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## A STEP-BY STEP ASSESSMENT GUIDE FOR ERGONOMIC CHAIRS AND EQUIPMENT

### 1. Assessing Your Needs

Central to the service we provide is ergonomic seating, workstations and accessories.

We do everything possible to provide the most appropriate chair and equipment to suit the client.

Our assessments would take into account any recommendations already received from a health specialist.



### 2. Showroom Visits

This is the best first step, as we can demonstrate ergonomic principals of a wide range of chairs.

We can assess and discuss individual requirements to ensure that we recommend the most appropriate equipment.



### 3. Telephone Questionnaire

Should a showroom visit not be practicable, a telephone consultation with one of our assessors can be arranged. A questionnaire, which considers health needs, user size and work tasks will be completed to enable us to make our recommendation.



### 4. Chair Assessment Clinic

Where a number of people from the same site have an ergonomic requirement, we can arrange to bring in a number of chairs or accessories to your site, and hold a clinic. We can either hold one to one consultations, or provide a group presentation.



*We provide training and information necessary for the client to get optimum benefit from their ergonomic products. This is guaranteed to provide health benefits and will improve performance.*

# A STEP-BY STEP ASSESSMENT GUIDE - continued

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### 5 Quotation

We will provide a detailed quotation for the appropriate chair. The quotation is normally sent by e-mail, We are always pleased to discuss any queries you may have with our recommendations, and can provide demonstration models, for you to evaluate against our recommendation.



### 6. Delivery

Many of our popular products are held in stock so we can offer quick delivery. A special non-stock product typically takes 2-4 weeks from receipt of order.



### 7. Assembly/Training

When we receive the equipment from the manufacturer, we will call you to make arrangements for it to be delivered and assembled by our advisor, and set up for the user's needs. We will also carry out training to ensure the user is able to adjust correctly in future. Our training includes the all-important 'WHY' we need to make adjustments. This is related to the health needs of the individual and their work tasks recommendation.



**Everything is always supplied “On Approval” to ensure your specific health needs are satisfied.**

**thehumanoffice** Ltd  
BUSINESS SOLUTIONS FOR LIFE



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