
- Involve all potential users in the selection process by having people try out products and provide feedback on the equipment before purchasing decisions are made.
- Have a product representative provide training on the features and proper use of the product.

Look for these features when shopping for chairs and furniture:

Chairs

- Pneumatic seat pan height adjust
- Proper seat depth (front edge to backrest)
- Backrest height adjustable
- Backrest angle and lock
- Adequate lumbar support
- Forward tilt/seat angle adjust
- Swivel with five star base
- Padded armrests with adjustable height and width
- Waterfall front edge on seat pan.
- Casters that are appropriate for the floor on which they will be used.

Table and Desk

Adjustable work surface

- Adequate dimension
- Work surface edges and corners are smooth, rounded, without sharp edges
- Adequate leg clearance and space under work surface
- Non-glare finish

Keyboard Drawer/Articulating Arm with Tray

- Height and angle easily adjustable

- Designed to accommodate the mouse or other pointing device next to keyboard, on same level.
- Built-in soft wrist rest (not the metal lip); or enough room for an add-on wrist rest
- Make sure there will be adequate legroom under the keyboard drawer/platform once it is installed.