


Vehicle Ergonomic Checklist

For support, please contact the Health, Safety and Welfare Team by e-mailing: safetyadvice@gov.im

This document includes:

- [Assessment / Checklist of the Vehicle Set Up](#)
- [Assessor Notes](#)
- [Findings and Recommendations](#)

Employee Name:	
Employee Department:	
Employee Role:	
Manager Name:	
Date of Assessment:	
Assessment carried out by:	Shirley Klieve – Health, Safety & Welfare Advisor. Government Cabinet Office.
<p>Optional Source: http://www.getbritainstanding.org/ Optional and personal to the employee; the calculator on the above link helps to understand how much time is spent sitting on an average “working day”. This includes sitting time whilst at work, commuting and at home.</p> <div style="display: flex; align-items: flex-start;">  <p>Any comments that employee would like to share for the assessment:</p> </div>	

Assessment / Checklist of the Vehicle Set Up

This section can be completed by the driver and shared with the assessor. This section can also be completed by the assessor with the driver as part of the assessment.


Ref	Set Up for Driving	Response.	Comment.
001	Is the seat raised high enough for comfort and vision of road? <i>Your hips should be about level with your knees.</i>	<input type="checkbox"/> Yes. <input type="checkbox"/> No. <input type="checkbox"/> N/A	

Isle of Man Government | Internal Use Only



002	With the seat at the correct height, is there adequate head clearance on roof? <i>If you are craning your neck to see stoplights, your seat is set too high</i>	<input type="checkbox"/> Yes. <input type="checkbox"/> No. <input type="checkbox"/> N/A	
003	Can both feet fully depress all pedals without stretching / pulling back away from the backrest? <i>Adjust the seat so that you can fully depress the pedals and still have a slight bend in your right leg.</i>	<input type="checkbox"/> Yes. <input type="checkbox"/> No. <input type="checkbox"/> N/A	
004	Can the seat cushion tilt to support the length of the thighs and supports them along the length of the cushion – avoiding pressure on back of knees? <i>There should be at least a two finger gap between the back of your knee and the seat.</i>	<input type="checkbox"/> Yes. <input type="checkbox"/> No. <input type="checkbox"/> N/A	
005	Is the back rest supporting the length of the back up to the shoulders whilst still allowing for easy reach of all hand controls?	<input type="checkbox"/> Yes. <input type="checkbox"/> No. <input type="checkbox"/> N/A	
006	Is the backrest correctly adjusted to provide even pressure in the lumbar area?	<input type="checkbox"/> Yes. <input type="checkbox"/> No. <input type="checkbox"/> N/A	
007	Is the steering wheel adjusted for comfortable reach? <ul style="list-style-type: none"> • Shoulders relaxed • Elbows slightly bent 	<input type="checkbox"/> Yes. <input type="checkbox"/> No. <input type="checkbox"/> N/A	
008	Is the steering wheel adjusted to prevent obstructing knee clearance or view of the display panel? <i>Steering wheel should allow for 25-30cm between center of wheel and chest. Distance provides leverage and flexibility to turn the wheel and allows the air bag to deploy.</i>	<input type="checkbox"/> Yes. <input type="checkbox"/> No. <input type="checkbox"/> N/A	
009	When holding the steering wheel with both hands and straight wrists – are your elbows slight bent and shoulders in a neutral posture (i.e. arms by side)	<input type="checkbox"/> Yes. <input type="checkbox"/> No. <input type="checkbox"/> N/A	



010	<p>Is the head rest adjusted to reduce risk of injury in the event of a car accident?</p> <ul style="list-style-type: none"> • About level with the top of your head • Closer than 10cm from back of your head but not too close that it interferes with your ability to comfortably turn and move your head without contacting the head restraint? 	<input type="checkbox"/> Yes. <input type="checkbox"/> No. <input type="checkbox"/> N/A	
011	Are all mirrors adjusted to maximise view of road?	<input type="checkbox"/> Yes. <input type="checkbox"/> No. <input type="checkbox"/> N/A	
012	If applicable – is the sat nav positioned within visual field, but without obscuring view of road?	<input type="checkbox"/> Yes. <input type="checkbox"/> No. <input type="checkbox"/> N/A	
013	If applicable – are handsets paired with Bluetooth devices prior to setting off?	<input type="checkbox"/> Yes. <input type="checkbox"/> No. <input type="checkbox"/> N/A	
014	Does any added cradles/holders obscure vision?	<input type="checkbox"/> Yes. <input type="checkbox"/> No. <input type="checkbox"/> N/A	
015	<p>Are you able to adjust your posture/stretch regularly?</p> <p>Even good posture can cause discomfort when driving for long periods of time.</p>	<input type="checkbox"/> Yes. <input type="checkbox"/> No. <input type="checkbox"/> N/A	
016	Do you take at least a 15minute break from driving/driver's seat every 2 hours?	<input type="checkbox"/> Yes. <input type="checkbox"/> No. <input type="checkbox"/> N/A	
017	Do you avoid using your car as an office?	<input type="checkbox"/> Yes.	



		<input type="checkbox"/> No. <input type="checkbox"/> N/A	
018	Have you reported any driving discomfort to your Line Manager?	<input type="checkbox"/> Yes. <input type="checkbox"/> No. <input type="checkbox"/> N/A	

Assessor Notes

Employee Comments: <ul style="list-style-type: none"> • 		
Reasonable adjustments:		
Employee factors		
Vehicle factors		
Assessment Location:		
Vehicle Assessed Reg: Details:	Driving witnessed during assessment? <input type="checkbox"/> Yes. <input type="checkbox"/> No.	
Findings and Recommendations: Recommendations: <ul style="list-style-type: none"> ○ 		
Other vehicles to be assessed/considered?	<input type="checkbox"/> Yes. <input type="checkbox"/> No.	If yes please confirm vehicle types.
On average - duration of Driving during day?		
On average – duration of working from the cab (excluding driving) during an average day? Paperwork		

