

Ergonomic Tips for Redesigning Your New “Office”



Working from home can be challenging. The distractions are greater, the tools aren't the same, and your sitting and typing positions may be 'awkward' at best. By the end of the day, you can feel tired, sore, unproductive, and frustrated. Below are a few tips that will help you create comfortable workstation, and in turn, increase your focus and productivity.

Block Your Time

Try to keep a specific routine. Block your time in 1-2 hour sessions to dedicate specific hours to accomplish specific tasks. Set boundaries with your family and yourself.

Create Your Workspace

If possible, commit to your own dedicated workspace. This will reduce distraction, increase privacy, and provide you with a “work” mindset.

Set Up Your Space for a Neutral Position or Supported Positions

The fatigue from an awkward posture results when your body is out of a neutral position (when your body is aligned and balanced) without support. This can happen when your furniture doesn't fit correctly or your equipment is out of place as depicted to the right.

The overall goal for improved comfort and productivity is to position yourself in a neutral position or provide support when a neutral position isn't possible.

- If your chair doesn't adjust in height, sit on a pillow for better arm positioning.
- Place another pillow, rolled-up towel, or backrest to support your back.
- A box or footstool can support your feet.
- Position your monitor so your neck is comfortable.
- Consider standing at a counter, while adhering to the general goal of a neutral posture described above.



General Ergonomic Tips

Posture Changes—Movement is key to increasing circulation and lubricating the joints. Change your posture frequently. The next posture is the best posture.

Eye Fatigue—To reduce eye fatigue, implement the 20-20-20 rule; every 20 minutes, look away from the screen for 20 seconds to focus at least 20 feet away. Watch out for glare and avoid bright windows directly behind your screen or reflected by your screen.

Leverage the “Thinking Break”—Most typing is done in bursts rather than continuously. Between these bursts of activity, rest your hands in a relaxed, flat, straight posture. During a “thinking break” or micro-break (< 2 minutes), briefly stretch, stand up, or move around.

These tips will help most computer users. However, some people or situations may require additional coaching and/or external products—such as a mouse, keyboard, monitor, or task-specific pad—for optimal positioning, comfort, and productivity. Apex can assist with these cases with tailored virtual evaluations via webcam or mobile device.

Apex Can Provide Virtual Ergonomics Support For Your Home Workforce.

Please contact us if you would like to hear more about these or any of our other health, safety, environmental, or water resource capabilities.

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Zac has worked in safety, ergonomics, and injury prevention for 20 years. As a Certified Professional Ergonomist and Occupational Therapist, he collaborates with his clients to advance their business needs through the systematic improvement of productivity, quality, and injury reduction. He has performed countless office (and industrial) workstation evaluations nationally and leads a 2-day office ergonomics evaluators course annually.

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Erin applies her dual degrees in Geology and Psychology, her MBA, and 13 years of technical experience to develop environmental, health, safety and sustainability solutions for public and private; small; national; and international Fortune 500 companies. Her voluntary leadership positions have included serving as webmaster and communications chair for the Georgia Safety Health and Environmental Conference board, as president of the Tampa Bay Association of Environmental Professionals, and as co-chair of the 2014 National Association of Environmental Professionals Conference.

About Apex

Founded in 1988, Apex Companies, LLC is an award-winning water resources, environmental, health and safety firm dedicated to providing private and public sector clients with full-service, single-source solutions. Ranked #12 as an All-Environmental Firm by *ENR* magazine, Apex is known for its technical expertise, quick response time, unparalleled performance, and cost efficiency. We employ over 1,000 professionals including geologists, hydrogeologists, engineers, air quality experts, environmental scientists, information management experts, industrial hygienists, and safety specialists across more than 50 offices throughout the United States.

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