

# Control of Vibration at Work Policy

February 2017

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**Version Control History**



<b>Version Number</b>	<b>Date of Change</b>	<b>Summary of Revisions Made</b>
V1.0	February 2017	New Policy to clarify roles and responsibilities, to ensure compliance with current legislation and guidance.
1.1	December 2018	Change of role to Quality Manager and other job titles to adhere to the new structure.

Uncontrolled when Printed

# Control of Vibration at Work Policy

## 1 Purpose

The Control of Vibration at Work Regulations 2005 (the vibration regulations) requires employers to protect workers from the risks to health of vibration. It is the policy of the college to put in place measures to protect employees, and others who may be exposed, from the risks of hand-arm vibration and whole body vibration.

This purpose of this document is to outline responsibilities and how this will be managed.

## 2 Scope

- 2.1 The policy applies to College employees and any persons who may be affected by its work activities, this will include students, visitors, contractors and members of the public.
- 2.2 It applies to the main campus, the Learning Centres, AST and the residences.

## 3 Definitions

- 3.1 **Hand Arm Vibration:** is vibration transmitted in workers' hands and arms from the use of hand-held or hand guided power tools, such as nail guns, drills, sanders, metal cutters, jig saws, leaf blowers etc. Signs and symptoms include tingling or numbness in the fingers/thumbs, loss of strength in the hands, fingers going white (blanching).
  - **Exposure Limit Value (ELV):** is the maximum amount of vibration an employee may be exposed to on any single day:  $5\text{m/s}^2 \text{ A}(8)$  (exposure averaged over a single day).
  - **Exposure Action Value (EAV):** is the level of daily exposure to vibration above which an employer is expected to take certain actions to reduce exposure  $2.5\text{m/s}^2 \text{ A}(8)$  (exposure averaged over a single day).
- 3.2 **Whole Body Vibration (WBV):** is vibration transmitted through the seat or feet of workers who drive mobile machines, or other work vehicles, over rough and uneven surfaces as a main part of their job. Types of vehicle include forklift trucks.
  - **Exposure Limit Value (ELV):** is the maximum amount of vibration an employee may be exposed to on any single day:  $1.15\text{m/s}^2 \text{ A}(8)$  (exposure averaged over a single day).

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- **Exposure Action Value (EAV):** is the level of daily exposure to vibration above which an employer is expected to take certain actions to reduce exposure  $0.5\text{m/s}^2 \text{A}(8)$  (exposure averaged over a single day).

3.3 **Trigger time:** is the actual time an employee's hands are in contact with equipment, it is not the overall time taken to complete a job.

## 4 Key Principles

The College will:

- 4.1 Assess the risks to employees and others that may be affected by vibration that is created by its work activities.
- 4.2 Take appropriate action to reduce the vibration exposure that produces those risks so far as is reasonably practicable.
- 4.3 Provide suitable information and training on the risks from vibration, and the control measures in place to reduce these.
- 4.4 Provide health surveillance to employees where there is a risk to health from vibration exposure.
- 4.5 Take into account vibration levels when purchasing or hiring equipment and/or tools and where possible specifying and purchasing those with reduced levels of vibration.

## 5 Responsibilities

The organisational structure for the implementation and management of the College's statutory health and safety duties are described in detail in the Health and Safety Policy.

Specific duties relating to this policy are detailed below.

### 5.1 Chief Operating Officer

It is the responsibility of the Chief Operating Officer to review and update this policy and ensure an EIA is carried out on this policy.

### 5.2 Heads of Departments, Sector Development Directors, Managers

It is the responsibility of all Heads of Departments, Sector Development Directors, and Managers to:

- Ensure that their staff are aware of this Policy.
- Ensure compliance with the Policy.

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- Identify all existing power tools, equipment and machinery which potentially pose a risk of hand arm vibration or whole body vibration in their area.
- Ensure that vibration is taken into account in risk assessments for work activities that involve the use of power tools or equipment that has been identified as having a vibration risk.
- Consider vibration levels when purchasing new equipment and where possible specify and purchase equipment with reduced levels of vibration.
- Consider alternative processes/working methods which reduces their staff's exposure to vibration so far as is reasonably practicable.
- Ensure the provision of suitable information, instruction and training about vibration risks including health effects, and also any control measures that have been introduced to reduce the risks.
- Refer employees to Occupational Health Service for health surveillance if they are likely to be regularly exposed to vibration above the Exposure Action Value  $2.5 \text{ m/s}^2$  for HAV's or  $0.5 \text{ m/s}^2$  for WBV or if they are at risk for any reason eg they already suffer from HAVs.
- Report any concerns they have regarding vibration to the Health, Safety and Wellbeing Advisor so that appropriate action can be taken eg vibration measurements, vibration risk assessment.
- Report defective/faulty equipment to the Estates department so that appropriate action can be taken. **Note:** You must ensure no one uses faulty/defective equipment that is under your control.
- Seek advice from the Health, Safety and Wellbeing Advisor on vibration related matters when required.

### 5.3 Head of Estates

Head of Estates will ensure:

- That this policy is brought to the attention of any contractors he/she engages to conduct College business and make them aware of any vibration 'hazard' areas.
- There is a programme of planned preventative maintenance to ensure that equipment and machinery continues to operate properly and does not increase in vibration over time.
- Consider vibration levels when purchasing new equipment/machinery and where possible specify and purchase equipment/machinery with reduced levels of vibration.

### 5.4 Human Resources

Human resources will:

- In conjunction with the Health, Safety and Wellbeing Advisor identify and arrange any training as is necessary.
- When notified by the Health, Safety and Wellbeing Advisor arrange health surveillance as is necessary via the College's Occupational Health provider.

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- In conjunction with the Occupational Health Provider advise and support employees that are referred onto specialists as a result of the findings of health surveillance.
- Advise and support managers on disciplinary and other proceedings when required.

### 5.5 Occupational Health Provider

The College Occupational Health Provider will:

- Carry out health surveillance as agreed with Human Resources/Health, Safety and Wellbeing Advisor.
- Provide HR with the results of health surveillance and highlight any concerns they may have on employees' health as soon as practicable.
- Advise the employee to attend their GP for referral onto specialists when necessary.

### 5.6 Health, Safety and Wellbeing Advisor.

The Health, Safety and Wellbeing Advisor will:

- Carry out or arrange a vibration survey of all relevant areas, and keep records of all vibration surveys undertaken, this may be in the form of a questionnaire, and provide these findings to the relevant Head of Department and Senior Management Team.
- Provide information to employees on vibration that will include: the risks, health effects and suitable control measures.
- Notify Human Resources of employees (groups of employees) that require health surveillance due to exposure to vibration.
- In conjunction with Human Resources identify and arrange any training as is necessary.
- Report cases of ill health associated with the use of hand-held vibrating tools as per RIDDOR requirements to the HSE.

### 5.7 All College Employees

- Shall familiarise themselves and comply with this policy.
- Shall undertake any training that is identified as necessary by their manager, Human Resources and/or the Health, Safety and Wellbeing Advisor.
- Shall use all equipment and machinery in accordance with any information, instruction and training they have received.
- Report any defects to equipment or machinery they are aware of to their line manager.
- Shall not use any defective equipment or machinery.
- Shall take part in any programme of health surveillance if requested to do so by HR and/or the College's Occupational Health Provider.

## 5.8 Students

- Shall use all equipment and machinery in accordance with any information, instruction and training they have received.
- Report any defects to equipment or machinery they are aware of to their lecturer, technician or PAT.
- Shall not use any defective equipment or machinery.

## 5.9 Quality Manager

Quality approval check of the policy is the responsibility of the Quality Manager who will arrange for the policy to be posted on the web.

## 6 Linked Policies/Related Documents

Health and Safety Policy

HSE publications:

- Hand-Arm Vibration at Work – A Brief Guide INDG 175(rev3)
- Hand-Arm Vibration – A Guide for Employees INDG296 (rev2)
- Control Back – Pain Risks from Whole-Body Vibration INDG242 (rev1)
- Drive Away Bad Backs – INDG404

## 7 Relevant Legislation

Health and Safety at Work etc Act 1974

Control of Vibration at Work Regulations 2005 L140 – Hand – Arm Vibration

Control of Vibration at Work Regulations 2005 L141 – Whole – Body Vibration

Management of Health and Safety at Work Regulations 1999

Provision and Use of Work Equipment Regulations 1998

Personal Protective Equipment at Work Regulations 1992 (as amended)

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

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