



CABINET – 14TH FEBRUARY 2018

SUBJECT: CONTROL OF HAND ARM VIBRATION AT WORK POLICY

REPORT BY: ACTING DIRECTOR OF CORPORATE SERVICES & SECTION 151 OFFICER

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek Cabinet approval for the Policy and Corporate Management Arrangements for the control of Hand Arm Vibration at work.

2. SUMMARY

- 2.1 In 2012 a report to CMT advised of the range of issues associated with exposure to Hand Arm Vibration. At that time improvements were required in the employment screening, risk assessment and vibration exposure monitoring processes within service areas. In addition health surveillance which had previously been contracted out was in need of review and improvement. Since 2012 improvements have been made in all areas of vibration control and at the end of the improvement programme a Hand Arm Vibration Policy and Corporate Management Arrangements have been drafted by Health and Safety which reflect the arrangements currently in place.

3. LINKS TO STRATEGY

- 3.1 The report links to the Authority's statutory duties in relation to control of vibration from use of work equipment.

4. THE REPORT

- 4.1 Hand Arm Vibration Syndrome (HAVS) is caused by repeated and frequent use of hand-held vibrating tools - for example, power drills, chainsaws, pneumatic drills, etc. It may also be caused by holding or working with machinery that vibrates. It is not clear how vibration causes the condition. It is probably due to slight but repeated injury to the small nerves and blood vessels in the fingers. Over time these may gradually lose some of their function and cause symptoms such as numbness, tingling and loss of sensation. Possibly, up to 1 in 10 people who work regularly with vibrating tools may develop HAVS.
- 4.2 The attached Policy (appendix 1) details the roles and responsibilities at all levels for the control of vibration.
- 4.3 The attached Corporate Management Arrangements (appendix 2) detail the practical measures which will be undertaken to control the risk from use of vibratory tools, including ~

Risk Assessment, which determines employees' daily vibration exposures, with enough accuracy to establish who is likely to be exposed at or above the exposure action value or exposure limit value as detailed in the Control of Vibration at Work Regulations 2005 as well as the preventative and protective measures in place to control the risk.

Selection and Procurement, of equipment includes the sourcing of low vibration emitting tools.

Maintenance, of equipment can dramatically reduce vibration emitted from power tools and other equipment; the arrangements require suitable maintenance regimes.

Health surveillance must be robust to monitor the effects of exposure to vibration from the start of employment to establish a baseline and throughout employment in relevant posts. Those staff removed from work with vibratory tools will be removed from ongoing surveillance, symptoms which require no further exposure are unlikely to recover to the level where exposure to vibration can be re-introduced. In 2016 94 employees have been seen by the Occupational Health Physician who specialises in the assessment of vibration induced diseases and is registered with the HSE.

Instruction & Training, both initial and refresher training will be provided to relevant staff and records of training retained.

5. WELL-BEING OF FUTURE GENERATIONS

- 5.1 This report contributes to the Well-being Goals as set out in Links to Strategy above. It is consistent with the five ways of working as defined within the sustainable development principle in the Act in that we will seek to prevent accidents and incidents occurring through proactively managing risk associated with use of vibrating equipment in accordance with HSE legislation and guidance. This will assist in safeguarding the health and safety of our employees, residents, service users and visitors and ensure that the Council as a public body and social landlord meets its regulatory duties and corporate objectives.

6. EQUALITIES IMPLICATIONS

- 6.1 There are no equalities implications associated with this report.

7. FINANCIAL IMPLICATIONS

- 7.1 The cost of health surveillance is covered by the Service areas affected.

8. PERSONNEL IMPLICATIONS

- 8.1 There are no direct personnel implications.

9. CONSULTATIONS

- 9.1 The report reflects the views of the listed consultees.

10. RECOMMENDATIONS

- 10.1 Cabinet are asked to approve the attached Control of Hand Arm Vibration at Work Policy (appendix 1) and Corporate Management Arrangements (appendix 2).

11. REASONS FOR THE RECOMMENDATIONS

- 11.1 The recommendation is made to ensure that the Authority meets its statutory responsibilities under Health and Safety law.

12. STATUTORY POWER

12.1 The Health and Safety at Work etc. Act 1974 and the Control of Vibration at Work Regulations 2005.

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Consultees: Corporate Management Team
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Cllr Colin Gordon, Cabinet Member for Corporate Services
Mark Williams, Interim Head of Property Services

Appendices:

Appendix 1 Control of Hand Arm Vibration Exposure at Work Policy

Appendix 2 Corporate Management Arrangements for the Control of Hand Arm Vibration Exposure at Work

CAERPHILLY COUNTY BOROUGH COUNCIL

CONTROL OF HAND ARM VIBRATION EXPOSURE AT WORK POLICY

Version:	Version 1
Policy Ratified by:	Health and Safety Division
Date:	February 2018
Area Applicable:	All Council employees, agency staff and volunteers.
Review Year	2020



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Mae'r cyhoeddiad hwn ar gael yn Gymraeg ac mewn ieithiodd neu fformatau eriall ar gais.

NOTE

Wherever the designation "manager" is used throughout this policy, it is taken to mean Head of Service, Head Teacher, Line Manager, Supervisor and the Officer in charge or anyone who has responsibilities for employees in the course of their work.

1. INTRODUCTION

- 1.1. This document sets out the policy, and outlines the protective and preventative measures to be implemented by Caerphilly County Borough Council (the Authority), to ensure the health, safety and welfare of its employees in relation to the control of hand-arm vibration (HAV) while at work.
- 1.2. This policy must be read in conjunction with the Corporate Management Arrangements for the Control of Hand Arm Vibration Exposure at Work document that sets out the arrangements and responsibilities for managing the exposure of employees to hand arm vibration while undertaking work activities for the Authority.

2. POLICY STATEMENT

- 2.1. The Authority recognises that its employees are its most valuable resource in delivering high quality services to the community, and will take all practical steps to ensure the health and safety of its employees, as well as contractors, agency staff and visitors to and users of Authority premises and work equipment by controlling their exposure to hand arm vibration from work equipment and processes.
- 2.2. The Authority recognises there are inherent risks with some work activities which put its employees at greater risk of exposure to work related hand arm vibration. The Authority will therefore assess the risks associated with work activities that present a risk associated with hand arm vibration and consider alternative safer systems of work where reasonably practicable that eliminate the risk at source, or reduce the extent and duration of exposure, so far as is reasonably practicable.
- 2.3. Where control of hand arm vibration is necessary, the effective control of these risks will be achieved through the management systems as set out in this policy, and the provision of appropriate training, information, instruction and supervision. To be effective this policy requires the full co-operation of management and employees at all levels.
- 2.4. The Authority accepts it has specific duties under various health and safety legislation including those specified in Section 5.

3. SCOPE

- 3.1. This policy has been agreed with the Trade Unions and applies to all employees.
- 3.2. This policy will be reviewed at least every 2 years to ensure it is in line with current legislation.
- 3.3. The effective date of the policy is February 2016.

4. DEFINITIONS

4.1. For the purpose of this policy the following definitions are to be used and applied throughout the policy and the supporting Corporate Management Arrangements document:-

- **'vibration'** - mechanical vibration produced by a piece of machinery or equipment, or in a vehicle as a result of its operation (particularly on uneven ground);
- **'hand-arm vibration'** (HAV) - mechanical vibration transmitted into the hands and arms, typically as a result of the use of vibrating hand held tools such as power tools and road breakers, and hand-guided equipment such as powered lawnmowers, and strimmers.
- **'daily exposure'** - the quantity of mechanical vibration to which a worker is exposed during a working day, normalised to an 8-hour reference period, which takes into account of the magnitude and duration of vibration.
- **'daily exposure limit value'** - the maximum amount of vibration an employee may be exposed to on any single working day, averaged over an 8-hour period:-
 - For hand arm vibration this has been set at 5 m/s² A (8)
- **daily exposure action value** - the level of daily exposure to vibration above which there is a requirement to take action to reduce exposure, averaged over an 8-hour period:-
 - For hand–arm vibration this has been set at 2.5m/s² A (8)
- **m/s²A(8)** - the unit of measurement for the total exposure to vibration, averaged over an 8 hour period.
- **m/s²A(8)_{week}** - the unit of measurement for the total exposure to vibration occurring within a seven-day period, averaged over a period of five 8-hour days (40 hours). This averaging period rarely applies and relates to occasional exposures above the exposure action value, eg unavoidable activities of high exposure but low frequency ie; emergency work.
- **'working day'** - a daily working period, irrespective of the time of day when it begins and ends, and of whether it begins or ends on the same calendar day.
- **'risk assessment'** - all assessments relating to the identification and assessment of hazards and risks associated with vibration and of the effectiveness of risk-control measures.
- **'equipment'** - includes all hand tools, mobile and fixed plant /machinery and vehicles with the potential to cause harm through vibration as a direct or indirect result of its use.
- **a 'survey'** - a visit to an Authority premises to conduct vibration measurement on selected 'equipment'.
- **'employees'**- all persons employed by the Authority conducting any activity relating to the Authority's undertaking whether for payment or otherwise (eg. volunteers and those on work experience placements.) This also includes temporary and agency staff.
- **'competent person'** refers to a person with the appropriate knowledge, theoretical and practical understanding, training, experience and personal qualities that make them qualified to make informed decisions regarding the control of vibration exposure in connection with work activities.
- **'contractor'** - any person (or persons) who is not an 'employee' but who is authorised by the Authority to carry out work on its behalf.

5. LEGISLATION

- 5.1. This policy, along with its supporting procedures, is designed to ensure the Authority meets its legal obligations under the following legislation:-
- The Health and Safety at Work etc. Act 1974
 - The Control of Vibration at Work Regulations 2005
 - The Provision and Use of Work Equipment Regulations 1998 (PUWER) (as amended)
 - The Supply of Machinery (Safety) Regulations 1992 (as amended)
 - The Management of Health and Safety at Work Regulations 1999
 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

6. RESPONSIBILITIES

6.1. The Chief Executive Officer will:

- 6.1.1. Be ultimately responsible for ensuring compliance with this policy within Caerphilly County Borough Council.

6.2. Directors and Heads of Service will:

- 6.2.1 Be responsible for ensuring the effective implementation of this Corporate Policy, the Corporate Management Arrangements, associated Directorate policies and local management arrangements within their service areas;
- 6.2.2 Ensure that appropriate resources are made available for the effective operation of this policy, including training.

6.3. Managers with responsibilities for employees will:

- 6.3.1 Identify all work activities and equipment where potential exposure to hand arm vibration could occur;
- 6.3.2 Appoint a 'competent person' (as defined in Section 4) to assist in the effective elimination or control of exposure to vibration that may put employees' health at risk.
- 6.3.3 Undertake, or ensure that, a suitable and sufficient risk assessment is undertaken for employees exposed to vibration, and ensure the findings are communicated to all employees to whom the assessment concerns. Please refer to the Corporate Management Arrangements for information on carrying out and recording risk assessments;
- 6.3.4 Take action to prevent exposure to hand arm vibration, wherever it is reasonably practicable to do so. Where this is not possible, ensure that hand arm vibration exposure is reduced to the minimum level achievable;
- 6.3.5 For employees who are exposed to vibration levels at, or above, the Exposure Action Value (as defined in Section 4), ensure:-
- that exposure is eliminated at source,
 - or, where this is not possible, reduced as far as is reasonably practicable.

Appendix 1

- Information, instruction and training is made available regarding the risks associated with the use of vibrating equipment or processes and the control measures to be implemented to minimise the risks.

This will require a programme of control measures, as set out in the supporting Corporate Management Arrangements for the Control of Hand Arm Vibration Exposure at Work.

- 6.3.6 Where required, ensure that vibrating equipment usage logs are used to monitor and record exposure (eg; see Appendix G of the Corporate Management Arrangements);
- 6.3.7 Ensure that employees are not exposed to vibration above the Exposure Limit Value, defined in Section 4;
- 6.3.8 Ensure low vibration and ergonomic design features have been considered when purchasing or hiring equipment or machinery.
- 6.3.9 Ensure that data regarding the vibration magnitude associated with normal use of the equipment is obtained from the supplier/manufacturer;
- 6.3.10 Ensure planned preventative maintenance of vibrating hand tools and processing equipment, including the sharpening of cutting tools and lubrication of moving components as and when required and in line with manufacturers' guidelines;
- 6.3.11 Ensure equipment identified as, or suspected of, being faulty is taken out of use for service, repair or replacement as necessary;
- 6.3.12 Ensure that employees are provided with sufficient training and information on;
- how to select the most appropriate tool and accessory/attachment for a job, and
 - how to use and maintain the work equipment to minimise vibration exposure;
- 6.3.13 Ensure all new employees, or those changing jobs, who will be exposed to vibration for the first time, are given suitable information about the hazards of vibration exposure, the potential health symptoms associated with vibration exposure, and the potential long-term health consequences of failing to promptly report symptoms of HAVS;
- 6.3.14 Ensure that all new employees, or those changing jobs, that will be exposed to hand arm vibration due to their work for the first time, are issued with the initial screening for HAVS questionnaire (see Corporate Management Arrangements - Appendix H), and that employees complete and send them to Occupational Health for screening;
- 6.3.15 Ensure, where possible, that employees diagnosed with any significant medical condition or restriction, resulting from exposure to vibration are assigned, as appropriate, to activities where there is no further exposure or exposure is controlled to the recommendations of occupational health. In such circumstances an employee risk assessment must be carried out.

- 6.3.16 Ensure that any employee with any diagnosed condition resulting from exposure to vibration is provided with information and advice regarding future surveillance requirements;
- 6.3.17 Ensure that each employee exposed to vibration (at or above the exposure action value) in connection with their work activities is issued with a copy of the annual medical screening questionnaire on an annual basis;
- they report any health symptoms associated with exposure to vibration, or
 - as recommended by an Occupational Health specialist,
- and that these questionnaires are completed and sent to Occupational Health for screening;
- 6.3.18 Ensure that employees have been made aware of the reporting procedures for raising concerns relating to the use and handling of vibrating equipment, and symptoms associated with vibration exposure;
- 6.3.19 Ensure employees understand the provisions for support the Authority has in place following referral to Occupational Health;
- 6.3.20 Maintain confidentiality regarding any information received from Occupational Health regarding the significant findings of any health surveillance relating to employees;
- 6.3.21 Ensure arrangements are in place for keeping records of equipment maintenance and Vibrating Equipment Usage Logs;
- 6.3.22 Ensure this policy is communicated to their employees and temporary staff under their control;
- 6.3.23 Ensure employees comply with this policy and associated Directorate arrangements for control of hand-arm vibration derived from this policy;

6.4. The Competent Person will:

- 6.4.1. Complete a training course in vibration exposure management, including common causes of excess vibration magnitude and exposure, practical measures to reduce exposure, methods of measuring and calculating daily exposure.
- 6.4.2. Ensure a suitable and sufficient risk assessment is carried out regarding the exposure of Authority employees to vibration while at work, and that the findings are reported to the relevant Line Manager, relevant Directorate Health and Safety Officer.
- 6.4.3. Make recommendations, as required, for engineering or control methods to eliminate or reduce exposure to vibration exposure to the lowest practicable levels;

6.5. Each employee of the Authority will:

- 6.5.1. Comply with any working procedure and control measures introduced to minimise the risk associated with exposure to hand-arm vibration;
- 6.5.2. After training and being provided with relevant information, understand the effects of vibration on health and learn to recognise the symptoms associated with excessive hand-arm vibration exposure;
- 6.5.3 Inform their line manager, or Health and Safety Officer, of any health and safety concerns regarding their work activities or those of work colleagues;
- 6.5.4 Promptly inform their line manager, or Health and Safety Officer, of any symptoms or medical conditions suspected to be caused by vibration exposure so they may be referred to occupational health for assessment;
- 6.5.5 At the request of their line manager or directly via occupational health, complete any medical questionnaires relating to HAV and attend health surveillance appointments with Occupational Health during work hours;
- 6.5.6 Understand their responsibilities in relation to this policy and any supporting documentation;
- 6.5.7 Check tools prior to use to ensure eg; that cutting tools are sharp, equipment is appropriately maintained, lubricated where necessary, and that all necessary ergonomic or vibration reduction attachments are fitted and are correctly used;
- 6.5.8 Discontinue use of any vibrating hand tools that they have reason to believe requires maintenance or repair or has damage to attachments and features intended to reduce their exposure to harmful vibration levels.

6.6. The Health and Safety Division will:

- 6.6.1. Ensure the control of hand arm vibration at work policy is reviewed at least every 2 years to ensure it is in line with current legislation;
- 6.6.2. Provide advice and information on legislation or guidance relating to control of vibration at work;
- 6.6.3. Ensure that confirmed cases of carpal tunnel syndrome or HAVS arising from the use of vibrating hand tools, or handling of material being processed that transmits vibration, are reported appropriately in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995;
- 6.6.4. Work with Occupational Health and Procurement to engage a contractor/consultant to assist the Authority in complying with the Control of Vibration Regulations.
- 6.6.5. Monitor implementation of this policy.

6.7. Procurement will:

- 6.7.1 Ensure the purchasing policy reflects the selection of appropriate equipment.
- 6.7.2 Arrange for suppliers to demonstrate and allow the Authority to trial any equipment, plant or machinery as part of the pre-selection and procurement process where appropriate;
- 6.7.3 Ensure a competent person (as defined in Section 4) is consulted regarding any issues relating to equipment, plant and machinery intended for use that will cause those using the equipment to be exposed to vibration;
- 6.7.4 Ensure any external occupational health service provider, if appointed to provide medical screening on behalf of the Authority, is suitably qualified in the screening and diagnosis of hand arm vibration exposure;

6.8. Occupational Health will:

- 6.8.1 Carry out initial screening for all employees identified as working with vibrating equipment.
- 6.8.2 Carry out annual screening for all employees identified as working with vibrating equipment.
- 6.8.3 Work with Procurement and the health and safety division to engage a contractor/consultant to assist the Authority in complying with the Control of Vibration Regulations.
- 6.8.4 Maintain health records of any employees relating to vibration. These records must be kept for at least forty years;
- 6.8.5 If requested provide the Authority with copies of health records and, on reasonable notice, allow an employee access to their personal health records;
- 6.8.6 Liaise with the health and safety division to ensure that confirmed cases of carpal tunnel syndrome or HAVS arising from the use of vibrating hand tools, or handling of material being processed that transmits vibration are reported appropriately in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

6.9 Consultant/Contractor Occupational Health Provider engaged will:

- 6.9.1 Conduct any further enquiries and medical assessments deemed necessary by initial and annual screening with appropriate employees.
- 6.9.2 In the case of formal diagnosis of hand arm vibration ensure that the Authority's Occupational Health Department are informed and are provided with copies of all relevant health surveillance, forms and reports.

Appendix 1

- 6.9.3 Where required, provide advice, information and support to employees, who have been exposed to vibration at work, and inform managers of significant findings of health surveillance;
- 6.9.4 Maintain health records of any employees relating to above. These records must be kept for at least forty years; ensure that these records are provided to the Authority's Occupational Health Department.
- 6.9.5 Inform the Authority's Occupational Health Department of any confirmed cases of carpel tunnel syndrome or HAVS arising from the use of vibrating hand tools, or handling of material being processed that transmits vibration to allow reporting under the RIDDOR Regulations.

CAERPHILLY COUNTY BOROUGH COUNCIL

CORPORATE MANAGEMENT ARRANGEMENTS FOR THE CONTROL OF HAND ARM VIBRATION EXPOSURE AT WORK

Version:	Version 1
Related Policy:	Control Of Hand-Arm Vibration Policy
CMA Ratified by:	Health and Safety Division
Date:	February 2018
Area Applicable:	All Council employees, agency staff and volunteers.
Review Year	2020



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NOTE

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1.1 ARRANGEMENTS

1.1.1 This document sets out the corporate management arrangements for implementing the Corporate Control of Hand Arm Vibration Policy, CHSU document number CHSU????.

Background

1.1.2 Hand arm vibration (HAV) exposure typically occurs during the use of hand-held power tools or holding items that vibrate and can cause significant injury, in particular;

- Tingling and numbness in the fingers (which can cause sleep disturbance).
- Not being able to feel things with your fingers (including sharp edges, heat and sense of gripping an object).
- Loss of strength in your hands (you may be less able to pick up or hold objects).
- In the cold and wet, the tips of your fingers going white then red and being painful on recovery (vibration white finger).
- If you continue to use high-vibration tools these symptoms will probably get worse, for example:
 - The numbness in your hands could become permanent and you won't be able to feel things at all;
 - You will have difficulty picking up small objects such as screws or nails;
 - The vibration white finger could happen more frequently and affect more of your fingers

1.1.3 The risk of injury must be assessed, and action taken to either prevent hand arm vibration exposure completely (wherever it is reasonably practicable to do so) or reduce it to a minimum.

1.1.4 Actions may include changing working methods, equipment or processes to eliminate or reduce vibration exposure.

1.2. Risk Assessment:

Step 1 - Identifying hand arm vibration problems

1.2.1 A full risk assessment is only necessary where work is carried out which is liable to expose employees to the risk from vibration.

To help Managers decide if their work is exposing staff above the daily Exposures Action Value, EVA, a 'vibration magnitude tool assessment form' is provided in **Appendix 1**

Step 2 – Risk Assessment

1.2.2 The purpose of the risk assessment is to:

- Identify where there is risk to employees, so that an action plan for controlling exposure and managing the risk in accordance with the Regulations can be produced;
- Determine employees' daily vibration exposures, with enough accuracy to establish who is likely to be exposed at or above the exposure action value or exposure limit value
- Identify any additional information needed for the action plan, including how the tools / equipment or work process may be replaced or modified to control vibration exposures, whether any special training is required, who should receive health surveillance and how it will be provided.

1.2.3 The Regulations require careful consideration of employees whose health may be at particular risk from vibration due, for example, to circulatory problems, joint or muscular problems.

1.2.4 The risk assessment shall be carried out by a competent person; ie; someone who is familiar with the Control of Vibration at Work Regulations 2005. The person should have received adequate training in the use of vibration measuring equipment and/or interpretation of vibration data supplied by manufacturers and obtained from the internet. The person should be able to provide practical advice on appropriate measures to reduce the risk of vibration injury.

1.2.5 A *suitable and sufficient* risk assessment must address the actual work practices and tools being used and:

- (i) Identify all employees who are likely to be exposed to vibration;
- (ii) Where exposure is likely to be at or above the exposure limit value, contain information on vibration exposure derived from measurements (vibration surveys), supported by information on duration and type of exposure;
- (iii) Identify measures necessary to eliminate risks or reduce to a minimum.

1.2.6 To help Managers record the risk assessment and the measures necessary to eliminate risks, or reduce them to a minimum, a Hand Arm Vibration Risk Management form is provided in **Appendix 2**.

1.3 Maintenance:

- 1.3.1 Vibration emissions can be dramatically reduced by good tool maintenance. Managers will 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.
- 1.3.2 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.
- 1.3.3 Maintenance schedules will, where appropriate, make specific reference to inspection and repair of any anti vibration measures.

1.4 Procurement:

- 1.4.1 Caerphilly County Borough Council will maintain a procurement policy that prioritises low vibration tools and processes. Procurement staff engaged in the purchase of low vibration tools must be familiar with Control of Vibration at Work Regulations Practical guidance for employers Part 4: "Information from Manufacturers and Suppliers of Machinery".
- 1.4.2 Managers will ensure that procurement requests are clearly accompanied by advice that low vibration characteristics are a priority in selecting tools and equipment.
- 1.4.3 Procurement will 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, eg. line manager or persons who will be exposed to vibration during their work activities and appropriate Corporate Health and Safety Officer.
- 1.4.4 As far as possible, CCBC will standardise the tools used for various tasks ie; minimise the range of tool brands and models in use.

1.5 Health Surveillance:

- 1.5.1 Health surveillance shall be carried out 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;**
 - 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.

Appendix 2

- 1.5.2 Evidence of all employees undergoing health surveillance shall be recorded and maintained for at least 40 years.
- 1.5.3 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.
- 1.5.4 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 or as part of the pre-employment process. Initial screening questionnaire, **Appendix 3**, 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 the health professionals.
- 1.5.5 Tier 2 Annual (screening) questionnaire.
Managers of operatives working with vibrating tools will ensure on an annual basis, their employees complete a Hand Arm Vibration screening questionnaire, **Appendix 4**, and returned 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.
- 1.5.6 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.
- 1.5.7 Tier 4 Formal Diagnosis
Any formal diagnosis is made by the doctor who may also wish to refer the operative to a vascular consultant.
- 1.5.8 Occupational Health will write to the operative's manager and the health and safety division advising on fitness for continuing work involving vibrating tools and any specific measures that need to be implemented.
- 1.5.4 Temporary (agency) staff,
Agency staff required to work in service areas where the use of vibratory equipment is required, shall complete a hand arm vibration Initial pre-exposure assessment questionnaire prior employment. The 'agency' must ensure the questionnaire is completed and should the questionnaire identify any health concerns the 'agency' must discuss with the service area manager prior to agency worker being approved for CCBC employment.
- 1.5.5 The manager shall immediately refer any employee reporting any symptoms associated with exposure to vibration to Occupational Health for assessment. Where an employee is showing symptoms associated with exposure to vibration, that employee must be removed from using vibrating equipment until the occupational assessment is completed.

1.6 Confirmed cases of hand arm vibration syndrome & restrictions:

1.6.1 Where occupational health has diagnosed an employee with hand arm vibration syndrome or where a restriction has been placed on the employee, health and safety in conjunction with the Manager will carry out a risk assessment detailing the controls required to comply with the recommendations / restrictions of occupational health.

1.7 Training, information and instruction; Supervision:

1.7.1 Where identified by risk assessment, persons who have to use vibratory equipment must receive suitable instruction, information, training and supervision in how to operate such equipment.

1.7.2 Information, instruction and training will include:

- The health effects of vibration
- 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 (eg the levels of vibration, daily exposure duration, regularity of exposure over weeks, months and years);
- How to recognise and report symptoms;
- The need for health surveillance, how it can help them remain fit for work, how it is provided, how the results will be used and the confidentiality of the results;
- 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.

1.7.3 Training records will include copy of training course notes and a signed and dated declaration of attendance by operators.

1.7.4 Refresher training will be provided to ensure that members of staff having received initial training have retained their competencies.

1.8 Audit

1.8.1 Managers and supervisors are required to audit compliance with the arrangements and correct employees' practice in the workplace to ensure vibration exposure control measures are properly implemented.

1.8.2 It is the responsibility of the Manager to oversee the completion and review of risk assessments and action plans for control of vibration exposure.

2. SUPPORTING DOCUMENTS

- 2.1 Statutory Instrument 2005 -1093 “The Control of Vibration at Work Regulations 2005”, ISBN 0110727673
- 2.2 L140 ‘Hand-Arm Vibration – The Control of Vibration at Work 2005 Regulations: Guidance on Regulations,’ ISBN 0 7176 6125 3
- 2.3 L141 ‘Whole-Body Vibration – The Control of Vibration at Work 2005 Regulations: Guidance on Regulations,’ ISBN 0 7176 6126 1
- 2.4 HSG170 ‘Vibration Solutions: Practical Ways to Reduce the Risk of Hand-Arm Vibration Injury’, ISBN 07176095453
- 2.5 INDG404 ‘Drive Away Bad Backs: Advice for Mobile Machine Operators and Drivers,’
- 2.6 INDG242 ‘Control Back-Pain Risks From Whole-Body Vibration: Advice for Employers on the Control of Vibration at Work Regulations 2005,’
- 2.7 INDG175 ‘Control The Risks From Hand-Arm Vibration,’
- 2.8 INDG296 ‘Hand-Arm Vibration: Advice for Employees,’
- 2.9 Health and Safety Executive (HSE) website: www.hse.gov.uk/vibration

APPENDIX 1 - VIBRATION MAGNITUDE TOOL ASSESSMENT FORM

APPENDIX 1	
VIBRATION MAGNITUDE TOOL ASSESSMENT FORM	

ASSESSMENT OF VIBRATION MAGNITUDE AND ACTION VALUES

*Input Vibration Magnitude (3) Into HSE Vibration Calculator <http://www.hse.gov.uk/vibration/hav/hav.xls> to calculate columns (4) (5) and (6)

(1) MACHINE TYPE	(2) MACHINE MODEL	(3) TYPICAL VIBRATION MAGNITUDE (m/s ²)	(4) Vibration Points Per Hour	(5) Time To Reach EAV 2.5 m/s ²	(6) Time To Reach ELV 5.0 m/s ²
<i>Pedestrian Mower</i>	<i>Etesia Pro51K</i>	<i>2.5</i>	<i>13</i>	<i>8 hours</i>	<i>.>24 HOURS</i>

APPENDIX 2 – HAND ARM VIBRATION MANAGEMENT RISK ASSESSMENT

APPENDIX 2	
HAND ARM VIBRATION MANAGEMENT RISK ASSESSMENT	

Section 1 – Identify Hazards & Persons Exposed

ACTIVITY:				
PERSONS/TEAMS EXPOSED:				
Tool Used	Points Per Hour	Typical daily Trigger Time (must be previously assessed for this activity)	Activity Points Total	Daily Points Total 100pts = EAV 400 pts = ELV

Appendix 2

Section 2 – Control Measures	Responsible Person
Activity Based Control Measures e.g. job rotation:	
Equipment Based Control Measures e.g. low vibration procurement, maintenance:	
Personal Control Measures e.g. training, health surveillance	

APPENDIX 3 – INITIAL SCREENING QUESTIONNAIRE

Initial Screening questionnaire for workers using hand-held vibrating tools, hand-guided vibrating machines and hand-fed vibrating machines

Date: _____
Name: _____
Occupation: _____
Address: _____
Date of Birth: _____
National Insurance Number: _____
Employee Number: _____
Supervisors Name: _____

Have you ever used hand-held vibrating tools, machines or hand-fed process in your previous job/s? Y/N

If **YES**:

List year of first exposure _____
When was the first time you used them _____

(detail work history overleaf)

- 1) Do you have any tingling of the fingers lasting more than 20 minutes after using vibrating equipment? Y/N
- 2) Do you have tingling of the fingers at any other time? Y/N
- 3) Do you wake at night with pain, tingling or numbness in your hand or wrist? Y/N
- 4) Do one or more of your fingers go numb more than 20 minutes after using vibrating equipment? Y/N
- 5) Have your fingers gone white on cold exposure? Y/N

*Whiteness means a clear discoloration of the fingers with a sharp edge, usually followed by a red flush



- 6) If Yes to 5, do you have difficulty re-warming them when leaving the cold? Y/N
- 7) Do your fingers go white at any other time? Y/N
- 8) Are you experiencing any other problems with the muscles or joints of the hands or arms? Y/N
- 9) Do you have difficulty picking up very small objects, e.g. screws or buttons, or opening tight jars? Y/N
- 10) Have you ever had a neck, arm or hand injury or operation? Y/N
If so give details: _____
- 11) Have you ever had any serious diseases of joints, skin, nerves, heart or blood vessels? Y/N
If so give details: _____
- 12) Are you on any long term medication? Y/N
If so give details: _____

OCCUPATIONAL HISTORY

Dates	Job Title
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.....
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I certify that all the answers given above are true to the best of my knowledge and belief.

Signed _____ Date _____

RETURN IN CONFIDENCE TO:

APPENDIX 4 – ANNUAL SCREENING QUESTIONNAIRE

Annual Screening questionnaire for workers using hand-held vibrating tools, hand-guided vibrating machines and hand-fed vibrating machines

Date: _____
Name: _____
Occupation: _____
Address: _____
Date of Birth: _____
National Insurance Number: _____
Employee Number: _____
Supervisor's Name: _____
Date of Previous Screening: _____

Have you been using hand-held vibrating tools, machines or hand-fed process since your last assessment? (detail work history overleaf) Y/N

If **NO**, or more than 2 years since your last exposure, please return the form to your supervisor. There is no need to answer further questions

If **YES**:

- 1) Do you have any numbness or tingling of the fingers lasting more than 20 minutes after using vibrating equipment? Y/N
- 2) Do you have any numbness or tingling of the fingers at any other time? Y/N
- 3) Do you wake at night with pain, tingling or numbness in your hand or wrist? Y/N
- 4) Have any of your fingers gone white on cold exposure? Y/N

*Whiteness means a clear discoloration of the fingers with a sharp edge, usually followed by a red flush



- 5) Have you noticed any change in your response to your tolerance of working outdoors in the cold? Y/N
- 6) Are you experiencing any other problems in your hands or arms? Y/N
- 7) Do you have difficulty picking up very small objects, e.g. screws or buttons, or opening tight jars? Y/N

8) Has anything changed about your health since the last assessment Y/N

Hand-arm vibration syndrome (HAVS):

- Is a disorder which affects the blood vessels, nerves, muscles and joints of the hand, wrist and arm
- Can become severely disabling if ignored, and
- Its best known form is vibration white finger (VWF) which can be triggered by cold or wet weather and can cause severe pain in the affected fingers

Signs to look out for in hand-arm vibration syndrome:

- Tingling and numbness in the fingers
- In the cold and wet, fingers go white, then blue, then red and are painful
- You can't feel things with your fingers
- Pain, tingling or numbness in your hands, wrists and arms
- Loss of strength in hands

OCCUPATIONAL HISTORY

Dates	Job Title
.....
.....
.....
.....

I certify that all the answers given above are true to the best of my knowledge and belief.

Signed _____ Date _____

RETURN IN CONFIDENCE TO:
