



UNIVERSITY OF
CALGARY

Staff Wellness – Occupational Health

Proactive Ergonomics Program

Furniture Guide

Staff Wellness
Occupational Health
Proactive Ergonomics Program
Furniture and Equipment Guide



COI Action Office Systems image



Contents

Purchasing	3
Proactive Ergonomics Program.....	3
Short-Term Loan Equipment Program.....	3
Office Task Chairs and Stools	4
Seat Cushions and Backrests.....	5
Footrests and Anti-fatigue Mats	5
Keyboard Trays and Monitor Arms.....	5
Risers and Monitor Stands	6
Keyboard & Mouse Purchasing Checklist.....	7
Keyboards.....	8
Mice	9
Document Holders, Lamps, and Wrist Rests	10



Purchasing

Departments are responsible for approving and purchasing furniture and equipment for their area. If a leader requires assistance related to individual, staff/faculty concerns, please follow the Proactive Ergonomic Program process. Use ARCHIBUS to contact Campus Architecture for questions related to specific furniture (chairs, desks, monitor arms) and UCalgary preferred providers. Contact the Ergonomic Program Advisor for questions related to equipment (keyboards, mice, and accessories).

Refer to [SCM's Preferred Provider](#) list for current providers.

Furniture and Equipment

1. Supply Chain Management Policy (section 4.13), “employees will only use suppliers from this list to procure goods or services. When specific categories are not listed or when Preferred Suppliers cannot meet Requestors requirements, SCM will work with the Requestor to source an appropriate supplier.”
 - A) **Furniture purchases:** must be completed through ARCHIBUS as follows:
 - i. Submit a Work Order Request via Archibus:
<https://www.ucalgary.ca/facilities/service-requests>
 - ii. Specify the requirements in the description section.
 - iii. Campus Architecture will provide you with further instructions.
 - B) **Equipment purchases:** use your PCard for allowable PCard transactions. Refer to <https://www.ucalgary.ca/finance/finance-forms> Supply Chain Management section for more information.

Proactive Ergonomics Program

Prior to purchasing furniture and equipment, follow the Staff Wellness, [Proactive Ergonomics Program Steps](#) to ensure proper workstation setup is completed with existing furniture and equipment.

[Office Ergonomics Self Adjustment Tool](#)

[Workstation Setup Summary](#)

[Ergonomics Training](#)

Short-Term Loan Equipment Program

Staff and Faculty who require recommended equipment or furniture related to a medical disability, may be eligible for a short-term loan. Contact [Staff Wellness](#) for eligibility.



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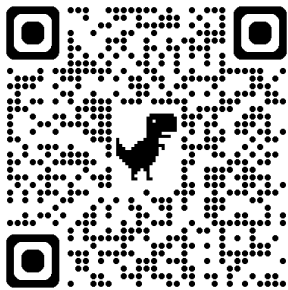
Proactive Ergonomics Program

Furniture Guide

Office Task Chairs and Stools

Submit an ARCHIBUS Work Order Request

Herman Miller Aeron

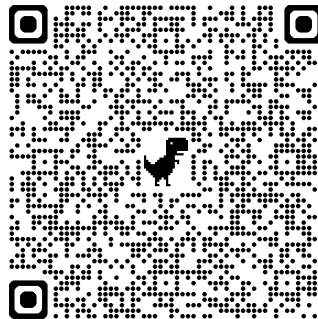


[Chair adjustment guide](#)

[Classic chair adjustment guide](#)

[Video](#)

Haworth Fern Chair



Steelcase Leap chair



Amia





Gesture

[Chair adjustment video](#)



Seat Cushions and Backrests

<p>ObusForme Low Back Support</p>  <p>Patented S shaped frame</p> <p>Scientifically proven to decrease pressure on the back by 35% and increase comfort</p> <p>Removable and adjustable lumbar pad offers lower back support that can be customized</p> <p>17 3/4" x 7" x 28"</p> <p>Grand and Toy</p>	<p>ErgoCentric Coccyx Cut Out Cushion</p>  <p>Adds comfort to a hard seat surface with 3.5" foam</p> <p>Coccyx Cut Out for Tailbone Relief</p> <p>Grand and Toy</p>	
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Keyboard Trays and Monitor Arms

Submit an ARCHIBUS Work Request



Footrests and Anti-fatigue Mats

<p>Humanscale Footrest</p>  <ul style="list-style-type: none"> - 3" Height Adjustment - Ball-Bearing Rollers Encourage Rocking Motion - 16" W x 11.8"D 	<p>Safco Active Stabilizing Footrest</p>  <ul style="list-style-type: none"> - Sleek design with Raised Edges to Prevent Slipping - Inspires movement throughout the day, helping circulation and Removing Pressure From Feet - Rubber Feet Help Keep Footrest in Place - Supports up to 300lbs 	<p>Bootes Heavy Duty Foot Rest</p>  <p>Height adjustment 3.5 – 17" (1.5" increments) Locking adjustable tile (12 – 31 degrees)</p>
<p>Safco Anti-Fatigue Mat</p>  <p>Features 1" of padding for standing comfort to help relieve the pain and fatigue that often accompanies standing</p> <ul style="list-style-type: none"> - Come in different Sizes - Designed to Promote Active Movement 	<p>Ergotron Workfit – Floor Mat</p>  <p>Anti-Fatigue Mat Encourages movement of Lower Legs</p> <ul style="list-style-type: none"> - 91.4 cm x 61 cm - 36" x 24" 	

Risers and Monitor Stands

Submit an ARCHIBUS Work Request



Keyboard & Mouse Purchasing Checklist

An external keyboard and mouse are essential for proper workstation setup.

- Wireless or wired:
 - Wireless typically require battery replacement and a small USB.
 - Wired require space for cords.
 - Combination keyboard and mice have one USB.
 - Some are Bluetooth.
- Size:
 - Compact keyboards fit most keyboard trays. The small size decreases reaching distance to the mouse, however, if you have wide shoulders compact keyboards are not recommended.
 - Measure the worksurface to ensure the keyboard size allows for comfortable mousing.
 - Do you require a number pad? Some keyboards have detached number pads, left hand number pads or retractable pads to assist with decreased reaching when mousing.
- Type:
 - Vertical mice and sculpted keyboards allow for a more neutral forearm position. Some vertical mice can be cumbersome when alternating between mousing and keyboarding, and some sculpted keyboards are too wide or too large. If shopping in-person, try various keyboards and mice, using a proper wrist and elbow position.



Keyboards

<p>Logitech K860</p>  <p>Angled and split Attached number pad Attached palm rest</p>	<p>Microsoft Sculpt Comfort Keyboard</p>  <p>Contoured design keeps wrists in neutral position Includes ergonomic palm support Includes right-handed mouse Currently not available</p>	<p>Microsoft Surface Ergonomic Keyboard</p>  <p>Naturally arched shape to reduce risk and hand strain Improves typing form to speed up WPM Currently not available</p>
<p>Microsoft Sculpt Ergonomic Keyboard</p>  <p>Split keyboard layout keeps wrists & forearms in relaxed position Cushioned palm rest Reverse tilt Design Detached wireless numeric pad and mouse 17.8" W x 8.39" D Currently not available</p>	<p>Logitech Wireless Compact Keyboard</p>  <p>Compact Angled keyboard Attached right number pad Attached palm support</p>	<p>Kinesis Freestyle 2 for PC Keyboard</p>  <p>Compact Detached number pad sold separately. Split keyboard - Ergonomic tilt 39.05 cm x 18.1 cm x 2.22 cm Freestyle 2 keypad, tenting feature and palm support sold separately.</p> 
<p>Evoluent Full Featured compact keyboard</p>  <p>Compact Detached number pad sold separately. full sized scissor-switch membrane keys and standard key pitch, 13.0" wide by 6.75" deep by 0.375" high, 96 keys, Multimedia keys, USB</p>	<p>Evoluent Reduced Reach Keyboard</p>  <p>Left hand number pad for right hand mousing 40.3 cm x 17.1 cm x 2cm</p>	<p>Adesso Win Touch Pro with Guide Point Touchpad</p>  <p>Mouse pad on keyboard (similar to a laptop bracket) 45.7 cm x 22.9cm x 2.5 cm Adesso Luminous AKB -132UY</p>  <p>Designed for people with visual impairments. Large black print on bright yellow keys decreases visual strain.</p>









Mice

<p>Evoluent Vertical Mouse 4</p>  <p>Supports hand in upright neutral position Pointer speed controls on the side allow convenient adjustment Right or left Medium/large hand size</p>	<p>Logitech Lift</p> 	<p>Logitech MX Vertical</p>  <p>USB Bluetooth, 2.4 GHz Vertical position for neutral wrist position</p>
<p>Logitech MX Master 3</p>  <p>15"W x 9"D x 3.5"H Comfortable hand position</p>	<p>Contour Unimouse</p>  <p>Adjustable thumb and tilt position Fits various hand sizes Left or right</p>	<p>Hippus HandShoe Shift Mouse</p>  <p>Small, medium and large Hand relaxed Mainly move arm versus hand and wrist</p>
<p>Kinesis DXT 2 Fingertip Mouse</p>  <p>Allows for a neutral wrist position while allowing hand to work with a light touch fingertip hold Precision cursor control Ambidextrous Wired or wireless</p>	<p>Contour RollerMouse Pro3</p>  <p>Roller bar to mouse PC and Mac Reduce reaching Open relaxed hand</p>	<p>Cirque Smart Cat Pro</p> 



Document Holders, Lamps, and Wrist Rests

<p>3M In-Line Copyholder</p>  <p>Angle and height adjustable, can stand alone with stable weighted base or hang over edge with 3M command adhesive, sold separately</p> <p>Easily adjustable elastic line guide keeps pages open and marks your place</p> <p>Extra wide - Holds up to 300 sheets, letter, legal and A4- size paper</p> <p>18" wide transparent back plate supports wide and heavy documents 18" W x 4" D x 12" H Non-skid base</p>	<p>Fellowes I-Spire Series document holder</p>  <p>Easel style for desktop use</p> <p>3 in 1 document holder, memo board and clipboard Allows portrait and landscape orientation Dry erase memo board for quick notes or reminders Weighted base for added sturdiness Copy clip holds up to 15 sheets of letter-sized paper</p>	<p>Safco LED wireless charging Lamp</p>  <p>Features on/off switch and 6 level touch slide brightness dimming</p> <p>Dual pivot</p>
<p>3M wrist rest – keyboard</p>  <p>Low profile 19" length 2.5" depth x 0.75 height Antimicrobial protection Comfortable smooth surface Manufactured from 25% recycled material.</p>	<p>3M wrist rest – mouse</p>  <p>8.6" depth x 6.8" width Easy to clean surface Enhances mouse precision and extends battery life</p>	<p>3M wrist rest for mouse and keyboard</p>  <p>Low profile 25" length x 2.5" depth x 0.75 height Antimicrobial protection Comfortable smooth surface Manufactured from 25% recycled material.</p>