

Livewell Southwest

Vibration at Work Policy

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Notice to staff using a paper copy of this guidance

The policies and procedures page of LSW intranet holds the most recent version of this document and staff must ensure that they are using the most recent guidance.

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Asset Number: 38

Reader Information

Title	Vibration at Work Policy. V.1.4
Asset number	38
Rights of access	Public
Type of paper	Policy
Category	Corporate
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Author	Corporate Risk and Compliance Team
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Equality analysis checklist completed	N/A
References/sources of information	<ul style="list-style-type: none"> • Control of Vibration at Work Regulations 2005 • Health and Safety at Work Act 1974 • Health and Safety Executive (HSE) website – hand-arm vibration and whole body vibration • Hand-arm vibration L140
Associated documentation	<ul style="list-style-type: none"> • Risk Management Strategy • Health and Safety Policy • Incident Reporting & Investigation Policy and Procedure • Serious Incidents Requiring Investigation Policy • Fire Safety Policy • Infection Prevention & Control Policies and all associated approved documents • Sickness Policy

Supersedes document	All previous versions.
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Document review history

Version no.	Type of change	Date	Originator of change	Description of change
V0.1	New policy	March 2011	Estates Compliance & Safety Manager	New policy.
1	Ratified	June 2011	Estates Compliance & Safety Manager	
1.1	Extended	November 2013	Estates Manager	Extended no changes
1.2	Extended	August 2014	Estates Manager	Extended no changes
1.3	Extended	October 2015	Head of Health, Safety and Security	Extended no changes
1.4	Reviewed	April 2016	Health and Safety Advisor	Updated to Livewell Southwest Policy template and organisational structure

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Vibration at Work Policy

1. Introduction

- 1.1 Livewell Southwest (hereafter referred to as “LSW”) has a duty to protect workers who might be exposed to any vibration associated with healthcare work environments and working practices which is likely to cause harm, and to ensure that any associated risks are assessed and reduced so far as is reasonably practicable.
- 1.2 This policy describes LSW’s organisational arrangements and management for ensuring compliance with the Control of Vibration at Work (the Vibration Regulations) 2005 that aim to protect workers from risks to health from vibration and should be read in conjunction with LSW’s Health and Safety Policy.
- 1.3 **Statement of Policy**
 - 1.3.1 This policy will address the control of vibration at work and sets out the arrangements for safely managing work activities which expose staff to vibrations which could be potentially hazardous to health.

2 Purpose

- 2.1 The purpose of this policy is to detail the arrangements for the implementation of the Control of Vibration regulations within LSW to manage situations where staff are exposed to vibration at work.

3 Definitions

- 3.1 “Hand-arm vibration” is vibration transmitted from work processes into workers’ hands and arms. It can be caused by operating hand-held tools and hand guided equipment or by holding materials that are being processed by machines.
- 3.2 “Whole body vibration” is vibration transmitted throughout the entire body and may lead to musculoskeletal damage such as damage to the tendons and ligaments, joints and spinal damage.
- 3.3 “Exposure action value (EAV)” is the level where employers should introduce a programme of controls and organisational measures to eliminate risk or reduce exposure to as low a level as is reasonably practicable. For hand-arm vibration the EAV is a daily exposure of $2.5 \text{ m/s}^2 \text{ A}(8)$.
- 3.4 “Exposure limit value (ELV)” is the level where employers must take immediate action to reduce exposure below the limit value. For hand-arm vibration the ELV is a daily exposure of $5 \text{ m/s}^2 \text{ A}(8)$.

4 Duties & Responsibilities

- 4.1 The general responsibilities of the **Board and Chief Executive** as they relate to vibration are described in LSW's Health and Safety Policy.
- 4.2 The **Director of Professional Practice, Safety and Quality** has corporate responsibility for Health and Safety Management and, therefore, takes specific responsibility for:
- 4.2.1 Advising the Board on the review of existing policy arrangements.
 - 4.2.2 Advising the Board on the allocation of resources to implement health and safety procedures.
 - 4.2.3 Referring matters of a critical nature to the Board for resolution via the Corporate Risk Register.
 - 4.2.4 Ensuring adequate safety arrangements exist within LSW.
- 4.3 **Senior Service Managers / Service Managers** are responsible for ensuring that vibration risk assessments are undertaken within their area of responsibility. The undertaking of vibration assessments may be delegated to a local Health and Safety Risk Assessor, however the responsibility remains with the Service Manager as explained in LSW's Health & Safety Policy and Risk Management Strategy.
- 4.3.1 Service Managers, with assistance from local Health and Safety Risk Assessors, are to:
- a) Ensure all risk assessments are reviewed regularly and following any changes.
 - b) Ensure all new systems of work or procedures that involve or expose staff to vibration are assessed.
 - c) Identify and implement any action or control measure required following a vibration risk assessment. Further advice may be sought from the Occupational Health & Wellbeing Service or the Corporate Risk and Compliance Department.
 - d) Ensure control measures are used and maintained properly and that safety procedures are followed, i.e. the correct use of personal protective equipment such as gloves.
 - e) Ensure that monitoring of exposure levels is carried out – contact the Corporate Risk and Compliance Department for assistance.
 - f) Ensure that employees are given the necessary information, instruction and training to enable them to manage vibration.
 - g) Refer employees to Occupational Health & Wellbeing as soon as symptoms thought to be associated with vibration manifest themselves, or where health surveillance may be required.

- 4.4 **Local Health and Safety Risk Assessors** will be responsible for:
 - 4.4.1 Attending risk assessment training, including update and refresher sessions.
 - 4.4.2 Conducting suitable and sufficient assessments of the risks to health arising from vibration.
 - 4.4.3 Reviewing assessments whenever there have been any significant changes in the matters to which they relate or there is a reason to suspect that they are no longer valid. Assessments should be reviewed **at least** once every two years.
 - 4.4.4 Assisting their senior managers in the development of safe systems of working.
 - 4.4.5 Liaise with the Corporate Risk and Compliance Department & Control Team or Occupational Health & Wellbeing, and others as required.
- 4.5 All **employees** are responsible for:
 - 4.5.1 Complying with this policy, to raise any issues or concerns including the wearing of PPE with relevant line manager/supervisor.
 - 4.5.2 Following the local procedures and safe systems of work, instruction and training when using vibration tools / any cause of vibration.
 - 4.5.3 Reporting all incidents of significant exposure to vibration, in accordance with LSW's Incident Reporting & Investigation Policy and Procedure.
 - 4.5.4 Co-operating with their Service Manager in complying with any health surveillance requirements identified by the vibration risk assessment and Occupational Health & Wellbeing.
- 4.6 Under the Service Level Agreement arrangement **Occupational Health & Wellbeing**, must ensure the following functions are provided:
 - 4.6.1 Pre-placement health assessment and screening.
 - 4.6.2 Advise Service Managers and employees of any necessary adjustment or restrictions to their work activities.
 - 4.6.3 Provide health surveillance (including follow-up) if required, i.e. legal requirements, good practice or as identified following risk assessment.
- 4.7 The **Health and Safety Advisor** will ensure that the following functions are provided:
 - 4.7.1 Advice to managers regarding vibration and vibration assessment in accordance with all Regulations and guidance.
 - 4.7.2 Risk assessment training for local Health and Safety Risk Assessors.

4.8 Responsibilities for Contractors:

- 4.8.1 As part of the tendering process, reference will be made to the arrangements for effectively managing the risks associated with vibration, including risk assessment, training, provision and maintenance of control measures, communication of information and record keeping.
- 4.8.2 Contractors will reduce the risk as far as is reasonably practicable from exposure to vibration and provide a suitable and sufficient risk assessment. All information will be communicated to staff and others if likely to be affected by vibration.

5 Controlling vibration in the workplace

- 5.1 LSW has a responsibility to take action to prevent risk from exposure to vibration and has to consider if exposure can be eliminated, if this isn't possible the exposure should be reduced to as low a level as is reasonably practicable. LSW must introduce control measures where daily exposure to vibration is likely to exceed the exposure action value to prevent exposing employees to vibration above the exposure value limit.
- 5.2 LSW must produce an action plan where there is exposure to vibration, this may be where a piece of equipment needs replacement or development of services highlights the requirement for vibration tools. LSW must identify who is responsible for the action plan and also have a regime to test controls.
- 5.3 LSW will address any instances of vibration using the following hierarchy of controls as described in the regulations and HSE guidance. These include:
 - Avoiding risk of vibration.
 - Evaluate vibration risks that cannot be avoided by means of a risk assessment.
 - Consider if risk can be controlled at source.
 - Adapt the work to the individual which may include design of workplace, equipment and ensuring safe systems of work.
 - Consider technical progress when assessing the vibration risk.
 - Replace equipment where there is an alternative less dangerous option available.
 - Provide all employees with appropriate information, instruction, training and supervision.
 - Personal protective equipment.
- 5.4 Where there is a risk of exposure exceeding exposure limit values LSW will reduce the time for which the employee uses the machine each day, this may be through spreading the task over a number of days or sharing the task between other employees (job rotation).
- 5.5 LSW will ensure that exposure to employees who are sensitive to vibration be kept to a minimum and liaise with Occupational Health and Wellbeing to ensure that the health of the employee is regularly monitored

6 Training, Information and Instruction

- 6.1 Following the completion of a vibration risk assessment, the need for information, instruction, supervision and training must be considered and appropriate arrangements made by the Service Manager. These might range from a simple instruction to regular formal training sessions.
- 6.2 Wherever employees are exposed to vibration, they must receive information, instruction, supervision and, where appropriate, training for the following:
- a) Legal requirements.
 - b) An understanding of what vibration is.
 - c) The effects of vibration on health.
 - d) Safe working practices and exposure limits.
 - e) Management of vibration in the workplace including controls and procedures/safe systems of work.
 - f) Vibration risk assessment.
- 6.3 Employees should also be made aware of the arrangements for vibration compliance within the team / service / unit so that they can play an active part in improving health and safety standards.
- 6.4 Local health and safety Risk Assessors will receive training for undertaking vibration risk assessments by the Corporate Risk and Compliance Department.

7 Health Surveillance

- 7.1 Occupational Health & Wellbeing will provide pre-placement (pre-employment) audiometric assessments advise on routine surveillance of individual health to be undertaken following consideration of the degree of exposure and the nature of the effects which must be recorded on the relevant vibration risk assessment.
- 7.2 Occupational Health & Wellbeing will undertake health surveillance procedures as and when required and LSW will retain records for 40 years.
- 7.3 Any significant exposure to vibration resulting in Hand Arm Vibration syndrome must be reported to the Health & Safety Executive (HSE), following the Reporting of Incidents, Disease and Dangerous Occurrences Regulations (RIDDOR) 2013. This contact will be made by the Corporate Risk and Compliance Department.

8 Implementation

- 8.1 It is mandatory that all staff attend staff induction. During this training staff are made aware of the Risk Management Strategy and health and safety policies, together with the requirement to undergo training. Also, staff must undertake local induction.

- 8.2 Employees working with vibration tools will work with local Health and Safety Risk Assessors to produce risk assessments, and receive suitable and sufficient information, instruction and training with additional support, as appropriate, from the Corporate Risk and Compliance Department and Occupational Health & Wellbeing.

9 Monitoring Compliance

- 9.1 The Corporate Risk and Compliance Department will monitor the organisation's overall compliance with health and safety arrangements via annual audits with managers of areas where there is potential for health hazards associated with vibration.
- 9.2 This policy will be reviewed every three years or sooner should there be a significant change, or where indicated to be necessary by the issue of further guidance from the Health and Safety Commission, the Health and Safety Executive and/or the Department of Health.

All policies are required to be electronically signed by the Lead Director. Proof of the electronic signature is stored in the policies database.

The Lead Director approves this document and any attached appendices. For operational policies this will be the Locality Manager.

The Executive signature is subject to the understanding that the policy owner has followed the organisation process for policy Ratification.

Signed: Director of Professional Practice, Quality and Safety.

Date: 10th May 2016