



PAM Physio Solutions

Workstation set-up a quick guide

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

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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 use 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

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.

[Laptop Risers – PAM Ergonomics](#)

For full-time, fixed location use:

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

[Monitor Stands & Arms – PAM Ergonomics](#)

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).

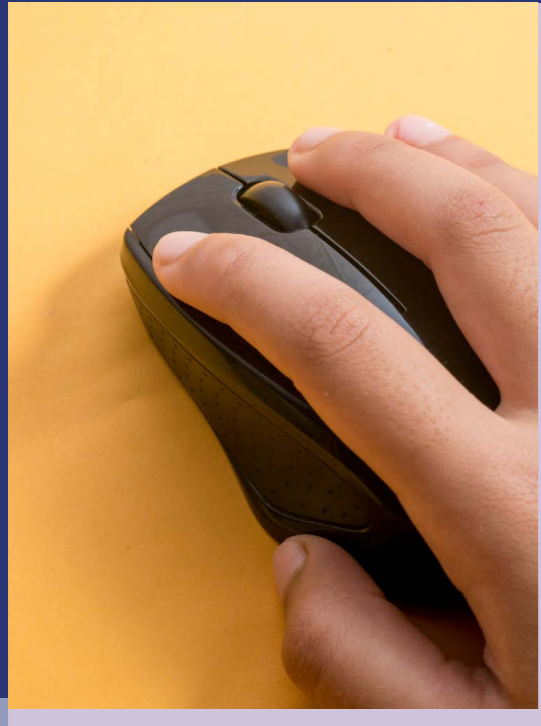
[Cherry KW9200 Mini Wireless Keyboard – PAM Ergonomics](#)

For full-time, fixed location use:

Use a sturdy light touch keyboard.

[Bakker Elkhuizen Keyboard/Mouse with Free of Charge Mat – PAM Ergonomics](#)

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 Ergonomics](#)

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.

[Sit-Stand Solutions – PAM Ergonomics](#)

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.

[Sit-Stand Solutions – PAM Ergonomics](#)

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 Ergonomics](#)

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.

[Karma High Back Ergonomic Chair – PAM Ergonomics](#)

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).

[SL154 High Back With Headrest & Multi-Functional Arms – PAM Ergonomics](#)

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.

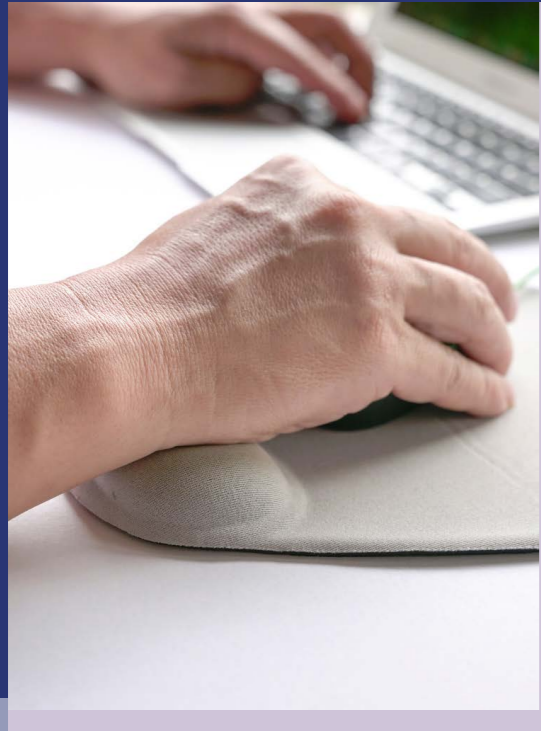
For part-time, agile working

Use a standard footrest.

For full-time, fixed location use:

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

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.

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.

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.

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.



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For further details

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