

HAVS IN EMPLOYMENT - TIER 2

Employee Identified as 'at risk' by Manager

HAVS Administrators issue **Tier 2 Annual Questionnaires** and **Hand Arm Vibration Advice Booklet** to Employee within their own service. Tier 2 questionnaires to be distributed one month before official due date. Requesting employee returns the forms within seven working days.

All Tier 2 screening questionnaire to be sent to Responsible Person (Occupational Health Nurse Advisor) 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**.
3. Serco to return Template to Booking Officer with date/ time of Tier 3 Assessment.

If No Symptoms Are Declared

1. Responsible Person to inform referring manager of result from questionnaire.
2. Tier 2 Questionnaire recommended at 12 months. If no symptoms are declared for three consecutive years, a Tier 3 assessment is required. Tier 3 assessments are booked by HAVS Administrators using Health Surveillance Request Template.
3. HAVS Administrators must arrange a Tier 3 assessment one month before due date. Please state in the referral the expiry date for the medical.
4. The face to face Tier 3 assessment conducted by Serco will entail full testing only where symptoms are declared.