

HAVS AT OFFER OF EMPLOYMENT STAGE

Role Identified As 'At Risk' By Manager

Tier 1 Questionnaire and **Hand Arm Vibration Advice Booklet** given to Employee at offer of employment. This is the responsibility of the HAVS Administrators.

HAVS Administrators to send all Tier 1 initial screening questionnaire to Responsible Person (Occupational Health Nurse Adviser) for their appropriate services to review as soon as is practical.

If Symptoms Are Declared

1. Responsible Person to inform HAVS Administrators of result of questionnaire, and advise that a Tier 3 assessment is required. Stamp and sign off questionnaire.
2. HAVS Administrators and the SHO's to book Tier 3 assessment using **Health Surveillance Request Template**. Serco to return Template to Booking Officer with date/time of Tier 3 Assessment.
3. Should a Tier 4 assessment be required after a Tier 3 assessment this will automatically be booked by Serco and dates/times passed onto the booking officer.
4. Vibration Exposure- Serco will advise on fitness for role, with or without restrictions and review period. (Copy of report to be sent by Serco to referring manager, HAVS Administrators and Responsible Person)
5. On confirmation of fitness Responsible Person will then send employee HAVS Advice Booklet.

If No Symptoms Are Declared

1. Responsible Person will then send employee HAVS Advice Booklet.
2. Responsible Person to inform HAVS Administrators of result from questionnaire. Stamp and sign off questionnaire.