

## SCOPE OF WORK FOR OFFICE CHAIRS

### BACKGROUND

Logistics Services (LS) is one of the product groups within the Eskom Rotek Industries (ERI) mandated to provide logistical and warehousing solutions for Eskom's key assets across South Africa. Our goal is to ensure that all employees and goods are transported safely thereby complying Eskom's value of **Zero Harm** – In line with the LS SHEQ strategy to promote a safe working environment, the wellbeing of an employees' health is important especially in terms of ergonomics best practices.

Ergonomics is the science of fitting jobs to people. Employers must take the appropriate measures to ensure office furniture nurtures an employee's physical health and safety. Ergonomic furniture is designed to provide comfort in the working environment.


### A. SCOPE OF WORK AND DELIVERABLES

Office chair shall comply to the following specifications as guided by the ERI Occupational Hygiene Department:

- **Seat height.** Office chair seat height should be easily adjustable. A pneumatic adjustment lever is the easiest way to do this. This allows the user to have his/her feet flat on the floor, with thighs horizontal and arms even with the height of the desk.
- **Seat width and depth.** The seat should have enough width and depth to support any user comfortably. Usually 17 – 20 inches wide is the standard. The depth (from front to back of the seat) needs to be enough so that the user can sit with his/her back against ergonomically designed office chair with a backrest while leaving approximately 5. to 10 centimetres between the back of the knees and the seat of the chair. The forward or backward tilt of the seat should be adjustable.
- **Lumbar support.** Lower back support is very important. The lumbar spine has an inward curve and sitting for long periods without support for this curve tends to lead to slouching (which flattens the natural curve) and strains the structures in the lower spine. An ergonomically designed chair should have a lumbar adjustment (both height and depth) so each user can get the proper fit to support the inward curve of the lower back.
- **Backrest.** The backrest should be approximately 30 to 49 centimetres wide. If the backrest is separate from the seat, it should be adjustable in height and angle. It should be able to support the natural curve of the spine, again with special attention paid to proper support of the lumbar region. If the office chair has the seat and backrest together as one piece, the backrest should be adjustable in forward and back angles, with a locking mechanism to secure it from going too far backward once the user has determined the appropriate angle.
- **Seat material.** The material on the office chair seat and back should have enough padding to be comfortable to sit on for extended periods of time. Having a cloth fabric that breathes is preferable to a harder surface.
- **Armrests.** Office chair armrests should be adjustable. They should allow the user's arm to rest comfortably and shoulders to be relaxed. The elbows and lower arms should rest lightly and the forearm should not be on the armrest while typing.

- Swivel. Any conventional style or an ergonomically designed chair should easily rotate so the user can reach different areas of his or her desk without straining.
- Weigh – must withstand a minimum weight of 45kg and maximum weight of 130kg
- Fabric. Eskom Inspiration Blue Beige 20532

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