## 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 |