Health & Safety Policy
HSP 17
Vibration

Version	Status	Date	Title of Reviewer	Purpose/Outcome
1.0	Draft	07.03.2016	David Maine	1st Draft for consultation/review
1.1	Approved	10.01.2017	David Maine	1st Issue

Title:	HSP 17 – Vibration
Author(s):	David Maine
Date:	January 2017
Review date:	January 2018
Application:	This policy applies equally to all The White Horse Federation (TWHF) employees including agency or casual staff, and to all premises where TWHF is either the 'employer' or is in control of the premises.

Definitions	For the purpose of this policy, the following definitions apply;	
	Hand-Arm Vibration (HAV)	Hand-Arm Vibration (HAV) is vibration, which reaches the hands and arms when working with hand-held power tools, hand-guided machinery or when holding materials, which are being processed by machinery.
	Hand-Arm Vibration Syndrome (HAVS)	HAVS is a general term embracing various kinds of damage due to exposure to high levels of vibration, including: Vascular disorders such as vibration white finger (VWF) causing impaired blood circulation and blanching of affected fingers and parts of the hand; Neurological and muscular damage leading to pain and numbness and tingling in the fingers and hands, reduced grip strength and dexterity, and reduced sensitivity to touch and temperature; and Other passive kinds of damage leading to pain and stiffness in the joints of the wrists, elbows and shoulders. These forms of change and the factors contributing to them are less well understood than the vascular and neurological effects. **Note**! HAVS is a reportable disease under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
Policy Aims	It is the aim of TWHF to comply with the Control of Vibration at Work Regulations 2005.	
Policy	TWHF is committed to protecting its employees and those engaged in providing services to it, from personal injury resulting from excessive exposure to vibrating equipment of all types arising from TWHF activities. Personal tolerance to the exposure to vibrating equipment varies between individuals, TWHF's commitment is not only to put in place procedures to limit and control excessive exposure to those levels set down by legislation but also to monitor all relevant employees to identify employees with low tolerance levels and to thereby take corrective measures to eliminate long term physiological damage.	
Risk	To protect employees against risk to their health, safety and welfare arising from exposure to vibration at work. This includes Hand-Arm Vibration (HAV) & Whole Body Vibration (WBV). **Potentially Hazardous Processes and Tools** The following are examples of processes and equipment where there may be a risk of developing HAVS:	

	• Percussive tools used in road maintenance, construction, etc. (i.e. power hammers, vibratory compactors, concrete breakers, road drills); • Grinders and other rotary tools (i.e. hand-held grinders, hand-held sanders, pedestal grinders, rotary burring tools); and • Timber and wood machining tools (i.e. chainsaws, brush cutters, hand-held or hand-fed circular saws, electrical screwdrivers, powered mowers and shears, strimmers). The above list is not exhaustive. It is safest to regard regular prolonged use of any high-vibration tool or machine as suspect, especially if it causes tingling or numbness in the user's fingers after about 10-15 minutes continuous operation.
Responsibility	This responsibility is discharged primarily at the line management/operational level.

	Roles & Responsibilities
1.	Roles and responsibilities are defined in HSP2 Organisation. Any specific actions are detailed in the arrangements section below.
	Arrangements
1.	**Risk Assessment** Managers are responsible for ensuring that a suitable and sufficient risk assessment will be carried out that will; • Identify vibration equipment that may give rise to exposure that has the potential for harm; • Identify who is at risk; • Decide if the processes can be changed or managed differently to reduce hand-on contact with vibratory equipment; • Decide on the control measures to reduce the risk to the lowest possible level, including purchasing and hiring of new equipment with low vibration magnitude data; • Monitor the effectiveness of the controls in place, including where necessary, the vibration testing of equipment for true magnitude data. • Incorporate annual health surveillance of employees who come into contact with vibrating equipment above the action value of 2.5 m/s2 • Review and audit the risk assessment annually. The Control of Vibration at Work risk assessment must follow the TWHF health and safety standard risk assessment format.
2.	**Information, Instruction & Training** TWHF will provide information, instruction & training to ensure that any employees engaged on works that may involve significant exposure to vibrating equipment fully understand the following: 1. The risks associated with exposure to vibration. 2. The symptoms associated with the onset and progression of the disease. 3. The effect of external factors at the onset and development of the disease (cold, smoking, Diabetes, other circulatory inhibitors and diseases).

	4. What action to take if they are suffering from any symptoms of the disease 5. The systems for reporting of any event, which could or does give rise to the risk of excessive vibration, or of any medical condition, which appears to support a diagnosis of a vibration-induced condition. 6. TWHF procedure for identifying the vibration levels and daily exposure times for all equipment to which present a significant risk. 7. The importance of ensuring that staff do not exceed the maximum daily exposure levels. 8. The significance of the procedures put in place to minimise the risk to staff, including their own obligations with regard to control measures in place (including but not limited to time sheets to confirm that they have not exceeded the maximum daily exposure levels.) Managers and Staff will undertake the necessary training required to fulfill the requirements of this policy. Some managers may require more training than others but the basic requirements are laid down below: • Basic introduction to Risk Assessment; • Working or Managing Safety. • Managing Vibration for Managers/Supervisors
3.	**Employee Pre-Employment Screening and Health Surveillance** TWHF will identify all activities where exposure to vibrating equipment may arise and assess the risk where there is the potential for exposure to excessive vibration. Applicants will be screened by Occupational Health for symptoms of Hand Arm Vibration or other medical conditions, which may restrict or prohibit work with vibrating equipment prior to employment. Advice from the Occupational Health Provider will be considered when making offers of employment. Where appropriate all practical adjustments will be made to accommodate any restrictions identified.
4.	**Health Surveillance** Health surveillance is appropriate for all workers who carry out tasks identified as giving a significant risk of Hand-Arm Vibration Syndrome. The surveillance program will include regular health checks and enable any symptoms to be assessed and appropriate information to be given to individuals regarding further exposure to vibration. Employees must report any further assessment by the Occupational Health Provider to their line manager. To ensure the relevant staff receives HAVS surveillance Line Managers will complete a pre – employment online job definition form for all new starters and identify those members of staff that will be exposed to vibration from using tools as part of their job.
5.	**Procurement Procedures** Managers must ensure to hire or procure equipment with the lowest possible vibration levels that are fit for the purpose or task being undertaken and represent best practice and value for money.

Wherever possible managers will standardise on one type of equipment to simplify the process of determining vibration levels, vibration auditing and equipment identification by employees.

Equipment that needs to be hired in must also comply with these requirements.

Procurement Process

- Anyone supplying power tools for use in Britain (manufacturer's, importers, suppliers and tool hire firms) must comply with the Supply of Machinery (Safety) Regulations 1992 (as amended). These regulations include essential requirements for manufacturer, importers and suppliers of vibration emitting machinery to:
    - Design and construct machinery with vibration emissions that are reduced to the lowest level possible
    - Provide information to warn against residual risks i.e. those that could not be eliminated by design
    - Provide information on vibration emissions

- On procuring equipment, the budget holder/purchaser will be responsible for obtaining the manufactures / suppliers vibration data sheet to ensure the equipment being purchased has the lowest levels of vibration possible;
- Where vibration levels fall into medium / high category compare vibration levels with other makes and models of similar equipment with alternative suppliers;
- Where suppliers manufacturers sheets all record medium / high levels of vibration, managers must ensure reduced levels of operation as part of the equipment risk assessment.
- Make arrangements for equipment to be added to asset list when equipment is purchased.

Maintenance procedures

Managers will ensure that all equipment they operate is properly maintained and, that employees are advised on the need to inspect all equipment including any specific checks needed to manage the risk of vibration prior to use. Operators should report any equipment, which demonstrates excessive and abnormal vibration in regular use. Records of inspections should be recorded and retained in a safe place.

TWHF Equipment

I. **Reactive Maintenance -** Any equipment that is not operating correctly or equipment that is vibrating excessively should be taken out of use by the employee for repair. The employee must notify his line or Premises Manager of any equipment that has been taken out of use.
II. **Planned maintenance** – All work equipment will be maintained and checked annually by a competent person. Any equipment found to be not operating correctly or presenting excessive vibration levels, will be notified to the relevant manager for corrective action or replacement.

The records of maintenance will need to be kept indefinitely due to possible claims for hand and arm vibration from employees.

Hire Equipment

I. **Reactive maintenance.** Any equipment that is not working correctly or equipment showing signs of an increase in vibration should be reported and request made with the Hirer to collect

	and replace the equipment with a like for like equipment or equipment that has already been assessed and approved for use by TWHF. II. **Planned maintenance** – All equipment provided must have received a full maintenance check carried out by the Hire company before being supplied. The Hire Company is responsible for maintenance of its hire equipment as per the manufacturer's instructions and must recall any equipment that is on long-term hire. Although hired in, all equipment must be logged for monitoring purposes. However, it is the hiring company's responsibility to carry out the planned maintenance checks.
	Equipment registers Managers will put in place an equipment register that identifies all items of equipment with the potential to give rise to excessive vibration in normal use. This register will identify the equipment by Type, Manufacture, Model and Serial Number. Further data relating to actual measured vibration levels and exposure times will also be recorded where they are available. It is essential that all managers ensure that a thorough audit of equipment is prepared and maintained.
	Equipment testing Managers will identify equipment in use with high vibration levels by means of; use of the manufacturer's vibration data, observing the equipment when in operation or if an employee is showing symptoms of Vibration White Finger or Carpal Tunnel, they will ensure, wherever possible, that the identified equipment is tested to ascertain its true vibration magnitude. In-house trained officers or contractors who have had the appropriate training, 2 or 5-day course in 'Hand-Arm Vibration' can conduct vibration data monitoring for TWHF. Where adequate vibration testing cannot be undertaken, Manufacturers test data can be used but the Health and Safety Executive (HSE) guidelines of 'doubling the vibration magnitude data' should be followed. Note! This method does not constitute true vibration magnitude readings and should only be used as a guide. If an employee shows or complains of symptoms of HAVS, then the department will be required to have equipment tested or serviced and tested by a competent person.
	Operational control **Vulnerable Employees – Hand-Arm Vibration Syndrome** Employees who through medical screening have been identified as having symptoms of HAVS or other medical conditions which may give a predisposition to the disease, may have extra restrictions with regard to exposure placed upon them. All such employees will be individually consulted and instructed on levels of exposure and control measures.

	Training Employees at risk of exposure to vibrating equipment will be given adequate instruction with regard to the symptoms, risk and methods of controlling exposure. In addition managers will identify a key person/contact with overall responsibility for the implementation of these procedures. The key person/contact will be responsible for ensuring that all operatives are adequately trained and that appropriate records (including risk assessments), procurement and testing procedures are in place. Vibration awareness will be included in the Working Safely Induction. Additional Toolbox talks may also be provided.
6.	**Limitations of this Policy** The policy cannot anticipate all eventualities; therefore professional judgement should be used to identify the appropriate course of action needed to protect those who are vulnerable and/or at risk. This judgement should derive from multi-disciplinary team discussion rather than any one individual where possible.
7.	**Appendices** 1. HSF 17.1 HAVS Poster 2. HSF 17.2 Health Surveillance – Recruitment Process 3. HSF 17.3 Vibration Risk Assessment Template