

Machine ergonomics – self-assessment

This Self-Assessment Checklist is designed to be completed by an employee to ensure their local government provided machine is ergonomically setup for them.

Vehicle being assessed:			
Make:		Model:	
Type:		Licence plate:	

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)				Spend five minutes becoming familiar with all the features of your seat
2	Has the seat suspension been adjusted to support your weight?				Adjust seat tension to correct setting
3	Is the lumbar (lower back) support in the backrest positioned within the lumbar curve of your spine?				Adjust the lumbar (lower back) support into the correct position
4	Is the backrest angle and/or seat pan (cushion) tilt adjusted to your comfort level? Recommended to have a 90-100° angle at your hip joint. Angle _____°				Adjust the seat pan (cushion) tilt Adjust the backrest angle
5	Is the seat of adequate width? Should not be <40cm				Obtain a seat which provides adequate width
6	Is the seat height appropriate? Average height 43cm (range 38-48cm) Height _____mm				The front edge should be slight lower than the distance from the floor to the thigh when seated
7	Does the seat swivel to allow multiple working positions, if required?				Investigate the use of either full swivel or partial lockable seat rotation
8	Are your elbows positioned by your side when holding the steering wheel? Or: Are you avoiding excessive forward lean when operating mid-levers?				Adjust seat position forward/backwards
9	Are armrests available? If so, have they been adjusted to comfortably support forearms when operating controls?				Adjust armrest to a comfortable and supportive position for forearms
10	Do you place your wallet inside the cab and not sit with it in your rear pant pocket?				When operating place wallet in a different position
11	Does your seat provide a comfortable ride free of vibrations from the machine?				Investigate vibration dampening solutions
12	Does the seat cushion provide adequate support?				Review and discuss seat options with Supervisor / Workshop Staff. Recommend maintenance review, or new seat requirements
13	Is your seat free of malfunctions?				Review and discuss seat options with Supervisor / Workshop Staff. Recommend maintenance review, or new seat requirements
14	Is the seat firmly mounted to the floor of the cab?				Complete maintenance

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?				Adjust seat position
17	Can you easily reach and operate pedals?				Adjust seat position
18	Is the cab area large enough (i.e. not cramped) for you?				Investigate other machinery and cab dimensions
19	Are you elbows or forearms comfortably supported whilst operating? i.e. not resting your elbow or forearm for long periods on hard or sharp work surfaces?				Avoid leaning postures for extended periods
20	Can you operate the machine without feeling vibrations through the floor?				Investigate vibration dampening solutions
21	Can you operate the machine without feeling vibrations through the controls?				Investigate vibration dampening solutions
22	Do you feel the cab blocks out excessive outside noise?				Maintenance of seals, and use of PPE
23	Can you control the temperature of the cab?				Maintenance of air-conditioning and heating
Item	Mirrors/camera/radio	Yes	No	N/A	Recommendations
24	Does the machine have practical mirrors for operational demands?				Replace with appropriate mirrors
25	Can you easily use the mirrors with no obstructions in view?				Remove obstruction
26	Are the mirrors placed in an appropriate viewing position? (easy to view without excessive movements)				Reposition mirrors
27	Are the mirrors clean and free of cracks or scratches?				Clean mirror Replace mirror
28	Are reverse cameras in use?				
29	Is the camera placed in an appropriate position that doesn't require awkward positions to view?				Training Investigate other locations for camera
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?				Re-position the monitor to reduce neck movements
31	Is your field of view without obstruction (cab guards, pipes/hoses etc)?				Remove obstruction
32	Is the windscreen easy to view? (no cracks, scratches, peeling tint and clean)				Clean windscreen Replace tint Replace windscreen
33	Are the cab windows free from distracting reflections?				Remove reflection Use tinting
34	Do you have a good general view of the ground?				Remove obstruction
35	Can you access the 2-way control box or hand mic without the need of awkward reaching /postures?				Reposition CB control box Reposition hand mic

Item	Access/egress	Yes	No	N/A	Recommendations
36	Is the initial step at an appropriate height? (<500mm from ground) _____mm				Access requires attention
37	Are handrails provided, and are they adequate (<1600mm)? Initial _____mm 2nd _____mm				Access requires attention
38	With the current door orientation can you safely access the vehicle?				Access requires attention
39	Does the surface of steps offer non-slip properties?				Access requires attention
40	Is the access/egress equipment maintained in a safe and functioning manner? (Steps, rails and doors)				Access requires attention
41	Is the isolation switch positioned between waist and shoulder height?				Isolation switch requires adjustment
42	In an emergency can you easily access the fire extinguisher without the risk of harm?				Locate extinguisher in appropriate position

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	E.g. Purchase of new chair approved – please follow up with relevant manage		

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