

# Office Ergonomics Furniture & Equipment Purchasing Guide



## About this guide:

This guide contains technical guidelines for office chairs and sit-stand workstations and examples of products that have been identified as ergonomically sound for office and computer workstation users. Please note that this is not an exhaustive list of products and vendors where the product is available for purchase. Departments that are unsure if their desired furniture or equipment purchase are recommended to review this guide and contact EHS at [ergosafe@sfu.ca](mailto:ergosafe@sfu.ca) with any questions.



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## 1.0 Introduction

To assist in the prevention of workplace musculoskeletal injuries and comply with regulatory requirements, the EHS department has developed this resource to assist departments in selecting suitable office furniture and equipment.

The goal of this document is to provide information and examples of furniture and equipment that are suitable for use in an office environment. SFU does not necessarily endorse or classify any piece of equipment as superior to other equipment. One person may benefit from specialized equipment and another may not, as ergonomics can be very specific to the individual. It's important to consider all aspects of the workstation such as: personal characteristics such as height, workstation layout and task demands and try to make changes with existing equipment before purchasing new equipment. Additionally, this guide does not replace the recommendations that could be made from a medical professional.

## 2.0 Workstation Assessments

EHS offers individual ergonomics assessments to all active SFU employees in all SFU work environments. The process outlined below applies to primary (on campus) and secondary workstations.

### Workstation Ergonomics Assessment Process

The steps below outline the process for requesting an ergonomics assessment from EHS. Take these steps before you make changes to your workstation or purchase any equipment or products:

**Step 1 – Speak to your Supervisor.** Advise your supervisor as soon as possible if you are experiencing discomfort or have concerns. They will conduct an assessment and may be able to discuss furniture or equipment options that are available within the department.

**Step 2 – Complete the Ergonomics Self-Assessment Checklist.** This document provides information on how to set up your workstation and recommendations for how to fix common deficiencies.

**Step 3 – Submit the [Ergonomics Assessment Request Form](#) on the Ergonomics Webpage.** If you completed the above steps and are still feeling discomfort at your workstation, then complete the webform and attach your pictures (for virtual assessments), and completed Ergonomics Self-Assessment Checklist. Your request will be responded to in 3 business days.

- Prior to requesting an office ergonomics assessment from EHS, employees and supervisors are encouraged to review resource documents on the Ergonomics webpage and complete the Office Ergonomics training course.

## 3.0 Office Equipment Demos

A selection of mice, keyboards, chairs and sit-stand units are available to be viewed and tested out. Some mice are available for staff to trial for 1 week before purchasing. Equipment listed in this guide will have a “demo available” beside the item. An appointment is required to view and test out demo chairs and sit-stand workstations at the EHS office located on the SFU Burnaby Campus in Discovery 1.

## 4.0 Contact & Resources

For questions about office furniture & equipment or to schedule a demo please contact [ergosafe@sfu.ca](mailto:ergosafe@sfu.ca). For more information and training links, please visit the [Ergonomics webpage](#).

### 5.0 Purchasing Equipment and Products

With supervisor approval, purchasing products can be conducted following your internal department protocols. Contact your preferred Vendor for final quotes.





- **Chairlines vendor contact:** [robw@chairlines.com](mailto:robw@chairlines.com) or order products via [www.chairlines.com](http://www.chairlines.com)
- **Staples vendor contact:** For furniture contact [Helen.Mazzocchio@Staples.com](mailto:Helen.Mazzocchio@Staples.com) or order products on your department's [Eway account](#).
- **Ergo Canada** supplies many ergonomic computer accessories and provides detailed information about the ergonomic benefit of each product. Visit website at [www.ergocanada.com](http://www.ergocanada.com)




### 6.0 Office Chairs

The following chart offers technical guidelines that should be followed when purchasing a new office chair. *Please note: this list is not exhaustive.*

Category	Guideline
<b>Height Adjustable</b>	15 to 22" (including options for shorter/taller chairs)
<b>Seat Depth</b>	Adjustability is preferred to allow the seat pan to slide forward/backward to fit the user's upper legs for support. 16 to 20" or options for smaller seat pan.
<b>Backrest Height</b>	≤17.7" support for shoulders. (may need a neck support option). Available in various sizes is preferred (low, mid, high back).
<b>Lumbar Support</b>	Height adjustable is required and sufficient support to hold various weights. Depth adjustability preferred.
<b>Backrest Angle</b>	Allow upright and at least 15 Degree reclined posture
<b>Dynamic recline</b>	Must have tilt lock or sufficient tension to support the user
<b>Seat Width</b>	19" (with options for narrower or wider chair, armrests that can be adjusted)
<b>Armrest Height</b>	Adjustable (7 to 11") and removable unless they can go low enough as not to interfere with pulling in close to the desk
<b>Armrest Width</b>	Adjustable preferred if the distance between armrests can adjust between 15 and 20" or provide option for narrower seat pan.
<b>Chair Base</b>	5 legged, reinforced moulded fiberglass base with a minimum of 120 mm pneumatic lift. Other sizes available upon request.
<b>Casters</b>	Soft wheel casters for hard floor surfaces, can be switched out for carpet casters if required.
<b>Mechanism</b>	North American made product, 360 degree swivel Designed for person's weighing up to 250 Kg.

The following list below are examples of chairs that are appropriate for general office use. Prices are estimates only and does not include delivery, set-up, other options, taxes, etc. Contact Purchasing or the Vendor for final quotes.

Product Name	Demo chair features & adjustability	Web Links	Pricing & Additional Options
<p>ergoCentric geoCentric</p>  <p><b>Demo available</b></p>	<ul style="list-style-type: none"> <li>• Seat height &amp; depth</li> <li>• Armrest height, width, 360° swivel</li> <li>• Til with adjustable tilt tension</li> <li>• Tilt lock</li> <li>• Spring tension</li> <li>• Backrest height</li> <li>• Backrest angle</li> </ul>	<p>Resource: How to Use: <a href="https://www.ergocentric.com/resource/multi-tilt">https://www.ergocentric.com/resource/multi-tilt</a></p> <p><a href="#">Webpage link</a></p>	<p><b>Pricing</b> <b>Chairlines:</b> \$710+</p> <p>Additional cost features available</p> <ul style="list-style-type: none"> <li>• Mid &amp; tall back options</li> <li>• Air lumbar</li> <li>• Adjustable headrest</li> <li>• Small, plus, extra long seat sizes</li> <li>• Armrest options</li> <li>• Casters</li> <li>• Counter height available</li> </ul>
<p>ergoCentric tcentric</p>  <p><b>Demo available</b></p>	<ul style="list-style-type: none"> <li>• Mesh back</li> <li>• Seat height &amp; depth</li> <li>• Armrest height, width, 360° swivel</li> <li>• Tilt with adjustable tilt tension</li> <li>• Tilt lock</li> <li>• Spring tension</li> <li>• Backrest height</li> <li>• Backrest angle</li> </ul>	<p>Resource: How to Use: <a href="https://www.ergocentric.com/resource/multi-tilt">https://www.ergocentric.com/resource/multi-tilt</a></p> <p><a href="#">Webpage link</a></p>	<p><b>Pricing</b> <b>Chairlines:</b> \$785+</p> <p>Additional cost features available</p> <ul style="list-style-type: none"> <li>• Upholstered or mesh seat</li> <li>• Air lumbar</li> <li>• Adjustable headrest</li> <li>• Small, plus, extra long size seats</li> <li>• Armrest options</li> <li>• Casters</li> <li>• Counter height available</li> </ul>
<p>ergoCentric airCentric</p>  <p><b>Demo available</b></p>	<ul style="list-style-type: none"> <li>• Seat height &amp; depth</li> <li>• Armrest height, width, 360° swivel</li> <li>• Til with adjustable tilt tension</li> <li>• Tilt lock</li> <li>• Spring tension</li> <li>• Backrest height</li> <li>• Backrest angle</li> </ul>	<p>Resource: How to Use: <a href="https://www.ergocentric.com/resource/multi-tilt">https://www.ergocentric.com/resource/multi-tilt</a></p> <p><a href="#">Webpage link</a></p>	<p><b>Pricing</b> <b>Chairlines:</b> \$745+</p> <p>Additional cost features available</p> <ul style="list-style-type: none"> <li>• Air lumbar</li> <li>• Adjustable headrest</li> <li>• Small, plus, extra long size seats</li> <li>• Armrest options</li> <li>• Casters</li> <li>• Counter height available</li> </ul>
<p>All seating You Chair</p>  <p><b>Demo available</b></p>	<ul style="list-style-type: none"> <li>• Mesh back</li> <li>• Seat height &amp; depth</li> <li>• Backrest height</li> <li>• Lumbar support tension</li> <li>• U-shaped back suspension</li> <li>• Armrest forward/backward, diagonal, height, width</li> <li>• Tilt with adjustable tilt tension</li> <li>• Tilt lock</li> </ul>	<p>How to adjust your You chair: <a href="http://www.allseating.com/ergonomics/how-adjust-your-you-chair">http://www.allseating.com/ergonomics/how-adjust-your-you-chair</a></p> <p><a href="#">Webpage link</a></p>	<p><b>Pricing</b> <b>Staples:</b> \$525-\$749+</p> <p>Additional cost features available</p> <ul style="list-style-type: none"> <li>• High back</li> <li>• Headrest</li> <li>• Mesh seat</li> <li>• Armrest options</li> <li>• Available as stool</li> </ul>

Product Name	Demo chair features & adjustability	Web Links	Pricing & Additional Options
<b>Global Vion 6322-8</b>  <b>Demo available</b>	<ul style="list-style-type: none"> <li>• Seat height &amp; depth</li> <li>• Armrest height &amp; width &amp; forward/backward</li> <li>• Multi tilt</li> </ul>	Making the most of your Vion chair: <a href="https://youtu.be/-oSuTrxK1yM">https://youtu.be/-oSuTrxK1yM</a>  <a href="#">Webpage link</a>	<b>Pricing:</b> <b>Staples:</b> \$450-\$479+  <b>Chairlines:</b> \$525+  Additional cost features available <ul style="list-style-type: none"> <li>• 30 models available including high back, upholstered back, different mechanisms, heavy duty seating, stools</li> <li>• Other armrest options</li> <li>• Lumbar pad</li> </ul>
<b>Global Factor 5541-8</b>  <b>Demo available</b>	<ul style="list-style-type: none"> <li>• Seat height &amp; depth</li> <li>• Armrest height &amp; width</li> <li>• Height adjustable lumbar support</li> <li>• Multi tilt</li> </ul>	Making the most of your Factor chair: <a href="https://youtu.be/ooUCCtow3fo">https://youtu.be/ooUCCtow3fo</a>  <a href="#">Webpage link</a>	<b>Pricing:</b> <b>Staples:</b> \$324-\$384 ea.  <b>Chairlines:</b> \$369+  Additional cost features available <ul style="list-style-type: none"> <li>• 6 models available including high back, low back, stool, armless,</li> <li>• High back</li> <li>• Other armrest options</li> </ul>
<b>Hon Ignition 2.0</b>  <b>Demo available</b>	<ul style="list-style-type: none"> <li>• Low back backrest height</li> <li>• Adjustable seat height</li> <li>• Adjustable seat pan</li> <li>• Height &amp; width adjustable armrests</li> <li>• Adjustable lumbar support</li> <li>• Synchro tilt</li> </ul>	Two Minute Adjustment Tutorial: <a href="https://youtu.be/u2JCj17Lu-M">https://youtu.be/u2JCj17Lu-M</a>  <a href="#">Webpage link</a>	<b>Pricing:</b> <b>Staples:</b> \$319-\$350 ea.  Additional cost features available <ul style="list-style-type: none"> <li>• Midback backrest height</li> <li>• Upholstered or mesh back</li> <li>• Mesh seat</li> <li>• Available as stool</li> </ul>

If you are purchasing a chair and unsure if it is suitable, feel free to contact the Ergonomics Program Manager to review the chair. Large scale renovations that involve new furniture purchases should also consult the Ergonomics Program Manager.

## 7.0 Sit-stand workstations

### 7.1 Height Adjustable Desks

Height adjustable desks are not a basic requirement, however they can be helpful for people who require a medical accommodation or users who face long hours of sedentary work as they can provide easy postural changes throughout the day. They are also useful for users who share a workspace.

For medical accommodations, please contact your supervisor.

It is important that height adjustable desks fit the greatest number of people in both the sitting and standing positions. The following recommendations are designed to fit people who fall within the 5<sup>th</sup> to 95<sup>th</sup> percentile.

#### Recommended Height Range:

The recommended height range for the desks is 22.6" to 48.7" which accommodates the 5<sup>th</sup> to 95<sup>th</sup> percentile. This recommendation is based on the CSA Z412-17 standard for office ergonomics and the BIFMA G1-2013 furniture guidelines.

If an employee falls outside of these height ranges, further equipment may be needed, such as a footrest for shorter people or a higher desk for taller people. Please contact the Ergonomics Program Manager to discuss options.

Please note: when deciding on which desk to purchase, it is also important to measure how high the chair can be raised. Some chairs do not go high enough and there for either a keyboard tray will also be needed or a different height adjustable desk will be required.




#### Technical Guidelines

Category	Guideline
<b>Height Adjustable</b>	Between 22.6 and 48.7" to accommodate the 5 <sup>th</sup> percentile female to the 95 <sup>th</sup> percentile male. This is approx. 5'0" to 6'4" and is aligned with the CSA Z412-17 ergonomic guidelines and BIFMA G1-2013 furniture guidelines.  Avoid desks that do not go below 29" as this makes it harder for most users to sit or stand comfortably.
<b>Ease of use</b>	Portable or electric options. Ensure feasibility of the user (ability to lift up and down) including space for paper, writing, etc.
<b>Desk Depth</b>	Desks should be a minimum of 30" of depth especially when using dual monitors to reduce the amount of visual fatigue and eyestrain.

#### Purchasing Information:

The list below is not exhaustive but demos of the following are available for viewing. Departments can choose to work with a vendor of their choice as long as the desk depth and height ranges meets the recommended height range noted above.

Product Image	Product Information	Pricing & Availability
<b>Ergotron WorkFit-D Sit-Stand</b> <b>Demo available</b>	<ul style="list-style-type: none"><li>Manual lift system</li><li>Height adjustable from 30.6"-50.6"</li><li>Work surface dimensions: 47.6" x 23.5" x .87"</li></ul>	<b>Pricing</b> <b>Staples:</b> contact for pricing <b>Chairlines:</b> \$1050+

Product Image	Product Information	Pricing & Availability
	<p>Note: A footrest or keyboard tray may be required for use by shorter individuals.</p>	<p>More info: <a href="https://www.ergotron.com/en-ca/products/product-details/24-271#?color=birch">https://www.ergotron.com/en-ca/products/product-details/24-271#?color=birch</a></p>
<p><b>Heartwood Calpyso</b> <b>Demo available</b></p> 	<ul style="list-style-type: none"> <li>• <b>Extended Height Range:</b> 24.4" - 50" (excludes 1" top)</li> <li>• Heavy duty 3-stage steel frame</li> <li>• 3 programmable memory positions including home button</li> <li>• Actuator system with synchronized motor driving each leg</li> <li>• Anti-collision function - stops automatically if it hits an immovable object</li> <li>• Base colour options: Black, Silver or White Metal to choose</li> </ul>	<p><b>Pricing</b> (for 24x48 table, larger sizes = greater cost) <b>Staples:</b> \$759+ <b>Chairlines:</b> \$930+</p> <p>More info: <a href="https://www.heartwooddl.com/series/29/height-adjustable.html">https://www.heartwooddl.com/series/29/height-adjustable.html</a></p> <p>Sizes: Various sizes can be ordered: 24" deep, 30" deep, x 48", 54", 60", 72", 78" widths; L shaped tables (demo is 24"x48")</p>
<p><b>Heartwood Athena</b></p> 	<ul style="list-style-type: none"> <li>• <b>Standard height range:</b> 27.5" - 45.5"</li> <li>• Heavy duty 3-stage steel frame</li> <li>• 3 programmable memory positions including home button</li> <li>• Actuator system with synchronized motor driving each leg</li> <li>• Anti-collision function - stops automatically if it hits an immovable object</li> <li>• Base colour options: Black, Silver or White Metal to choose</li> </ul>	<p><b>Pricing</b> (for 24x48 table, larger sizes = greater cost) <b>Staples:</b> \$599+ <b>Chairlines:</b> \$719+</p> <p>More info: <a href="https://www.heartwooddl.com/series/29/height-adjustable.html">https://www.heartwooddl.com/series/29/height-adjustable.html</a></p> <p><b>Sizes:</b> Various sizes can be ordered: 24" deep, 30" deep, x 48", 54", 60", 72", 78" widths; L shaped tables (demo is 24"x48")</p>

## 7.2 Height Adjustable Platforms/Units



Height adjustable platforms/units are adjustable devices that can sit on top of an existing desk and can be raised to accommodate standing work. Functionally, height adjustable desks are superior to using these platforms as they can reduce desk space and may have more limitations around height for shorter or taller people. Please take note of the height ranges when purchasing these platform/units.




When purchasing a height adjustable platform or unit there are a few important criteria to keep in mind:


- How high does your chair go? You want to ensure that if you choose a desktop platform that your chair can go high enough to maintain optimal angles when working. To see the requirements for optimal angles refer to the SFU Ergonomics Self-Assessment Checklist.



- Are you someone who normally needs a keyboard tray? A rule of thumb is measure from the ground to your elbows in sitting and standing position to ensure that you get the right height for your body. If you do need a keyboard tray, then ensure that you purchase a height adjustable platform/unit that comes with one. Keep in mind, some units sitting on top of a desk add an extra inch or so to the height of the desk.



Product Image	Product Information	Pricing & Availability
<p><b>Ergotron Work Fit S Dual</b> <b>Demo available</b></p> 	<ul style="list-style-type: none"> <li>• Clamps on front of surfaces 0.47"-2.4" thick</li> <li>• Unit range of motion: 18"</li> <li>• The dual platform can support two 24" monitors weighing up to 12lbs each</li> <li>• Keyboard tray drops below the desk at lowest position</li> <li>• Monitor height can be adjusted independently of the keyboard tray (4.8" range of motion)</li> <li>• Platform is counter balanced: tension needs to be set for specific monitor but once set the platform can be raised/lowered easily</li> <li>• Dimensions: Upper level 23"x15" + keyboard tray 27"x8.9"</li> <li>• Single monitor set up available</li> <li>• Larger keyboard trays available</li> <li>• 5 year warranty</li> </ul>	<p>Demo available of single monitor.</p> <p><b>Pricing</b> <b>Staples</b> Dual: \$739.99 Single: contact for pricing <b>Chairlines</b> Dual: \$645+ Single: \$599+</p> <p>Product link: <a href="https://www.ergotron.com/ar-ae/products/product-details/33-349#/?color=black">https://www.ergotron.com/ar-ae/products/product-details/33-349#/?color=black</a></p> <p>Dimensional drawings: <a href="https://media.ergotron.com/reserved/resources/dim-wfswsdual-orig.pdf">https://media.ergotron.com/reserved/resources/dim-wfswsdual-orig.pdf</a></p>
<p><b>Ergotron Workfit TX</b> <b>Demo available</b></p> 	<ul style="list-style-type: none"> <li>• No installation</li> <li>• Unit range of motion: 17"</li> <li>• Monitors can be positioned freely on platform or monitor arms can be purchased separately</li> <li>• Keyboard tray drops below the desk and can be adjusted independently of the work surface (0.8"-3.8")</li> <li>• Requires manual raising and lowering by grasping handles on either side of the unit</li> <li>• Weight Capacity: 40lbs</li> <li>• Fits on 24" deep desks</li> <li>• Dimensions: Upper level: 32"x 27" + keyboard tray: 28"x8"</li> <li>• 5-year warranty</li> </ul>	<p><b>Pricing</b> <b>Staples:</b> \$727.99 <b>Chairlines:</b> \$765+</p> <p>Product link: <a href="https://www.ergotron.com/ar-ae/products/product-details/33-467#?color=black">https://www.ergotron.com/ar-ae/products/product-details/33-467#?color=black</a></p> <p>Dimensional drawings: <a href="https://www.ergotron.com/portals/0/reserved/resources/dim-wftx-orig.pdf">https://www.ergotron.com/portals/0/reserved/resources/dim-wftx-orig.pdf</a></p>
<p><b>Ergotron WorkFit-TL</b> <b>Demo available</b></p>	<ul style="list-style-type: none"> <li>• No installation</li> <li>• Unit range of motion: 15"</li> <li>• Monitors can be positioned freely on platform or monitor arms can be purchased separately</li> <li>• <b>Keyboard does not drop below the desk</b></li> </ul>	<p><b>Pricing</b> <b>Staples:</b> \$727.99 <b>Chairlines:</b> \$644+</p> <p>Product link: <a href="https://www.ergotron.com/ar-ae/products/product-details/33-406#?color=black">https://www.ergotron.com/ar-ae/products/product-details/33-406#?color=black</a></p>


Product Image	Product Information	Pricing & Availability
	<ul style="list-style-type: none"> <li>At its top height, the keyboard tray can be raised 15.75" above the desk</li> <li>Monitor platform, at its lowest, sits 5" above the desk, this may be too high for many users, particularly for those wearing bifocals.</li> <li>At its top height, the platform can be raised to 20" above the desk</li> <li>Weight Capacity: 40lbs</li> <li>Fits on 24" deep desks</li> <li>Dimensions: Upper level: 37.5"x23"</li> <li>5 year warranty</li> </ul>	<p>Dimensional drawings:  <a href="https://www.ergotron.com/portals/0/reserved/resources/dim-workfit-tl-orig.pdf">https://www.ergotron.com/portals/0/reserved/resources/dim-workfit-tl-orig.pdf</a></p>
<p><b>Ergotron Workfit LX</b> <b>Demo available</b></p> 	<ul style="list-style-type: none"> <li>Attaches to desk via grommet hole or clamp</li> <li><b>Suitable for people 5'5" and under. This unit will <u>not</u> work for those taller than this.</b></li> <li>Easily extends or retracts the arms for control of the distance between the screen and keyboard.</li> <li>Attached together as one unit</li> <li>20" vertical lift and 62" sideways motion</li> <li>Monitors can rotate 360 degrees and tilt 75 degrees</li> <li>Convenient to move if you have students who need to view your monitor</li> <li>Can come with dual monitors.</li> <li>Weight capacity – 7 – 25lbs</li> <li>5 year warranty</li> </ul>	<p><b>Pricing</b>  <b>Staples:</b> contact for pricing  <b>Chairlines:</b> \$717+</p> <p>More info:  <a href="https://www.ergotron.com/en-ca/products/product-details/45-405#/">https://www.ergotron.com/en-ca/products/product-details/45-405#/</a></p> <p><b>Dimensional drawings:</b>  <a href="https://media.ergotron.com/reserved/resources/dim-lxdeskcombo-orig.pdf">https://media.ergotron.com/reserved/resources/dim-lxdeskcombo-orig.pdf</a></p>
<p><b>Ergotron Workfit SR</b></p> 	<ul style="list-style-type: none"> <li>Attaches to backside of desk via clamp</li> <li>Worksurface/keyboard tray stays on top and within the surface of the desk</li> <li>29.5" x 21.8" footprint accommodates 30–36" deep desks. Adjustable at setup in 1/2" increments.</li> <li>Weight limit 3–11 lbs (1,3–5 kg) per monitor, total max 25 lbs</li> <li>Includes pre-installed USB cable for keyboard/mouse or other USB devices</li> <li>Offers 18" in-tandem height adjustment of the monitor(s) and</li> </ul>	<p><b>Pricing</b>  <b>Staples:</b> contact for pricing  <b>Chairlines:</b> \$921+</p> <p>More info:  <a href="https://www.ergotron.com/argae/products/product-details/33-407#?color=black">https://www.ergotron.com/argae/products/product-details/33-407#?color=black</a></p> <p>Dimensional drawings:  <a href="https://media.ergotron.com/reserved/resources/dim-wfsrdual-orig.pdf">https://media.ergotron.com/reserved/resources/dim-wfsrdual-orig.pdf</a></p>





Product Image	Product Information	Pricing & Availability
	<p>keyboard tray/worksurface as well as 5" of independent monitor lift</p> <ul style="list-style-type: none"> <li>• Monitor can also be installed in tall-user position</li> </ul>	
<p><b>Richelieu Sit2Stand</b></p> 	<ul style="list-style-type: none"> <li>• Height Range: 18" (45.7 cm) of vertical height adjustment to accommodate the majority of individuals.</li> <li>• Single action quick release adjustment from sitting to standing.</li> <li>• Small footprint that can slide effortlessly out of the way to free up desk space. Slide in/slide out work surface for additional workspace and storage.</li> <li>• Keyboard tray: 27.5" (69.9 cm) keyboard tray allows space for full sized keyboard and mouse.</li> <li>• Rear cable management clips in column and crossbar keep cables organized and out of view.</li> </ul>	<p><b>Pricing</b></p> <p><b>Impact Office Furnishings:</b> \$795 (dual monitors)</p> <p>Contact: <a href="mailto:John@impactoffice.ca">John@impactoffice.ca</a></p> <p>For more product information: <a href="https://www.richelieuergo.com/ca/en/category/height-adjustable-bases-and-sit-stand-solutions/sit-stand-desktop-solutions/sit2stand-series-sit-stand-workstation/1191569">https://www.richelieuergo.com/ca/en/category/height-adjustable-bases-and-sit-stand-solutions/sit-stand-desktop-solutions/sit2stand-series-sit-stand-workstation/1191569</a></p> <p>Also available for single monitor Longer crossbar available to accommodate larger monitors.</p>

### 8.0 Mice

There are many different designs of ergonomic computer mice available. Most mice are designed to position the wrist and hand in a more neutral posture. For more information on mice, refer to the Ergonomics Program Manual.


Item Name	Product Details
<p><b>Evoluent Vertical Mouse</b> <b>Demo available</b></p>  <p>Available from Chairlines, Staples (Eway), <a href="http://www.ergocanada.com">www.ergocanada.com</a></p>	<ul style="list-style-type: none"> <li>• Good thumb and full hand support</li> <li>• Right- and left- handed versions</li> <li>• Available in size S/M and L/XL</li> <li>• Maintains neutral handshake position</li> <li>• Wired or wireless (USB connector)</li> <li>• For detailed information about ergonomic benefits, visit <a href="http://www.ergocanada.com">www.ergocanada.com</a></li> </ul>
<p><b>Roller Red Mouse by Contour</b> <b>Demo available</b></p> 	<ul style="list-style-type: none"> <li>• Place in front of keyboard to eliminate reaching to mouse</li> <li>• Cursor movement by rolling bar or scroll wheel</li> <li>• Left, double and right click buttons</li> <li>• Use with left and right hand simultaneously</li> <li>• Cursor sensitivity of roll-bar is adjustable</li> <li>• Wired or wireless (USB connector)</li> </ul>




Item Name	Product Details
Available from Staples (Eway), Chairlines, <a href="http://www.ergocanada.com">www.ergocanada.com</a>	<ul style="list-style-type: none"> <li>For detailed information about ergonomic benefits, visit <a href="http://www.ergocanada.com">www.ergocanada.com</a></li> </ul>
<b>Humanscale Switch Mouse</b> <b>Demo available</b>  Available from Chairlines, <a href="http://www.ergocanada.com">www.ergocanada.com</a>	<ul style="list-style-type: none"> <li>V-shaped base for neutral, hand-shake posture</li> <li>Navigation dish for scrolling</li> <li>Adjustable length extender for proper hand fit</li> <li>Wired</li> <li>Accommodates both left- and right-handed users</li> <li>For detailed information about ergonomic benefits, visit <a href="http://www.ergocanada.com">www.ergocanada.com</a></li> </ul>
<b>Contour Unimouse</b>  Available from Chairlines, <a href="http://www.ergocanada.com">www.ergocanada.com</a>	<ul style="list-style-type: none"> <li>An articulating hinge lets you adjust the angle of the body tilt and can be collapsed and extended to accommodate a wide variety of hand sizes.</li> <li>The thumb support rests on a ball joint and can be rotated in any direction.</li> <li>Available in wired or wireless</li> <li>Dimensions: 5.75" x 2.75" x 8.75"</li> <li>For detailed information about ergonomic benefits, visit <a href="http://www.ergocanada.com">www.ergocanada.com</a></li> </ul>
<b>Goldtouch Ergonomic Mouse</b>  Available from Chairlines	<ul style="list-style-type: none"> <li>Angled design for comfort and positioning</li> <li>Wired and wireless version available</li> <li>Detachable flange to promote use of arm to move mouse</li> <li>Easy click buttons</li> <li>Windows &amp; Mac</li> <li>Length: 4.5" Width: 3.125", Height: 2" at the thumb, 1 inch" at the small finger</li> <li>Right- and left- handed versions</li> </ul>
<b>Handshoe Mouse by Hippus NV</b>  Available from: Chairlines, Staples (Eway) <a href="http://www.ergocanada.com">www.ergocanada.com</a>	<ul style="list-style-type: none"> <li>Provides optimal support to thumb and full hand</li> <li>Light-click and 2-finger clicking capabilities</li> <li>Wired</li> <li>Available in 4 sizes (XS-L)</li> <li>Right- and left- handed versions</li> <li>For detailed information about ergonomic benefits, visit <a href="http://www.ergocanada.com">www.ergocanada.com</a></li> </ul>
<b>Penguin Ambidextrous Vertical Mouse</b>  Available from Chairlines, Staples (Eway)	<ul style="list-style-type: none"> <li>Wired or Wireless</li> <li>Ambidextrous use</li> <li>Ability to change direction of scroll</li> <li>3 buttons: left and right and scroll wheel click</li> </ul>

Item Name	Product Details
<b>Apple Magic Trackpad</b>  Available from Apple Store	<ul style="list-style-type: none"> <li>• Wireless</li> <li>• Touch/gesture pad</li> <li>• Low profile design</li> </ul>
<b>Kensington Orbit Trackball</b>  Available from Staples (Eway), <a href="http://www.ergocanada.com">www.ergocanada.com</a>	<ul style="list-style-type: none"> <li>• Ambidextrous</li> <li>• Trackball cursor control</li> <li>• Scroll ring around trackball</li> <li>• Stationary position reduces repetitive arm movements</li> <li>• Wired</li> <li>• For detailed information about ergonomic benefits, visit <a href="http://www.ergocanada.com">www.ergocanada.com</a></li> </ul>
<b>Kensington Expert Mouse</b>  Available from Chairlines, <a href="http://www.ergocanada.com">www.ergocanada.com</a>	<ul style="list-style-type: none"> <li>• Wired Track ball mouse</li> <li>• Weight: 0.75 lbs</li> <li>• PC and Mac compatible</li> <li>• For detailed information about ergonomic benefits, visit <a href="http://www.ergocanada.com">www.ergocanada.com</a></li> </ul>
<b>Penclic (3rd Generation)</b>  Available from <a href="http://www.ergocanada.com">www.ergocanada.com</a>	<ul style="list-style-type: none"> <li>• Can be used on both the right and left hand</li> <li>• Allows for precise movements due to pen-style design</li> <li>• Mac and PC compatible (Bluetooth)</li> <li>• For detailed information about ergonomic benefits, visit <a href="http://www.ergocanada.com">www.ergocanada.com</a></li> </ul>

## 9.0 Keyboards



Many new types of keyboards are available, including split and angled keyboards with alternative key arrangements. Some workers have found that these types of keyboards help to reduce discomfort. For more information about keyboards, refer to the Ergonomics Program Manual.


Item Name	Product Information
<b>Kinesis Freestyle 2 Keyboard</b> <b>Demo available</b> 	<ul style="list-style-type: none"> <li>• Compact, split and angled</li> <li>• 9" cable connection between pieces (20" version available)</li> <li>• VIP3 accessory with three height adjustments</li> <li>• Mac and PC versions</li> <li>• Wired</li> <li>• Optional accessory kits for number pad, tenting, palm support available (<b>Demo available</b>)</li> </ul>

Item Name	Product Information
Available from: Chairlines, Staples, <a href="http://www.ergocanada.com">www.ergocanada.com</a>	
<p><b>Microsoft Sculpt Ergonomic Desktop</b></p>  <p>Available from Chairlines, Staples</p>	<ul style="list-style-type: none"> <li>• Set includes a keyboard, mouse and number pad set</li> <li>• Keyboard is split and angled slightly</li> <li>• Low profile keys</li> <li>• Wireless (USB connector)</li> <li>• Split design assists in reducing outward bent wrists while keeping elbows close to body.</li> </ul>
<p><b>Adesso Mini Keyboard</b>  <b>Demo available (PS/2 connection only)</b></p>  <p>Available from Chairlines, Staples (Eway)  <a href="http://www.ergocanada.com">www.ergocanada.com</a></p>	<ul style="list-style-type: none"> <li>• Eliminates Overreaching</li> <li>• Width: 11.30", Depth (front-to-back): 5.51", Height: 1.14"</li> <li>• Compatibility: Windows 95 (PS/2 only), 98, ME, 2000, XP, Vista</li> <li>• Interface: USB or PS/2</li> </ul>
<p><b>Apple Magic Keyboard</b></p>  <p>Available from: Staples (Eway), Apple Store</p>	<ul style="list-style-type: none"> <li>• Compact keyboard reduces mouse distance, minimizing awkward shoulder postures.</li> <li>• Compatible with Mac or iPad</li> </ul>

### 10.0 Keyboard Trays

Keyboard trays can be installed on the underside of the desk to provide a lower surface and more neutral position for the keyboard and mouse.




Item Name	Product Information
<p><b>Cobra PU27 Sit Stand Combo</b></p>  <p>Available from: Chairlines</p>	<ul style="list-style-type: none"> <li>• Slim profile maximizes knee space</li> <li>• Able to tilt from +10° to -20°</li> <li>• Can swivel 360° allowing the board to be swung out of the way when not in use</li> <li>• Tray can be adjusted to be approximately 6.5" above the work surface and 5.5" below</li> <li>• Track is 23.5" and installs easily</li> <li>• * Recommend ordering without palm support in front of mouse</li> </ul> <p>Note: This product can facilitate standing work, however, ensure the workstation's computer monitors can also be raised to the correct height for standing work.</p>
<p><b>Humanscale 6G-500</b></p> 	<ul style="list-style-type: none"> <li>• Easy dial-a-tilt and height adjustability (7")</li> <li>• 21.625" track</li> <li>• Adjusts 1.75" above and 5.25" below the desktop</li> <li>• Tilt adjustment of 0-15°</li> </ul>

Item Name	Product Information
Available from: Chairlines, Staples (Eway)	<ul style="list-style-type: none"> <li>Comes with the Humanscale 500 Big Board – 27" wide x 10.625" deep</li> </ul>
<b>Workrite Leader 6</b>  Available from: Chairlines	<ul style="list-style-type: none"> <li>Teflon coated steel track with built-in rear track stop (22")</li> <li>8.88" height range (2.38 above, 6.5 below)</li> <li>30° Tilt range (-20° to + 10°)</li> <li>Arm swivels 360 ° on the track</li> <li>Made from 60% recycled steel, black powder coat finish</li> <li>Platform is 0.25" phenolic laminate, board dimensions: 27.75 x 11.25"</li> <li>Removable palm pad, made from medium density foam with black vinyl leather-like cover, or molded gel-foam in black finish</li> </ul>

### 11.0 Footrests





A footrest can be a necessary support when the chair is raised for a user to reach the work surface and feet are unsupported. It also can increase comfort by allowing adjustable angles between the legs and feet, and provide a means to create variations in the work postures.

When looking for a footrest, it's important to consider some necessary features, such as; non skidding surface, a sufficient size to allow freedom of movement and adjustable to allow the foot to move 90 degrees to ankle.

Item Name	Product Information
<b>Safco Foot Rest</b>  Available from Chairlines	<ul style="list-style-type: none"> <li>Tilt angle slides to any position</li> <li>Black with chrome stand</li> <li>5" height-adjustable foot rest</li> </ul>
<b>Kensington SoleMate Comfort with Memory Foam</b>  Available from: Staples (Eway), <a href="http://www.ergocanada.com">www.ergocanada.com</a>	<ul style="list-style-type: none"> <li>Features a half-inch thick memory foam pad to absorb shock</li> <li>Height adjustable from 3.5" to 5"</li> <li>Adjustable tilt range from 0° - 18°</li> </ul>
<b>3M Foot Rest</b>  Available from Chairlines, Staples (Eway), <a href="http://www.ergocanada.com">www.ergocanada.com</a>	<ul style="list-style-type: none"> <li>Height and tilt adjustable</li> <li>Durable, heavy-duty steel base</li> <li>Tilt range of about +/-20 degrees</li> <li>Depth 13", Length 22", 18" Wide</li> <li>Height Range: 4 – 4.75"</li> </ul>

## 12.0 Monitor Arms and Risers


Monitor arms and risers allow a monitor to be raised by increments ensure optimal height for eye level.

Item Name	Product Information
<p><b>Ergotron LX Monitor Arm</b> <b>Demo available (clamp)</b></p>  <p>Available from: Chairlines, Staples, <a href="http://www.ergocanada.com">www.ergocanada.com</a></p>	<ul style="list-style-type: none"> <li>• Ease of height and distance adjustability is convenient for multiuser workstations.</li> <li>• Extends 25 inches and allows 13 inches of height adjustment</li> <li>• Clamp and grommet clamp standard</li> <li>• Supports monitors up to 25 lbs</li> <li>• Tall pole also available if more height adjustability needed</li> </ul>
<p><b>Ergotron LX Dual Side by Side Monitor Arm</b> <b>Demo available (clamp)</b></p>  <p>Available from: Chairlines, Staples, <a href="http://www.ergocanada.com">www.ergocanada.com</a></p>	<ul style="list-style-type: none"> <li>• Ease of height and distance adjustability is convenient for multiuser workstations.</li> <li>• 13-inch (33 cm) height range</li> <li>• Extends LCDs out up to 25" (64 cm) with an extension range of 18" (46 cm); push your displays out of the way when not in use</li> <li>• Easily turn one or both screens from landscape mode to portrait mode</li> <li>• Cable management feature routes cables under the arm</li> <li>• Max Screen Size: 27"</li> <li>• Weight Capacity: 7-20lbs each</li> </ul>
<p><b>3M Monitor Stand</b></p>  <p>Available from Staples (Eway)</p>	<ul style="list-style-type: none"> <li>• Stacking columns raise the monitor from 1" to 5-7/8" in increments of 1-5/8"</li> <li>• Platform size: 12"x15"</li> </ul>
<p><b>VuRyser 1"</b></p>  <p>Available from: Chairlines, <a href="http://www.ergocanada.com">www.ergocanada.com</a></p>	<ul style="list-style-type: none"> <li>• Measures 11 1/4" x 11 1/4"</li> <li>• Can support up to 125 lbs</li> <li>• Interlocks with other 1" or 2" VuRysers</li> </ul>

## 13.0 Wrist Supports



Wrist supports help encourage neutral wrist posture when typing. Not recommended for a mouse as it impedes the ability to mouse properly.



Item Name	Product Information
<p><b>3M Wrist Rest for Keyboard</b></p>  <p>Available from Chairlines, Staples (Eway), <a href="http://www.ergocanada.com">www.ergocanada.com</a></p>	<ul style="list-style-type: none"> <li>Designed to reduce pressure against sensitive tissues on the underside of the wrists when using the keyboard</li> <li>0.75" Height x 19.0" Width x 2.8" Depth</li> </ul>


#### 14.0 Laptop Stands

Elevates the laptop screen to ensure neutral postures while viewing to help reduce neck or back problems. Laptop stands should always be used in conjunction with an external keyboard and mouse.

Item Name	Product Information
<p><b>Kensington SmartFit Easy Riser Laptop Cooling Stand</b></p>  <p>Available from Staples</p>	<ul style="list-style-type: none"> <li>Raises laptop to align screen to eye level</li> <li>Padded inserts provide a secure, stable fit and keeps your laptop in place</li> <li>Up to 50 degree tilt angle</li> <li>Fits notebooks 12" to 17"</li> </ul>
<p><b>Fellowes Laptop Riser</b></p>  <p>Available from Chairlines &amp; Staples (Eway)</p>	<ul style="list-style-type: none"> <li>Raises laptop to align screen to eye level</li> <li>Fits up to a 15" laptop or 10lbs</li> <li>Not ideal for travel as it does not fold flat</li> <li>Should be used in conjunction with an external keyboard and mouse</li> </ul>

#### 15.0 Document Holders

Document holders keep documents between the monitor and keyboard to help reduce head, neck and eye movements. Choose a design that offers a versatile angle and height adjustment for easy viewing.

Item Name	Product Information
<p><b>3M DH630 In-Line Document Holder</b></p>  <p>Available from: Chairlines, <a href="http://www.ergocanada.com">www.ergocanada.com</a>, Staples (Eway)</p>	<ul style="list-style-type: none"> <li>Line-guide</li> <li>14 inch wide back-plate</li> <li>Clips up to 150 sheets</li> <li>Skid free base</li> <li>Dimensions" 14" x 12" x 3"</li> </ul>


## 16.0 Headsets

Visit this website to find headsets that are compatible with your Mitel landline:

<https://compatibility.plantronics.com/deskphone>. Contact your preferred vendor to source.


## 17.0 Lighting

Local (or task) lighting increases light levels over the work and immediate surroundings

Item Name	Product Information
<p><b>Humanscale Element 790 Task Light</b></p>  <p>Available from: Chairlines</p>	<ul style="list-style-type: none"> <li>• Energy efficient</li> <li>• Dimmable to allow for optimal light setting</li> <li>• Max. reach 28", Working height: 18"</li> <li>• Adjustable arm</li> <li>• Adjustable light angle</li> <li>• Models: Available with base, tech base, or clamp</li> <li>• Light is cool to touch</li> <li>• 50,000 hour lifespan</li> </ul>


## 18.0 Corner Makers

Transform an L-Shaped desk into a corner workstation by attaching a platform to the 90° corner.

Item Name	Product Information
<p><b>Humanscale DE200 Series Corner Sleeve</b></p>  <p>Available from: Chairlines and <a href="http://www.ergocanada.com">www.ergocanada.com</a></p>	<ul style="list-style-type: none"> <li>• Measure the width of your desk and the length of the corner to determine appropriate corner maker.</li> <li>• DE200 (fits desks 1" to 1.5" thick)</li> <li>• DE250 (fits desks 1.5" thick to 2.5" thick)</li> <li>• 16" diameter</li> </ul>


## 19.0 Anti Fatigue Mats

Anti fatigue mats are designed to reduce fatigue that is caused by standing for long periods.

Item Name	Product Information
<p><b>Fellowes Anti-Fatigue Wellness Mat</b></p>  <p>Available from: Chairlines and Staples (Eway)</p>	<ul style="list-style-type: none"> <li>• Encourages subtle movement to prevent fatigue</li> <li>• Bevelled edges help avoid trip hazards</li> <li>• 5 Year Limited Warranty</li> <li>• Size: 36"W x 24"D x 0.75"H</li> </ul>

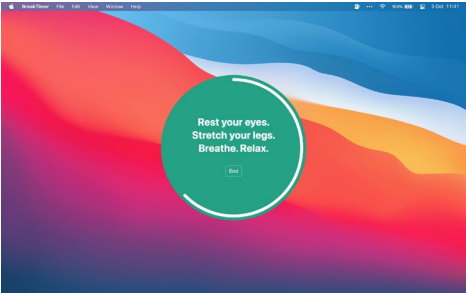

## 20.0 Staplers

Eliminate repetitive and forceful hand movements while stapling by using an electric stapler.

Item Name	Product Information
<p><b>Swingline Optima Grip Electric Desk Stapler</b></p>  <p>Available from: Staples (Eway)</p>	<ul style="list-style-type: none"> <li>• Notifies user when staples need to be replenished</li> <li>• Easy reloading</li> <li>• Staples not included</li> </ul>

## 21.0 Software

Utilize software to reduce digital eyestrain and remind you to take breaks.

Item Name	Product Information
<p><b>Break Timer</b></p> 	<ul style="list-style-type: none"> <li>• Free download at <a href="https://breaktimer.app/">https://breaktimer.app/</a></li> <li>• Microbreak reminder</li> <li>• Allows you to configure how often and how long your breaks should be</li> <li>• Recommended: 30 sec - 2 min breaks every 30 min</li> </ul>
<p><b>Flux</b></p> 	<ul style="list-style-type: none"> <li>• Free Download at <a href="https://justgetflux.com">https://justgetflux.com</a></li> <li>• Cross-platform computer program that adjusts a display's colour temperature according to location and time of the day</li> <li>• Can reduce glare</li> <li>• Can reduce eye strain</li> </ul>