



UNIVERSITY OF
CALGARY

Staff Wellness – Occupational Health

Proactive Ergonomics Program

WFH Furniture and Equipment

Staff Wellness Occupational Health Proactive Ergonomics Program Work From Home Equipment and Furniture Guide



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[Hybrid Work Program Requirements](#)

[Hybrid Work Program](#)

UCalgary Staff and Faculty participating in the hybrid work program are required to complete and sign the [Hybrid Work Statement of Understanding](#).

[Hazard and Control](#)

[Office Self Adjustment Tool](#)

UCalgary Preferred Providers

Office Furniture

Company	Furniture Brand	Sales Rep
Contemporary Office Interiors	Herman Miller Humanscale	Aidan Wahlberg awahlberg@coi.bz 587-228-8990
RGO Products Inc	Steelcase	Mike Juristy mjuristy@rgo.ca 403-816-2812
Heritage Business Interiors Inc	Haworth ErgoCentric	Kelly Clements kellyc@hbicalgary.ca 403-259-7261
McCrum's Office Furnishings	Teknion	Whitney Bastedo wbastedo@mccrums.com 403-212-3365

Contact the Sales Representative to book an appointment to trial chairs in the showroom. Some of the Ucalgary preferred providers will honor their preferred pricing for Ucalgary staff and faculty working from home. Contact the sales representative for details.

Ergo Insight

Workstation Setup Summary

Shoulders are low and back
Not reaching forward

Lumbar support adjusted to
align with lower back curve

Armrests adjusted to elbow
height (elbows bent to 90°)

Hips slightly higher than
knees

2-3" of space behind knee
and front edge of seat

Monitors are 18-36" away

Top of monitors are just
below eye level

Keyboard & mouse are
at elbow height

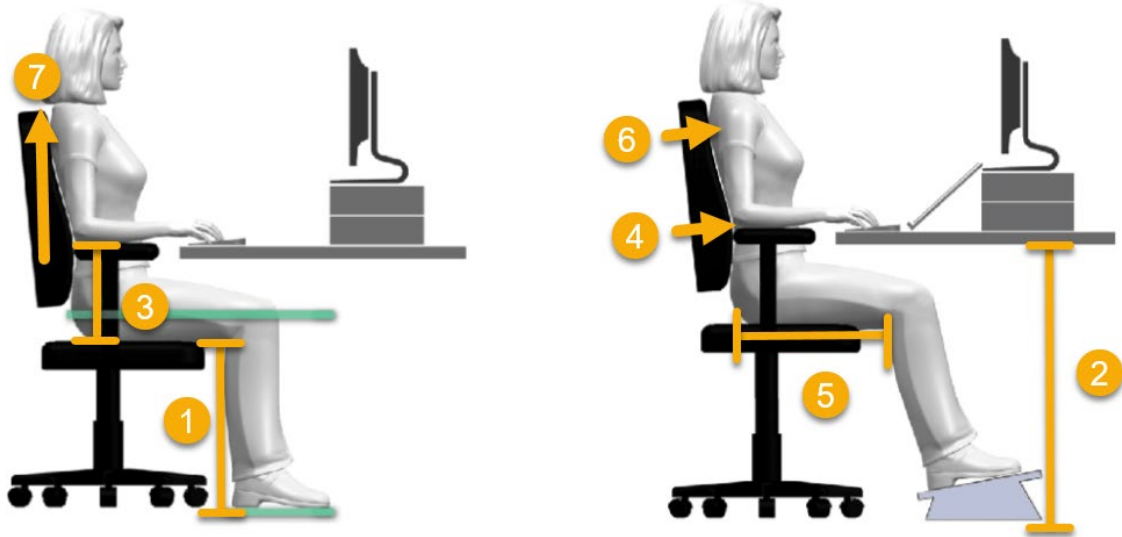
Wrists are straight

90° to 120° angle between legs and hip

Feet are supported on the floor
or a footrest

UCalgary
Staff Wellness - Proactive Ergonomic Program
Staffwellness@ucalgary.ca
403.220.2918

Task Chair: Work From Home purchasing information



- 1 Height adjustable (allows for feet to be placed flat on the floor with knees and hips at the same height, or knees slightly lower). 2 If the keyboard/mouse height is too high, the chair raises high enough for elbows to be at the same height as the keyboard. If the chair is raised, a footrest is required.
- 3 When shoulders are relaxed and elbows are at 90 degrees, the armrests lower below elbow height and the armrest length does not surpass your wrists. If the length is too long, the armrests must lower to thigh level. The armrests width allows your arms to relax beside your torso when using the armrests.
- 4 Has a lumbar support mechanism that fits comfortably in the small of your back.
- 5 Seat pan depth allows a 2–3-inch space behind the knees.
- 6 Backrest height supports upper back and 7 allows full support when sitting in an upright position.

Task Chair and Accessory Examples

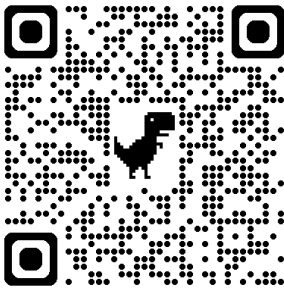
Herman Miller Aeron



Herman Miller Mira Chair



[Contemporary Interiors](#)



[Chair adjustment guide](#)

[Classic chair adjustment guide](#)

[Video](#)

Steelcase Leap chair



Steelcase Gesture Chair



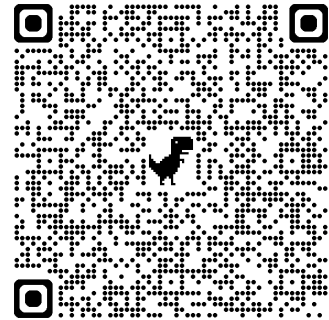
Steelcase Amia Chair



[RGO](#)

[Chair adjustment video](#)

Haworth Fern Chair



ObusForme Low Back Support



Scientifically proven to decrease pressure on the back by 35% and increase comfort. Removable and adjustable lumbar pad offers lower back support that can be customized
17 3/4" x 7" x 28"

ErgoCentric Coccyx Cut Out Cushion



Adds comfort to a hard seat surface with 3.5" foam
Coccyx Cut Out for Tailbone Relief

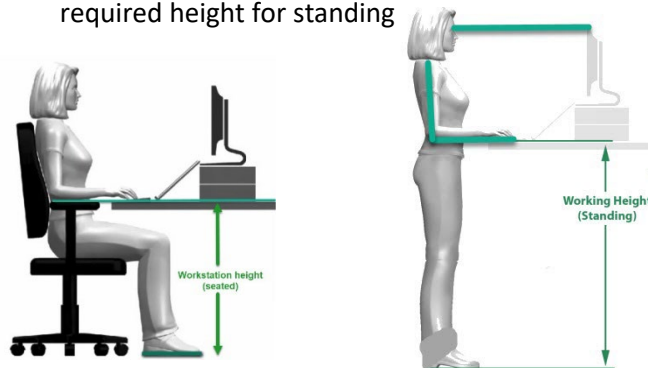
Humanscale Footrest



- 3" Height Adjustment
- Ball-Bearing Rollers Encourage Rocking Motion
- 16" W x 11.8"D

Sit/Stand desk: Work From Home purchasing information

- ❑ Measure the footprint of the area where the desk will be placed; ensure you are able to easily move around your office and you are not blocking doors, drawers, cupboards, or foot traffic.
- ❑ Check overhead - does the space allow for your monitor to raise to the appropriate height when standing. Measure standing eye height, this will be the approximate height of your monitor.
- ❑ Consider electrical outlets and cord placement for automatic desks and equipment.
- ❑ Recommended configurations based on 5th and 95th percentile anthropometric data:
 - Depth: 30 inches, however it can be 24 inches if using a keyboard tray. Some height adjustable desks will not allow tray installation (speak with the preferred provider, sales representative, regarding desk specifications).
 - Height adjustments for multiple users (Ucalgary office): $\leq 22.6 - \geq 48$ inches
 - Height adjustments for one user (personal purchase – home use), see diagram:
 - a. measure seated elbow height (sit with feet flat on the floor, knees at 90 degrees, shoulders relaxed and elbows at 90 degrees) = required height for sitting
 - b. measure standing elbow height (shoulders relaxed and elbows at 90 degrees) = required height for standing



Sit/stand converter (placed on desktop): Work From Home purchasing information







- ❑ Measure desktop surface and ensure the base will fit according to the manufacturer's guidelines.
- ❑ Is your desk sturdy enough to hold the weight of the converter and height adjustments.
- ❑ If your desk surface is higher than your seated elbow height you will need a converter with a drop-down keyboard tray.

Sit/Stand Desk Requirements

Changing from sitting to standing work does not change body position from the waist up. Changing body positions (stretching/movements/brief walks) throughout the day continues to be a priority to help decrease the risk of injury and discomfort.

- ❑ Complete the 10-minute training video - [Safe Use of Sit Stand Workstations](#) .
- ❑ Review the [Sit Stand Workstations](#) document for further information.

Height Adjustable Desk and Converter Examples

<p>Herman Miller Motia Sit/Stand Desk</p>  <p>Height - extended electrical: 22 – 48” 250 lb desktop load Depth: 24 – 30” Length: 48 – 72” Programable Contemporary Office Interiors</p>	<p>Herman Miller Nevi Sit/Stand Desk</p>  <p>Height - extended electrical: 22.5 – 48.5” Depth: 24 – 30” Length: 48 – 72” 200 lb desktop load Contemporary Office Interiors</p>	<p>Humanscale Float</p>  <p>Height adjusts: 27 – 47” Depth: 24 – 30” Length: 48 – 72” Electric adjustable height McCrum's</p>
<p>Ikea Bekant desk</p>  <p>Ikea</p>	<p>Ergotron Workfit TX Standing Desk Converter</p>  <p>Height adjustment Drop down tray moves keyboard at a comfortable position Gas spring provides quick adjustment without cranks or motors</p>	<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

External Keyboards & Mice: Work From Home purchasing information

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.

External Keyboard Examples




<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. Tenting feature and palm support sold separately. Split keyboard - Ergonomic tilt 39.05 cm x 18.1 cm x 2.22 cm Freestyle 2 keypad sold separately</p> 
<p>Logitech Wireless Compact Keyboard</p>  <p>Compact Long battery life Six hot keys 12 programmable F-keys Advanced 2.4 GHz wireless Logitech unifying receiver Plug and play simplicity Whisper quiet, framed keys</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</p>	<p>Adesso Luminous AKB -132UY Keyboard</p>  <p>Designed for people with visual impairments. Large black print on bright yellow keys decreases visual strain</p>	<p>Posturite Number Slide Keyboard</p>  <p>Compact keyboard for employees who use their number pad infrequently and mobile workers. Low profile keys Wired or wireless</p>

External Mice Examples

<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> 

Keyboard trays: Work From Home purchasing information and examples

- Desk configuration and materials allow attachment of the tray. Prior to purchasing a keyboard tray, you may need to speak with a sales representative regarding applicable installation.
- Keyboard and mouse fit comfortably at the same height.
- Attached wrist rests may be uncomfortable or interfere with your keyboard.
- Lowers to the proper height to allow feet to be fully supported on the floor with thighs parallel to the floor.
- Space to move comfortably around your workstation when the tray is extended.
- Allows for leg clearance under the tray.
- If needed, the arm rests can lower below the tray to promote movement.
- No sharp edges or uncomfortable ledges on the tray.
- The tray is stable and does not bounce when you are keyboarding.
- If multiple users, the tray should have various setting heights.
- Desk drawers and cabinets are accessible.
- Retracts when not in use. Retractable keyboards help keep your workspace tidy, decrease risk of injury, and provide a dust cover for your keyboard and mouse.
- Can you install it yourself or does it require specialized installation and tools?
- Do you require a corner station keyboard tray?

Humanscale Keyboard Tray	3M Adjustable Keyboard Tray	Herman Miller
 <p data-bbox="203 1310 407 1335">Various track lengths</p>	 <p data-bbox="618 1314 948 1369">For workstations where mounting depth is more than 17.5"</p> <p data-bbox="618 1402 938 1457">Minimum width below mounting surface: 26"</p> <p data-bbox="618 1491 688 1516">Swivels</p> <p data-bbox="618 1549 808 1575">Lateral adjustments</p>	 <p data-bbox="1029 1323 1349 1377">Attach to the underside of a work surface</p> <p data-bbox="1029 1411 1300 1465">Wide range of height and tilt adjustments</p> <p data-bbox="1029 1499 1409 1583">Mechanisms extend out when you need to type and store neatly under the work surface when not in use.</p>







Monitor stands/risers: Work From Home purchasing information and examples

Laptop and tablet screens are typically too small for prolonged computer work.

- Monitor base fits securely on the desktop.
- The monitor height is adjustable.
- It allows for tilt and/or swivel, to help decrease glare.
- If the monitor is not adjustable you may want to consider a monitor arm.
- It is a similar size to other monitors you may be using.
- It is compatible with your docking station and you have the proper attachments.
- Do you require an external camera?

<p>Herman Miller Ollin Laptop and tablet mount</p>  <p>Ollin Laptop and Tablet Mount attaches to Ollin and Flo monitor arms for laptops and tablets, delivering ergonomic benefits that help you up your game at work or at home. You stay comfortable because you control the height, distance, angle, and orientation of your device.</p> <p>Contemporary</p>	<p>Fellowes Professional Series Laptop Riser</p>  <p>Workstation with 4-port USB hub</p> <p>Notebook stand</p>	<p>Fellowes Notebook Riser</p>  <p>15 9/16"W x 11 9/16"D x 6 1/2" H-</p> <p>Supporting front edge, non-skid rubber feet and tilt adjustment</p> <p>Supports 17" notebook or 10 lbs max.</p>
<p>Herman Miller Ollin Monitor Arm</p>  <p>With the Ollin Monitor Arm, you can support a range of monitors and laptops of various weights. The arm has a wide range of motion, allowing you to position screens wherever makes you most comfortable, encouraging a healthier posture whether you're sitting or standing.</p> <p>Contemporary</p>	<p>Humanscale Monitor Arm</p>  <p>Rubberized Cable Management -run cords through a modular system</p> <p>Smooth and uniform height adjustment</p> <p>Built-in Counterbalance Indicator-counterbalance the monitor weight before monitor installation</p> <p>Patent-pending Quick Release Joints simplifying installation. Only one tool is required.</p> <p>Can be configured to hold up to three monitors</p> <p>Contemporary</p>	<p>Fellowes Designer Suites Monitor Riser</p>  <p>16"W x 9 9/16" D (Range between 4 3/8" & 6")</p> <p>Supports monitors up to 21" or 40lbs</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</p> <p>Allows portrait and landscape orientation</p> <p>Dry erase memo board for quick notes or reminders</p> <p>Weighted base for added sturdiness</p> <p>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>