



# SELF-ASSESSMENT CHECKLIST

## Machine Ergonomics

This Self-Assessment Checklist is designed to be completed by an employee to ensure their City/Town/Shire provided machine is ergonomically setup for them.

Vehicle being assessed:	
<b>Make:</b>	<b>Model:</b>
<b>Type:</b>	<b>Licence Plate:</b>

Item	Seat	Yes	No	N/A	Recommendations
1	Are you familiar with the features of your seat? (Height adjustment, backrest angle, lumbar support adjustment, seat pan tilt, suspension etc.)				<ul style="list-style-type: none"> <li>Spend 5 minutes becoming familiar with all the features of your seat.</li> </ul>
2	Has the seat suspension been adjusted to support your weight?				<ul style="list-style-type: none"> <li>Adjust seat tension to correct setting</li> </ul>
3	Is the lumbar (lower back) support in the backrest positioned within the lumbar curve of your spine?				<ul style="list-style-type: none"> <li>Adjust the lumbar (lower back) support into the correct position</li> </ul>
4	Adjust the backrest angle and/or seat pan (cushion) tilt to your comfort level. Recommended to have a 90-100° angle at your hip joint. Angle _____°				<ul style="list-style-type: none"> <li>Adjust the seat pan (cushion) tilt</li> <li>Adjust the backrest angle</li> </ul>
5	Is the seat of adequate width? Should not be <40cm				<ul style="list-style-type: none"> <li>Obtain a seat which provides adequate width</li> </ul>
6	Is the seat height appropriate? Average height 43cm (range 38-48cm) Height _____mm				<ul style="list-style-type: none"> <li>The front edge should be slight lower than the distance from the floor to the thigh when seated</li> </ul>
7	Does the seat swivel to allow multiple working positions, if required				<ul style="list-style-type: none"> <li>Investigate the use of either full swivel or partial lockable seat rotation</li> </ul>
8	Are your elbows positioned by your side when holding the steering wheel? Or; Are you avoiding excessive forward lean when operating mid-levers?				<ul style="list-style-type: none"> <li>Adjust seat position forward/backwards</li> </ul>
9	Are armrests available? If so have they been adjusted to comfortably support forearms when operating controls				<ul style="list-style-type: none"> <li>Adjust armrest to a comfortable and supportive position for forearms.</li> </ul>
10	Do you place your wallet inside the cab and not sit with your wallet in your rear pant pocket?				<ul style="list-style-type: none"> <li>When operating place wallet in a different position</li> </ul>
11	Does your seat provide a comfortable ride free of vibrations from the machine?				<ul style="list-style-type: none"> <li>Investigate vibration dampening solutions</li> </ul>
12	Does the seat cushion provide adequate support?				<ul style="list-style-type: none"> <li>Obtain a seat which provides adequate cushioning</li> </ul>
13	Is your seat free of malfunctions?				<ul style="list-style-type: none"> <li>Obtain a new seat and dispose of current seat</li> </ul>
14	Is the seat firmly mounted to the floor of the cab?				<ul style="list-style-type: none"> <li>Complete maintenance</li> </ul>

Item	Steering/Levers/Cab	Yes	No	N/A	Recommendations
15	Is there sufficient space in the footwell?				
16	Can you easily reach and operate levers or controls?				<ul style="list-style-type: none"> <li>Adjust seat position</li> </ul>
17	Can you easily reach and operate pedals?				<ul style="list-style-type: none"> <li>Adjust seat position</li> </ul>
18	Is the cab area large enough (e.g. uncramped) for you?				<ul style="list-style-type: none"> <li>Investigate other machinery and cab dimensions.</li> </ul>
19	Are you elbows or forearms comfortably supported whilst operating? ie not rest your elbow or forearm for long periods on hard or sharp work surfaces?				<ul style="list-style-type: none"> <li>Avoid leaning postures for extended periods</li> </ul>
20	Can you operate the machine without feeling vibrations through the floor?				<ul style="list-style-type: none"> <li>Investigate vibration dampening solutions</li> </ul>
21	Can you operate the machine without feeling vibrations through the controls?				<ul style="list-style-type: none"> <li>Investigate vibration dampening solutions</li> </ul>
22	Do you feel the cab blocks out excessive outside noise?				<ul style="list-style-type: none"> <li>Maintenance of seals, and use of PPE</li> </ul>
23	Can you control the temperature of the cab?				<ul style="list-style-type: none"> <li>Maintenance of air-conditioning and heating</li> </ul>

Item	Mirrors/Camera/Radio	Yes	No	N/A	Recommendations
24	Does the machine have practical mirrors for operational demands?				<ul style="list-style-type: none"> <li>Replace with appropriate mirrors</li> </ul>
25	Can you easily use the mirrors with no obstructions in view?				<ul style="list-style-type: none"> <li>Remove obstruction</li> </ul>
26	Are the mirrors placed in an appropriate viewing position? (easy to view without excessive movements)				<ul style="list-style-type: none"> <li>Reposition mirrors</li> </ul>
27	Are the mirrors clean and free of cracks or scratches?				<ul style="list-style-type: none"> <li>Clean mirror</li> <li>Replace mirror</li> </ul>
28	Are reverse cameras in use?				<ul style="list-style-type: none"> <li></li> </ul>
29	Is the camera placed in an appropriate position that doesn't require awkward positions to view?				<ul style="list-style-type: none"> <li>Training</li> <li>Investigate other locations for camera</li> </ul>
30	Is the camera monitor in a location that doesn't require the twisting of your head to the side to view the camera monitor?				<ul style="list-style-type: none"> <li>Re-position the monitor to reduce neck movements</li> </ul>
31	Is your field of view without obstruction (cab guards, pipes/hoses etc)?				<ul style="list-style-type: none"> <li>Remove obstruction</li> </ul>
32	Is the windscreen easy to view? (no cracks, scratches, peeling tint and clean				<ul style="list-style-type: none"> <li>Clean windscreen</li> <li>Replace tint</li> <li>Replace windscreen</li> </ul>
33	Are the cab windows free from distracting reflections?				<ul style="list-style-type: none"> <li>Remove reflection</li> <li>Use tinting</li> </ul>
34	Do you have a good general view of the ground?				<ul style="list-style-type: none"> <li>Remove obstruction</li> </ul>
35	Can you access the 2-way control box or hand mic without the need of awkward reaching /postures?				<ul style="list-style-type: none"> <li>Reposition CB control box</li> <li>Reposition hand mic</li> </ul>

Item	Access/Egress	Yes	No	N/A	Recommendations
36	Is the initial step at an appropriate height? (<500mm from ground) _____mm				<ul style="list-style-type: none"> <li>Access requires attention</li> </ul>
37	Are handrails provided and are they adequate (<1600mm)? Initial _____mm 2nd _____mm				<ul style="list-style-type: none"> <li>Access requires attention</li> </ul>
38	With the current door orientation can you safely access the vehicle?				<ul style="list-style-type: none"> <li>Access requires attention</li> </ul>
39	Does the surface of steps offer non-slip properties?				<ul style="list-style-type: none"> <li>Access requires attention</li> </ul>
40	Is the access/egress equipment maintained in a safe and functioning manner? (Steps, rails and doors)				<ul style="list-style-type: none"> <li>Access requires attention</li> </ul>
41	Is the isolation switch positioned between waist and shoulder height?				<ul style="list-style-type: none"> <li>Isolation switch requires adjustment</li> </ul>
42	In an emergency can you easily access the fire extinguisher without the risk of harm?				<ul style="list-style-type: none"> <li>Locate extinguisher in appropriate position</li> </ul>

After completing this checklist, please discuss any questions, queries or equipment requirements with your supervisor/s.

All completed checklists should be submitted to your supervisor.

Worker Assessed:	
Name:	Job Role:
Signature:	Date:

  

Supervisor	
Name:	Job Role:
Signature:	Date:
Comments	<i>E.g. Purchase of new seat approved – please follow up with relevant manager</i>

**Please contact LGIS Injury Prevention Consultants on 9483 8888 for specialist advice or assistance**