**Hand and Arm Vibration Management and Control Policy**

Aberdeenshire council will demonstrate that, in regard of managing the risks associated with Hand and Arm Vibration it will:

* Identify and assess sources of risk
* Prepare a control system for preventing, reducing or controlling the risk
* Implement and manage and monitor precautions
* Maintain suitable and sufficient records of the precautions implemented and will carry this out for each Aberdeenshire Council premises within the Council’s control.
* Appoint a person to be responsible for the management and maintenance of the control system and measures adopted.

The Manager of the establishment has the day to day responsibility for the implementation of these procedures to ensure, so far as is reasonably practicable, the safety of employees and others at council premises

Management has a statutory duty to ensure that compliance is active, continuous and effectively policed.

The Council must be able to demonstrate it has:

* Identified all the relevant factors
* Instituted the appropriate corrective or preventive actions and
* Is monitoring the effective implementation of the required solutions.

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| **HAND-ARM VIBRATION (HAV)**  The term Hand and Arm Vibration (HAV) is the collective name for a range of injuries caused by hand transmitted vibration, which includes damage to blood circulatory systems and sensory nerves in the fingers, weakened muscle in the hands and painful joints in the hands and arms. It is most commonly associated with blood circulatory disease known as Vibration White Finger (VWF). All incidences of HAV are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The condition usually arises from regular and long term exposure to hand transmitted vibration. The early symptoms of VWF are tingling, numbness in the fingers during and immediately after working with such things as hand held tools. Continuing exposure to HAV may lead to development of susceptibility to finger blanching attacks. The blanching attacks are triggered by changes in ambient temperature and do not necessarily occur whilst using the tool, unless working in cold or wet conditions. The magnitude, frequency, duration and transmission of the vibration are important factors in the relationship between the exposure to vibration and the development and severity of symptoms.  These conditions are affected by the employee’s well-being and physical condition. Smoking heavily can have detrimental effects on the worker if he needs to operate vibration inducing hand tools, as can other conditions such as Diabetes or neurological disorders.  The tools with the potential to cause or exacerbate HAV usually operate in low frequencies. They include, but are not limited to:   * Pneumatic hammers and drills, both percussive and rotary grinders, these include the use of cutting discs as well as grinding * Percussive metal working, needle guns, chipping hammers * Bench saws and bench grinders * Strimmers and power saws   These tools operate in similar fashions in that there are three separate axis along which the tool and consequently the hand of the operator can travel, referred to as x, y and z axis. These represent the up and down, side to side and backward and forward movements of the hand. The tools, through the described axis, all deliver impact to the user’s hand. It is the transmission of this impact, which has the potential to cause injury. | |
| **WHOLE BODY VIBRATION (WBV)**  Exposure to whole body vibration, particularly to large shocks and jolts, is a back-pain health risk for employees who drive mobile machines or other work 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 to transport materials, e.g. in factories, depots, warehouses and docks, particularly where the surfaces the trucks travel on are in poor condition or the drivers use poor driving techniques.  WBV occurs when a person’s body is supported on a vibrating surface. This is most likely when sitting on the seat of a moving vehicle or other form or transport, or when operating vibrating machines. WBV can be caused by:   * Movement of the wheels or tracks of a vehicle or mobile machine crossing an uneven surface, or while 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 | |
| **EXPOSURE LIMITS AND ACTION VALUES**  Hand-Arm Vibration  Daily Exposure Limit Value is 5 m/s² A(8)  Daily Exposure Action Value is 2.5 m/s² A(8) Whole Body Vibration Daily Exposure Limit Value is 1.15 m/s² A(8)  Daily Exposure Action Value is 0.5 m/s² A(8)  The daily exposure limit value (ELV) is the maximum amount of vibration an employee may be exposed to on any single day. The daily exposure action value (EAV) is the level of daily exposure to vibration above which you are required to take certain actions to reduce exposure (see section on Elimination or Control of Exposure to Vibration contained within this document).  **Exposure averaged over one week for emergency work**  In cases of emergency work (e.g. involving intensive urgent work using chainsaws to clear fallen trees following a storm etc.), weekly averaging of daily exposure allows for **occasional** daily exposures to go above the exposure limit value. However, there are stringent conditions for its use.  Control measures must still be in place to reduce exposure and it will often be reasonably practicable to spread the exposure over more than one day to keep each day’s exposure below the exposure limit value for the week. Also to qualify for weekly averaging, exposures must be usually (i.e. on most days) below the exposure action value. Where weekly averaging is used, health surveillance for employees should also increase.  In the case of HAV, the weekly averaging scheme would permit a maximum exposure on any one day of 11 m/s² A(8) when exposure on the remaining days of the week is zero, or 10 m/s² A(8) when exposure on each of the other four days of the week is just below 2.5 m/s² A(8), which is the exposure action value.  Where weekly exposures may be used, consultation with the Health & Safety Unit is recommended. | |
| **RISK ASSESSMENT**  The risks from vibration can be controlled and employees can be protected from ill health caused by vibration. To protect employees, and to comply with the Vibration Regulations, employers need to assess the risks from vibration and plan how to control them.  The purpose of risk assessment is to evaluate the likelihood of a hazard occurring, the severity of its outcome and plan for its control. For the purpose of this guidance document, likelihood refers to:  Tools, equipment, machinery and processes that generate levels with a magnitude (level of vibration at the hand position on the tool, handle, work piece etc.) of 2.5m/s2 A(8)    And severity refers to:    Exposure time (the time for which the employee’s hand is actually in contact with the vibrating tool)  The employer needs to look at whether they have a problem to manage, and if they answer YES to one or more of the following examples, then they should assume that their employees are at risk from vibration and take steps to reduce their exposure:  HAV   * Use rotary action power tools or machines for more than an hour per day? * Use hammer action power tools for more than 15 minutes per day? * Work in an industry where HAVS is known to be a problem? * Work with any of the industrial process for which HAVS is reportable? * Equipment suppliers warn of a vibration risk? * Employees have symptoms of HAVS?   WBV   * Vehicle regularly driven off-road or on poor surfaces? * Vehicle maintenance record suggests wear and breakages may be due to high levels of vibration or shock? * Driver/operator jolted, shaken or lurches from side to side or backwards/forwards? * Employees sit or stand on a mobile or static machine when it is operating? * Manufacturer of vehicle/machine warns of WBV risks? * Employees report uncomfortable levels of vibration or having lower back pain?   If there is a problem to manage, then the next step is to identify the employees at risk and determine their daily vibration exposure with enough accuracy to establish who is likely to be exposed at or above the following:  HAV exposure action value (of 2.5 m/s²) or exposure limit value (of 5 m/s²).  WBV exposure action value (of 0.5 m/s²) or exposure limit value of (1.15 m/s²)  A programme of assessing and reviewing the vibration levels of existing equipment is ongoing and is carried out by the Health & Safety Unit using appropriate measuring equipment.  The Service should inform the Health & Safety Unit of any existing equipment which has not been assessed or when they have any new machinery/plant or equipment they require to have measured (ideally this should be at the trial stage).  An assessment of the actual work undertaken, the vibration measurements and any recommendations will be reported back to the Service (and also made available on Arcadia).  The Service should inform the Health & Safety Unit of any modifications made to assessed equipment or changes to work processes, where a review assessment can be undertaken, otherwise they will be reviewed every 3 years. | |
| **ELIMINATION OR CONTROL OF EXPOSURE TO VIBRATION**  The measures, which need to be considered following a risk assessment in order to eliminate or reduce the effects of hazardous vibration, are as follows:   * Elimination or Substitution * Purchasing policy * Engineered Controls * Procedural Controls * Ergonomic Factors * Reduction in exposure * Information, instruction and training * Personal Protective Equipment * Health Surveillance   Elimination is the most effective and reliable way of eliminating the risk from vibration is to design (or redesign) the work process so that employees are not exposed to vibration at all. Where vibration exposures are above the exposure limit value this approach is sometimes the only way of adequately controlling the vibration risk.  Elimination or Substitution is aimed at avoiding or minimising operations and the use of tools that expose employees to hazardous vibrations and should always be the first choice.  Where elimination of exposure cannot be achieved, consideration should be given to the introduction of vibration-reduced tools or processes or the following engineering controls:   * Product design * Process design and control * Mechanisation * Equipment selection and maintenance   Similar consideration should be given, where applicable, to the substitution of cutting bits, abrasives, and other consumables used in conjunction with these tools.  Information on the specifications and performance of such tools and consumables should be obtained from the manufacturer. Practical examples of elimination and substitution are given in HS(G)170 ‘Vibration Solutions’. | |
| **SELECTION OF TOOLS, MACHINERY, CONSUMABLES**  Consideration should not only be given to tools, but also to consumables and host materials, which can also contribute towards the cause of injury.  Possibly the most effective control is a robust purchasing policy that prevents excessive exposure prior to any persons coming into contact with machinery that may cause vibrations. Where possible Aberdeenshire Council should use its buying power to put pressure on the manufacturers to produce low vibration equipment.    The Supply of Machinery (Safety) Regulations 1992 (as amended)require that manufacturers, importers and suppliers of vibration-emitting machinery must:   * design and construct such machinery so that the risks resulting from vibration and other sources are reduced to the lowest level, taking account of technical progress and the availability of means to reduce them * provide information to warn of any residual risks, i.e. risks that could not be adequately reduced by design * provide information/instructions accompanying hand-held/hand-guided and mobile machines on vibration emissions which reach or exceed 2.5 m/s² (this value is the vibration emission of the equipment/machine and not the daily vibration exposure of the operator. It should not be confused with the exposure action value of 2.5 m/s² A(8)).     A purchasing specification should incorporate maximum vibration magnitudes and test procedures, which suppliers have to satisfy. Manufacturer data should however be regarded with some caution, as they may not necessarily be measurements of levels sustained when the equipment is put to the intended use.  Prior to purchase, ideally any new equipment should be taken on trial and identified to the Health & Safety Unit for assessment of the vibration levels.    Where this is not possible, the following list suggests some possible questions to ask Manufacturers/Suppliers (advice can also be sought from the Health & Safety Unit):   * Is the vibration of any handle or other surface in contact with the user likely to exceed a RMS (Root Mean Squared) acceleration of 2.5m/s² for HAV?   (If the answer to this is yes)   * What is the frequency-weighted RMS acceleration?   + Under operating conditions producing the highest vibration?   + Under typical operating conditions?   + Under other standard conditions? * Under what operating conditions were the measurements made?   (If the tests were in accordance with a published standard, provide details)   * What measures have been taken to reduce vibrations? * Are additional vibration reduction measures practicable? * What is the maximum RMS frequency-weighted acceleration that the tool or equipment can be guaranteed not to exceed? * What tests have been carried out to confirm any claims made in answer to last question?   Aberdeenshire Council’s policy addresses the identification, assessment and subsequent purchase or leasing of tools and machinery, and recognises the potential harm such tools and machinery can cause the workforce, therefore should include reference to:   * The identification of potential hazards associated with the use of tools, machinery, and equipment and ranking in terms of their contribution to the hazard * Assessments of existing tools, machinery, and equipment, identify & evaluation of possible solutions in terms of practicability & cost * The provision of vibration control measures * The establishment of purchasing guidelines and controls * Engineering Controls   Some tools have devices fitted to them to minimise the level of vibration generated. Additional sleeves made from a foam compound material can be fitted to the barrel of the tools mentioned in order to provide thermal protection, but a reliance on these sleeves as a control measure for vibration would be misguided.  **Selection of tools and machinery (including information received from suppliers)**   * When assessing the tools or machinery required to carry out the work, consideration must be given to any potential exposure to vibration * Supplier’s or in-house vibration level information must be considered prior to selection * The supplier should provide information regarding vibration levels, but these may have come from values declared by the manufacturer. These measurements are usually undertaken in artificial test conditions and may underestimate the vibration likely to be produced in real use. The supplier should be asked for a value (or range of values) that represents the likely vibration for the equipment or tool when used in circumstances similar to the work that is to be undertaken by the employee.   The vibration information used to estimate vibration exposures should have been measured on tools or machines similar to the ones being used and in broadly similar operating conditions. Ideally vibration information should be for the specific equipment (make and model) that is planned to be used.  Where possible machinery will be used on trial and assessed by the Health & Safety Unit prior to purchase   * Tools suitable for the job, with the lowest vibration levels will, as far as possible, be chosen on all occasions * Where exposure to vibration cannot be avoided, the maximum levels of exposure must not be exceeded without instigating control measures   **Selection of consumables such as abrasives, cutting-bits etc**   * Consumables will be manufactured to British Standards * Low vibration accessories will be selected and suppliers asked to supply vibration levels/readings * Blades need to be of the correct bore and diameter to match the respective machine * Blades and cutting bits will be sharpened or replaced when they become dull * Blades and cutting bits will be used only for the purpose for which they were intended, grinding discs for grinding, cutting discs for cutting, etc. * The Service should be aware of the possible need to increase the purchasing of machinery, tools and consumables, and the requirement of additional resources in order to monitor this   **Hire of Equipment**   * Hired tools, equipment and machinery must be accompanied by a statement of fitness for use as required by PUWER * Each item should have a unique reference and service record, including tests on vibration and acoustic levels, together with any necessary test certificates * Where possible similar equipment should be hired to that which has already been assessed by the Health & Safety Unit, so that the vibration assessment results can be used as a rough guide (look at the vibration levels published on Arcadia or contact the Health & Safety Unit directly for advice) * The hire company should provide the employer with relevant information regarding vibration levels, but these may have come from values declared by the manufacturer. These measurements are usually undertaken in artificial test conditions and may underestimate the vibration likely to be produced in real use.   The vibration information used to estimate vibration exposures should have been measured on tools or machines similar to the ones being used and in broadly similar operating conditions. Ideally vibration information should be for the specific equipment (make and model) that is planned to be used.  If it is difficult to find representative vibration data for the tools or work activities, then it may be possible to estimate the magnitude from other sources. The HSE has started to gather measurement information on a number of tools and this is available on their web site [www.hse.gov.uk/vibration](http://www.hse.gov.uk/vibration). They hope to add to this in due course.  Other sources of vibration data include trade associations, government bodies, consultants, technical or scientific publications and on-line databases. Two other web sites providing free access to a range of manufacturers’ standard vibration emission data, and some values measured in real use, are available on:   * <http://www.las-bb.de/karla/index_.htm> * <http://vibration.arbetslivsinstitutet.se/eng/havhome.lasso>   If no information is available on the likely in-use vibration magnitude then as a rough guide the HSE state that the values declared by the manufacturer should be doubled to bring it closer to the vibration magnitudes found in real use.   * Where an item of plant or equipment is going to be used as a long-term hire or be leased, then the Health & Safety Unit should be contacted, who will undertake a vibration assessment | |
| **INSPECTION AND MAINTENANCE OF EQUIPMENT**  Any equipment used that causes vibration will be inspected on a regular basis to ensure the equipment is:   * Well maintained * Correctly balanced * Free from worn or loose parts * Used only with sharp blades/cutters * Well tuned (Engine) where applicable   The user will carry out a visual inspection on the equipment before use and on a regular basis. Any faulty equipment must be reported and where necessary labelled as such and taken out of service until repaired or replaced.  It is important that up-to date equipment records are held, detailing the service history, any vibration or acoustic testing and copies of any certificates required.  Portable Appliance Testing will be carried out on a regular basis. The frequency of these inspections will be determined by the nature and frequency of use, and also by current HSE guidance on the testing of portable appliances. Records of these inspections will be held centrally and locally. | |
| **TAGGING & POINTS SYSTEM**  A Tagging System is in place (see Appendix C), which colour codes each piece of equipment into either ‘green’, ‘amber’ or ‘red’. These coloured tags are the result of an assessment carried out by the Health & Safety Unit, which indicates a point value for time of use (points per 15 mins of use) which allows employees to monitor their daily exposure. Employees should inform their line manger of any equipment which is not tagged. The line manager will either arrange to have the tag replaced or organise an assessment to be carried out by the Health & Safety Unit.  Green Tag up to 2.5 m/s² (reaching up to 100 points) over an 8-hour day  Amber Tag up to 5.0 m/s² (reaching up to 400 points) over an 8-hour day  Red Tag will reach 5.0 m/s² (400 points) in less than 8 hours  Employees will be encouraged to use ‘Green’ tagged equipment where possible. Where different coloured tagged equipment are used, the points on the tag for time of use will have to be counted up for that day, with 400 points (equalling the exposure limit value of 5 m/s²) being the maximum they should be exposed to in any one (8 hour) day. After 100 points (equalling the exposure action value of 2.5 m/s²) is reached, control measures must be instigated by the line manager e.g. reduction of exposure through job rotation, health surveillance etc.  In order to monitor the effectiveness of this system, it is suggested that Services regularly sample specific groups of employees, by asking them to record their points for a 2-week period and return this record to their line manager (see Appendix D). | |
| **PERSONAL PROTECTIVE EQUIPMENT**  It is important to keep the hands and body warm in order to maintain good blood flow especially to the fingers and reduce the risk of injury. Best to keep hands warm and dry by providing additional pairs of dry gloves.  Anti-vibration gloves are not usually considered effective at reducing the frequency-weighted vibration associated with the risk of HAV. Unless they are specifically matched to vibration characteristics of the particular work, they can increase the vibration at some frequencies.  Reference should be made to the policy and guidance note on Personal Protective Equipment available on Arcadia. | |
| **HEALTH SURVEILLANCE**  Health surveillance is having procedures in place to detect work-related ill health at an early stage and acting on the results. The main aims are to safeguard the health of employees and check the long-term effectiveness of the control measures. Hand-arm Vibration In the case of hand-arm vibration, one of the specific aims is to prevent employees developing an advanced stage of hand-arm vibration syndrome (HAVS) associated with disabling loss of hand function. It is possible that employees who are exposed to vibration may have mild symptoms of HAVS, health surveillance can help them to recognise the first symptoms if they have started to develop. Employees should be encouraged to recognise and report symptoms early so that controls can be introduced or reviewed to prevent symptoms developing further.  **Procedure for New Employees**  New employees who as part of their duties will be likely to use vibratory tools must complete a health screening questionnaire before taking up employment.  Level 1  The questionnaire (see Appendix A) will be assessed by the Health & Safety Unit, and where deemed necessary they may be asked to see the Council’s Occupational Health Provider. Procedure for Existing Employees   Existing employees who use vibratory tools will be subject to health surveillance. This involves working through a number of levels as follows:  Level 2  Employees are asked by their Service to complete an annual health surveillance questionnaire (see Appendix A). This will initially be screened by the Council’s Health & Safety Unit in order to check whether further referral to the Council’s Occupational Health Provider is required.  If no symptoms are reported on the screening questionnaire, no referral will be made, although the HSE recommend that after 3 years of a vibration-exposed employee reporting no symptoms they should be referred for a consultation with an Occupational Health Nurse to provide an opportunity to explore more fully any possible symptoms that an individual may have overlooked.  Where symptoms have been reported the employee will be referred as detailed in Level 3.  Level 3  The questionnaire is screened by an Occupational Health Nurse, where further referral to an Occupational Health Physician may be recommended.  Level 4  The Occupational Health Physician will carry out a medical examination and formal diagnosis. The employer will then be advised of the employee’s fitness for work, confirming whether any action has to be taken to reduce exposure.  Level 5  In certain circumstances the employee may be referred to by the Occupational Health Physician to a Specialist.  Recommendations  Where a reduction in exposure to vibration has been recommended, the Service will require the employee to keep a record of the vibrating equipment used and the actual time of it’s use (see Appendix D). The recommended daily levels of exposure must not be exceeded; therefore the Service should keep and monitor the employee’s exposure records.  Further health surveillance questionnaires/medical examinations may be conducted at intervals as advised by the Council’s Occupational Health Provider. The referring manager will ensure any review appointments are made for the employee within the advised timescale.  In the event that an employee is deemed to be unfit to use vibrating tools and there is a requirement to be redeployed, then the employee would utilise the Council’s redeployment policy. Discussion should take place with the appointed Personnel Officer.  **Whole Body Vibration**  In the case of whole body vibration health surveillance, it is not considered that any methods exist for detecting the changes in people’s backs which can reliably indicate the early onset of changes (which may cause low back pain) that are specifically related to workplace factors.  Valuable information can, however, be obtained by allowing employees to make early report of lower back pain in order to assess the need for action on WBV, manual handling or posture. This reporting and monitoring of symptoms is generally know as ‘health monitoring’. An example of a simple questionnaire is given in Appendix B, however, it is not currently a legal requirement for WBV under the Regulations. Records The Service will retain copies of all medical reports, exposure records, pre-employment and annual Health Surveillance Questionnaires within their confidential Employee Personal Files.  The Council’s Occupational Health Provider will retain all Health Surveillance Questionnaires and medical reports regarding any employee who is referred to them.  As soon as an employee is referred to the Council’s Occupational Health Provider a Personnel Officer is assigned to the referral, and a copy of any report will be forwarded to them as well as the referring manager. | |
| **TRAINING AND COMPETENCE**  Employers can gain co-operation from those employees most at risk by devising and implementing workable programmes for the prevention and control of harmful vibration. The purpose of this section is to provide managers with guidance to expand existing Council induction courses to include information on vibration issues. Senior Management have defined the Vibration policy objectives and endorsed the content as well as monitoring the effectiveness of the policy.  **Provision of instruction, supervision, information and training**  All employees or agency employee’s must receive induction training, this training must include instruction & information on HAV and WBV where relevant  Instruction and training on the use of any equipment will be provided by a competent person  Training records for all staff will be maintained and updated as necessary  Information on the maximum exposure levels for the whole range of relevant equipment will be provided for all staff  Staff will be adequately supervised by the relevant senior member of staff  Refresher training will be carried out at agreed time intervals dictated by Services Induction Training Who should be trained or made aware of the problem?  Employees – Operatives  Employees, particularly power tool operatives, need information about the hazard and what they should do to reduce the risk. Information and training should be given on:   * The hazard and signs of injury * The need for reporting vibration exposure symptoms promptly * The need to report any equipment defects promptly * Ways to minimise risk including: * How to grip tools properly for safe operation * The need to maintain good blood circulation by warming up before starting work in cold environments – blood circulation will be maintained by keeping warm while working * Exercising fingers * The benefits of stopping or cutting down on smoking * Leisure activities that may aggravate any existing symptoms     Employees should report signs and symptoms of injury to their line manager who in turn should inform the Health & Safety Unit. Reports of such injuries will be investigated by a competent person and consideration given to referral for medical assessment.  Employees – Maintenance  Maintenance personnel should demonstrate competence in repair and maintenance of tools. If new tools have been introduced which may be unfamiliar, training should focus on:   * Adopting good maintenance practice * Recognising areas for improving vibration magnitude such as * Tightening disc guards * Tool lubrication requirements * Manufacturers’ recommendations * Tool air/power usage * Maintenance of service equipment such as compressors, etc  Management/Supervisory Training The Council should deliver tailored short courses for personnel with responsibility and accountabilities under their adopted Vibration policy.  Senior Management  Training for senior management should be delivered by way of awareness sessions resulting in recognition of the key vibration issues likely to effect the Council  Supervisors/Line Management  Supervisors/Line Managers are key personnel in ensuring that agreed control strategies are being followed. The following training elements should be considered:   * Identification of the most hazardous processes currently or likely to be in use * Identification of the power tools that can cause harm. Awareness of how tool control systems work, i.e. tagging/exposure values for single and multiple tool use, etc * Recognise the signs and symptoms of injury * The procedures to be followed in the event of any injury * The procedures in place for quarantine or repair of faulty tools * Awareness of the current best practice for the prevention of HAV * Awareness of the legal aspects surrounding HAV * Health and Safety at Work, etc Act 1974 * Machinery directive * Provision and Use of Work Equipment Regulations 1998 (PUWER) * MHSAWR * Current action levels  Sub-Contractors Communicating the arrangement of the vibration policy to sub-contractors is vital. In shared workplaces this should be addressed within agreed documented interface arrangements for shared activities.  Respective parties may agree to adopt the host party’s vibration policy, thus ensuring effective management of training and competence issues across the business. Refresher Training Refresher training should be undertaken regularly, as dictated by the Service Training Policy. Records Records of all training should be retained to allow for future review of control measures and verification of compliance with relevant statutory duties and should include:   * Course by: title, trainer, content and date * Attendance by: employee name, payroll number, job title, service   Course evaluation forms are available on Arcadia under the development and training section  **Competent Advice**  Training, vibration assessments and health surveillance should be arranged through the Health & Safety Unit. | |
| **AUDIT AND REVIEW**  The Health & Safety Unit will undertake safety sampling or health & safety audits of the management systems, which are in place to control and monitor HAV/WBV. This will be carried out at regular intervals as agreed and detailed in Service Health & Safety Action Plans. Quarterly reports will be prepared by the Health & Safety Unit and presented to Service Management Team or Health & Safety Committees.  All records relating to HAV/WBV will be subject to audit and review in accordance with Service H&S Action Plans. | |
| **REPORTABLE DISEASES**  The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) require employers to report cases of HAVS arising from certain work activities or of carpal tunnel syndrome associated with exposure to vibration. In the case of HAVS as soon as Stage 1 symptoms have been diagnosed.  The form F2508A must be used to notify the Health & Safety Executive (HSE) as soon as the employer has received a formal written diagnosis from a Doctor confirming the employee has either of these conditions and that there is reason to believe that the disease is likely to have an occupational origin.  The Health & Safety Unit should be notified in the first instance and all reports made through the Council’s accident & incident reporting database. Reference should also be made to the guidance note on reporting of accidents and incidents, which is located on ‘Arcadia’. | |
| **MANAGEMENT OF CONTRACTORS**  Contractors and sub-contractors must demonstrate they comply with current legislation for HAV/WBV.  Contractors will be asked to submit their own policy on the control of vibration to the relevant Service for inspection.  Contractors will be requested to submit copies of their safe working systems, method statements which will include the types of machinery and equipment they intend to use and employee training records where appropriate.  Where a Contractor does not have any form of policy or the policy is deemed insufficient they will be requested to adopt Aberdeenshire Council’s policy and guidelines on vibration.  When working on joint projects there will need to be an exchange of information and an agreement on who is in control of the work and the health & safety requirements. For construction projects, the principal contractor under the Construction (Design & Management) Regulations 1994 should ensure co-operation between all contractors through the use of pre-tender health and safety plans, methods statements etc. | |
| GLOSSARY OF TERMS | |
| HAV  WBV  ELV  EAV  m/s²  RMS  HSE  VWF  RIDDOR  MHSAWR  PUWER  ISO  Arcadia | Hand Arm Vibration  Whole Body Vibration  Exposure Limit Value  Exposure Action Value  Meters per second squared  Root Mean Squared  Health and Safety Executive  Vibration White Finger  The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995  Management of Health & Safety at Work Regulations 1999  The Provision and Use of Work Equipment Regulations 1998  International Standards Organisation  Aberdeenshire Council’s Intranet |
| REFERENCES**HSE Publications** Control of Vibration at Work Regulations 2005 – Hand Arm Vibration – L140  Control of Vibration at Work Regulations 2005 – Whole Body Vibration – L141  Control the Risks from Hand-Arm Vibration – Advice for Employers on the Control of Vibration at  Work Regulations 2005 Leaflet – INDG 175  Control Back-Pain Risks from Whole-Body Vibration – Advice for Employers on the Control of  Vibration at Work Regulation 2005 Leaflet – INDG 242  Health Surveillance at Work – HSG61  Hand-Arm Vibration – Advice for Employees Pocket Card – INDG 296  Vibration Solutions – HSG170  The Successful Management of Hand-Arm Vibration CDROM – ISBN 0 7176 17130  Hand-Arm Vibration Syndrome employee pocket card – INDG296P  Drive away bad backs: Advice for machine operators and driver – INDG404  A Guide to Reporting of Injuries, Diseases and Dangerous occurrences Regulations 1995 – L73  Supply of Machinery (Safety) Regulations 1994 (amended)  Provision and Use of Work Equipment Regulations 1998 – ACOP – L22  Management of Health and Safety at Work Regulations 1999 – ACOP – L21  Manual Handling Operations Regulations 1992 – Guidance – L23  Construction (Design and Management) Regulations 1994 – ACOP – HSG224  HSE Website Address – www.hse.gov.uk/vibration or [www.open.uk/hse/hsehome.htm](http://www.open.uk/hse/hsehome.htm)    <http://www.las-bb.de/karla/index.htm>  <http://vibration.arbetslivsinstitutet.se/eng/havhome.lasso>  Hard to Handle Video – available from the H&S Unit Technical Indexes Available on Arcadia | |