

# CHECKLIST



## Complete **Ergonomic** **Workstation** Assessment



BFX Furniture

# Overview

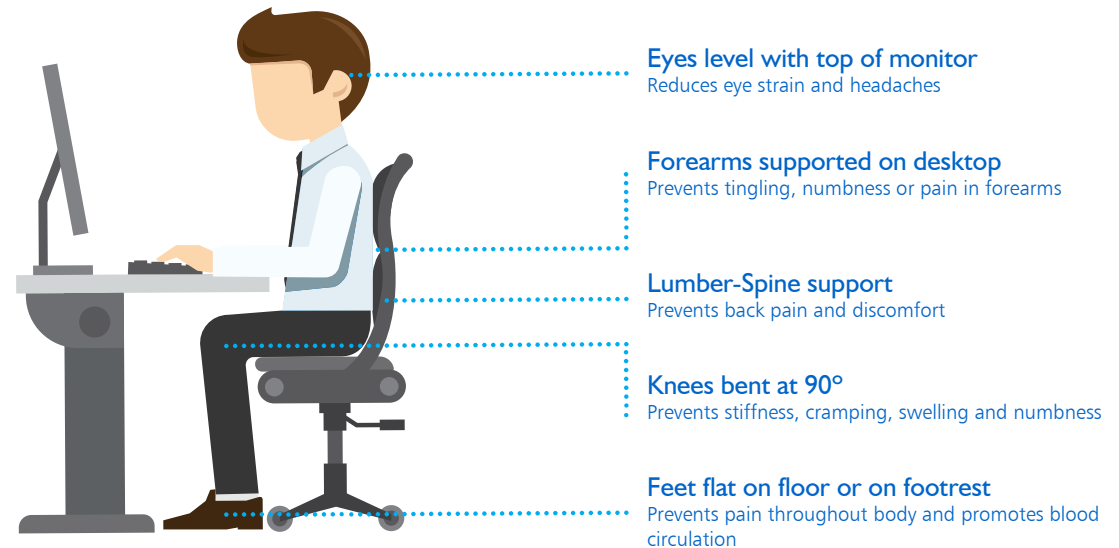
We've put together this ergonomic assessment just for you! Your own comfort and health should be your number one priority. Working adults spend around 70-80% of their time sedentary. So, it's important to take note of your posture, your chair and even your desk and how they might be contributing to your aches and pains. It all starts with making a few minor corrections to your working style.

This is Barry. Barry has all the symptoms of an ergonomically incorrect workstation.

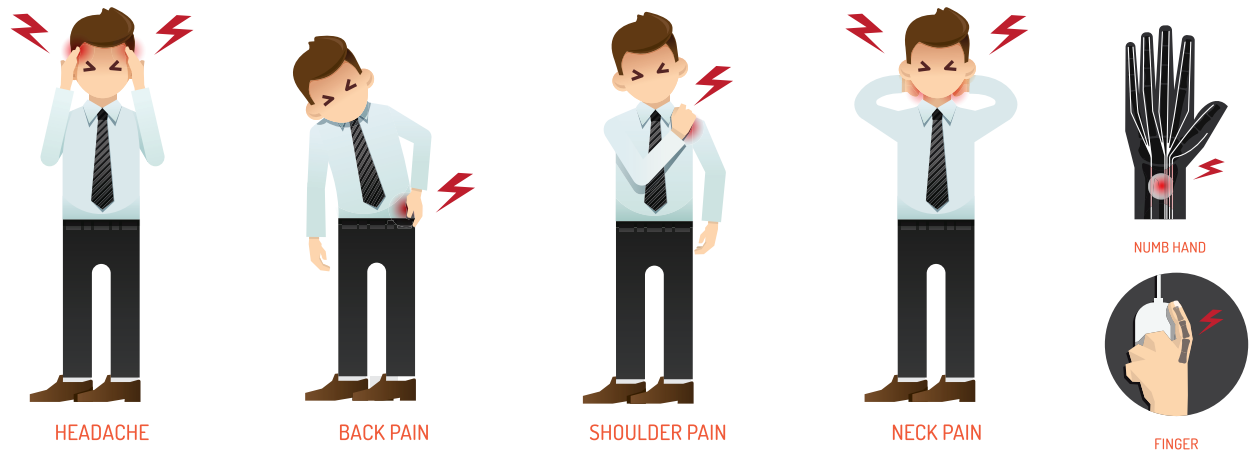
He suffers from headaches.  
He has an aching back.  
He has shoulder pain.  
He has neck strain.  
He has wrist strain.  
He also gets eyestrain.

Poor Barry. He just can't concentrate on his work. He's short tempered and his productivity regularly takes a hit.  
We think we can help him out.

## The ideal ergonomic workstation



## Symptoms of an Ergonomically Incorrect Workstation



# Chair Checklist



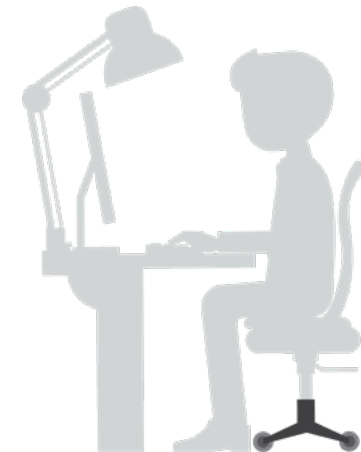
Barry decides he needs to re-evaluate his working style. It all starts with taking notice of the little things. He swivels around in his chair and gets to work filling out this checklist.

## Pro Tip:

Make sure you get out of your chair and move around every hour to boost blood circulation.



Question <span>✓ ✕</span>	
Is your posterior positioned to the back of your seat with your lower back supported?	
Solution	
Adjust the backrest of your chair to support the curve in your lower back. If your chair does not adequately support your lower back after adjusting it, provide an alternative ergonomic chair with lumbar support.	



Question <span>✓ ✕</span>	
Do your wheel castors match the flooring in your work area? (Note: Hard castors = soft flooring, soft castors = hard flooring)	
Solution	
Check your chair's castors. Hard castors are ideal for soft flooring and soft castors are ideal for hard flooring to ensure minimum resistance is met for easy movement.	



Question <span>✓ ✕</span>	
Do you have adequate leg support so that there is at least a 10mm gap between the chair and the back of your knee?	
Solution	
If the seat is too deep or shallow - provide an alternative ergonomic chair with a different or adjustable seat pan.	



Question <span>✓ ✕</span>	
Can you get close to the workstation to reach your usual work items without hindrance?	
Solution	
Lower armrests or choose a chair with adjustable arms.	



Question <span>✓ ✕</span>	
If using a sit-stand or standing desk, do you have an appropriate chair?	
Solution	
Provide a sit/stand stool or a counter height/drafting office chair with a foot support ring.	



Question <span>✓ ✕</span>	
Do your feet sit flat on the floor/footrest so that your knees are bent 90° with your hips slightly higher?	
Solution	
Provide a foot rest or adjust seat tilt angle - If adjustment are not available, choose an alternative ergonomic chair.	

# Ergonomic Chair Features

Chair ergonomics are essential to maintaining a healthy working style, as well as preventing back strain and pain. A truly ergonomic chair supports you while you work. In every position.

The Siron Managerial chair offers a distinct ergonomic experience unlike any other office chair. Siron's seat and back is made from a breathable, woven suspension mesh that allows for even weight distribution.

Expertly crafted with innovative design mechanics. This chair features advanced ergonomic functionality in its unique single lever mechanism for all adjustments.

## FEATURES

- Ratchet back height adjustment
- Side winding tilt tension
- Arms adjust in 3 ways
- Gas height adjustment
- Synchronised seat & back tilt action
- Seat & back lockable in 3 positions

[VIEW OUR FULL RANGE >](#)



Watch the Siron Feature Video!



# Monitor Checklist

Barry spends the majority of his working day on the computer. It's no wonder he suffers from eye strain. If he's not careful, continued exposure can affect his vision in the long term.



Question <span>✓ ✕</span>	
Is the top of your monitor screen at eye level when you are seated and looking ahead with your back straight?	<input type="checkbox"/>
Solution	
Adjust monitor position. Purchase adjustable monitor arm.	



Question <span>✓ ✕</span>	
Is your screen illuminated with no glare?	<input type="checkbox"/>
Solution	
Reduce glare by re-positioning the monitor parallel to the windows, decreasing overhead lighting, using window shades, tilting the screen or by using an anti-glare filter.	



Question <span>✓ ✕</span>	
If you use multiple monitors are they positioned correctly?	<input type="checkbox"/>
Solution	
If you use both screens equally position them centrally. If you use one screen primarily, align it closer to the center and angle the other towards you	



Question <span>✓ ✕</span>	
Is the monitor located directly in front of you at arms-length when seated?	<input type="checkbox"/>
Solution	
Reposition the monitor on desk	

## Pro Tip

Every 20 minutes, take your eyes off your computer and look at something 5 meters away for at least 20 seconds.



# Desk Checklist

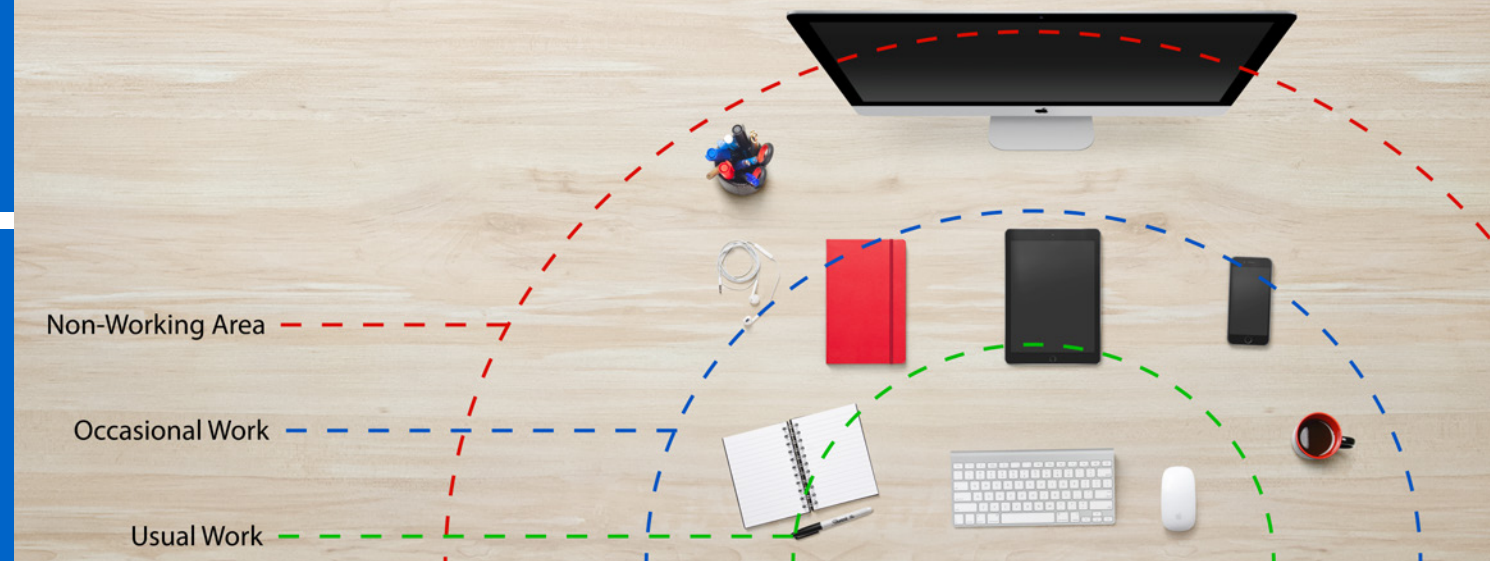
Sometimes Barry gets overworked and finds his desk can get pretty messy and unorganised. We think he could benefit from re-evaluating his workstation setup.

The Australian Health Survey 2014–2015 revealed that only 55% of Australian adults aged 18–64 years meet the level of physical activity recommended by current guidelines (150 minutes of moderate physical activity or 75 minutes of vigorous physical activity per week).

Nearly 29.7% people are insufficiently active. And 14.8% are completely inactive. It's no surprise many people have invested in sit-stand desks to incorporate more activity into their work day. Sit-stand desks relieve back pain, reduce the risk of chronic diseases and even increase productivity, concentration and energy levels.

## Pro Tip:

Keep your workstation organised and maintain a clear workspace by keeping all non-essential stationery supplies stored away in a mobile pedestal.



### Question



Is there sufficient desk space to set up your computer correctly?

### Solution

Remove clutter from your desk to allow adequate workspace.

### Question



Is your desk at an appropriate height whereby your shoulders are relaxed and elbows are slightly above the level of the desk, bent at 90 degrees?

### Solution

**If the desk is too high** and cannot be adjusted, adjust the height of the chair or use a footrest. **If the desk is too low**, consult with your Workplace Manager about modification or replacement.

### Question



Is the area underneath your desk free from stored items that would reduce leg room and freedom of movement?

### Solution

Do not store items under the desk - this will affect your leg clearance at the workstation.

### Question



Are frequently used items in comfortable reach?

### Solution

Rearrange your workspace so your most needed items are close at hand.





BFX Furniture

**We offer a FREE Ergonomic  
Assessment of your Workplace**

**BOOK NOW**

# Why choose BFX?

BFX Furniture is much more than just a furniture supplier. No matter how big or small the project, you can expect nothing but professional service every step of the way, from our expert sales consultants to our delivery and installation team.

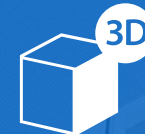
BFX has grown to become one of the leading suppliers of furniture in Australia. With a service backed by years of extensive industry experience and a team dedicated to market research, we don't just deliver furniture, we deliver innovation and superior design. We are dedicated to helping you maximise office ergonomics.

## Our 5-Step Fit-Out Process



### 1. On-site Consultation & Measure

Sit down with an expert and plan your perfect design.



### 2. Custom 3D Designs to Specifications

Visualise your space before you commit.



### 3. Quote Acceptance

Be confident you're getting the best price.



### 4. On Time Delivery

Straight from our QLD manufacturing facility.



### 5. Ongoing Support

Real people, lasting relationships.