****

Health & Safety Services

Unit name goes here

**Preliminary Vibration Survey**

Version 1.0 November 2023

Regular exposure to vibration can permanently damage the body. Vibration exposure to the hands can cause numbness in the fingers, so that fine work or everyday tasks (fastening buttons, writing) becomes difficult. Reduced grip strength may affect the ability to carry out tasks safety, and changes in blood circulation to fingers may reduce ability to work in cold or wet settings. Pain may also disturb sleep patterns.

**Is a vibration assessment required?** If answering yes to any of the vibration sources in Table 1, a vibration survey will likely be required. Please then go on and complete table 2 and return this form to safety@reading.ac.uk to arrange a vibration survey.

**Table 1.**

|  |
| --- |
| **Preliminary Vibration Survey**  |
| **School/Function completing the preliminary vibration survey**: |
| **Name of manager completing the preliminary vibration survey**: |
| **Location of the vibration sources (building and room)**: |
| **Who works/studies in the survey location**: [ ]  staff [ ]  student [ ]  contractors [ ]  other visitors |
| **Is there a vibration problem?****For at least part of the day:**Workers use hand-held power tools (e.g. drills, sanders, hedge trimmers, strimmers) Workers use powered hammers (e.g. chippers, pneumatic tools) Workers use hand-fed equipment (e.g. guillotines, machine saws, grinders)Workers use hand guided machinery (e.g. lawn mowers, floor polishers)Workers use ride-on mowers, tractors or similar equipment? | [ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No [ ]  Yes [ ]  No |
| **Confirm what is already being done to control noise exposure**?1. Is vibration identified as a hazard in an area or activity risk assessment?
2. Are tasks being designed to select the right tool to avoid or reduce the need to hold/use vibrating equipment?
3. Are manufacturer published vibration levels considered when selecting equipment for hire or purchase to complete the task?
4. Is work organised to avoid uncomfortable postures and the need for high effort to grip/push/pull equipment?
5. Are task rotation and work breaks used to break-up the vibration activities?
6. In vibrating equipment maintained according to the manufacturers requirements to reduce unnecessary vibration? e.g. lubrication, sharpening/replacing cutting surfaces.
7. Are workers provided with PPE to keep warm and maintain good circulation when working in cold/wet conditions?
8. Are workers receiving vibration awareness information and instruction and training ?
9. Do workers know the signs of HAVS or CTS and how to report issues (i.e. managers) ?
10. Are workers enrolled in health surveillance programs?
 | 1. [ ]  Yes [ ]  No2. [ ]  Yes [ ]  No3. [ ]  Yes [ ]  No4. [ ]  Yes [ ]  No5. [ ]  Yes [ ]  No6. [ ]  Yes [ ]  No7. [ ]  Yes [ ]  No8. [ ]  Yes [ ]  No9. [ ]  Yes [ ]  No10 [ ]  Yes [ ]  No |
| Comments: |
| **Manager signature**:  | **Date of survey**: |

**Table 2.**

Completed if answering yes to any of the intrusive noise sources identified in Table 1.

|  |
| --- |
| **Noise Sources in the survey area specified in Table 1** |
| Equipment(Item, brand, model) | Usage Rate | Manufacturer data |
| Minutes per session | Maximumnumber sessions per day per worker | Number days per week | Published vibration level (m/s2) | Published sound pressure level dB (A) |
| Example: Tractor, Massey Deer, model 1234 | 30 | 2 | 5 | 1.2 | 80 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |