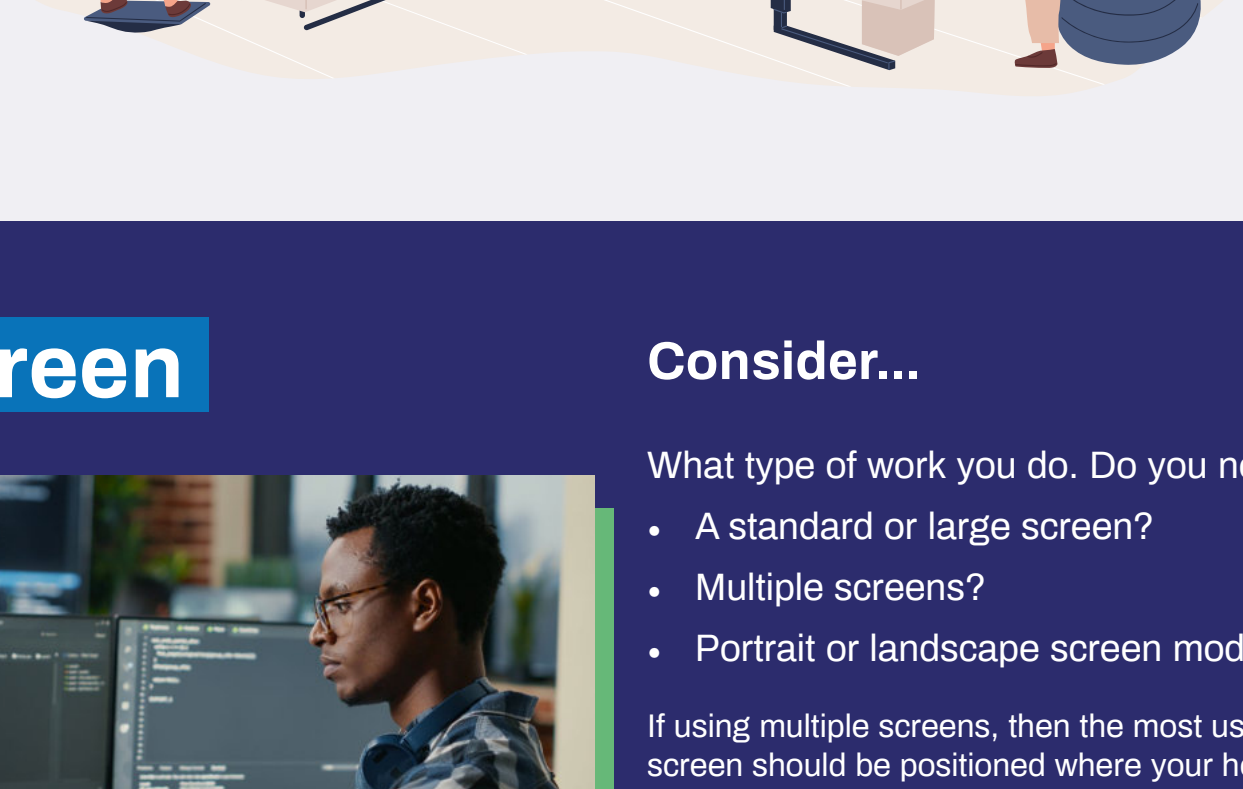
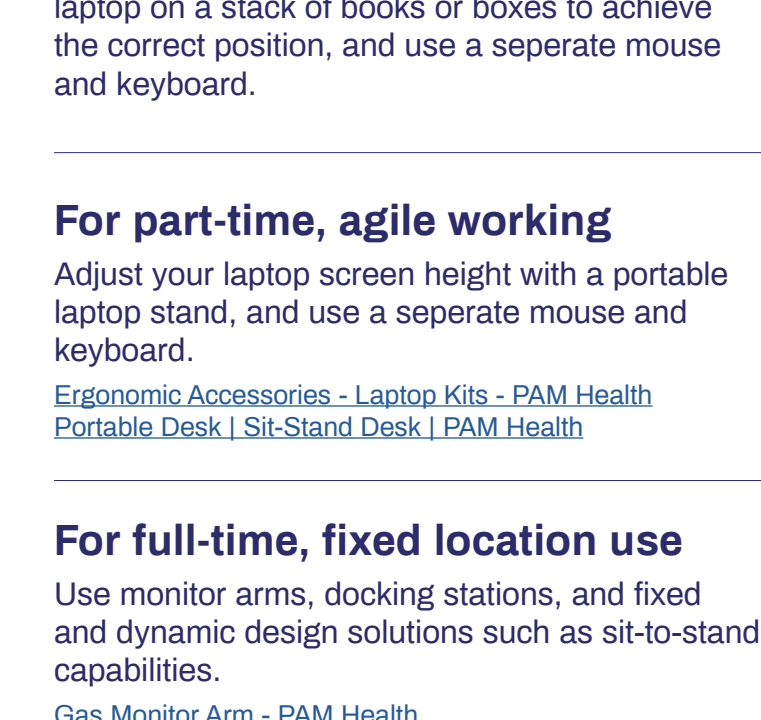


# Workstation set-up a quick guide

Learn how to set up your workstation for occasional, part-time, or full-time use.



## Screen



### Consider...

What type of work you do. Do you need:

- A standard or large screen?
- Multiple screens?
- Portrait or landscape screen modes?

If using multiple screens, then the most used screen should be positioned where your head is straight, not turned or bowed.

Content should be easy to see without squinting or leaning forward.

Position your setup to avoid screen glare or reflection.

### For occasional use

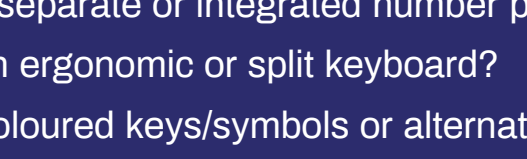
Your screen should be at eye level so put your laptop on a stack of books or boxes to achieve the correct position, and use a separate mouse and keyboard.



### For part-time, agile working

Adjust your laptop screen height with a portable laptop stand, and use a separate mouse and keyboard.

[Ergonomic Accessories - Laptop Kits - PAM Health](#)  
[Portable Desk | Sit-Stand Desk | PAM Health](#)



### For full-time, fixed location use

Use monitor arms, docking stations, and fixed and dynamic design solutions such as sit-to-stand capabilities.

[Gas Monitor Arm - PAM Health](#)



## Keyboards



### Consider...

What type of work you do. Do you need:

- A mini or full-size keyboard?
- A separate or integrated number pad?
- An ergonomic or split keyboard?
- Coloured keys/symbols or alternative formats?

### For occasional use

It is always preferable to have a separate keyboard (as opposed to a laptop keyboard), but for occasional short periods using the laptop keyboard isn't derogatory, provided you move more regularly and take necessary microbreaks.



### For part-time, agile working

Use a compact keyboard easy to pack away, potentially wireless and with a separate number pad (if it is needed).

[Black Mini Wireless Keyboard & Mouse - PAM Health](#)



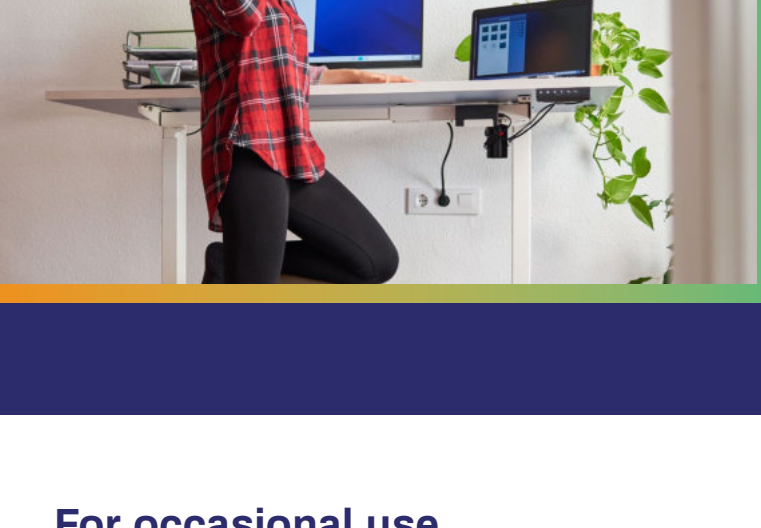
### For full-time, fixed location use

Use a sturdy light touch keyboard.

[Ultrasound 960 Keyboard - PAM Health](#)



## Mouse



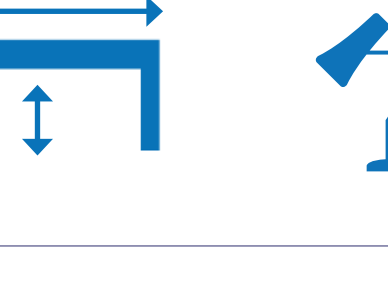
### Consider...

What type of work you do. Do you need:

- Vertical?
- Multidevice?
- Adjustable?
- Optical?
- Trackball?
- Hand preference?
- Wireless?
- Rollbar?
- Contoured?

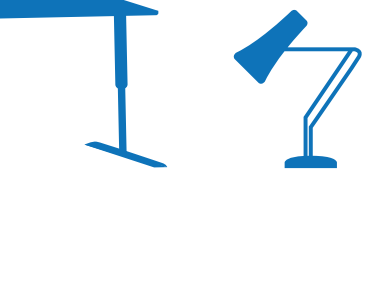
### For occasional use

It is always advisable to use a separate mouse (as opposed to a laptop touchpad). A mouse should always encourage a neutral hand position.



### For part-time, agile working

Use a wireless, lightweight and slim mouse easy to pack away, with a reduction in cables and wires. Consider a Bluetooth mouse to prevent loss of or damage to USB ports/plugs.



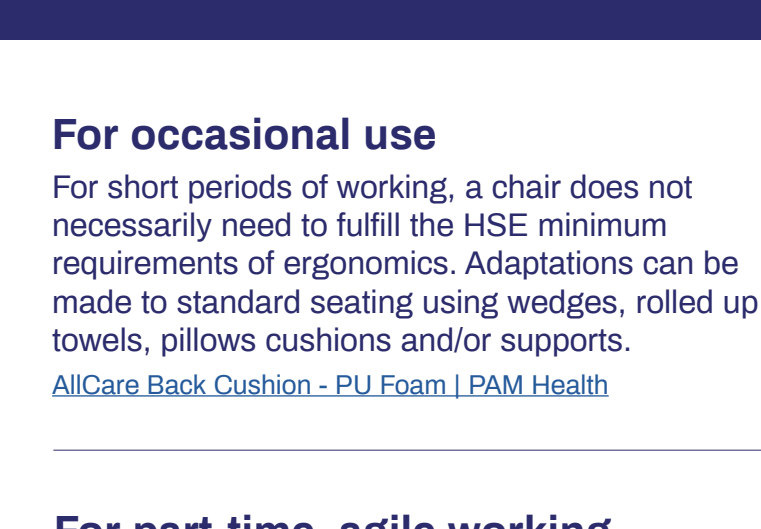
### For full-time, fixed location use

Use a sturdy mouse with a scroll wheel that maximises the efficiency of performing the work that you need to complete.

[Contour Unimouse | PAM Health](#)



## Surface



### Consider...

What type of work you do. Do you need:

- Space?
- Height?
- Adjustable?

### For occasional use

For short periods of working, a surface that has enough space to do what you need and is comfortable, well lit, and with enough leg room so you can move about freely is adequate.



### For part-time, agile working

Use a surface that fulfills the demands of the space that you need to accomplish your work requirements with adequate leg room and lighting.

[L-E-Vate Pro Standing Desk Levate | Sit-Stand Desk | PAM Health](#)



### For full-time, fixed location use

Use a sturdy work desk with obliterated glare, potentially with sit-to-stand capabilities and complete freedom of movement, with comfortable lighting, temperature and humidity.

[Electric Height Adjustable Desk Deluxe | PAM Health](#)



## Chair



### Consider...

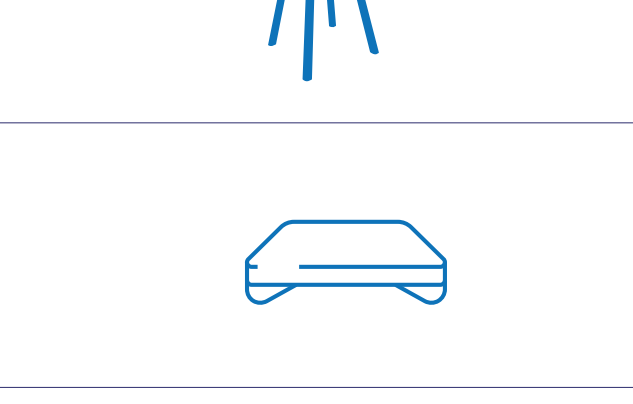
What type of work you do. Do you need:

- Adjustability?
- Height?
- Size?
- Carpet or hard floor castors?
- Comfort?
- Back support?

### For occasional use

For short periods of working, a chair does not necessarily need to fulfill the HSE minimum requirements of ergonomics. Adaptations can be made to standard seating using wedges, rolled up towels, pillows cushions and/or supports.

[AllCare Back Cushion - PU Foam | PAM Health](#)



### For part-time, agile working

Use a chair that fulfills the HSE minimum requirements, including a five-star base chair with adjustable seat height, suitably wide and deep enough for you as the user, with adequate padding, a backrest supportive to the lower and middle part of the back with height, tilt adjustment capabilities and full freedom of swivel movement.

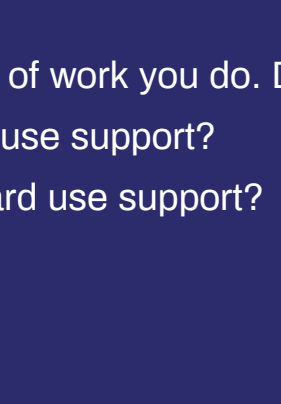
[PH200 Everyday Chair | PAM Health](#)



### For full-time, fixed location use

Use a robust chair, which in addition to the above, is specifically designed for 8 hours working, (as opposed to intermittent use).

[PH300 Office Chair | PAM Health](#)



## Footrest



### Consider...

What type of work you do. Do you need:

- Additional support to reach the floor?
- Lower limb support to achieve optimum comfort?

### For occasional use

Improvise a footrest with anything to support the feet, such as a stool or box.



### For part-time, agile working

Use a standard footrest.

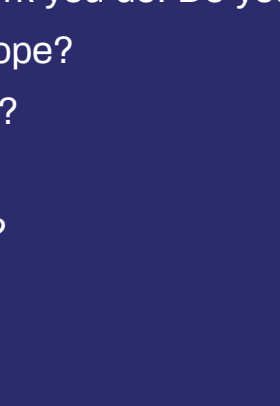
[Footrest | PAM Health](#)



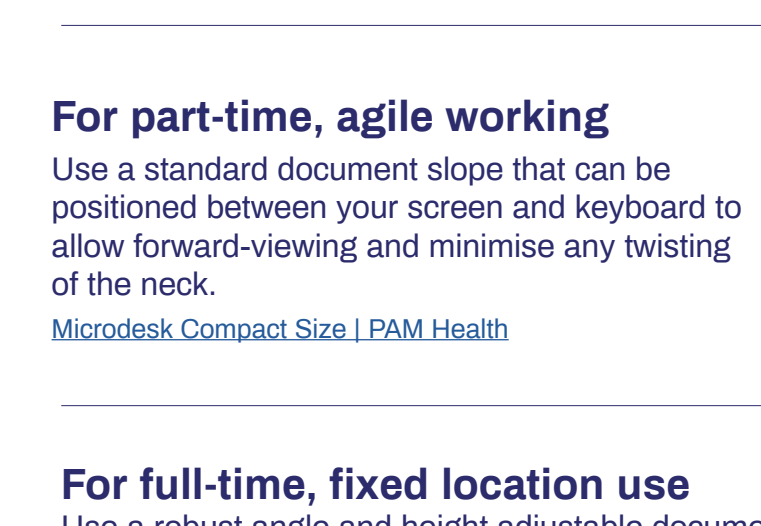
### For full-time, fixed location use:

Use a robust footrest, which allows movement of the feet and lower limbs.

[Height Adjustable Footrest | PAM Health](#)



## Wrist rest



### Consider...

What type of work you do. Do you need:

- Mouse use support?
- Keyboard use support?

### For occasional use

Any form of wrist rest can be of benefit if needed.



### For part-time, agile working

Use a standard wrist rest that avoids pressure on the underside of the wrist area by having an ergonomic concave design.

[Puk Wrist Support - PAM Health](#)



### For full-time, fixed location use:

Use a robust palm support, which permits free movement of the shoulder, hand and wrist whilst navigating and has no pressure or impact on the underside of the wrist area.

[Mousebean Hand Rest - PAM Health](#)



## Document Holder



### Consider...

What type of work you do. Do you need:

- Document slope?
- Writing slope?
- Position?
- Accessibility?
- Size?

### For occasional use

A standard upright document holder can be utilised as and when needed.



### For part-time, agile working

Use a standard document slope that can be positioned between your screen and keyboard to allow forward-viewing and minimise any twisting of the neck.

[Microdesk Compact Size | PAM Health](#)



### For full-time, fixed location use

Use a robust angle and height adjustable document and writing slope, potentially with a sliding top and for touch-typists one that floats above the keyboard.

[Flexdesk 630N Writing Slope | PAM Health](#)

