Hand Arm Vibration Policy

Document Reference No:	PTHB HSP-004	
Version No:	V4	
Issue Date:	April 2023	
Review Date:	April 2026 (3-year maximum review period)	
Author:	Senior Health & Safety Officer	
Document Owner:	Senior Health & Safety Officer	
Accountable Executive:	Executive Director of Strategy, Primary Care, and Partnerships	
Approved By:	Health & Safety Group	
Approval Date:	20th March 2023	
Document Type:	Policy	Non-clinical
Scope:	PTHB wide	

The latest approved version of this document is online.
If the review date has passed please contact the Author for advice.

Version Control

Version	Summary of Changes/Amendments	Issue Date
1	Draft V1 for review	24/01/20
2	Issue V2 – Changes • Reporting confirmed cases on Datix. • Additional methods of identifying vibration magnitude.	06/04/20
3	Issue V3 - Updated with Changes to Directorate and roles and responsibilities.	March 22
4	Issue V4 – 3 yearly review & update to embed the approved HAVS Training Strategy and to reflect changes to Directorate along with roles and responsibilities coming into effect in April 2023.	March 23
5		
6		

ENGAGEMENT & CONSULTATION

Key Individuals/Groups Involved in <u>Developing</u> this Document.

Role / Designation
Senior Health & Safety Officer
Corporate Health & Safety Group

Circulated to the following for Consultation.

Date	Role / Designation
28/01/20	Corporate Health & Safety Group
18/02/20	PTHB Wide through Powys Announcement
07/04/20	Executive Team
28/02/23	Estates, Support Services & Occupational Health
20/03/23	Health & Safety Group

Evidence Base
Please list any National Guidelines, Legislation or Health and Care Standards relating to this subject area? These are documented within section 3 the Legal Framework and the reference section of this policy.

IMPACT ASSESSMENTS

Equality Impact Assessment Summary					
	No impact	**Adverse**	**Differential**	**Positive**	**Statement** An Equality Impact Assessment has been undertaken. A summary can be found in the table on the left.
Age	X				
Disability		X			
Gender Reassignment	X				
Pregnancy and Maternity	X				
Race	X				
Religion or Belief	X				
Sex	X				
Sexual Orientation	X				
Marriage and Civil Partnership	X				
Welsh Language	X				

Risk Assessment Summary
Have you identified any risks arising from the implementation of this policy / procedure / written control document? The risks associated with exposure to hand arm vibration will be reduced when the policy is implemented.
Have you identified any Information Governance issues arising from the implementation of this policy / procedure / written control document? No
Have you identified any training and / or resource implications as a result of implementing this? Possibly – staff who use vibratory equipment will need to attend hand arm vibration awareness training, so local resource issue may be identified when implementing this policy.

1. Introduction

Exposure to vibration for prolonged periods, through regular working with hand-held power tools, such as concrete breakers, percussion drills, and hand-guided equipment such as lawn mowers, strimmers, hedge trimmers, or by holding materials being processed by machines such as pedestal grinders, can have adverse effects on the hands and arms of users. Without effective controls, workers using such equipment may suffer various forms of damage, including impaired circulation and damage to the nerves or muscles.

Although there are many names for the injuries caused by excessive exposure to vibration, such as "vibration induced white finger", they are collectively known as Hand Arm Vibration Syndrome (HAVS), as well as specific diseases such as Carpal Tunnel Syndrome.

The primary cause of HAVS, is from work that involves holding vibrating tools or work equipment. The risk depends on both the vibration magnitude of the piece of equipment and how long people are exposed to that vibration, in effect a daily 'vibration dose'.

Other factors that that have an effect on this include:

- The grip, push and other forces used to guide and apply vibration tools. A tight grip transfers more vibration energy to the hand.
- The exposure pattern – length and frequency of work and rest periods. It is better to break up periods of exposure.
- How much of the hand is exposed to vibration.
- Factors affecting blood circulation, such as temperature and smoking. Some medical conditions – Raynaud's disease, coronary artery disease, blood disorders, pregnancy, epilepsy and some medications.
- Individual susceptibility.

2. Policy Statement

Powys Teaching Health Board (PTHB) recognises the risks posed to staff when working with vibratory tools and will manage, so far as is reasonably practicable, vibration hazards falling under its control. This policy demonstrates PTHB's commitment to reducing the risks associated with handheld vibratory tools and the continued improvement of employee health, safety and welfare.

PTHB will aim to achieve this by putting measures in place, to control vibration exposure levels at work so far as is reasonably practicable.

When selecting controls to manage exposure to vibration risks, PTHB will apply the hierarchy of controls as set out in the Management of Health & Safety at Work Regulations 1999 and the Control of Vibration at Work Regulations 2005.

PTHB will, so far as is reasonably practicable eliminate vibration at source. Where elimination is not practical, the PTHB will, reduce vibration exposure to as low a level as is reasonably practicable.

- Where employees are likely to be exposed to a risk from vibration, PTHB shall make and keep up to date suitable & sufficient vibration risk assessments.

- PTHB will provide employees with suitable information, instruction & training.

- Where an assessment indicates that vibration exposure is a risk to the health of employees, then health surveillance shall be carried out in line with PTHB's Occupational Health Policy and associated procedures.

3. Legal Framework

Powys Teaching Health Board has a duty under the Health & Safety at Work etc. Act 1974, to secure the health, safety and welfare of its employees and others who may be affected by its working activities.

In addition, the Management of Health and Safety at Work Regulations 1999 require the Health Board to assess the risk to employees' safety and welfare, implement adequate controls and health surveillance where necessary.

The Control of Vibration at Work Regulations 2005 require PTHB to protect employees against risks from the exposure to vibration at work. PTHB must

make sure that risks from vibration are assessed and controlled. It must provide information, instruction, and training to employees on the risks identified and the actions being taken to control them and provide suitable health surveillance.

The Provision and Use of Work Equipment Regulations 1998 require employers to select and use equipment that is suited to maintain the health and safety of the user. This duty extends to the consideration of vibration control when purchasing or hiring any new equipment.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) lists HAVS as a reportable disease. As a result of this legislative requirement, all cases of clinically diagnosed HAVS and associated conditions i.e., Carpal Tunnel Syndrome linked to exposure to vibration must be reported to the Health and Safety Executive (HSE).

4. Organisational Responsibilities

4.1	**Chief Executive** The Chief Executive is responsible to the Board of PTHB for the implementation of the arrangements and procedures required to implement this policy and to achieve compliance with legislation in standards of health and safety. These are outlined in more detail within PTHB HSP 001- Corporate Health and Safety Policy.
4.2	**Executive Directors** Executive Directors are responsible to the PTHB Board and for ensuring that all risks associated with vibration at work are adequately controlled within their areas of responsibility and that any health issues resulting from exposure to vibration at work are reported and investigated in line with this policy. Executive Directors are also responsible for ensuring suitable and sufficient risk assessments are undertaken as required and suitable control measures are implemented to control the risk from vibration exposure. Action plans are adequately monitored and any instances where hand arm vibration is diagnosed this is investigated thoroughly.
4.3	**Executive Director of Strategy, Primary Care, and Partnerships.** In addition to the responsibilities outlined in 4.2, the Executive Director of Strategy, Primary Care, and Partnerships will take lead responsibility for the management of health & safety at corporate

	level and is accountable for this to the Board of PTHB. These responsibilities include ensuring that the organisation receives competent advice and guidance regarding the management of vibration at work.
4.4	**Senior Managers** For example: Assistant Directors/Business Managers/Heads of Services Responsible for Service Delivery. Senior Managers for each locality/directorate have responsibility for the day-to-day management of health and safety within their area of responsibility. They are directly accountable to their management for ensuring full compliance with health & safety legislation, which includes compliance with the Control of Vibration at Work Regulations 2005 and for ensuring staff follow Safe Systems of Work (SSoW). Senior Managers will ensure that staff are able to attend relevant training sessions run by the organisation and ensure that agency staff, apprentices or bank staff have received appropriate vibration awareness training prior to undertaking any work with vibratory equipment. In addition, they need to ensure that systems are in place to achieve the following: • arrangements are in place for suitable and sufficient risk assessments to be undertaken, which properly assess any work activities where vibration is a risk. • systems of work are devised, documented and implemented in order to reduce risk. • to make arrangements to bring this policy, arrangements and any revisions to the notice of all employees within their area of responsibility and others who may be affected. • that Line Managers and Supervisors receive sufficient training to undertake their role. • to identify the resources required to implement this Policy and ensure that financial requirements are included in budget bids. • in liaison with Occupational Health ensure there is a robust process to assess, identify and record where new employees

	have previously been exposed to vibration, or have underlying health conditions that could be affected by exposure to vibration.
4.5	**Line Managers/Supervisors** For example: Estates Officers, Estates Supervisors, Facilities Managers and Facilities Supervisors & Co-ordinators. Are responsible for: • identifying employees who are exposed to vibration at work. • During the recruitment process and in close liaison with Occupational Health, ensure new employees who could be exposed to vibration whilst at work attend an appropriate baseline assessment. The results of this assessment must be scrutinised, to identify any underlying health or vibration exposure related conditions before the new employees commences work. If issues are identified suitable action must be taken to mitigate the risks from vibration exposure. • ensuring that suitable and sufficient risk assessments which properly assess any work activities undertaken by employees where vibration is a risk and implement control measures which reduce the risk so far as is reasonably practicable. • ensuring, in liaison with your Senior Health and Safety Officer, that all employees receive information, instruction and training on the management of hand arm vibration. • assessing any equipment used by employees and ensuring that information on appropriate work practices have been communicated to the employees. • ensuring that control measures resulting from the risk assessment and safe working practices are adhered to by employees, including job rotation, appropriate breaks etc. • reporting any issues or conditions to your Senior Manager and Senior Health and Safety Officer. • ensuring that a proper assessment of the vibration levels of work equipment are undertaken prior to purchase or hire i.e. measure or use certified data;

	• ensure that all tools, plant and equipment are properly maintained, inspected and used in a safe manner; and that instructions are followed. • ensuring the vibration exposure of staff is monitored on a regular basis. • ensuring staff attend health surveillance as and when requested. • eliminating exposure to vibration where advised by Occupational Health or other clinical physician.
4.6	**Employees** In addition to their duties under the Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999 and subsequent legislation and guidance, employees will assist their managers by: • complying with requirements of this policy, local procedures and risk assessed control measures. • advising the employer on any medically related issues or conditions which may affect their work with vibratory tools or equipment. • reporting any concerns or symptoms to their line manager as soon as possible, including issues of work practices, in order that remedial actions can be taken. • attending the Occupational Health Department for the purposes of health surveillance, as and when directed. • adhering to safe systems of work or training and awareness for the purposes of reducing the risks of hand arm vibration. • using only the powered hand operated equipment provided by the employer.
4.7	**Senior Health and Safety Officers** Reporting to the Assistant Director for Support Services, the Senior Health and Safety Officers will be responsible through PTHB's Health and Safety management system for:

	• reporting to Health and Safety Group any reported issues relating hand arm vibration and the action taken to prevent recurrence. • development of PTHB Hand Arm Vibration Policy and advising on the local implementation procedures. • monitoring and review of the effectiveness of PTHB Policy and locally implemented procedures. • assisting and reviewing the process of risk assessment. • communicating changes in legislation and best practice. • reporting any diagnosed instances of hand arm vibration or vibration associated ill health to the HSE.
4.8	**Occupational Health** Reporting to the Assistant Director for Workforce and Organisational Development, the Occupational Health Department will be responsible for: • providing a confidential service to all staff and deliver specialist advice on the effects of health on work and the effects of work on health. • working closely with managers and provide advice, when requested on the suitability, availability and appropriateness of health surveillance. • undertaking appropriate health surveillance as identified through risk assessment and legislation. • keeping records for the appropriate lengths of time. • giving feedback and guidance on risk to individuals following health surveillance. • advising the appropriate manager if there are restrictions on an individual's ability to work due to health risks. • giving feedback on the results from health surveillance to the appropriate managers, operational safety groups and Senior Safety Officers.

5. Arrangements

5.1 Risk Assessment

To effectively manage the risk from exposure to vibration, suitable and sufficient risk assessments must be undertaken by departments, to identify the sources of vibration within the workplace, who will be exposed, the levels of exposure, the work equipment involved and the control measures that must be implemented.

Where activities or equipment are identified that expose employees to vibration, it is essential that an assessment is made to determine the levels of exposure for each piece of equipment and the activity, to identify if employees' daily vibration exposure is likely to be at or above the Exposure Action Value (EAV) or Exposure Limit Value (ELV).

Where exposure levels are likely to be at, or above the Exposure Action Value (ELV)-100HSE points, suitable control measures must be implemented to mitigate any risk.

Where exposure is likely to be at or above the Exposure Limit Value (ELV)-400 HSE points, action must be taken to prevent the ELV being exceeded and to reduce the levels of exposure to a level as low as is reasonably practicable (ALARP).
To be relevant, the vibration magnitude used during the assessment process must be representative of the equipment you plan to use and the way in which you plan to use it. There are several possible sources of suitable information on vibration magnitudes.

These include:

(a) vibration emission values declared in the equipment handbook.
(b) additional information from the equipment supplier.
(c) internet databases.
(d) research organisations.
(e) vibration consultancies.
(f) HSE's website – (L40).
(g) trade associations.
(h) measurements made in the workplace.

Services should aspire to the latter of these, by introducing a rolling program of measuring all vibratory equipment, as used operationally on various materials or in the various circumstances. This will enable the services to build up an accurate database, as this is preferred to the use of figures and measurements presented by manufacturers, any measurements must be done by a competent person.

	Where equipment measurements are not available, equipment will be replaced or quarantined until such time as the vibration magnitudes can be measured by a competent person. Where vibration measurements have been taken or are available via another source (as identified above), the HSE have produced a "Vibration Calculator". This is available to download free from the HSE web site and will assist with working out exposure rates during the risk assessment process. If using a source other than actual vibration measurements, then an uncertainty value - "K" value must be added to the listed vibration magnitude before the calculation is done. The "K" values will be listed with the equipment vibration information. Where vibration equipment is regularly used, managers must remain alert for symptoms among employees. Once reported, symptoms must be referred to PTHB Occupational Health Department, who will undertake the necessary investigations. The Regulations require the careful consideration of employees whose health may be at particular risk from vibration due, for example, to circulatory problems, joint or muscular problems or those suffering with Raynaud's disease, and this must be considered during the risk assessment process.
5.2	**Control Measures** PTHB will ensure that risk from the exposure of employees to vibration is either eliminated at source or, where this is not reasonably practicable, reduced to as low a level as is reasonably practicable and will monitor exposure levels and effects. Control measures to achieve this may include, but is not limited to: • avoiding where possible the process that generate vibration i.e., Eliminate the risk. • substituting a process for one involving less vibration, for example by replacing manual concrete breaker with a remote control or robotic breaker. • purchasing/hiring/utilising tools designed for low vibration e.g. tools with anti-vibration mountings or vibration-isolating handles. • correct and routine maintenance of tools.

	• Job rotation. • Training for employees. • advising on the proper selection of tools for the task – suitable for the purpose for and working conditions in which they are to be used, used only for the purposes for which they are suited and used only under conditions for which they are suitable. • arrangements to reduce the grip, push and other forces by providing supports for tools or work pieces. • carry out regular monitoring of exposure levels. • provide a robust HAVS health surveillance.
5.3	**Training** To ensure the organisation complies with Health and Safety Legislation and to ensure employees have the knowledge and competence to manage the risks associated with using vibratory work equipment. Employees must receive suitable information, instruction, and training in relation to HAVS, therefore the organisations has agreed and approved a risk based training strategy for HAVS, as outlined below: Managers/Supervisors who have been designated with responsibility for "leading" on the management and assessment of work where vibratory tools or equipment are used - • Managers/Supervisors designated as a "lead" for the management and assessment of work, where vibratory tools and equipment are in use within their departments, are to attend an accredited HAVS Management Essentials Course. This will be refreshed on a 5 yearly basis, or before if it is identified that legislation or guidance has significantly changed. • The above training will be supported by attending the HAVS Awareness training on a 3 yearly basis, this awareness training is delivered by the H&S Team either face to face or via Teams. • Continued Professional Development (CPD) – To assist Managers and Supervisors in maintaining competence in the management of vibration exposure and HAVS within their

departments. The H&S Team will as and when opportunities arise, inform managers of HAVS CPD events so staff can attend.

It is a departmental responsibility to identify and nominate "lead" Managers/Supervisors, who will be responsible for the management and assessment of vibration exposure within their respective departments and ensuring suitable control measures are identified and implemented to mitigate the risks.

Departments must ensure their nominated "leads" attend the HAVS Management Essentials training courses as outlined above.

All other Supervisors/Managers whose employees use or operate vibratory tools or work equipment -

- All other Supervisors/Managers whose employees use or operate vibratory tools or work equipment, must attend a HAVS Awareness course delivered internally by PTHB Health and Safety Team either face to face or via Teams. This must be done within 6 months of taking up appointment and then refreshed on a 3 yearly basis.

Employees who are identified through risk assessment as using vibratory tools or work equipment during the course of their work, must receive suitable information, instruction and training, along with supervision in the safe use and operation of such equipment and training in hand arm vibration.

Information, instruction, and training must include:

- the health effects of vibration exposure.
- sources of vibration.
- the level of risk, where identified, whether the risk is high (above the ELV), medium (above the EAV) or low (below the EAV).
- the risk factors (e.g., the levels of vibration, daily exposure duration, regularity of exposure over weeks, months, and years).
- how to recognise and report symptoms of hand arm vibration.
- the need for health surveillance, how it can help them remain

fit for work, how it is provided.

- personal Protective Equipment.

Ways to minimise risk to health, including:

- changes to working practices to reduce vibration exposure.
- correct selection, use and maintenance of equipment.
- correct techniques for equipment use, how to reduce grip force etc.
- maintenance of good blood circulation at work by keeping warm, massaging fingers and where relevant, cutting down on smoking.

HAVS training will be delivered on a risk-based approach, based on the potential daily exposure to vibration in HSE points, and as outlined below:

Level 3 – The level 3 HAVS training is required where the daily vibration exposure levels are assessed as 60 HSE points per day or above and consists of:

- HAVS Awareness Training delivered by the Health and Safety Team either face to face or via Teams, attended within 6 months of appointment and refreshed three yearly thereafter. Courses will be plotted on ESR quarterly and will also be available on "as required" basis to meet the needs of the service.
- A departmental HAVS toolbox talk will be delivered on appointment (along with other toolbox talks) and annually thereafter and will include a review of the HAVS risk assessments. The toolbox talk will be delivered by the HAVS Lead within department.

Level 2 – The level 2 HAVS training is required where the daily vibration exposure levels are assessed as being between 30 and 60 HSE points per day and consists of:

- An online HAVS training session delivered via ESR which will include a test of knowledge, attended within 6 months of appointment, and refreshed three yearly thereafter. This course will be available through ESR.

- A departmental HAVS toolbox talk will be delivered on appointment (along with other toolbox talks) and annually thereafter and will include a review of the HAVS risk assessments. The toolbox talk will be delivered by the HAVS Lead within department.

Level 1 – The level 1 HAVS training is required where the daily vibration exposure levels are assessed as being between 0 and 30 HSE points per day and consists of:

- On appointment all new employees will receive the HSE's Hand Arm Vibration information leaflet (indg296). This will be supplemented with the delivery of the departmental HAVS toolbox talk, this will then be refreshed three yearly thereafter. The HSE's leaflet indg296 will either be available through ESR or the Health and Safety web pages, to ensure the most up to date information is always communicated.

All HAVS training including toolbox talks must be recorded on ESR. HAVS training will be "mandatory" for all employees who are using vibratory tools or work equipment during the course of their work.

Toolbox Talks - Departments whose employees are using vibratory work equipment must ensure they develop and deliver toolbox talks to employees as set out above and must be recorded on ESR.

The HAVS toolbox talks must be risk based and relevant to the tasks being undertaken by the department, the equipment being used and the levels of vibration exposure, covering:

- What is Hand Arm Vibration Syndrome (HAVS).
- Signs, symptoms, and effects of HAVS.
- People at risk.
- Employers duties.
- Employees duties.
- The risk assessment for the tasks, duration, and vibration exposure.
- The importance of selecting the correct equipment for the task.
- Alternative ways to carry out the work.
- Tool/equipment inspection and maintenance.
- The means of monitoring/measuring vibration exposure.
- When health surveillance is required.

Line Managers must ensure they regularly monitor the work activities undertaken by their staff. To identify if there is the potential for an increase in employee's exposure to vibration, due to change in role or

	work activities. Where this occurs Line Managers must ensure the employee attends the appropriate level of HAVS training, as listed above. The Health and Safety Team will review levels of HAVS training as outlined above to ensure it remains fit for purpose and relevant to departmental needs, in line with changes in legislation, guidance, and best practice.
5.4	**Maintenance** Vibration emissions can be dramatically reduced by good tool maintenance. Managers must ensure that equipment is properly cared for, and any damage reported immediately. Power tools and other work equipment will be serviced and maintained in accordance with the manufacturers' maintenance schedules to prevent unnecessarily high vibration levels and ensure efficient operation. Staff will be reminded to report any tools perceived to be giving rise to excessive vibration to their supervisors. The supervisors will subsequently arrange for such tools to be examined and repaired where necessary. Maintenance schedules will, where appropriate, make specific reference to inspection and repair of any anti vibration measures.
5.5	**Procurement** PTHB will adopt a procurement policy that prioritises low vibration tools and processes. Staff engaged in the procurement and purchase of tools and equipment must be familiar with Control of Vibration at Work Regulations practical guidance for employers Part 4: a sample of suggested questions for manufacturers and suppliers of equipment is contained in Appendix 1. Managers/Supervisors will ensure that procurement requests are clearly accompanied by advice that low vibration characteristics are a priority in selecting tools and equipment. Procurement must respond positively to requests for low vibration tools and equipment, even though cheaper alternatives may be available. Selection of such tools and equipment shall be carried out in consultation with / or at the request of a competent person, e.g.,

	line manager of persons who will be exposed to vibration during their work activities and appropriate Senior Health and Safety Officer. As far as possible, PTHB will standardise the tools used for various tasks i.e., minimise the range of tool brands and models in use to assist with the reduction in vibration exposure.

6. Health Surveillance

The Management of Health and Safety at Work Regulations 1999, along with the Control of Vibration at Work Regulations 2005 require appropriate health surveillance to be provided to employees, where the risk assessments identify it to be necessary. Health surveillance shall be carried out by PTHB Occupational Health Department, where:

- a risk assessment indicates there is a risk to health of employees who are likely to be exposed to vibration; or
- employees are likely to be exposed at or above an exposure action value (EAV).
- an employee indicates they may be suffering with symptoms associated with HAVS.
- a direct link can be established between an exposure and an identifiable disease or adverse health effect.
- it is probable that the disease or adverse health effect may occur under the conditions of work.
- valid techniques are available for detecting the disease or adverse health effect.

Evidence of all employees undergoing health surveillance shall be recorded and maintained for at least 40 years.

To identify employees with symptoms that require further investigation, while avoiding unnecessary use of specialist resources, a tiered approach to health surveillance will be implemented, as follows:

Tier 1 - Initial or baseline assessment. Before any employee is exposed to Hand Arm Vibration, Occupational Health will undertake an initial assessment, upon notification of such by the manager/supervisor or as part of the pre-employment process. Initial screening will be carried out using a self-administered questionnaire that includes questions about the person's medical history and is to be returned in confidence to Occupational Health.

Tier 2 - Annual (screening) questionnaire. Managers of operatives working with vibratory tools that pose a risk will ensure on an annual basis, their employees complete a Hand Arm Vibration screening questionnaire, and return this to Occupational Health. This will form the routine health surveillance for employees who are at risk but have not reported any symptoms suggestive of HAVS. This will include those identified with underlying health conditions that could be adversely affected by exposure to vibration.

Tier 3 - Assessment by qualified person. If any symptoms are reported at Tier 2 stage the operative may be required to be assessed by the Occupational Health Advisor, who will then decide whether the operative is referred to the Occupational Health Physician for further assessment.

Tier 4 - Formal Diagnosis. Any formal diagnosis is made by the Occupational Health Physician, who may also wish to refer the operative to a vascular Consultant.

Confirmed Cases of HAVS & Restrictions

Where Occupational Health have diagnosed an employee with Hand Arm Vibration Syndrome, or vibration related Carpal Tunnel Syndrome, restrictions may be placed on the employee's use of vibratory tools or work equipment, and this will be confirmed in writing to the respective Manager. Where restrictions have been placed on the employee, department Managers/Supervisors must carry out a risk assessment detailing the controls required to comply with the recommendations / restrictions advised by Occupational Health for the employee.

7. Reporting of Vibration Related Ill Health

If staff members suffer any symptoms that are related to hand arm vibration or suspected vibration related ill health, this must be reported to their Line Manager immediately. If following an Occupational Health referral vibration related ill health is diagnosed, these instances must be reported via Datix.

All cases of work-related hand arm Vibration, or vibration related ill health such as vibration related Carpal Tunnel Syndrome, diagnosed by PTHB's Occupational Health Physician, must be confirmed in writing to PTHB's Health and Safety Team so they can be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

8. Monitoring Compliance, Audit & Review

Monitoring and auditing of compliance with this policy will be undertaken as part of the corporate health & safety audit schedule.

This document will be reviewed every three years or earlier should audit results or changes to legislation / practice within PTHB indicate otherwise.

9. Records

It is essential that records maintained on all aspects of the above. These records will include:

- details of any vibration measurements taken by a competent person;
- risk assessments.
- details of work practices, periods of exposure for employees and monitoring.
- equipment purchase information.
- a register of all plant and equipment.
- pre-employment assessments of employees.
- health surveillance questionnaires/reports, including any Occupational Health Physician reports or other specialist medical information.

10. References

L140 'Hand-Arm Vibration – The Control of Vibration at Work 2005 Regulations: Guidance on Regulations,'

HSG170 'Vibration Solutions: Practical Ways to Reduce the Risk of Hand-Arm Vibration Injury',

INDG175 'Hand-Arm Vibration at Work, a Brief Guide for Employers,'

INDG296 'Hand-Arm Vibration: A Guide for Employees,'

Health and Safety Executive (HSE) website: www.hse.gov.uk/vibration (link below)

http://www.legislation.gov.uk/uksi/2005/1093/contents/made

Appendix 1

SUGGESTED QUESTIONS FOR TOOL MANUFACTURERS

1. Is the vibration of any handle or other surface likely to be held by the operator likely to exceed 2.5 ms-2 in normal use?

2. If Yes what is the frequency weighted acceleration under:
   i) Operating conditions producing the highest vibration.
   ii) Typical operating conditions.
   iii) Other standard conditions.

3. Under what operating conditions were the measurements made?

4. If the tests were in accordance with a published standard, provide details and indicate the extent to which vibration may differ from the quoted values in normal use.

5. Details of steps you have taken to minimise vibration.

6. Are any additional measures practicable? Provide details of design changes, additional cost, and any production penalties.

7. What is the maximum frequency weighted vibration that the tool can be guaranteed not to exceed?

8. What tests were carried out to confirm claims made in answer to question 7?

9. Please give details of any other measures required to minimise operator exposure to vibration resulting from use of the tool in question.