keltbray

Vibration at Work Procedure

Company Proprietary Information

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Approvals

The signatures below certify that this procedure has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Name	Position	Date
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Amendment Record

This Vibration at Work procedure is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Page No.	Context	Revision	Date
All	Issued for implementation	00	June 2017
5, 8	New documents added to 5. Associated Documents plus associated BMS hyperlinks applied	01	Mar 2018
5, 7	Document reference number for Vibration Magnitude Database changed following elevation to Group status	02	Nov 2018
4	Additional explanation of EAV and ELV	03	Oct 2020
5	Revised wording of Risk Assessment	03	Oct 2020
6	Revised wording on 'use of magnitudes'	03	Oct 2020
6	Removal of wording on 'mandatory training'	03	Oct 2020
8	Addition of 'Interventions' for over exposures	03	Oct 2020

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1. Introduction & Purpose

The purpose of this procedure is to provide an overarching process to define the primary controls and methodology to be adopted in respect of the controlling the risks to employees or contractors where regular, long term exposure to vibration may cause diseases which are painful and disabling.

2. References

Standard	Title & Description	Clause
L40	Hand Arm Vibration – The Control of Vibration at Work Regulations 2005	N/A
L141	Whole Body Vibration – The Control of Vibration at Work Regulations 2005	N/A
INDG 175 Rev 3	Hand Arm Vibration at Work: A Brief Guide	N/A
INDG 296 Rev 2	Hand Arm Vibration: A Guide for Employees	N/A
HSG170	Vibration Solution: Practical ways to reduce the risk of Hand Arm Vibration Injury	N/A

3. Application & Scope

This procedure applies to all Keltbray Non-Rail employees, including contractors. Contractors shall comply with this procedure or shall have in place arrangements that are equivalent.

4. Requirements

4.1 Exposure Limit Values and Action Values

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 at or above which we are required to take certain actions to reduce exposure.

The Control of Vibration at Work Regulations 2005 Regulations state that for hand-arm vibration the daily exposure limit value (ELV) is 5m/s2 A(8); and the daily exposure action value (EAV) is 2.5m/s2 A(8); which equates to 400 points and 100 points respectively.

For whole-body vibration, the daily exposure limit value is 1.15m/s2 A(8), whilst the daily exposure action value is 0.5m/s2 A(8).

Keltbray (Built Environment) have set their own Hand Arm Vibration Exposure Limit at 350 points and all projects will adhere to this.

Where HAVS exposure exceeds the EAV of 100 points, steps must be taken to prevent exposure exceeding the ELV of 350.

The ELV is not a target; exposure should be reduced to as low as is reasonably practicable. It is Keltbray (Built Environment) Companies objective to, actively reduce exposure and be able to demonstrate this.

4.2 Risk Assessment and Identification of Tools

Where we plan to carry out work which is liable to expose any of our employees to risk from vibration, we must draft a suitable and sufficient assessment, for each task, prior to work commencing.

Risk assessments shall be carried out by a competent person who shall consider and document:

- Each item of vibrating equipment and task(s) the equipment will be used for
- Who will be exposed and how they could be harmed
- Detailed information about each item of equipment (make, model, vibration magnitude)
- Anticipated duration(s) of exposure (trigger time)

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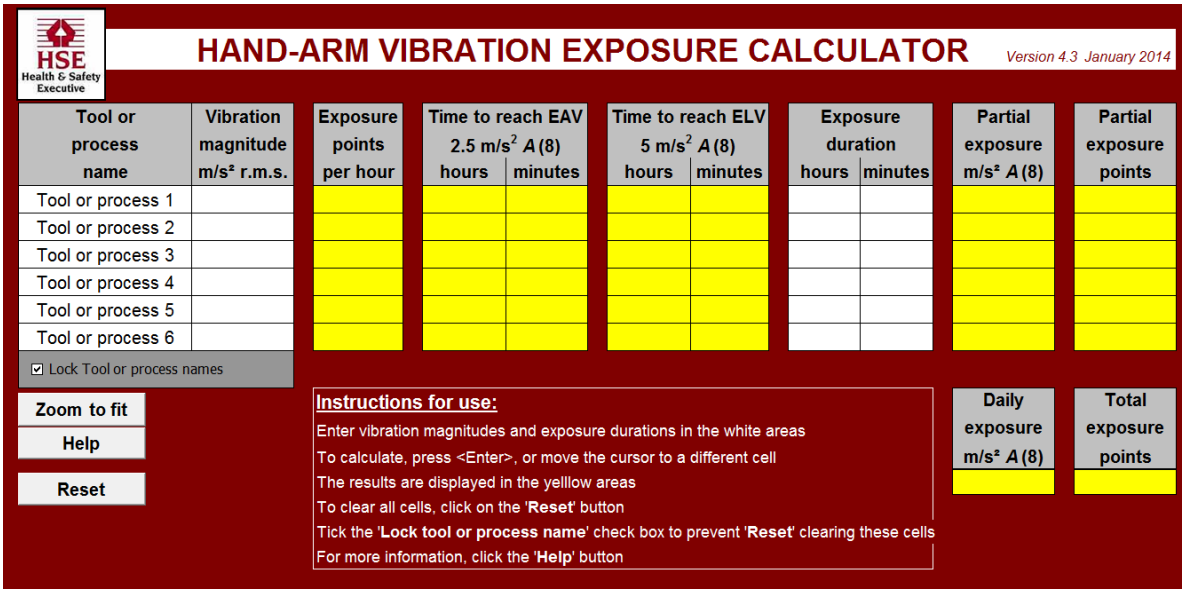
Recorc

The Hand Arm Vibration Exposure Calculator on the HSE website (http://www.hse.gov.uk/vibration/hav/vibrationcalc.htm) can be used to calculate expected exposures and will form part of the Risk Assessment process. Below is a graphic illustration of the HSE's HAVs exposure calculator.



4.3 Keltbray Vibration Magnitude Database

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(ref: DCD-HSQE-FRT-063) in the first instance.

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and document a safe system of work within the relevant Method Statement.

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to measure the tools vibration magnitude and enable the Vibration Magnitude Database to be updated accordingly.

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4.4 Training

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Talk (GRP-HSQE-TBT-032 – Vibration White Finger Toolbox Talk).'

Operatives will be instructed in exposure times during RAMS briefings and also Daily Task Awareness Briefings.

4.5 Control of Exposure

Elimination/substitution

Wherever practicable, Project and Site Managers will choose methods of work which eliminate the exposure of Operatives to HAV. Where this isn't possible, substitution of tools or processes should be considered. The Risk Assessment will identify other hazards which may be introduced following substitution.

Maintenance

In order to minimise the deterioration of equipment, items will be inspected and maintained on a planned three monthly cycle and measures taken to maintain low vibration will include disassembly, inspection and the replacement of damaged or "high wear" parts identified by the manufacturer.

Where required, items of small plant can be returned to small tools where damage or deterioration has been identified and increased the risk of vibration.

Advice from the suppliers/manufacturers will be taken into account to ensure tools are selected and purchased with the lowest vibration levels.

Purchasing Policy

The provision of vibration reduced equipment is one of the practical methods used by Keltbray (Built Environment) when managing exposure to HAV. Care is exercised by Business Units and the Plant Department in the selection and purchase of plant and equipment to ensure it is not only capable of carrying out the job required, but can also assist in reducing vibration exposure to employees.

Whenever new equipment is selected, the supplier's vibration information will be checked in advance and every effort made to ensure that equipment with the lowest vibration levels and best protection is obtained. The aim should be to choose a combination of tools for a job, which when used together as required, result in lower vibration exposure.

4.6 Health Surveillance

All Operatives attending a site for the first time (even if long-term employees), will receive a Site Induction and as part of that will be asked to fill in a short questionnaire (Tier 1 Assessment). This is then sent to Occupational Health. If no symptoms are identified, they

will be declared Fit for Work. Operatives will then receive an annual screening form (Tier 2 Assessment).

If symptoms are reported, Operatives will be referred to Occupational Health for a Tier 3 Assessment by a qualified person (i.e. Occupational Health Nurse). If this identifies Hand Arm Vibration Syndrome, a Tier 4 Assessment will be required.

A Doctor will carry out a Tier 4 Assessment, which will include a formal diagnosis; If HAVS is diagnosed this must be reported to the HSE as a RIDDOR.

4.7 Monitoring and recording

Whilst a thorough Risk Assessment and adequate control measures will enable HAV to be managed and kept below the ELV, the monitoring and recording of exposures will still be carried out on sites. Keltbray (Built Environment) recognises that continual monitoring is not a requirement of the regulations. It will use data to review the adequacy of the control measures applied.

Electronic Monitoring

- Wherever practicable, monitoring units and holsters will be installed on all Keltbray (Built Environment) Projects using vibrating tools and will be obtained from the Bedfont Yard. Installation training, where required will be given by contacting the HAV Monitoring Coordinator who will arrange for a member of the HAV Monitoring Support Team to attend site.
- Data downloads will be carried out weekly, as a minimum, by the Site Administrator and will be submitted at the end of each week to the Built Environment HSQE Department and Group HR Department.
- A review of the data will be carried out in the first instance by the Supervisor(s) and Project Management Team for over exposures. Where over exposures are identified, Risk Assessments and working methods will be reviewed to establish the causes.
- When operatives exceed the Exposure Limit Value (ELV) of 350 points an intervention must be recorded. The intervention must identify the reason why the operative has exceeded the ELV and the corrective action required to prevent reoccurrence.
- Where over exposure of any Operative exceeds 10 days within any month, the Built Environment HSQE Team will carry out enquiries to identify reasons and Operative will be given a Tier 2 self-assessment form to complete.

Paper based and Electronic monitoring – refer to DCD-HSQE-GUI-001 - Hand Arm Vibration Guidance.

5. Associated Documents

Master documents are be signed by the initiator and date indicated to evidence their authority. Forms are controlled via their FRT number and revision status. Standard documents, e.g. pre-printed material are listed in the appropriate procedure or work instruction. References to documents and records:

Ref.	Title & Description
DCD-HSQE-GUI-001	Hand Arm Vibration Guidance
DCD-HSQE-FRT-005	HAV Record Form
DCD-HSQE-FRT-054	Tools Issue Form
GRP-HSQE-FRT-090	Vibration Magnitude Database

GRP-HSQE-TBT-032	Vibration White Finger Toolbox Talk
N/A	HSE Ready reckoner
N/A	HSE HAVS Vibration Exposure Calculator

6. Terms & Definitions

Term	Definition
EAV	Exposure Action Value - 2.5m/s2 A(8)
ELV	Exposure Limit Value – 5m/s2 A(8)
HAV	Hand Arm Vibration - Comes from the use of hand-held power tools and is the cause of significant ill health (painful and disabling disorders of the blood vessels, nerves and joints).
RAMS	Risk Assessment and Method Statement