

# Risk Control Bulletin: **Purchasing New Office Furniture and Accessories**



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RISK CONTROL



Ergonomically designed furniture can reduce pain and injury, increase productivity, improve morale and decrease complaints.

The purchase of equipment should be task specific to eliminate (a) static or awkward posture; (b) repetitive motion; (c) poor access or inadequate clearance and excessive reach; (d) display that are difficult to read and understand; and (e) controls that are confusing to operate or require too much force. Therefore, furniture that is selected should be suitable for the types of tasks performed and be adaptable to multipurpose use. Office workstations must be designed carefully to meet the need of the staff and to accomplish the goals of the facility.

Below are some tips to help you when purchasing new office furniture and accessories:

- Choose adjustable furniture and chairs. Plan ahead by anticipating future changes in tasks and employee needs.
- Involve all potential users in the selection process by having people try out products before purchasing.
- Check the refund policy before purchases are made.
- Have a product representative provide training on the features and proper use of the product.

Look for these preferred features when shopping for chairs and furniture:

- Chairs
  - Pneumatic seat pan height adjustment.
  - Adjustable back rest height.
  - Adjustable back rest angle.
  - Adjustable forward tilt.
  - Swivel.
- Adjustable arm rest height and width.
- Table and desk
  - Adjustable work surface.
  - Adequate dimension.
  - Smooth work surface edges and corners, without sharp edges.
  - Adequate leg clearance and space.
  - Non-glare finish.
- Keyboard drawer
  - Height adjustment
  - Extended width to accommodate both keyboard and the mouse.
  - Built-in soft wrist rest (not the metal lip); or enough room for an add-on wrist rest.
  - Adequate leg room once the keyboard drawer is installed.

**To learn more about how CNA's Risk Control services can help you manage your risks and increase efficiencies, please contact CNA Risk Control at 866-262-0540, or visit [www.cna.com/riskcontrol](http://www.cna.com/riskcontrol).**

Bulletin Location: [www.cna.com](http://www.cna.com) > Find Resources to Manage & Reduce Risks > People > Ergonomics > Articles & Guides.

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