

OFFICE CHAIR SAFETY TIPS

Do's & Don'ts

Data from the *Consumer Product Safety Commissions Injury Information Clearinghouse* indicates that people are sometimes hurt by falling from chairs. It is important to take adequate precautions to prevent injuries before they occur. Here are some office chair safety guidelines to follow:

Do's

1. Pay special attention to making sure your chair's casters (wheels) are fully inserted into the chair base.
2. Look for office chairs that have a 5-legged base.
3. Every 6 months or so, make sure all the parts of the chair are tightened to ensure stability.
4. Always keep the base of the chair completely on the floor.
5. Many office chairs are equipped with a tension control to compensate for different body weights. Always ensure that the control is properly adjusted, resulting in smooth and controlled tilt motion.

Don'ts

1. **Don't lean so far back in your chair that the wheels or legs lift up off the floor!** Leaning can cause the chair to slip out from under you, cause structural damage, or can loosen important connections that can cause the chair to fall apart.
2. **Never put all your weight at the very front edge of the chair!** If you sit too far forward, the chair can tip over. Use a chair with a forward tilt mechanism if the task requires sitting in a forward position.
3. **Don't leave electrical applicances on upholstered chairs!** Fire can result if they overheat.
4. **Don't overwork your chair!** Chairs in medical institutions or in other locations that are used 24 hours a day, get three times the use of a normal office chair. Inspect and maintain those chairs at least every 60 days.

Ask your *Milton Terry Sales Associate* questions about maintenance & safety.

*Information provided with the assistance of Global Total Office.

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