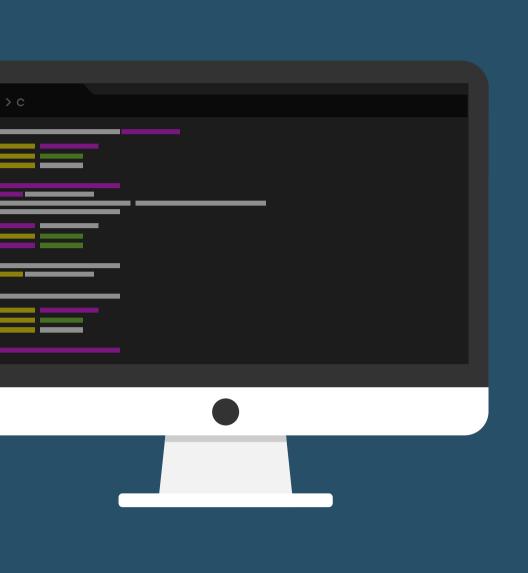


# Homeworker workstation set-up cheat sheet

Learn how to set up a healthy workstation for ad hoc, part-time and full-time work.





### Your screen

Always keep in mind...



- The nature of work carried out should determine whether you use:
  - A standard or large screen
  - One, two, or three screensScreens in portrait or landscape mode



3

The screen used most should be positioned so that your head is upright, not twisted or side-bent, and content is easy to see without squinting or leaning forward.

Position yourself so there's no glare or reflection on your screen.

# Tips for...

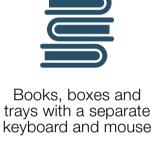
### Ad hoc use

If you find yourself temporarily having to do computer work without a suitable set-up, you can improvise to find a good working position with:

### Part-time use

If you are regularly having to do computer work without a full workstation set-up then make sure you have:

**Full-time use** If this is where you'll be working for the foreseeable future and as you will probably want to raise the top of your screen to eye level, consider using:





A laptop or tablet stand with a separate keyboard and mouse that can be put away







# Your Keyboard

Always keep in mind...

1

2

- The nature of work carried out. Your dimensions/tasks/preferences will determine whether you use:
  - A compact or full-size keyboard
    - A separate or integrated number pad (or none)A split keyboardRight or left-handed
    - Coloured/symbols or alternative keys formats

It is always better to have a keyboard that can be moved around separate to the screen (rather than your laptop keyboard).





Tips for...

It's okay to use a laptop without a separate keyboard for short periods every once in a while. In this case make sure you increase your breaks, including:

**Part-time use** 

away, or travel about with your

equipment, then you should

**Full-time use** 

If this is where you'll be working for the foreseeable future, you'll need:

probably consider:

If you need to pack your workstation

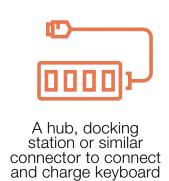






A compact keyboard with or without an attachable number pad

A compact or full-size keyboard



Or a wireless model

## **Your Mouse**

Always keep in mind...

- The nature of work and your needs determine the type of mouse you use:
  - Optical tra
    Vertical
  - TrackballRoll bar

2

- Wired/wireless/bluetoot
- Use a separate mouse (rather than the pad on your laptop) for frequent use.
- Your mouse should encourage a supported neutral working position.

### Tips for...

Ad hoc use It is inadvisable to rely on your laptop's trackpad.

**Part-time use** If you travel or use a computer for work, you'll need a mouse that's:

Full-time use If this is where you'll be working for the foreseeable future, you'll need: A wireless or bluetooth model to reduce cables and port usage

It's much more comfortable and productive to have a separate mouse on-hand when you need it

A separate mouse you can use with your arm relaxed by your body and your hand in a

neutral position



Lightweight and slim to travel with



# **Your Work-Surface**

Always keep in mind...



Make sure it's large enough to allow you to move your equipment around to achieve an arrangement that best suits you and the tasks you're completing.



3

There should be enough room to find a comfortable position for all your limbs with room to move.

The height of the desk should allow a suitable working position with sufficient leg room.



# Tips for...

### Ad hoc use

If you are looking for somewhere to sit and work for a short amount of time, look for a surface where there is enough space for you to be in a supported, symmetrical posture with suitable leg room.





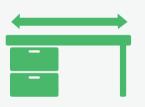


Part-time use

**Full-time use** 

If this is where you plan to work in the long-run, make sure the

surface has:







If you need a surface for longer tasks, perhaps a few times a week, you'll need:

Ideally a work-surface with the minimum dimensions of (D x W) 800 x 1,000 mm

Advised dimensions

depending on your tasks

of (D x W) 800 x 1,200 mm

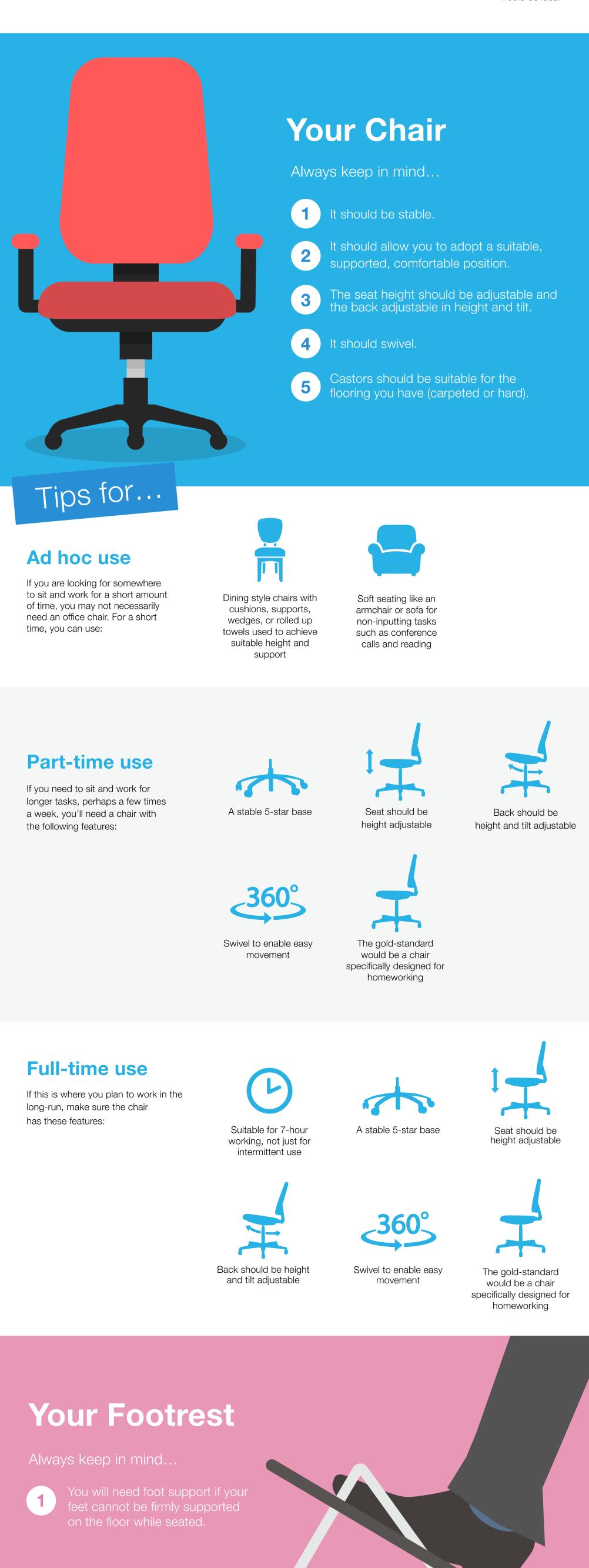
A depth of 600 mm may be OK, as long as long as your screen is less than 17" and flat

Minimum leg room

of 850 mm

The top should be no thicker than 70 mm so you can easily fit your legs under and get close

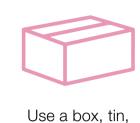
An adjustable height desk to allow you to regularly vary between sitting and standing would be ideal



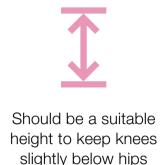


#### Ad hoc use

If you are looking for somewhere to sit and work for a short amount of time, you do not necessarily need a dedicated footrest. For a short period:



stool, ream of paper





Part-time use If you need to sit and work for longer tasks, perhaps a few times a week, you'll need:



### Full-time use

If this is where you plan to work in the long-run, make sure you have:



keep knees slightly below hips

### Your Document Holder or Writing Slope



You will probably need a document holder if your papers are affecting how you position yourself at your computer.



If you're looking between documents and your screen, a holder in line with the screen can improve head

positioning and reduce repetitive

movement.

# Tips for...

Ad hoc use For short periods of work, you can:





Part-time / Full-time use

If you need to sit and work for longer tasks, perhaps a few times a week, you'll probably need:



## Your Laptop or Tablet Riser

Always keep in mind...



If a portable device is used for long periods then it will need to be used with a separate keyboard and mouse and probably with the screen raised.



The top of the screen for most people needs to be at about eye-level.

# Tips for...

Ad hoc use For short periods of work, you should:



Place a non-flammable layer under devices that may get hot

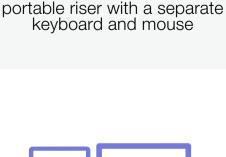


Part-time use

If you're using a laptop regularly, you should use:



Ideally, you would only use your laptop or tablet as a second screen. Place it close to the main screen and preferably off the desk to prevent clutter:



A dedicated stand or



attached to your monitor arms



Or an adjustable stand

### What next?

Browse our extensive range of chairs, desks and accessories designed specifically for homeworkers at https://www.posturite.co.uk/homeworking



Illustrations are for aesthetic purposes only and may not always depict a suitable DSE-compliant set-up.