



PRODUCTIVE.HEALTHY.WORKPLACES

VEHICLE ERGONOMIC SET UP CHECKLIST

Step 1: Seat Height

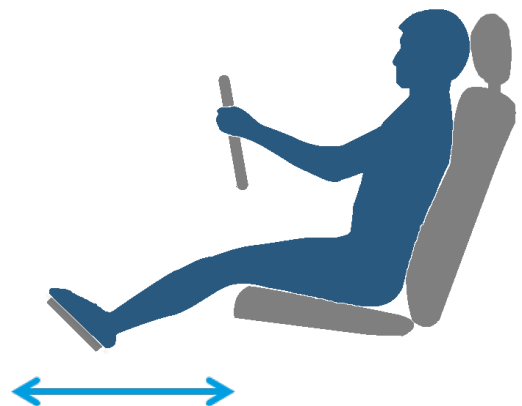
Raise your seat - as high as you can and still be comfortable:

- Optimise your vision through the windows
- 76mm (3 inches) view over the top of the steering wheel
- Sufficient room between the roof and the top of your head

Step 2: Seat distance

Adjust the seat forward/back position:

- Move the seat forward until you can easily push the pedals through their full range with your whole foot, not just your toes
- You may have to readjust the seat height to get better control of the pedals



Step 3: Seatpan

Check your seat cushion length:

- Sit as far back as possible
- Can you fit 2-3 fingers between back of and knee front of seat?
- If not, add a pillow or back cushion



Adjust your seat-pan tilt:

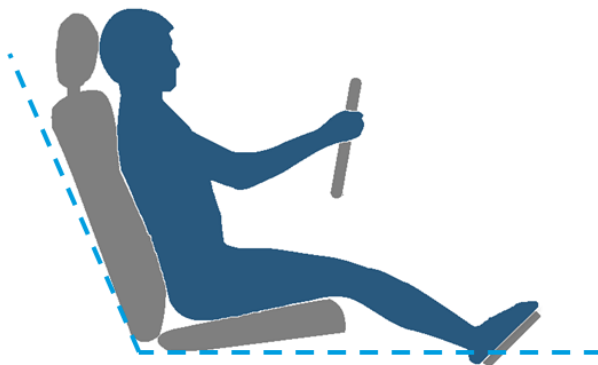
- Tilt the seat until your thighs are supported
- Without pressure at the back of your knees
- Knees slightly lower than your hips



Step 4: Seat (back) tilt

Adjust your back tilt:

- 100-110 degrees from horizontal
- The back support should fully support your back
- Don't lean too far back
- If you cannot recline your seat, take frequent breaks from your upright posture by shifting your weight side to side



Step 5: Lumbar Support

Adjust your lumbar support:

- Adjust up-and-down and in-and-out until you feel an even pressure along your back
- The lower part of your back should feel supported
- Roll up a small towel and place in the curve of your back or obtain a lumbar pillow if necessary



Step 6: The steering wheel

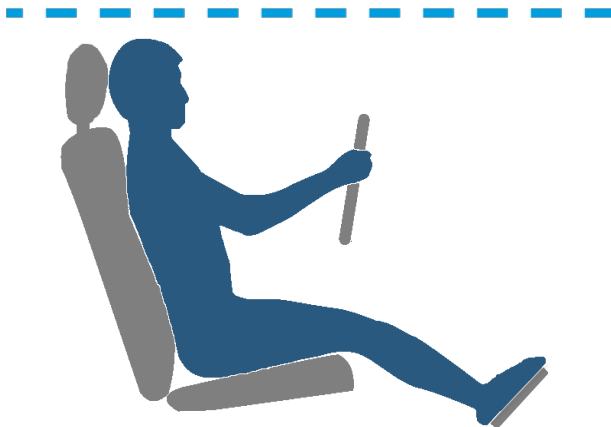
Adjust the steering wheel for height and tilt and pull it back for easy reach:

- The center of the steering wheel 25-30cm from your breast bone
- Your arms should be comfortable
- Check for clearance with thighs and knees when using pedals
- Ensure display panel is in full view

Step 7: Head rest

Adjust the head rest (head restraint):

- While sitting, raise the head rest until the top of it is level with top of your head
- Adjust the angle of the head rest until it is almost touching the back of your head when you are in your sitting posture



Step 8: Mirrors

Adjust your mirrors:

- First finish setting the seat
- Check you don't have to twist your neck to see
- If you have a blind spot attach a small mirror to your dashboard

Step 9: Use of the vehicle

Consider:

- Is the seat belt comfortable? Is a strap cushion required?
- Do you have adequate head and leg room in the vehicle?
- Are there blind spot or other safety issues for you in this vehicle?
- Can you enter and exit the car safely and easily?
- Are items required such as drink bottles, paperwork or sat navs positioned in an accessible position?
- Are there issues with loading and unloading items from the vehicle?