

ERGONOMIC SEATING EVALUATION

If you work in an office, chances are you spend a portion of your day sitting, and for many of us that can mean many hours. Therefore, selecting the right chair is important as it can contribute to your health, wellbeing and work effectiveness. This evaluation form was developed to assist in that process.

This tool is designed to help organizations in conducting effective ergonomic seating evaluations. The content was developed and reviewed by certified ergonomists and focuses on aspects of seating performance that can contribute to employees' physical health and wellbeing vs. aesthetic or economic considerations.

EVALUATION PROCESS

Identifying participants: It is important to include a diverse range of individuals with regard to age, height, weight, gender and body proportions. The more respondents, the more valid the results, but at a minimum consider having a team of 8 individuals who agree to participate and evaluate each chair.

Evaluation Duration: Each seating evaluator should plan a minimum of 90 minutes per chair to ensure that responses are reflective of actual use/experience. Evaluations are most effective when completed in the participant's own work environment (desk, work tools, etc.). If that isn't possible, evaluations should at least include a table or desk and provisions for evaluators to use their laptop/tablet and complete the evaluation form.

Adjustments: While the evaluation form guides the user through each chair's adjustment features, we recommend that all evaluators be first instructed to properly adjust the seat height and seat depth. This should be done by someone knowledgeable with the chair's adjustment features.

Seat height: When properly adjusted, thighs should be parallel to the ground with knees bent and feet flat on the floor or footrest.

Seat depth: When properly adjusted, the user is in full contact with the chair's backrest and there should be adequate space (width of 2-4 fingers) between the back of the knees and front edge of the seat.

Structure and scoring: Evaluators should be provided a separate evaluation form for each chair. Chairs may be identified on the form with either a letter or number to avoid manufacturer and/or product bias. Evaluation forms should be completely filled out and returned at the end of the evaluation period.

When complete, scores may be totaled for each chair. Comparisons can be made between different chairs, by individual question, section and/or in total. The use of a 5 point scale provides an effective means of capturing and recording the user's experience and subjective responses with the product.

When conducted properly, seating evaluations are an effective tool to assist organizations during the selection and purchasing process. They enable participation by a number of employees in an important decision and investment which ultimately will impact everyone involved.

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EVALUATION DATE: _____ CHAIR MANUFACTURER AND MODEL: _____

EVALUATION CRITERIA

RATE 1 (POOR) TO 5 (EXCELLENT)

A. INITIAL IMPRESSIONS							
1. Appearance			1	2	3	4	5
2. Comfort			1	2	3	4	5
3. Quality			1	2	3	4	5
B. EASE OF USE	GUIDELINES FOR PROPER ADJUSTMENT	USER BENEFIT					
I can easily locate and adjust the seat height.	Thighs should be parallel to ground, feet flat on the floor or footrest.	Appropriate seat height evenly distributes weight over the seat pan, eliminating pressure on buttocks, thighs and knees.	1	2	3	4	5
I can easily locate and adjust the seat depth to accommodate my leg length.	With lower back against backrest, there should be adequate distance, 2"-4" between the front edge of the seat and back of knees.	Appropriate seat depth evenly distributes weight over the seat pan, enables contact with the backrest, and relieves pressure from the back of legs.	1	2	3	4	5
I can easily locate and adjust the back tension control.	While reclining, reach a comfortable level of resistance in the back without the feeling of falling back or being pushed forward.	Encourages movement and postural change, helps reduce static pressure on spine.	1	2	3	4	5
I can easily locate and adjust the back lock/stop.	For remainder of the evaluation, recommend (disengaging) this feature.	Enables user to limit the amount of recline based on task or preference.	1	2	3	4	5
I can easily locate and adjust the lumbar support and/or back height.	Provides consistent, firm support to my lower back.	Supports the spine's natural "S" curve and contributes to long-term comfort.	1	2	3	4	5
I can easily locate and adjust the armrests: height, width, pivot and depth.	Armrest height - forearms should be even with worksurface and supported without shoulders hunched. Armrest width - forearms are supported and arms fall naturally from shoulder.	Provides natural and appropriate level of support for the neck, shoulders, forearm and wrists.	1	2	3	4	5

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C. COMFORT							
Seat cushion	Preferably 90 minutes or longer with no pressure points under buttocks, thighs and knees.	Contributes to long-term comfort.	1	2	3	4	5
Backrest	Evaluate at upright and multiple reclined positions.	Provides adequate support and conforms to the natural shape of my back.	1	2	3	4	5
Armrest	Support is evenly distributed across the forearm with no pressure points on wrist or elbow.	Contributes to long-term comfort.	1	2	3	4	5
Armrest position	In upright and reclined postures, I am able to maintain arm position relative to keyboard without reaching, minimizing stress on upper body.	Minimizes stress on upper body, enables continuous engagement with task(s) while reclining.	1	2	3	4	5
Mechanism	I am able to smoothly transition from an upright to a reclined posture.	Encourages movement and postural change, reduces static pressure on spine.	1	2	3	4	5