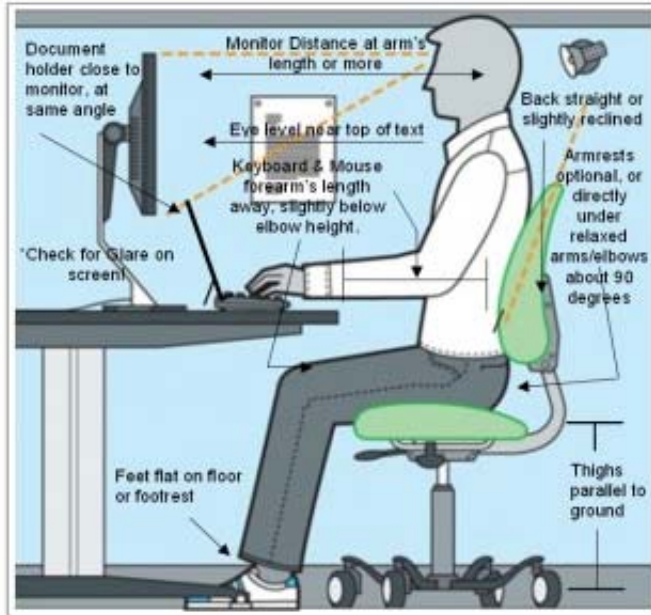


## Setting Up your Home Work Station

When working from home, it is important to set up your office work stations with ergonomics in mind. The following information can be found in the San Diego Community College District ERGOhealthy Resource Center at [www.sdccdergo.org](http://www.sdccdergo.org) Please log in and click on “How to Set-up Your Workstation,” “Ergo Solution by Body Parts” and “Ask an ERGOhealthy Coach.”



### ERGOhealthy Posture and Desk Setup

**Head-** Upright and over shoulders.

**Eyes-** Looking slightly downward without bending neck.

**Neck and Shoulders-** Should be relaxed, but not depressed.

**Back-** Whether supported by the chair or not, should be in a position that promotes natural curve of back.

**Elbows-** Bent about 90° with forearms horizontal.

**Wrists-** In neutral posture (straight).

**Thighs-** Horizontal with a 90° to 110° angle at the hip.

**Feet-** Fully supported and flat on the ground or a footrest.



For training in Office Ergonomics, please visit:

1. [sdccd-keenan.safecolleges.com](http://sdccd-keenan.safecolleges.com)
2. Use your SDCCD email to log in
3. Click Extra training
4. Choose “Environmental” box
5. Then click on Office Ergonomics

