



## Appropriate Chair Use

Chairs are part of our everyday lives. Did you know there is a right and wrong way to use a chair? Accidents and injuries involving chairs are avoidable. Here are a few tips to help avoid chair related injuries.

### Safety Tips:

- Office chairs are not step stools. Do not use any office chair as a ladder. It may be tempting to step on a chair to save time, but it is not safe.
- Do not roll chairs from one area to another, instead, lock the wheels (when applicable) and stand up to move from one area to another.
- Do not reach or bend from a chair. Stand up from the chair in order to retrieve items.
- Do not lean back in chairs (causing the legs of the chairs to come off the ground).
- Do not use a chair to transport items, use a trolley instead.
- Report potential safety concerns: missing screws, cracks in legs of or seats, "wobbly" chairs, etc.
- If you need a step stool, ask leadership at your facility where they are located.
- Do not run cords under rugs, in a high-traffic area, or where chairs can roll over them.

---

### How to Contact the PSO

For any questions regarding this communication, or any other patient safety related concerns, please email [patient.safety@centerstone.org](mailto:patient.safety@centerstone.org) or reach out to your local Patient Safety Organization (PSO) representative.