## Seated Workstation Guidelines

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| F:\sit.jpg | * All items required for the work should be located within the reach zones (not on the floor). * Handling of items should be limited to no more than 6 inches above the work surface. * Large forces (> 10#) should not be required. * A good chair with a high degree of adjustability should be provided. * Proper clearance beneath the work surface for legs and toes is necessary. * Sufficient thigh clearance between the seat pan and the underside of the work surface is required. * Reaches above shoulder level should be kept to a minimum. * Padded forearm rests should be provided along the edge of the table. * Foot rests, preferably adjustable, should be provided. * Workplace layout should minimize twisting at the waist. * Seated work height should be based on resting elbow height with relation to the work surface. |

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| Illustration of seated work surface heights |
| (Left to right: precision work, light assembly, manual work) |
| F:\seatedheights.jpg |