

Quality, Health, Safety, Environmental & Energy Manual:

Document No:SM-12

Vibration

Hand Arm Vibration Syndrome (HAVS) previously known as Vibration Induced White Finger (VIWF) is a debilitating condition brought on by excessive exposure to vibration.

This document is to give guidance to all team members who use tools producing vibration, especially those in high usage areas such as paint shops and those undertaking welding and fabricating tasks.

General

- 1.0 Regular and frequent exposure to high levels of vibration can lead to two forms of ill health, Hand Arm Vibration Syndrome (HAVS) and Whole Body Vibration (WBV).
- 1.1 Vibration is transmitted from an activity into someone's hand and arms or through the seat or feet.
- 1.2 Hand Arm Vibration occurs when operating hand held power tools, hand guided equipment or holding materials being processed by machines.
- 1.3 Whole-body vibration occurs when driving mobile machines, or other work vehicles, over rough and uneven surfaces as a main part of their job. Large shocks and jolts may cause health risks including back-pain.
- 1.4 Toyota Material Handling UK Ltd (TMHUK) does not consider WBV to be a risk to its team members.

Symptoms of HAVS

- 2.0 What are the early signs and symptoms to look out for?
 - Tingling and numbness in the fingers (which can cause sleep disturbance).
 - Not being able to feel things with your fingers
 - Loss of strength in your hands (you may be less able to pick up or hold heavy objects)



If you continue to use high-vibration tools these symptoms are likely to get worse and it is a permanent condition.

Exposure Limits:

3.0 Exposure to vibration is measured and the following limits have been set under the Control of Vibration at Work Regulations 2005:

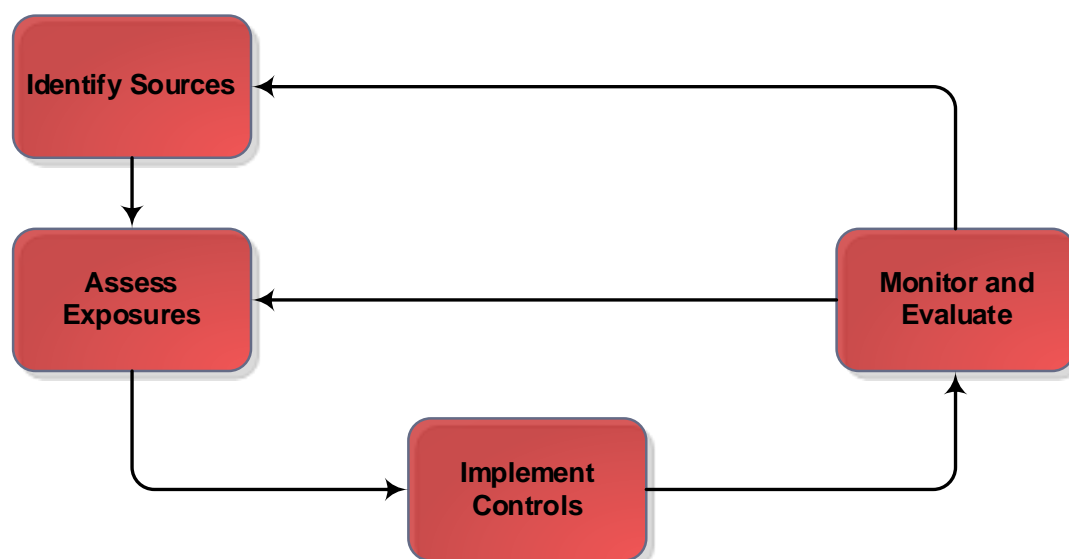
- Exposure Action Value (EAV). This is set at 2.5m/s^2 . If team members are exposed above this level the appropriate awareness training, control measures and health surveillance should be provided.
- Exposure Limit Value (ELV). This is set at 5.0m/s^2 . **This represents High Risk and must not be exceeded.**

Responsibilities

4.0 As an employer is it TMHUK's responsibility to ensure the exposure to vibration is managed and controlled.

Management of Vibration in the workplace is obtained by:

- Identifying Sources
- Assessing Exposure
- Implementing Controls
- Monitoring and Evaluating



Controlling the risk is obtained by:

- Assessing the vibration risk to team members
- Implement control measures
- Provide information and training for those at risk of exposure
- Provide appropriate health surveillance if required
- Review and update as appropriate

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- 4.1 All at risk TMHUK team members have a responsibility to control and minimise the risk by:
- Following the training and guidance given (conducted upon initial start to the role and every 2 years thereafter)
 - Undergoing regular health surveillance (upon initial employment to the role and annually thereafter).
 - Ensuring that the most appropriate equipment is used and exposure limits are not exceeded
 - Reporting any symptoms of HAVS immediately to their team leader. **If experiencing any pain stop immediately.**

If vibrating tools are used in excess of 30 mins per working day then a record of utilisation must be completed. Form Q104 – HAVS Time Record, HAV intranet program or a HAV management tool.

Equipment

- 5.0 To help reduce the risk from vibration equipment must be:
- Selected taking into account the vibration levels specified by the manufacturer
 - Subject to regular testing, where the vibration level and usage time will be measured and recorded
 - Subject to pre-use checks
- 5.1 After testing, the vibration equipment will be labelled displaying the level of vibration produced and the usage time permitted.



- 5.2 The usage time stated relates to the EAV and it is TMHUK's policy that this is not exceeded without consultation with a team leader and the Quality, Health, Safety & Environmental (QHSE) department.
- 5.3 Once the EAV is reached, no more equipment that produces vibration may be used in a working day (8hrs).
- 5.4 All time spent operating vibration equipment needs to be monitored, using form Q104 – HAVS Time Record or a HAV management tool (Intranet or external). This can be achieved by using a Tool Timer which is connected to the device in-line with the air or electric supply and the built in timing device will give an accurate operational time. Timer devices must be used in high use areas e.g. welding and preparation areas.



All usage is to be recorded and verified by a team leader on a weekly basis

Records

- 6.0 HAVS Awareness Course to be recorded in the individuals training records.
- 6.1 Health surveillance reports are retained by the Occupational Health provider. Information may be passed to Human Resources (HR) and QHSE where an occupational concern has been raised and this will be kept on file in perpetuity.
- 6.2 All records recording utilisation must be retained by the departmental manager and copies to be forwarded to HR to keep on individuals file in perpetuity.