

Vehicle ergonomics – self-assessment

This self-assessment checklist is designed to be completed by an employee to ensure their local government provided vehicle is ergonomically setup for them.

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

Begin by pushing your seat all the way back, lower it as much as possible, and recline the back 30°- 40°.

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	Can you comfortably see the road and display panel?				Adjust seat height to correct height Use of a seat cushion or wedge to provide additional height if required
3	Can you reach and completely depress all the foot pedals without coming away from the seat back?				Adjust seat position forward/backwards
4	Is the seat of adequate width? Should not be <40cm				Obtain a seat which provides adequate width
5	Are your elbows positioned by your side when holding the steering wheel? Approx. 120°				Adjust seat position forward/backwards
6	Is the backrest at a 95 – 105° angle?				Adjust the backrest Adjust the lumbar (lower back) support into the correct position
7	Is the headrest positioned in the middle of your head?				Adjust headrest
8	Is the seat pan/cushion evenly supporting your entire thigh?				Adjust the tilt of the seat cushion
9	Is the seatbelt sitting in a comfortable position?				Adjust seat belt position or tension
10	When your hands are held at 10 and 2 on the steering wheel, are your thumbs in line with your shoulders?				Adjust steering wheel tilt to ensure correct positioning
11	Do you place your wallet inside the vehicle and not sit with your wallet in your rear pant pocket?				When driving place wallet in a different position
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	Mirrors/camera	Yes	No	N/A	Recommendations
15	Does the vehicle have practical mirrors for operational demands?				Replace with appropriate mirrors
16	Can you easily use the mirrors with no obstructions in view?				Remove obstruction
17	Are the mirrors placed in an appropriate viewing position? (easy to view without excessive movements)				Reposition mirrors
18	Are the mirrors clean and free of cracks or scratches?				Clean mirror Replace mirror
19	Are reverse cameras in use?				
20	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
21	Is your field of view without obstruction?				Remove obstruction
22	Is the windscreen easy to view? (no cracks, scratches, peeling tint and clean)				Clean windscreen Replace tint Replace windscreen
Item	Access/egress	Yes	No	N/A	Recommendations
23	Is the initial step at an appropriate height? (30-40cm from ground)				Access requires attention
24	Are handrails required/provided and are they adequate?				Access requires attention

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 manager		

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