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Example Procedures - Vehicle Seat and Mirror Adjustment SWP 119

As per our [Safe Driving Policy](#), [company name] employees must apply practices to make work-related driving as safe as they can. One of those measures is making sure the driver's seat and mirrors are properly adjusted before setting out on work-related driving.

The purpose of this procedure is to explain the steps employees will take to minimize exposure to hazards that can contribute to musculo-skeletal injuries due to incorrect driving position, and to optimize the driver's visibility of their driving environment.

The employee's supervisor is responsible to provide a copy of this procedure to the employee, explain and demonstrate it to the employee, and help them complete this procedure. The supervisor will also periodically confirm continued satisfactory application and documentation of this procedure.

This procedure applies to all employees who undertake work-related driving.

Adjusting driver seating position¹

Begin with:

- the seat fully lowered and pushed all the way back
- the back rest reclined 30 to 40 degrees from vertical
- the seat cushion tilted to its lowest position, and the lumbar support backed off
- the steering wheel tilted fully up and fully forward

1. Increase seat height to improve your vision of the road, and for comfort.

- Your hips should be about level with your knees. You want to see the full driving environment, but you need adequate clearance between your head and the roof. If you are bending your neck to see stoplights or other features above you, your seat is likely set too high.

2. Move the seat ahead until you can easily depress the accelerator and brake pedals without pulling your back away from the backrest.

3. Tilt the seat cushion so that it supports your thighs and along the length of the cushion.

- You should not feel pressure behind your knees.

4. Adjust the backrest so it provides support along the length of your back.

- Try for an angle of about 100 to 110 degrees. The backrest should provide support up to your shoulders. If you recline too far, you will probably be bending your neck and "stretching" for the steering wheel.

5. Adjust the lumbar support so that you can feel even pressure along the length of the back cushion.

- Fine-tune the lumbar support so there are no gaps or pressure points. Ensure the lumbar support fits your lumbar (low back) curve.

6. Adjust the steering wheel. Move it downwards and towards you to minimize reaching.

- Position the steering wheel so that when you grasp it with both hands and wrists straight, your elbows have a slight bend in them and your shoulders have more or less neutral positions (neutral shoulder posture is arms by the side).

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- Check for clearance: your knees should not contact steering column, console or underside of dash when operating pedals. Make sure you can clearly see the instrument panel display.

7. Adjust the headrest.

- With the seat position properly set, adjust the headrest so that when you move your head back, it is in the centre of the headrest. For most headrest designs, the top of the headrest should be even with the top of your head. Regardless of design, the top of the headrest should not be lower than the top of your ears (or not less than 5 or 6 cm below the top of your head).

Repeat the above steps to fine-tune your position as necessary.

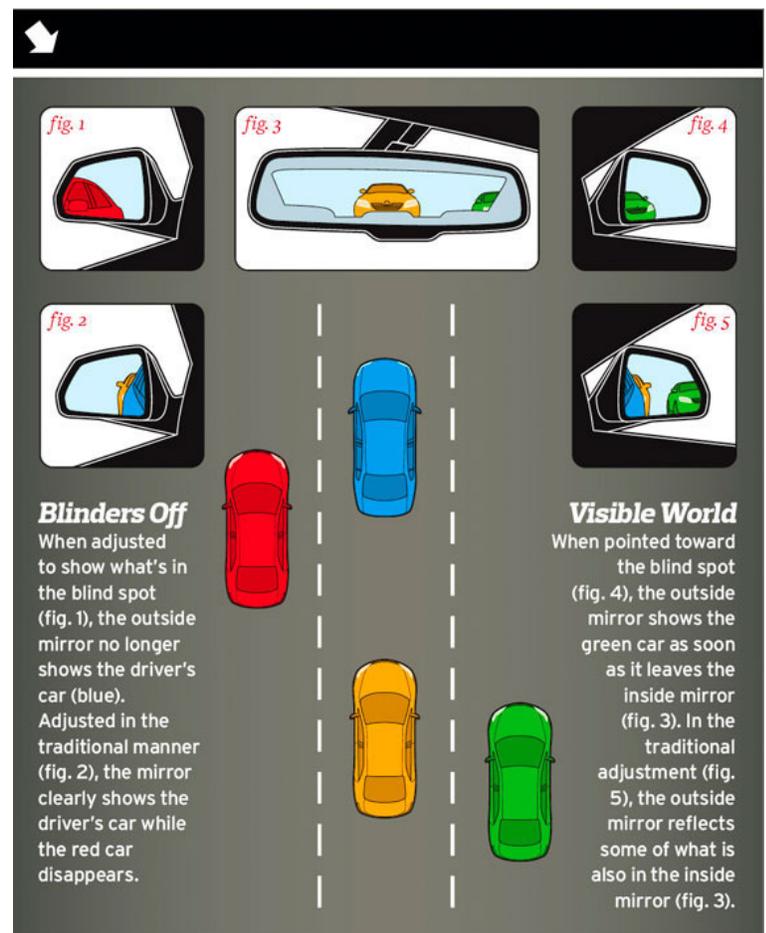
- Adjust the seat belt height so it fits you.

¹ – acknowledgements to Loughborough University – [Vehicle Ergonomics Best Practices Guide](#)

Adjusting the mirrors

Adjust the rearview and side mirrors so you can use them to see your surroundings without stretching or straining your neck or upper body.

- Adjust the center rear view mirror so it faces the center of the rear window.
- Using the diagram for guidance, set the left and right mirrors to maximize the useful information you can see when you glance at the mirrors. Adjust the mirrors outwards just beyond the point you can see any of the tail of your vehicle. Some people initially feel uncomfortable not seeing the tail of their vehicle in their side mirrors and using that for a reference point. However, this approach improves rearward visibility and reduces blind spots.
- Remember, properly adjusted mirrors can reduce blind spots, but they do not negate the need to do shoulder checks when you change lanes, or when you get ready to open your door (keep an eye out for cyclists).



<http://lifehacker.com/5865502/adjust-your-car-mirrors-properly-to-avoid-accidents>

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