

# CAERPHILLY COUNTY BOROUGH COUNCIL

## CORPORATE MANAGEMENT ARRANGEMENTS FOR THE CONTROL OF VIBRATION EXPOSURE AT WORK

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Issue 1

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

## 1.1 ARRANGEMENTS

1.1.1 This document sets out the corporate management arrangements for implementing the Corporate Control of Vibration Policy, CHSU document number CHSU15.

1.1.2 Hand-arm vibration (HAV) typically comes from the use of hand-held power tools (particularly from work activities listed in [Appendix 1](#)), and is the cause of significant ill health (painful and disabling disorders of the blood vessels, nerves, joints and muscles of the hands and arms) – further health symptoms are listed in [Appendix 2](#).

1.1.3 Exposure to whole-body vibration (WBV), particularly to large shocks and jolts, is a back-pain health risk primarily restricted to those who drive mobile machines or vehicles over poor surfaces as a main part of their job. The main industries where there may be a health risk from WBV include agriculture, construction, forestry, mines and quarries. Risks may also exist where industrial trucks are used where the surfaces the trucks travel on are in poor condition or the drivers use poor driving techniques. Vehicles such as vans, lorries and buses, which are normally driven on well-maintained public roads, may also expose their drivers to some WBV, but the levels are likely to be relatively low and therefore the likelihood of related health risks is low. Some drivers of road-going vehicles may report back pain, but this is more likely to be caused by other factors such as poor posture, prolonged periods confined to the driver's seat or doing related work such as regular manual lifting and carrying of vehicle loads. However, there may be some work activities where road-going vehicles may expose their drivers to higher levels of WBV, eg. where drivers regularly have to take their vehicles off-road or along unadopted roads or tracks such as farm tracks or construction site roadways or over landfill sites. Further information is provided in [Appendix 1](#).

1.1.4 Action must be taken to assess the risks to employees, and to prevent risk from vibration exposure completely, wherever it is reasonably practicable to do so. Where it is not, exposure to harmful levels of vibration should be reduced to a minimum. This requires taking into account whether there are alternative work methods, equipment or processes that can be adopted to eliminate or reduce vibration exposure. Managers may find a checklist (see [Appendix 5](#) for an example) a useful tool to assist them in identifying gaps in their management system.

## 1.2. Risk Assessment:

1.2.1 A risk assessment shall be undertaken to determine where vibration exposure is likely to occur to enable a valid decision to be made as to whether action is necessary to prevent or adequately control such exposure.

1.2.2 A risk assessment shall be undertaken by a competent person; i.e. someone who is familiar with the Control of Vibration at Work Regulations 2005 and who has received suitable and sufficient training in the use of vibration measuring equipment and is capable of interpreting measurement data obtained and in providing practical advice on appropriate measures to reduce the risk where identified as require further control measures to be implemented.

1.2.3 A suitable and sufficient risk assessment should give consideration to specific work practices 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.

1.2.4 When carrying out vibration risk assessments managers, or those conducting risk assessments on their behalf, should:

- (i) Ensure that all vibrating equipment is identified and recorded and undergoes planned preventative maintenance in accordance with manufacturers' guidelines.
- (ii) Assess daily exposure where employees are likely to be exposed to levels of vibration at or above the relevant exposure limit or action value by means of:-
  - Observing working practices
  - Reference to information on probable magnitude of vibration corresponding to the equipment used relative to the working conditions; and
  - Where necessary measure the magnitude of vibration to which employees are likely to be exposed.

1.2.5 The risk assessment should include:-

- Consideration of the specific work practices;
- Where appropriate, the magnitude type and duration of exposure (dose) and effects of intermittent vibration and shock to which a person may be exposed while undertaking a particular work task;
- The effects of exposure to vibration for those employees whose health may be at risk from such exposure eg young persons, pregnant workers, workers with joint, muscular or circulatory problems;
- The effects that vibration has on the workplace and equipment eg. how different materials or surfaces can impact upon the equipment / machinery used;
- Information provided by the manufacturer (or supplier if hired) of work equipment regarding its safe use. Relevant information will include details of the vibration magnitude from normal use, the weight of the equipment if hand-held, and recommendations regarding the use of the equipment, including the use of any attachments or ergonomic features;

- Consideration of replacement equipment with design features that reduce the level of vibration to which operators of vibrating handtools may be exposed;
- An explanation of potential consequences of extending the duration of exposure due to working additional hours, or being further exposed while resting;
- Consideration of risks due to specific working conditions, e.g. limited space affecting posture of equipment operators and handling of vibrating handtools and working within a cold and/or wet environment.
- Recommendations regarding the frequency of task rotation and/or provision and duration of breaks from the use of vibrating equipment or processes causing persons to be exposed to vibration that present a significant risk to their health;
- Consideration of the benefits and limitations of those exposed to vibration wearing gloves, and the selection of appropriate gloves.
- Information obtained from health surveillance;
- An explanation of the potential short and long-term health risks if recommended actions are not fully implemented

### **1.3 Records:**

- 1.3.1 Any vibration risk assessment carried out in accordance with the corporate Control of Vibration Policy and these management arrangements must be kept by the line-manager of persons exposed to vibration while at work at least until a new assessment is made that supersedes it.
- 1.3.2 The risk assessment shall be reviewed annually or sooner when there is reason to suspect that the assessment is no longer valid, eg. where there has been a change in the work activity to which the assessments relate or nature of exposure, or where an occupational health specialist advises additional risk-control measures. The revised risk assessment shall be communicated to all relevant employees. Please see the corporate 'Risk Assessment Policy' for further information.
- 1.3.3 All relevant risk assessment records and information eg equipment logs, vibration measurement reports etc. must be kept for at least 4 years. Health surveillance records shall be kept for at least 40 years.

### **1.4 Control:**

- 1.4.1 The exposure of employees to levels of vibration that may harm their health must be eliminated at source where reasonably practicable. Where this is not reasonably practicable, exposure to such vibration must be reduced to a minimum. Where any employees are likely to be exposed to vibration at or above the exposure action values then exposure must be reduced to a minimum by a programme of control measures.

- 1.4.2 Employees must not be exposed to vibration levels above the relevant exposure limit value. Vibration exposure shall be reduced to a level below this limit and measures taken to prevent reoccurrence of any exposure above the relevant exposure limit value.
- 1.4.3 Anti-vibration gloves may be beneficial in keeping hands warm but they are generally not effective at reducing vibration at the low frequencies. However, it is important to keep hands warm, as this increases blood flow. This can be done by wearing thermal gloves and providing localised heating and rest breaks in cold conditions for workers to exercise and keep their hands warm. Exercising hands and fingers and not smoking will also help.

## 1.5 Monitoring Exposure:

- 1.5.1 The suppliers of equipment have a legal duty to provide information relating to their equipment including vibration signatures. Such information, however, may be specific to standard test conditions, and may not include information on the Authority's intended use of the equipment. It is good practice, except where there is a nominal risk, to test the equipment in practical application and assess risks on actual measurement for any given task. In such events measurements are to be taken, recorded and reported by a competent person, eg an external consultancy or trained employees.
- 1.5.2 It is a legal requirement to control the exposure of employees while at work to levels of vibration that may harm their health. This may be done using estimation techniques, such as use of the HSE's 'Ready Reckoner' provided in [Appendix 4](#). Physical measurements must be implemented where it has been identified that the use of vibrating equipment or handling of material that vibrates while being processed is likely to result in an employees' exposure approaching or exceeding a daily exposure action or daily exposure limit value. If unsure, measurements should be taken using appropriate specialist equipment.
- 1.5.3 Measurement may not be required in all vibration risk assessments, if it can be established that exposure is below the exposure action levels.
- 1.5.4 Once a reliable estimate of vibration exposure has been established (see [Appendix 4](#)) then it should be compared to the exposure limit values. In summary, if exposure is likely to be above an:-

### **Exposure action value then;**

- A programme of controls to eliminate the risk of vibration at source, or reduce exposure to as low a level as is reasonably practicable shall be implemented
- Health surveillance (regular health checks) shall be provided to those employees who continue to be regularly exposed above the action value or otherwise continue to be at risk
- An assessment made to establish if employees are likely to be exposed above the daily exposure limit value.

**Exposure limit value then;**

- Take immediate action to reduce exposure to below the exposure limit value (ie. stop further exposure).
- Identify the reason for the exposure limit value being exceeded and where appropriate arrange for monitoring (measurement).
- Modify any work practices or equipment to prevent it being exceeded again, eg. specific design control reduction methods.

1.5.5 The results of any monitoring shall be recorded and communicated to all employees in a manner that they will understand.

1.5.6 These records should be maintained for at least 40 years.

**1.6. Review**

1.6.1 The risk assessment should be reviewed if there is any reason to think that it no longer reflects the current situation in the area / workplace. For example:

- If new equipment / machinery is added to an area or if there is any change in work patterns that is likely to affect the vibration exposure of employees in that area.
- If there is any improvement in vibration control techniques relating to the workplace or equipment
- If health surveillance suggests that an employees' condition has progressively deteriorated, suggesting that risks are not adequately controlled.
- If monitoring results indicate exposure is at or above legal limits.
- Following complaints or concerns raised by employees in the areas where such equipment/machinery is used

**1.7. Supply of Equipment and Machinery:**

1.7.1 Under the Health and Safety at Work etc. Act 1974, the Control of Vibration at Work Regulations 2005 and the Supply of Machinery (Safety) Regulations 1992 (as amended), a supplier of machinery must:

- Provide equipment that is safe and without risk to health, with the necessary information to ensure it will be used to meet those aims
- Design and construct equipment / machinery so that the vibration produced is as low as reasonably possible
- Provide information about the vibration the equipment / machine produces under actual working conditions and if it is likely to cause people to be exposed to the lower exposure action value or peak action level or above.

### 1.7.2 New equipment / machinery must be provided with:

- A 'declaration of Conformity' to show that it meets essential health and safety requirements, eg Manufactured to British Standards
- A 'CE' mark,
- Instruction for safe installation, use and maintenance,
- Information on the risks from vibration associated with its intended use.

## 1.8 Procurement:

1.8.1 Where applicable, all equipment or machinery purchased shall be fit for purpose for which it is to be used. Selection of such equipment shall be carried out in consultation with / or at the request of a competent person, eg. line manager of persons who will be exposed to vibration during their work activities and appropriate Directorate Health and Safety Officer.

## 1.9 Health Surveillance:

1.9.1 Health surveillance shall be carried out where:

- A risk assessment indicates that there is a risk to health of employees who are or 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 a health condition identifiable as likely to be caused by exposure to vibration;
- It is probable that the condition may occur under conditions of work;
- The techniques for detection are available and valid.

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

1.9.3 Prior to use of any equipment identified as being a vibration hazard, users should be assessed as being fit to carry out the task by completion of the initial screening medical questionnaire in [Appendix 6](#). Employees identified as requiring health surveillance should undergo further health surveillance screening at least annually, initially by completion of the health screening questionnaire in [Appendix 7](#). Completed questionnaires should be sent to Occupational Health for screening.

1.9.4 As soon as they are made aware, the manager shall refer any employee reporting any symptoms associated with exposure to vibration, or where review of documentation indicates a high risk of exposure to vibration, to Occupational Health for assessment.

1.9.5 Where there is evidence to support that a registered doctor or consultant qualified in HAV or WBV diagnosis has diagnosed an employee with a



condition related to hand-arm and/or whole body vibration as a direct result of their work, there is a duty to notify the HSE. Occupational Health should consult with the individual, their line manager, and the appropriate Directorate Health and Safety Officer/s and CHSU so that the HSE can be notified.

### **1.10 Training, information, instruction and supervision:**

1.10.1 Where identified by risk assessment, persons who have to use equipment or machinery with the potential to vibrate must receive suitable instruction, information, training and supervision in how to operate such equipment or machinery. The training must be tailored to the specific needs of employees using the equipment and should be designed to raise employees' awareness of, and include how to recognise, the symptoms associated with significant vibration exposure.

1.10.2 Information, instruction and training needs to be given to employees and their representatives and 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 you plan to provide it, how you plan to use the results and the confidentiality of the results;
- Ways to minimise risk to health, including:
  - i Changes to working practices to reduce vibration exposure;
  - ii Correct selection, use and maintenance of equipment;
  - iii Correct techniques for equipment use, how to reduce grip force etc;
  - iv Maintenance of good blood circulation at work by keeping warm and massaging fingers and
  - v Where relevant, cutting down on smoking.

### **1.11 Accident Reporting**

1.11.1 All managers must investigate and report all accidents and incidents in line with the Authority's policy relating to Accident Investigating and Reporting.

## 2 SUPPORTING DOCUMENTS

Statutory Instrument 2005 -1093 "*The Control of Vibration at Work Regulations 2005*", ISBN 0110727673

L140 '*Hand-Arm Vibration – The Control of Vibration at Work 2005 Regulations: Guidance on Regulations,*' ISBN 0 7176 6125 3

L141 '*Whole-Body Vibration – The Control of Vibration at Work 2005 Regulations: Guidance on Regulations,*' ISBN 0 7176 6126 1

HSG170 '*Vibration Solutions: Practical Ways to Reduce the Risk of Hand-Arm Vibration Injury,*' ISBN 07176095453

INDG404 '*Drive Away Bad Backs: Advice for Mobile Machine Operators and Drivers,*'

INDG242 '*Control Back-Pain Risks From Whole-Body Vibration: Advice for Employers on the Control of Vibration at Work Regulations 2005,*'

INDG175 '*Control The Risks From Hand-Arm Vibration,*'

INDG296 '*Hand-Arm Vibration: Advice for Employees,*'

Health and Safety Executive (HSE) website: [www.hse.gov.uk/vibration](http://www.hse.gov.uk/vibration)

## Appendix A

### **Typical work activities and processes associated with HAV exposure conducted by the Authority:-**

- General and heavy engineering, fabrication and metalworking;
- Forestry
- Estate management (eg maintenance of buildings, grounds, parks, watercourses, road and railway verges)
- Construction and civil engineering;
- Road and railway construction and maintenance;
- Motor vehicle manufacture and repair;
- Utilities (gas, electricity, water, telecommunications etc).

### High-risk processes include:-

- Drilling and breaking rock, concrete, and other materials;
- Consolidating or compacting sand, concrete or aggregate;
- Riveting, caulking, hammering, clinching, flanging and hammer swaging;
- Preparing and dressing welds;
- Surface preparation, including scabbling, de-scaling and paint removal;
- Grinding, sanding or polishing wood, metal, stone, rubber, plastics and ceramics;
- Cutting metal, wood, grass, stone, bone etc;
- Holding or supporting objects being worked upon by machine;
- Component or product assembly.

### **Typical work activities and processes associated with WBV exposure:-**

- Movement of the wheels or tracks of a vehicle or mobile machine crossing an uneven surface,
- Using mobile machines to excavate holes or trenches in the ground or to load materials such as sand or gravel into lorries;
- Operating large static compaction, hammering or punching machines, such as hammer mills and mobile crushers.

## **Appendix B - Typical health symptoms associated with HAV and WBV exposure**

### **Signs and symptoms of HAVS**

- 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:
  - i. The numbness in your hands could become permanent and you won't be able to feel things at all;
  - ii. You will have difficulty picking up small objects such as screws or nails;
  - iii. The vibration white finger could happen more frequently and affect more of your fingers

### **Signs and symptoms of WBVS**

- Cause or aggravation of backpain



## Appendix C

## Vibrating equipment usage log

Date:

Week:

| Operator name:             |                | Service Area:                             |  | Directorate:  |  |
|----------------------------|----------------|---|--|---------------|--|
| Supervisor / Line Manager: | Equipment used | Manufacturer's vibration signature (m/s): |  | Duration used |  |
| Monday                     |                |   |  |               |  |
|                            |                |   |  |               |  |
|                            |                |   |  |               |  |
|                            |                |   |  |               |  |
| Tuesday:                   |                |   |  |               |  |
|                            |                |   |  |               |  |
|                            |                |   |  |               |  |
|                            |                |   |  |               |  |
| Wednesday:                 |                |   |  |               |  |
|                            |                |   |  |               |  |
|                            |                |   |  |               |  |
|                            |                |   |  |               |  |
| Thursday                   |                |   |  |               |  |
|                            |                |   |  |               |  |
|                            |                |   |  |               |  |
|                            |                |   |  |               |  |
| Friday                     |                |   |  |               |  |
|                            |                |   |  |               |  |
|                            |                |   |  |               |  |
|                            |                |   |  |               |  |

|          | <b>Equipment used</b> | <b>Manufacturer's vibration signature (m/s):</b> | <b>Duration used</b> |
|----------|-----------------------|--|----------------------|
| Saturday |                       |  |                      |
|          |                       |  |                      |
|          |                       |  |                      |
|          |                       |  |                      |
| Sunday   |                       |  |                      |
|          |                       |  |                      |
|          |                       |  |                      |
|          |                       |  |                      |

Operators' name: .....

Date: .....

Operators' signature: .....

**Completed forms should be handed to your Foreman, Supervisor or Line Manager.**

Managers must ensure completed forms are stored securely for at least 25 years from the form completion date, and made available in the event of a compensation claim for HAV/WBV symptoms.

## Appendix D - Vibration Exposure 'Ready Reckoner.'

The table overleaf is a 'ready reckoner' for simply calculating daily vibration exposures. All you need is the vibration magnitude (level) and exposure time. The ready-reckoner covers a range of vibration magnitudes up to 40 m/s<sup>2</sup> and a range of exposure times up to 10 hours.

The exposures for different combinations of vibration magnitude and exposure time are given in exposure points instead of values in m/s<sup>2</sup> A(8). You may find the exposure points easier to work with than the A(8) values:-

- exposure points change simply with time: twice the exposure time, twice the number of points;
- exposure points can be added together, for example where a worker is exposed to two or more different sources of vibration in a day;
- the exposure action value (2.5 m/s<sup>2</sup> A(8)) is equal to 100 points;
- the exposure limit value (5 m/s<sup>2</sup> A(8)) is equal to 400 points;

### Using the ready reckoner

1. Find the vibration magnitude (level) for the tool or process (or the nearest value) on the grey scale on the left of the table.
2. Find the exposure time (or the nearest value) on the grey scale across the bottom of the table.
3. Find the value in the table that lines up with the magnitude and time. The illustration shows how it works for a magnitude of 5 m/s<sup>2</sup> and an exposure time of 3 hours: in this case the exposure corresponds to 150 points.
4. Compare the points value with the exposure action and limit values (100 and 400 points respectively). In this example the score of 150 points lies above the exposure action value.

The colour of the square containing the exposure points value tells you whether the exposure exceeds, or is likely to exceed, the exposure action or limit value:-

|  |                                 |
|--|---------------------------------|
|  | Above limit value               |
|  | Likely to be above limit value  |
|  | Above action value              |
|  | Likely to be above action value |
|  | Below action value              |

5. If a worker is exposed to more than one tool or process during the day, repeat steps 1 – 3 for each one, add the points, and compare the total with the exposure action value (100) and the exposure limit value (400).

|   |     |      |      |      |      |      |      |      |      |      |      |
|---|-----|------|------|------|------|------|------|------|------|------|------|
| Vibration magnitude<br>m/s <sup>2</sup> | 40  | 800  |      |      |      |      |      |      |      |      |      |
|   | 30  | 450  | 900  |      |      |      |      |      |      |      |      |
|   | 25  | 315  | 625  | 1250 |      |      |      |      |      |      |      |
|   | 20  | 200  | 400  | 800  |      |      |      |      |      |      |      |
|   | 19  | 180  | 360  | 720  | 1450 |      |      |      |      |      |      |
|   | 18  | 160  | 325  | 650  | 1300 |      |      |      |      |      |      |
|   | 17  | 145  | 290  | 580  | 1150 |      |      |      |      |      |      |
|   | 16  | 130  | 255  | 510  | 1000 |      |      |      |      |      |      |
|   | 15  | 115  | 225  | 450  | 900  | 1350 |      |      |      |      |      |
|   | 14  | 98   | 195  | 390  | 785  | 1200 |      |      |      |      |      |
|   | 13  | 85   | 170  | 340  | 675  | 1000 | 1350 |      |      |      |      |
|   | 12  | 72   | 145  | 290  | 575  | 865  | 1150 | 1450 |      |      |      |
|   | 11  | 61   | 120  | 240  | 485  | 725  | 970  | 1200 | 1450 |      |      |
|   | 10  | 50   | 100  | 200  | 400  | 600  | 800  | 1000 | 1200 |      |      |
|   | 9   | 41   | 81   | 160  | 325  | 485  | 650  | 810  | 970  | 1300 |      |
|   | 8   | 32   | 64   | 130  | 255  | 385  | 510  | 640  | 770  | 1000 | 1200 |
|   | 7   | 25   | 49   | 98   | 195  | 295  | 390  | 490  | 590  | 785  | 865  |
|   | 6   | 18   | 36   | 72   | 145  | 215  | 290  | 360  | 430  | 575  | 720  |
|   | 5.5 | 15   | 30   | 61   | 120  | 180  | 240  | 305  | 365  | 485  | 605  |
| 5                                       | 13  | 25   | 50   | 100  | 150  | 200  | 250  | 300  | 400  | 500  |      |
| 4.5                                     | 10  | 20   | 41   | 81   | 120  | 160  | 205  | 245  | 325  | 405  |      |
| 4                                       | 8   | 16   | 32   | 64   | 96   | 130  | 160  | 190  | 255  | 320  |      |
| 3.5                                     | 6   | 12   | 25   | 49   | 74   | 98   | 125  | 145  | 195  | 245  |      |
| 3                                       | 5   | 9    | 18   | 36   | 54   | 72   | 90   | 110  | 145  | 180  |      |
| 2.5                                     | 3   | 6    | 13   | 25   | 38   | 50   | 63   | 75   | 100  | 125  |      |
| 2                                       | 2   | 4    | 8    | 16   | 24   | 32   | 40   | 48   | 64   | 80   |      |
| 1.5                                     | 1   | 2    | 5    | 9    | 14   | 18   | 23   | 27   | 36   | 45   |      |
| 1                                       | 1   | 1    | 2    | 4    | 6    | 8    | 10   | 12   | 16   | 20   |      |
|   |     | 15 m | 30 m | 1 h  | 2 h  | 3 h  | 4 h  | 5 h  | 6 h  | 8 h  | 10 h |
| Daily exposure time                     |     |      |      |      |      |      |      |      |      |      |      |



## Appendix E Manager's / Foreman's Checklist

**Specific work task being assessed** .....

**Specific location of work activity** .....

**Person(s) conducting work activity/ies resulting in exposure to vibration:**

.....  
 .....  
 .....  
 .....

|  | <i>✓ as appropriate</i>  |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
|  | Yes                      | No                       | N/A                      |
| Has a suitable and sufficient risk assessment been carried out to assess the risks associated with vibration exposure?                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has effective action been taken as a result of the assessment to reduce the risk?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are those exposed to vibration at work aware of the actions they should take to reduce the risks associated with vibration exposure?               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are employees taking appropriate precautions to reduce the risk of developing symptoms associated with vibration exposure?                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have employees been given appropriate information and training regarding the safe use of vibration equipment and handling of vibrating workpieces? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are "Health Surveillance" procedures in place?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Where appropriate, have pre-employment medical examinations been carried out?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are there monitoring procedures in place?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Completed by**

**Name:** \_\_\_\_\_ **Sign:** \_\_\_\_\_

**Designation:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Appendix F

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

#### MEDICAL IN CONFIDENCE

\* Delete as appropriate

Employee name:..... Date .....

Occupation:.....

Work base:..... Tel extension .....

Date of birth:..... National Insurance No:.....

Have you ever used hand-held vibrating tools, machines or hand-fed processes in a previous job? **Yes / No\***

**If YES:**

(a) state year of first exposure.....

(b) when was the last time you used them?.....

(detail work history overleaf)

|    |   | Yes | No |
|----|---|-----|----|
| 1  | Do you have any tingling of the fingers lasting more than 20 minutes after using vibrating equipment or handling vibrating workpieces?                        |     |    |
| 2  | Do you have tingling of the fingers at any other time?  |     |    |
| 3  | Do you wake at night with pain, tingling, or numbness in your hand or wrist?  |     |    |
| 4  | Do one or more of your fingers go numb more than 20 minutes after using vibrating equipment?  |     |    |
| 5  | Have your fingers gone white* on cold exposure?<br>* 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 rewarming them when leaving the cold?   |     |    |
| 7  | Do your fingers go white at any other time?   |     |    |
| 8  | Are you experiencing any other problems with the muscles or joints of the hands or arms?  |     |    |
| 9  | Do you have difficulty picking up very small objects, eg screws or buttons or opening tight jars?   |     |    |
| 10 | Have you ever had a neck, arm or hand injury or operation?<br>If 'Yes' give details .....   |     |    |
| 11 | Have you ever had any serious diseases of joints, skin, nerves, heart or blood vessels?<br>If so, give details .....  |     |    |
| 12 | Are you on any long-term medication?<br>If so, give details .....   |     |    |

**OCCUPATIONAL HISTORY**

**Dates**

**Job Title**

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**I certify that all the answers given above are true to the best of my knowledge and belief, and that I have been provided with a copy of the HSE’s pocket card, ‘Hand-Arm Vibration: Advice For Employees’**

**Signed:**

**Date:**

**RETURN IN CONFIDENCE TO OCCUPATIONAL HEALTH, TREDOMEN HOUSE.**

**Appendix G**



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

Employee name:.....

Occupation:.....

Work base.....

Date of birth:..... National Insurance No:.....

Have you been using hand-held vibrating tools, machines or hand-fed processes in your job, or if this is a review, since your last assessment? **Y / N**

(Detail work history overleaf)

If 'No' or it is more than 2 years since your last exposure, please return the form - there is no need to answer further questions.

**If YES:**

|   |  | Yes | No |
|---|--|-----|----|
| 1 | Do you have any numbness or tingling of the fingers lasting more than 20 minutes after using vibrating equipment?  |     |    |
| 2 | Do you have numbness or tingling of the fingers at any other time?   |     |    |
| 3 | Do you wake at night with pain, tingling, or numbness in your hand or wrist?   |     |    |
| 4 | Have any of your fingers gone white* on cold exposure?<br><small>*Whiteness means a clear discoloration of the fingers with a sharp edge, usually followed by a red flush.</small> |     |    |
| 5 | Have you noticed any change in your response to your tolerance of working outdoors in the cold?  |     |    |
| 6 | Are you experiencing any other problems in your hands or arms?   |     |    |
| 7 | Do you have difficulty picking up very small objects, eg screws or buttons or opening tight jars?  |     |    |
| 8 | Has anything changed about your health since the last assessment?  |     |    |

**OCCUPATIONAL HISTORY**

**Dates**

**Job Title**

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**I certify that all the answers given above are true to the best of my knowledge and belief, and that I have been provided with a copy of the HSE's pocket card, '*Hand-Arm Vibration: Advice For Employees*'**

**Signed:**

**Date:**

**RETURN IN CONFIDENCE TO OCCUPATIONAL HEALTH, TREDOMEN HOUSE.**

Appendix H

**Control of Vibration Regulations 2005  
Main Requirements Flow Process**

