

# SAFETY COMMITTEE

**WEDNESDAY 28<sup>TH</sup>  
JULY 2010  
AT 1400 HOURS**

**COMMITTEE ROOM  
ONE**

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Sherwood Lodge  
Bolsover  
Derbyshire  
S44 6NF

Date: 13<sup>th</sup> July 2010

Dear Sir or Madam,

You are hereby summoned to attend a meeting of the Safety Committee of the Bolsover District Council to be held in Committee Room One Sherwood Lodge, Bolsover, on Wednesday 28<sup>th</sup> July 2010 at 1400 hours.

Members are reminded that under Section 51 of the Local Government Act 2000 the Bolsover Code of Conduct was adopted by the Council on 16<sup>th</sup> May 2007. It is a Councillor's duty to familiarise him or herself with the rules of personal conduct by which Councillors must conduct themselves in public life. In addition, Members should review their personal circumstances on a regular basis with these rules in mind and bearing in mind the matters listed on the Agenda for discussion at this meeting.

Copies of the Bolsover Code of Conduct for Members will be available for inspection by any Member at the meeting.

Register of Members' Interest - Members are reminded that a Member must within 28 days of becoming aware of any changes to their interests under paragraph 14 or 15 of the Code of Conduct provide written notification to the Authority's Monitoring Officer.

Members are reminded of the provisions of Section 106 of the Local Government Finance Act 1992 and the responsibility of Members to make a declaration at this meeting if affected by the Section and not to vote on any matter before this meeting which would have an affect on the Council's budget.

You will find the contents of the agenda itemised on page 61.

Yours faithfully,



Chief Executive Officer

To: Members of the Safety Committee

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Chief Executive Officer: Wes Lumley, B.Sc.,F.C.C.A.

## **DECLARATION OF INTERESTS**

COMMITTEE: SAFETY COMMITTEE      DATE: 28<sup>TH</sup> JULY 2010

NAME OF MEMBER- \_\_\_\_\_

Levels of Interest            1.    Personal  
   2.    Personal and prejudicial

Nature of Interest        \_\_\_\_\_

\_\_\_\_\_

AGENDA ITEM	SUBJECT	LEVEL OF INTEREST
Signed		
Dated		

### Note

- Completion of this form is to aid the accurate recording of your interest in the minutes only. This form, duly signed, should be provided to the Clerk at the conclusion of the meeting.
  
- Good practice to give nature of interest – without declaring any confidentiality.
  
- It is still your responsibility to disclose any interests which you may have at the commencement of the meeting, and before the relevant item on the agenda is discussed.
  
- A nil return is not required.

## **SAFETY COMMITTEE**

Minutes of a meeting of the Safety Committee of the Bolsover District Council held in Committee Room 1, Sherwood Lodge, Bolsover, on Tuesday 27<sup>th</sup> April 2010 at 1400 hours.

### **PRESENT:-**

R. Farnsworth - Chairman

### **Members:-**

Councillors P.M Bowmer, D. McGregor, B.R. Murray-Carr and K.F. Walker.

### **Unison:-**

R. Frisby and J. Hendy.

### **Unite:-**

C. Dodsworth and S. Sambrooks.

### **Officers:-**

W. Lumley (Chief Executive Officer), L. Keeling (Head of Human Resources and Payroll), T. Walker (Health and Safety Officer), D. Bonsor (Housing Needs Manager) (to Minute No. 897), A. Lowery (Street Services Manager) and R. Leadbeater (Democratic Services Officer).

### **894. APOLOGY**

An apology for absence was received from the Property and Estates Manager.

### **895. URGENT ITEMS OF BUSINESS**

There were no urgent items of business to consider.

### **896. DECLARATIONS OF INTEREST**

There were no declarations of interest submitted.

## **SAFETY COMMITTEE**

### **897. MINUTES – 9<sup>TH</sup> FEBRUARY 2010**

Moved by Councillor B.R. Murray-Carr, seconded by Councillor D. McGregor  
**RESOLVED** that the minutes of a meeting of the Safety Committee held on 9<sup>th</sup> February 2010 be approved as a true record.

#### Minute No. 719 – General Health and Safety Report

In response to Members' questions the Health and Safety Officer confirmed that a timetable to address outstanding matters from the Health and Safety Audits had still to be drawn up.

#### Minute No. 720 – Update on Fire Risk Assessment Review

The Housing Needs Manager advised Members that additional information had been received from the Fire Risk Assessment Contractor and the recommended programme of installation of smoke detectors had commenced. The first phase would be in respect of the 4 group dwellings which were expected to be completed during 2010. The Council's other general purpose blocks of flats would be fitted with smoke detectors as soon as possible thereafter. The actual timescale would be confirmed once final quotes for the work had been received.

Members suggested that temporary smoke detectors be installed by DFRS in the interim period which the Housing Needs Manager agreed to look into.

(Housing Needs Manager)

The Housing Needs Manager left the meeting.

### **898. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS**

The Head of Human Resources and Payroll presented the report to advise Members of sickness absence/occupational health referral statistics for 2009/10 with comparable figures for 2008/09. The outturn of 8.39 days for 2009/10 was better than both the target of 8.5 days and the outturn for 2008/09 of 8.43 days.

Members were advised of adjustments to the figures stated in the report. All sickness absence had decreased year on year except for that attributed to stress.

Two routine health surveillance clinics were held during January to March 2010.

Moved by Councillor B.R. Murray-Carr, seconded by Councillor K. F. Walker  
**RESOLVED** that the report be received.

## **SAFETY COMMITTEE**

### **899. GENERAL HEALTH AND SAFETY REPORT**

The Health and Safety Officer presented the general health and safety report to update Members on a number of issues.

Members were provided with an update on the progress on the improvement notice issued to the Council and were advised that a full risk assessment programme would be carried out on all vibrating tools. An action plan would be put together in time for the HSE Inspector's visit on 18<sup>th</sup> May and all recommendations would be addressed by the deadline of 24<sup>th</sup> May 2010. Operators of vibrating tools and managers would all receive training in May.

The Street Services Manager stated that the Council currently used 62 separate pieces of vibrating equipment to carry out grounds maintenance and street cleansing. All operators had kept a log of the equipment used and for how long during the course of a normal working day, which would be continued to enable all equipment to be monitored. Restrictions on use and changes to work rotas had already been put in place as a result of this monitoring where an operators' exposure to vibration had reached the maximum permitted levels. This was particularly an issue when several pieces of vibrating equipment needed to be used in one day resulting in a cumulative amount of exposure. North East Derbyshire District Council had also carried out some equipment testing on behalf of Bolsover District Council.

In response to Members' questions the Street Services Manager advised that although potential for problems existed, there was no current impact on the work programme. In the short term, this was being managed by rotation of tasks and personnel but a more long term solution would require a programme of replacement of vibrating tools for newer equipment which emitted a lower level of vibration.

Members raised concerns in respect of the existing hand arm vibration policies in place as this had been a high profile issue nationally for some considerable time. Questions were also raised with regard to the type of testing carried out during Occupational Health Surveillance Checks. The Health and Safety Officer agreed to contact Occupational Health to clarify this point.

The Street Services Manager added that action had previously been taken to address hand/arm vibration as a result of issues identified by routine health surveillance checks. These checks were available to all personnel working with vibrating tools and were mandatory every year for all those who had previously reported problems or symptoms.

Chris Dodsworth declared an interest and left the meeting at this point.

## **SAFETY COMMITTEE**

The Street Services Manager continued that measures had been put in place previously including job rotation and surveys. However, much more information was now available in respect of recommended exposure limits and risks, which had previously focussed on very high level vibration tools rather than the cumulative effects of lower level vibration.

Members raised concerns that the measures taken had not been sufficient to avert the HSEs enforcement notice. The Chief Executive Officer added that Members were right to raise these concerns and more emphasis needed to be put on forward planning. A review of all the issues raised by the HSE was being carried out which would involve consultation with operatives.

Moved by Councillor D. McGregor, seconded by Councillor B. R. Murray-Carr **RESOLVED** that the report be received.

### **900. STREET SERVICES IMPROVEMENT PLAN**

The Street Services Manager gave a verbal report to update Members on the Street Services Improvement Plan.

Members were advised that the HSE's report had been taken very seriously and the improvement plan would be available for the next Safety meeting. This would demonstrate the volume of work undertaken which was fully comprehensive and would go much further than just meeting the recommendations to ensure compliance into the future. Housing Services had also been involved in the review which would cover as many Health and Safety issues as possible, not just limited to hand/arm vibration. A user friendly guide would be produced for the workforce outlining new procedures. It was added that the service was committed to achieving the work required by the Notice within the prescribed deadline.

A review of the 72 identified issues for Street Services on the Corporate Risk Assessment would be carried out but this would take significant resources. It was added that North East Derbyshire had a dedicated Health and Safety Officer for their depot which put into context the amount of work and investment required to ensure all health and safety issues were fully addressed and updated. Thanks were extended to North East Derbyshire for their assistance in providing test data for vibrating tools.

## **SAFETY COMMITTEE**

Members thanked the Street Services Manager for his report and added that the seriousness of the situation should be emphasised to avoid any future occurrence.

Members were advised that the Improvement Plan would be presented to the next Safety Committee meeting.

(Street Services Manager)

### **901. THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

Moved by Councillor D. McGregor, seconded by Councillor P.M. Bowmer

**RESOLVED** that under Section 100(A)(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the stated Paragraph of Part 1 of Schedule 12A of the Act and it is not in the public interest for that to be revealed.

### **902. ACCIDENT AND STRESS STATISTICS JANUARY TO MARCH 2010 EXEMPT – PARAGRAPH 2**

The Health and Safety Officer presented the report to advise Members of Accident and Stress statistics from January to March 2010.

Members were requested to note that lost time accidents had reduced from 9 in 2009 to 2 in the current year with accident reports reducing from 20 to 9. Slips, trips and falls continued to be the highest cause of accidents.

Stress related absence had risen during this quarter in comparison to the same period in 2009, however only one case had been identified as work related.

Members' attention was drawn to the detailed breakdown of accidents included with the report. Members extended their congratulations to all concerned in providing health and safety education and advice which had contributed to the reduction in accidents.

Moved by Councillor D. McGregor, seconded by Councillor B. R. Murray-Carr  
**RESOLVED** that the report be received.

The meeting concluded at 1500 hours.



## SAFETY COMMITTEE TERMS OF REFERENCE

1. The overall purpose of the Safety Committee is to promote cooperation between the council and its employees in developing and carrying out measures to manage health and safety risks and to secure the health and safety of employees, service users, contractors and any others who may be affected by the work of the Council.
  - (i) To promote the development of a safety culture throughout Bolsover District Council.
  - (ii) Reviewing the adequacy of and effectiveness of Bolsover District Council's Corporate Health and Safety Policy and any task specific or local health and safety policies, practices, procedures or safe systems of work.
  - (iii) Reviewing accident and industrial disease information and trends, to identify unhealthy or unsafe conditions and practices, along with recommendations for remedial action.
  - (iv) Review of health and safety information, risk assessments, audit reports, safety inspections and other monitoring information, making appropriate recommendations for remedial action.
  - (v) Analysis of information, reports and correspondence from enforcing authorities (Health and Safety Executive, fire service etc.).
  - (vi) Consideration of reports from safety representatives.
  - (vii) To receive and discuss health and safety reports.
  - (viii) To approve new health and safety policies and procedures and amendments to existing policies and procedures.
  - (ix) To review arrangements for health and safety information and training.
  - (x) To review the impact of proposed or new legislation, codes of practice or legal judgements.
  - (xi) To consider any other health and safety matters raised by committee members.

**AGENDA ITEM 7**  
**SAFETY COMMITTEE – 28<sup>TH</sup> JULY 2010**

2. MEMBERSHIP

- (i) The Committee shall comprise representatives of Management and Employees holding office for a period of one year and eligible for reappointment or re-election.
- (ii) The composition of the Employers Side of the Committee shall be 5 elected Members with voting rights. The Head of Human Resources and Payroll, Health and Safety Officer and Head of Paid Services shall attend in an advisory capacity without voting rights; together with such other officers of the Council as may be appropriate having regard to matters to be discussed.
- (iii) The Employees Side of the Committee shall comprise 5 representatives selected by the local branch of the Trade Union representing the employees.
- (iv) The Union Side shall submit the names of their representatives forming the Employees side to the Committee to the Chief Executive Officer of the Council not later than the beginning of each meeting.
- (v) The Committee shall appoint a Chairman and Vice Chairman from among the Committee. When the Chairman is appointed from one side of the Committee the Vice-Chairman will be appointed from the other side. These Officers will also act as Chairman of their respective sides of the Committee.
- (vi) The Head of Democratic Services will act as Secretary to the Joint Committee.
- (vii) The Members of the Committee shall hold office for one year and shall be eligible for re-appointment. Any vacancy that occurs shall be filled as it arises by the relevant side.

3. ADVISORS

- (i) Either side shall have the right to have in attendance upon them, persons with a specialised knowledge, in a consultative or advisory capacity but without the right to vote. Such attendance shall be notified to the Secretary of the Employers' Side who will arrange for notices of meeting, agendas and minutes to be forwarded to such representatives unless requested otherwise.

**AGENDA ITEM 7**  
**SAFETY COMMITTEE – 28<sup>TH</sup> JULY 2010**

4. PROCEDURE

- (i) Regular meeting shall be convened during working hours at 3 monthly intervals and held at Sherwood Lodge, Bolsover.
- (ii) Meetings may be called by the Chairman at any item at the request of either side, such requests to be submitted through their respective Chairmen.
- (iii). Employees will be granted time off with pay to attend a reasonable number of meetings and will be entitled to payment in the event of meetings continuing beyond normal working hours.
- (iv) The Employees Side shall submit to their respective secretary's items which they wish to be included on the agendas of regular meetings, and they will be responsible for forwarding this information to the Head of Democratic Services not later than 14 days prior to a meeting.
- (v) In the event of a scheduled meeting being due and there being no items from either side, following consultation with the Chairman and Vice-Chairman, the meeting may be cancelled and Members advised accordingly.
- (vi) The agenda for business of regular meetings shall be circulated by the Chief Executive Officer to each Member and to any consultative or advisory representative not later than 10 working days before a meeting. The matters to be discussed at any meetings of the Committee shall be stated on the agenda with a notice summoning the meeting provided that any other business may be considered if admitted by a majority vote of each side. Nominated Trade union Officers shall be provided with 6 copies of the agenda and reports to circulate to their Members as appropriate and to their full-time Trade Union Officials.
- (vii) Two Members of the Employers' Side and two members of the Employees' Side of the Committee shall together constitute a quorum.
- (viii) An individual employee wishing to raise with the Committee any question within the function shall do this through his/her appropriate representative on the Committee.

Committee:	Safety Committee	Agenda Item No.:	9.
Date:	28 <sup>th</sup> July 2010	Category	
Subject:	General Health and Safety Report	Status	Open
Report by:	Health and Safety Officer		
Other Officers involved:			
Director	Chief Executive Officer		
Relevant Portfolio Holder	Councillor J.E. Bennett, Portfolio Holder for Performance		

**RELEVANT CORPORATE AIMS**

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation, by ensuring we comply with legislation and best practice.

**TARGETS**

The subject matter does not relate to any targets specified in the Corporate Plan.

**VALUE FOR MONEY**

Helping ensure that the Council discharges its legal responsibilities and does not incur legal costs, fines or civil penalties.

## **THE REPORT**

### **Asbestos Management**

A quantity of asbestos insulation board has been removed from the garage building at Sherwood Lodge. The work was carried out by 28<sup>th</sup> May in accordance with CAR 2006. A clearance certificate and disposal note has been received from Kitsons and the asbestos register has been updated accordingly.

We are continuing to provide contractors with access keys to the asbestos database, although this has been delayed by software issues on the supplier side.

Next year's survey programme for the housing stock will concentrate on void properties and any large refurbishment programmes.

**Training** - In the last quarter, April –June 2010:

Induction training has been undertaken for 19 employees (mainly apprentices).

Basic Health and Safety Training, covering coshh, fire, first, aid etc has been delivered to 7 employees in Housing and Grounds Maintenance/Cleansing.

Working at heights training has been delivered to 65 employees

Vibration awareness training for operatives has been delivered to 88 employees and apprentices. Two Pinxton PC employees also attended.

Vibration awareness training for managers was delivered to 12 employees

Legionella refresher training will be held on 30<sup>th</sup> July and 18<sup>th</sup> August.

IOSH Directing Safely, for Senior Managers, will take place in the next quarter.

### **Improvement Notice**

Health and Safety Executive Inspectors visited on 18<sup>th</sup> May to follow up their improvement notice. The notice was signed off as a result of the work carried out by the Council and the inspectors recognised that a great deal of work had gone into meeting the needs of the notice.

The letter from the HSE signing off the notice has been received by the Council.

The action plan which was sent to the HSE detailing the work undertaken and the work planned is included as **Appendix I**

With reference to the Action Plan (Appendix I).

1. Sets of HSE regulations, guidance booklets and pocket guides have been distributed to relevant personnel.
2. A tool box talk of around one hour has been delivered to all operatives.
3. Activity continues to be surveyed – all operatives (garage, GM, housing trades) are continuing to record their daily exposure to vibration – trigger times and tool vibration outputs are then calculated to provide a guide to how much exposure employees are receiving and whether this exceeds recommended safe levels or legal maximums. Very few pieces of equipment have yet to be used, which are generally highly specialised or for seasonal use.
4. Verification of surveys – Local managers have observed employees actually carrying out work and using tools, to verify that recorded exposures are correct.
5. Information from manufacturers – most equipment has information supplied from the manufacturers or an independent tester, which we can use to give a guide to levels of exposure. Over 100 different pieces of equipment have been identified; a few items of equipment which were deemed old or were unidentifiable have been disposed of. Equipment will be field tested using our own testing equipment.
6. Information has been produced demonstrating levels of exposure. Where daily exposure has been shown to be above the legal maximum, on only five occasions from the several thousand daily records we have collected so far, immediate action has been taken, to either modify the way work was undertaken or to withdraw equipment as necessary.
7. Risk assessments are being completed for each tool in use, giving guidance on exposure 'points' gained by using the tools and time limits on using tools. Example included as **Appendix II**.

Letters have been sent out to contractors reminding them of their obligation to manage HAVs risk to their own employees whilst working on our contracts.

8, 9, 10 and 11 refer to specific risk assessments for other activities which the HSE suggested we should carry out, these were not part of their requirements under the improvement notice - removal of manhole covers, handling of paving slabs, handling and setting of fence posts, use of breakers and pneumatic drills. These have all been completed.

12. Servicing and maintenance schedules are being drawn up in line with manufacturers recommendations, and a central store of manufacturers

information, instructions etc. is being built up. Items will be divided into 'consumables, which will be disposed of at set intervals and those which require regular maintenance or servicing, and those which will be designated test or replace. A procurement guide, which will include demonstrations, 'fit for purpose' field trials and consideration of H&S factors is being drawn up.

Colour coded tool tags have been purchased and will be applied to each piece of equipment.

13. Review of risk assessments – front line service areas will put together lists of tasks and assessments to be compiled and prioritised for the 'front line' departments, concentrating on higher risk tasks such as noise, hazardous substances, working at heights.

14. Policy and procedures have been amended in line with the HSE recommendations – included as **Appendix III**.

15. Tool based risk assessments and tags for each tool which will indicate safe usage times and vibration output. We are also exploring the use of a 'vibration assessment wheel' which will help calculate exposure.

16 & 17. Training. All operatives using vibrating tools and their immediate line managers have attended a formal half day or day Hand Arm Vibration awareness session with Earlsmere Training. We have also included apprentice GM workers placed through us with other organisations. Health and safety risk assessment training will take place in the next quarter for front line managers

18. IOSH 'Directing Safely' will take place in the next quarter for Senior Managers identified as having more significant health and safety functions.

Procurement guidance is being prepared and will incorporate an assessment of vibration, noise and handling factors, as well as suitability for purpose and cost. Procurement will involve field testing by operatives.

19. To ensure that we are getting an accurate picture of vibration exposure we have purchased a set of vibration monitoring 'gloves', which operatives will use in a set of field tests to get more accurate exposure figures. This is expected to be operational by 31<sup>st</sup> July. Tool hirer's arrangements (Travis Perkins) for tool testing have been confirmed.

### **Riverside Depot**

A Health and Safety Inspection of Riverside Depot was undertaken on June 29<sup>th</sup>. No major issues were identified as requiring immediate attention.

## **First Aid**

A three year contract to provide first aid training to Council employees has been awarded after a tendering process to the Mines Rescue Service in Mansfield.

## **Health and Safety Audits**

As noted at the previous meeting, Health and Safety Audits were carried out in Housing Maintenance and Grounds Maintenance, looking at management systems in place

Issues were identified on a corporate departmental level.

Corporate issues.

- Training needs identified for senior managers to undertake formal executive level H&S training
- Training need identified for supervisory management to undertake formal training.
- Specialist manual handling training required for Grounds Maintenance and Cleansing operatives.
- Health and Safety Risk Assessment training required for front line managers
- Additional guidance to be provided on accident reporting and near miss reporting.
- Computer workstation assessor training required for service areas.

Operational Issues

Risk assessments - Although there are risk assessments in place to cover the activities being carried out these need to be revised and upgraded to better manage the risks identified. Templates to cover basic risks are being drawn up. Information given to front line employees in the form of handbooks, guidance notes and sheets etc. will be upgraded.

Assessments covering the following areas were identified as a priority for improvement

- Noise at work
- Stress
- Lone working
- Working at heights
- Control of Substances Hazardous to Health
- Procurement of tools and equipment



## **IMPLICATIONS**

**Financial:** No direct financial implications or additional commitments

**Legal:** None

**Human Resources:** No direct implications

## **RECOMMENDATIONS**

- 1. That the report be accepted, and the HSE's recommended amendments to the Vibration Control Policy are accepted.**
- 2. The Revised Vibration Control Policy be recommended to Council for Approval.**

ATTACHMENT: Yes

FILE REFERENCE:

SOURCE DOCUMENT:

Appendix I – HSE Action Plan – outstanding items as at 18/05/10

Appendix II – Blowers Example

Appendix III- Control of Hand Arm Vibration Risk Policy

Progress to be reported to Senior Management Team at Weekly SMT Meetings

Issue and Action	Person Responsible	Target Date	Completion Date
1 <b>Books and information</b> obtained; four copies of the ACOP, leaflets and pocket guides for each	TW	<b>March 5</b>	Received and distributed
2 <b>Tool box talk</b> – Delivered to all relevant employees	AL	<b>March 12</b>	<b>Virtually Completed May 5</b> Mop up session for caretaker, cleaners and manual litter pickers scheduled for late May 2010
3 <b>Survey of activity</b> – Employees to record for one week their use of vibrating tools and machinery. This must be trigger time not on the job time.	AL	<b>March 19</b>	<b>Virtually Completed March 15</b> To ensure all seasonal tasks are covered for grounds maintenance in appropriate season – ongoing, final tasks by September 2010 – AL <b>May 5</b> 10 pieces of seasonal / specialist equipment on inventory not yet used and to be surveyed prior to next use, linked to previous action point – AL
4 <b>Verification of survey.</b> Managers to observe sample of employees to verify their activity and sign off as accurate	AL	<b>March 19</b>	<b>Virtually Completed March 29</b> Requirement to revisit

				certain tasks later in year to coincide with operations and for seasonal grounds maintenance tasks as outlined above – AL.
5	<b>Information from manufacturers.</b> Obtain updated information on vibration emissions to 2006/42/EC standards from manufacturers. (Include ride-ons) Housing tools and equipment	AL / MD	<b>March 19</b>	<b>Virtually Completed March 29</b> List of tools possibly needing replacement to be prepared following specific measurement / assessment – AL / MD <b>May 5</b> Difficulty tracing some items of equipment via own and manufacturers information (5 o/s out of 62) AL  NEDDC testing to be undertaken at Castle Leisure Park when equipment in use – awaiting confirmation of dates of tester’s availability
6	<b>Risk assessment for exposure to vibrating tools</b> – Use mfrs information supplied by service areas and the activity survey schedules supplied by service areas: assess whether exposure is within limits, and produce reports.	ALL	<b>April 2</b>	<b>Virtually completed May 5</b> Draft RA’s prepared for variety of issues, e.g.

Senior Management Team - HSE Enforcement Notice Action Plan February 2010

Appendix I

	Areas/tasks where exposure levels are unacceptable will be highlighted to service areas for priority action under 7 below Cross check tools in use with tools on register – query anomalies with service areas			generic, tool specific and combination of work – HSE’s views to be incorporated into approach adopted by end of May - ALL
7	<b>Risk assessments for tasks involving vibrating tools</b> - to reduce or remove the exposure to vibrating tools, even where the level is already below the Exposure Action Level.		<b>May 14</b>	<b>Virtually completed May 5</b> Draft RA’s prepared for variety of issues, e.g. generic, tool specific and combination of work – to be incorporated into approach adopted by end of May - ALL  <b>May 10</b> Details of all Contractors being assembled for common letter to be sent. Letters to Contractors to be sent by end of May – TW / MD
8	Secondary issues – not required to be reported on			
9	Secondary issues – not required to be reported on			
10	Secondary issues – not required to be reported on			
11	Secondary issues – not required to be reported on			
12	<b>Purchase, servicing and maintenance of tools and equipment.</b> set up common servicing and maintenance system		<b>April 23</b>	<b>Virtually completed April 22</b> Procurement guidance to be prepared and






			<p>demonstrations / work trials to ensure “fit for purpose” to be introduced for all equipment with HAV risk by June 2010</p> <p>Separate equipment into 2 lists – those classed as “consumables” and those requiring serving / maintenance. Also to include requirement for “test or replace” for items over a certain age – to be defined</p> <p>Consideration being given to testing equipment as part of PAT testing regime – see also item 19</p> <p>Ongoing system required for:</p> <ul style="list-style-type: none"> <li>• central filing</li> <li>• 10% audit of tools, tasks, etc</li> <li>• Record of use by item and operator</li> </ul> <p><b>May 5</b> HSE views to be incorporated into</p>
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Senior Management Team - HSE Enforcement Notice Action Plan February 2010

Appendix I

				approach adopted by end of May - ALL
13	Secondary issues – not required to be reported on			
14	<b>Policy &amp; Procedure</b> – verify with HSE if any changes are needed and revise as needed.	TW	<b>April 23</b>	<b>Completed</b>
15	<b>Safety information</b> — includes information on vibrating tools and manual handling,	TW RJ AL LH	<b>May 3</b>	<b>Ongoing</b> <b>May 18</b> Introduction of “assessment wheel for all operatives to be investigated by end of May – AL / MD
16	<b>Training</b> - all operatives Housing and GM&C and depot are appropriately trained via an additional half day training course.	TW	<b>May 21</b>	<b>Completed</b>
17	<b>Training</b> - for managers in each area in health and safety risk assessment	TW	<b>My 21</b>	<b>Completed</b>
18	<b>Training</b> - IOSH ‘Directing Safely’ for Service Heads and senior operational managers who have not previously attended	TW	<b>May 21</b>	<b>May 10</b> Dates circulated and to be agreed with trainer
19	<b>Monitoring equipment</b> – investigate equipment / alternatives to monitor exposure	JG  SMT	<b>May 21</b>	April 22 Systems demonstration needed Consideration being given to purchasing own testing equipment and training appropriate employees to undertake tesing, e.g as part of PAT testing <b>May 5</b> Benchmarking Groups to

				be approached for monitoring systems in operation elsewhere <b>MAY 18</b> Investigate "assessment wheel" for all operatives by end of May – AL / MD
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Blowers				Ref:BL002	
					
Manufacturer	Stihl		Model No	BR320	
Size			Weight		
Power	Petrol 2 stroke		Category	AMBER	
Hazards					
Noise, Vibration, Flammable Liquids, Dust					
HAVS Data (mandatory)					
Magnitude	3	Uncertainty		Vibration Value	<b>3</b>
EAV	5 hours 33 minutes	ELV	22 hours 13 minutes	Points per hour	<b>18</b>
<b>Must not be used with Husqvarna 345R Strimmer</b>					
Noise Data (mandatory)					
Sound Pressure Level	92		Sound Power Level	107	
Insert special instructions / control measures					
Control Measures					
Personal Protection - delete as necessary					
 Face guards <b>must</b> be worn	 Ear protection <b>must</b> be worn	 Gloves <b>must</b> be worn	 Safety footwear <b>must</b> be worn	 Hi visibility clothing <b>must</b> be worn	 Exposure monitoring <b>must</b> be undertaken
Risk Assessments – list reference of associated work group and task risk assessments					
GM001	GM003	GM005	GM006		



**BOLSOVER DISTRICT COUNCIL**  
**Control of Hand Arm Vibration Risk**  
**Policy**  
June 2010

CONTROLLED

**This Policy addresses the following Corporate Aims**



Bolsover District Council Equality Policy Statement

- Bolsover District Council is committed to equalities as an employer and in all the services provided to all sections of the community.
- The Council believes that no person should be treated unfairly and is committed to eliminate all forms of discrimination in compliance with its Equality Policy.
- The Council also has due regard to eliminate racial discrimination and to proactively promote equality of opportunity and good relations between persons of different racial groups when performing its functions.

This document is available in large print or on audiotape from any of our Contact Centres. If you need any help to read these documents please do not hesitate to contact our Equality Improvement Officer on 01246 242407.

Minicom: 01246 242450

Fax: 01246 242423

CONFIDENTIAL

## CONTROL SHEET

<b>Details of Document</b>	<b>Comments / Confirmation</b>
Title	Control of Vibration at Work Policy
Document type – i.e. draft or final version	Final
Location of Policy	Human Resources & Intranet
Author of Policy	Health and Safety Officer
Member route for Approval & Cabinet Member concerned	People and Performance Portfolio Holder, Safety Committee
Reviewed by Director of Strategy	13 <sup>th</sup> December 2007
Date Risk Assessment completed	30 <sup>th</sup> November 2007
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Partnership Involvement (if applicable)	Nil
Policy Approved by	Council
Date Approved	12 <sup>th</sup> March 2008
Policy Review Date	May 2010
Date forwarded to CSPD (to include on Intranet and Internet if applicable to the public)	

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## 1. SCOPE AND INTRODUCTION

**Hand-Arm Vibration Syndrome** or **HAVS** is a condition that has the potential to affect any worker who uses powered hand-held or hand-guided tools as a major part of their job. Workers whose hands are regularly exposed to high vibration may suffer from several effects to the hands and arm, including impaired blood circulation and damage to the nerves and muscles. It is felt as a tingling or numbness in the fingers or where finger blanching occurs. There are other names for the condition: 'vibration white finger', 'dead finger' and Secondary Raynaud's Syndrome.

The affects are cumulative and as time passes the attacks may involve considerable pain and loss of manual dexterity, resulting in clumsiness and reduced grip strength. In severe cases, blood circulation may be permanently impaired and fingers may take on a blue-black appearance.

As indicated above, the primary cause of HAVS is work involving holding vibrating tools or workpieces. The risk depends on the magnitude of the vibration and how long an individual is exposed to it. Other aspects that can have an affect are the grip, push and other forces used to guide and apply vibrating tools or workpieces, the pattern of exposure, how much of the hand is exposed to the vibration, temperature, smoking and individual susceptibility.

## 2. LEGISLATION

- The Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999.
- The Control of Vibration at Work Regulations 2005.

### 2.1 Duties of Employers

**At any exposure level (exposure levels are explained in Section 5.1)**

Assess vibration risks to health and safety  
Eliminate vibration risk at source, or reduce to lowest reasonably practicable level  
Provide information and training for employees on vibration risks and control measures

**If the Exposure Action Value (EAV)  $2.5\text{m/s}^2$  is likely to be exceeded**

Reduce exposure to the lowest practicable level  
Provide health surveillance – available through Human Resources

**At or Beyond The Exposure Limit Value (ELV)  $5\text{m/s}^2$**

Ensure employees are not exposed above the ELV  
If they are, take immediate action to prevent recurrence

### 3. POLICY

Bolsover District Council will put in place measures to protect employees from the risks of Hand Arm Vibration Syndrome (HAVS). Measures will include:

- Assessing the risks from vibration exposure.
- Managing the risks by reducing and controlling vibration exposure.
- Taking into account vibration risks when purchasing or hiring equipment.
- Maintaining equipment
- Providing instruction information training and supervision for employees on the risks from vibration and the measures in place to reduce these.
- Providing health surveillance for those working with vibrating tools.

This policy does not cover the risks arising from Whole Body Vibration.

### 4. RESPONSIBILITIES

#### 4.1 Chief Executive Officer

The Chief Executive Officer is responsible for ensuring that there are effective measures in operation to protect employees from the effects Hand Arm Vibration.

#### 4.2 Senior Management Team

Directors are accountable to the Chief Executive Officer for the operations and activities carried out within their areas of responsibility and for ensuring that effective arrangements are in place to prevent or control exposure to Hand Arm Vibration. Specifically they will ensure:

- Compliance with the Council's Hand Arm Vibration Policy and Guidance within their area of responsibility.
- Employees in their area are aware of, accept and carry out their responsibilities under the policy.

#### 4.3 Heads of Service

Heads of Service are accountable to their Director for ensuring that the Hand Arm Vibration Policy is complied with in their Service Area. Additionally they will ensure:

- That the Vibration Regulations are implemented within their area of responsibility
- Adequate resources are available to manage hand arm vibration issues
- Risk assessments are carried out where required and recorded in a register.

- There is an assessment based safe system of work for the purchase, hiring, maintenance and use of vibrating tools and equipment.
- Employees who may be exposed Hand Arm Vibration are subject to appropriate health surveillance to monitor any effects on their health. Employees at risk will be surveyed by the occupational health provider on appointment; employees at risk will be reviewed regularly by the occupational health provider.
- Employees have appropriate comprehensible information, instruction, supervision and training in the use of equipment plant and tools, and that any additional training needs are identified.
- Reasonable adaptations are made to work equipment, procedures and processes to meet the needs of disabled employees.
- Maintain an inventory of vibrating tools used within their service area.
- Employees are given adequate competency training in the use of new equipment.
- Maintain, and regularly review records of assessments, keep records of manufacturers' information.

#### 4.4 Managers and Team Leaders

Are accountable to their Head of Service Director for ensuring that the Hand Arm Vibration Policy is complied with in their area of responsibility. Additionally they will:

- Understand the scope and content of the Vibration Regulations and Council Policy where this is relevant to work in their area, and to undertake any necessary training.
- Ensure vibration factors are taken into account when hiring or purchasing new equipment.
- Ensure vibration risk assessments have been undertaken for any relevant equipment in their area.
- Ensure local control measures for tools, tasks etc. are in place and operating effectively.
- Ensure employees understand and use local procedures designed to protect their safety – that employees have appropriate information and personal protective equipment and clothing, (as determined by the risk assessment).
- Bring to the attention of their line manager / Head of Service hand arm vibration issues of which they are aware, including non-compliance with this policy.
- Ensure all equipment is adequately maintained.
- Ensure that reports of defects / damage to equipment or clothing and deficiencies in any control measure are investigated and appropriate remedial measures are taken.
- Ensure employees comply with the requirements of the occupational health surveillance programme

### 4.5 All Employees

All employees at **all** levels have a responsibility to take care of their own and others health and safety. Employees will:

- Use all equipment in accordance with instruction.
- Report any defects or difficulties with vibrating equipment
- Cooperate with any programme of health surveillance which is identified as necessary following risk assessment.
- Report any symptoms of hand arm vibration to their line manager, to enable appropriate occupational health support to be provided.
- Report any unsafe working practices to their line manager
- **Use the HSE points system and instructions given to manage their own exposure to vibration.**

### 4.6 Head of Human Resources & Payroll

- Ensure There are adequate policies and procedures in place to govern the safe use of vibrating tools
- Ensure there is an adequate occupational health surveillance programme in place to identify those who may have symptoms of Hand Arm Vibration Syndrome and related conditions.

### 4.7 Health and Safety Officer

The Health and Safety Officer in Human Resources will assist managers and employees in carrying out their roles under this policy by:

- Review and update policies governing the control of hand arm vibration at not less than two year intervals
- Assist with vibration risk assessment
- Advise on vibration control measures
- Advise whether health surveillance is appropriate
- Assist in the provision of training
- Audit compliance with this policy and the underpinning regulations

## GUIDANCE ON THE POLICY

### 5.0 EXPOSURE LIMITS - Exposure Limit Value and Exposure Action Value

The Regulations define two types of exposure limit.

The **Exposure Action Value** (EAV) is the level of daily exposure to vibration, which if exceeded requires certain actions to reduce exposure.



## Control of Hand Arm Vibration Policy

### APPENDIX III

The **Exposure Limit Value** (ELV) is the maximum amount of vibration an employee may be exposed to on any single day.

It is important that we do not 'work to' the ELV of  $5\text{ms}^2$  as an acceptable maximum. We will work to the EAV as the normal maximum.

The vibration level produced by equipment is usually assessed by measuring the acceleration level in  $\text{m/s}^2$  (metres per second squared).

The Regulations set an Exposure Action Value (EAV) of  $2.5\text{m/s}^2$  over 8 hours (A8) and an Exposure Limit Value (ELV) of  $5\text{m/s}^2$  over 8 hours (A8).

It is the aim of the Council to minimise the risk of HAVS to employees by keeping exposure to vibration as low as is reasonably practicable and where the  $2.5\text{m/s}^2$  is exceeded, control measures will be put in place to reduce it.

The vibration dose received by the worker over a typical working day depends on the duration of exposure as well as the vibration magnitude.

To allow different exposure patterns to be compared they are adjusted (or normalised) to a standard reference period of 8 hours, similar to the approach taken for noise levels. The Control of Vibration at Work Regulations 2005 describe how an exposure normalised to 8 hours, A(8), can be calculated. The table below gives the average vibration levels over a working day and the times to reach the exposure levels.

Vibration Magnitude ( $\text{m/s}^2$ )	2.5	3.5	5	7	10	14	20
Time to reach Exposure Action Value (in hrs)	8	4	2	1	$\frac{1}{2}$	$\frac{1}{4}$	8 mins
Time to reach Exposure Limit Value (in hrs)	>24	16	8	4	2	1	$\frac{1}{2}$

Exposure Action Value =  $2.5\text{m/s}^2$  per 8hr working day

Exposure Limit Value =  $5\text{m/s}^2$  per 8hr working day

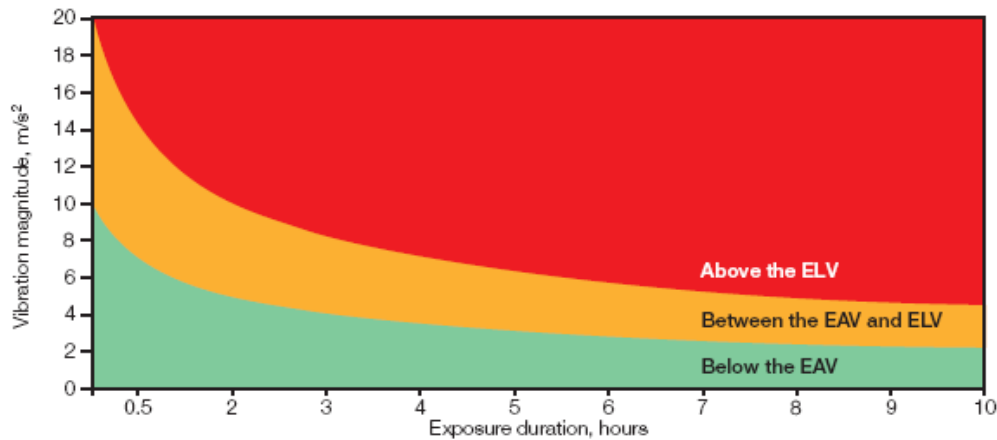
For example, a hand held blower with a vibration level of  $7\text{m/s}^2$  would result in exposure of the operator to the equivalent of the EAV in just one hour, therefore greater use than this would require reasonably practicable exposure reduction measures to be taken.

However, the diversity of work that an individual may be involved in can cause difficulty in accurately assessing exposure because a number of different tools are being used in any one day for variable lengths of time. It should be possible to estimate a cumulative exposure by summing up the typical exposure pattern from the range of equipment used.

The following table lists some indicative vibration levels for typical equipment.

Examples of Equipment	Typical Vibration Levels (in $m/s^2$ )
Hedgecutter	6.3
Flymo mower	3.0
Chainsaw	3.5-5.5
Blower (hand-held)	7.5
Kango hammer	4-15 (depending on power/size)

Chart to show how vibration levels and time of use affect the level of exposure, with the vibration level of the tool ( $M/S^2$ ) plotted against the duration of exposure (hours).



From INDG 175

**Our aim is to keep exposure below the EAV level**

## 6. GUIDANCE ON CONTROLLING VIBRATION EXPOSURE

### 6.1 Risk Assessment - When to Assess

Vibration risk assessment is required if employees work with

- hand held tools (e.g. drills, breakers, sanders, chain saws, hedge trimmers)
- hand guided tools (such as pedestrian lawn mowers, buffers)
- materials held against a vibrating object (e.g. use of a grinder, timber being guided through a band saw).

### 6.2 Risk Assessment - What to Assess

Risk Assessment will require:

Assessment of the vibration from each piece of equipment used. This will require an inventory of vibrating tools and equipment to be compiled.

- Rank equipment in terms of hazard contribution, i.e. the level of vibration and how much they are used.
- Discuss with employees whether they have noticed any particular problems with certain types of equipment or individual machines.
- Calculation of vibration exposure for individuals, taking into account equipment used and length of time in use ('trigger time').
- Data sources can include the manufacturer or websites which have measured vibration levels of equipment in real use, these include:

<http://www.operc.com/pages/havtecllogin.asp> (registration required)  
<http://www.ispesl.it/vibrationDatabase/lineguida.asp?lang=en>

- Check the workload of individuals who use vibration tools and at least estimate the exposure they may be receiving.
- The Health and Safety Executive have produced a 'calculator' which will enable conversion of working times and vibration magnitudes into an overall exposure factor. It will also enable the summation of exposures if more than one piece of equipment is used.

<http://www.hse.gov.uk/vibration/hav/vibrationcalc.htm>

- Identification of other risk factors, for example work in cold or wet environments increases the health risks from vibration exposure.
- Consideration of individuals health conditions
- Consideration of individual's posture and technique i.e. 'leaning' on a drill for example will increase the level of vibration experienced.

Assessments will include an action plan which documents the measures already in place to reduce the risk from vibration exposure and any further measures planned.

Assessments will be reviewed every two years

An assessment must be carried out for each new piece of equipment or process.

**The Vibration Exposure Calculator can be found in Appendix 1**  
**The Assessment Record sheet can be found in Appendix 2**

### 6.3 Reducing Risk from Vibration Exposure

Measures should be put in place to reduce vibration exposure to as low a level as is reasonably practicable – even if vibration levels are below the Exposure Action Value (EAV), consideration should be given as to whether further reduction is practical.

### 6.4 Measures to reduce risks from vibration exposure may include:

- Assess whether a task may be achieved a different way.
- Minimise the need for operations and tools that expose workers to hazardous vibration.
- Minimise the forces needed to control tools.
- Replacing tools and equipment with alternatives which produce lower magnitudes of vibration.
- Providing suitable training and information for all those exposed to vibration.
- Equipment will be maintained in line with manufacturers recommendations and instruction manuals – tool logs will include servicing/maintenance or disposal dates as appropriate.
- A representative selection of tools will be checked annually to verify vibration information.
- Consider the maintenance of the equipment and whether there is likely to be deterioration in anti-vibration mountings, etc. Ageing and/or poorly maintained equipment is likely to give worse levels of vibration.
- Reduce exposure times, e.g. by breaking up activities to minimise prolonged exposure.
- Ensuring work activities are designed to take into account ergonomic principles, and to encourage good posture ensuring all equipment is properly maintained reducing time exposed to vibration e.g. regular breaks, job rotation etc. providing suitable clothing to protect employees from cold and damp.
- It is important that operators are able to maintain good blood circulation; gloves can be helpful although alone they are not the solution to a vibration problem.
- Heated handles, warm, weatherproof clothing, heating pads are amongst the other aids that can be considered.

Further suggestions on how risk reduction may be achieved are given in the publications listed Section 10.

## 7. HEALTH SURVEILLANCE AND OCCUPATIONAL HEALTH ISSUES

Exposure to vibration carries a risk of health effects, this is most likely with exposure above the EAV of  $2.5 \text{ m/s}^2$ , but may occur at lower exposures.

Hand Arm Vibration Syndrome (HAVS) covers a number of different conditions; one or more may be present in an affected individual.

- Vascular disorders (affecting circulation)– commonly ‘blanching’ of the fingers (especially on exposure to cold or to vibration), often followed by blueness/redness as rewarming occurs
- Neurological disorders – including numbness, tingling of the fingers, reduced strength, reduced sensitivity and loss of dexterity
- Musculoskeletal symptoms such as joint pain and stiffness, reduced strength and dexterity and carpal tunnel syndrome

Symptom severity worsens with continued exposure and may be disabling and irreversible.

Health surveillance will be carried out for employees who are regularly exposed to vibration above the exposure action value ( $2.5 \text{ m/s}^2$ ) or if they are at increased risk e.g. if they report a pre-existing diagnosis of HAVS or any other condition of the hands, arms, wrists or shoulders, or any condition which affects circulation or nerve conduction such as diabetes, carpal tunnel syndrome etc. Health surveillance will involve:

- Initial assessment prior to or very soon after first exposure or employment. This will usually be by questionnaire, with face to face follow-up where required.
- Annual assessment. This will usually be by questionnaire.
- Review with Occupational Health professional. This will be arranged if a questionnaire reveals symptoms; if an individual reports symptoms between health surveillance questionnaires, and at regular intervals determined by the Occupational Health Provider.
- **Reviews with the occupational health professional will take place a three year intervals for all ‘vibration-exposed’ employees**
- Health surveillance will be carried and confidential records maintained by the Councils Occupational Health Provider.

## 8. TRAINING AND INFORMATION

All employees who are exposed to vibration must be given training to include:

- The health effects of hand arm vibration;
- Sources of hand arm vibration;
- Whether they are at risk, and if so whether the risk is high (above the ELV), medium (above the EAV) or low;
- The risk factors (e.g. the levels of vibration, daily exposure duration, regularity of exposure over weeks, months and years);
- How to recognise and report symptoms;
- The need for health surveillance, how it can help them remain fit for work, how you plan to provide it, how you plan to use the results and the confidentiality of the results;

- Ways to minimise risk including:
  - Changes to working practices to reduce vibration exposure;
  - Correct selection, use and maintenance of equipment;
  - Correct techniques for equipment use, how to reduce grip force etc;
  - Maintenance of good blood circulation at work by keeping warm and massaging fingers and, if possible, cutting down on smoking.
  - Control of trigger time by task rotation, appropriate breaks for use of vibrating equipment.
- Awareness of other health problems that can influence the likelihood of HAVS, such as low temperatures, smoking etc.
- Who to report problems to.

New starters should be made aware of the risks of vibration prior to first exposure, or at least within the first week of employment.

In addition, all employees should be given appropriate training in the use of equipment. This should include periodic supervised practice to identify work practices which may increase risk such as poor postures, gripping equipment too tightly etc. **This will include competency training for new equipment.**

Training must be given in a format that is comprehensible to the employee; this for example may involve providing information in a language other than English.

### 9. REFERENCES AND FURTHER READING

*Hand Arm Vibration - The Control of Vibration at Work Regulations, 2005.*

L140 HSE Books

Hand arm vibration Advice for employees (indg296 rev1)

<http://www.hse.gov.uk/vibration/hav/indg296.htm>

Hand Arm vibration at work – HSE pages

<http://www.hse.gov.uk/vibration/hav/index.htm>

Management of Health and Safety at Work Regulations

[www.hse.gov.uk/vibration](http://www.hse.gov.uk/vibration)

There is an HSE leaflet on HAVS which is a good general information source for employees. Reference IND(G) (rev1) 126L Health risks from hand-arm vibration for employees and the self-employed (HSE 2002).

**Appendix 1 - Vibration Calculator / Ready Reckoner**

The table below is a 'ready reckoner' for calculating daily vibration exposures. All you need is the vibration magnitude (level) and exposure time.

The exposures for different combinations of vibration magnitude and exposure time are given in exposure points instead of values in m/s<sup>2</sup> A(8). You may find the exposure points easier to work with than the A(8) values:

- exposure points change simply with time: twice the exposure time, twice the number of points;
- exposure points can be added together, for example where a worker is exposed to two or more different sources of vibration in a day;
- the exposure action value (2.5 m/s<sup>2</sup> A(8)) is equal to 100 points;
- the exposure limit value (5 m/s<sup>2</sup> A(8)) is equal to 400 points;

We will work to the exposure action value of 2.5ms<sup>2</sup>






Vibration magnitude m/s <sup>2</sup>	40	800									
	30	450	900								
	25	315	625	1250							
	20	200	400	800							
	19	180	360	720	1450						
	18	160	325	650	1300						
	17	145	290	580	1150						
	16	130	255	510	1000						
	15	115	225	450	900	1350					
	14	98	195	390	785	1200					
	13	85	170	340	675	1000	1350				
	12	72	145	290	575	865	1150	1450			
	11	61	120	240	485	725	970	1200	1450		
	10	50	100	200	400	600	800	1000	1200		
	9	41	81	160	325	485	650	810	970	1300	
	8	32	64	130	255	385	510	640	770	1000	1200
7	25	49	98	195	295	390	490	590	785	865	
6	18	36	72	145	215	290	360	430	575	720	
5.5	15	30	61	120	180	240	305	365	485	605	
5	13	25	50	100	150	200	250	300	400	500	
4.5	10	20	41	81	120	160	205	245	325	405	
4	8	16	32	64	96	130	160	190	255	320	
3.5	6	12	25	49	74	98	125	145	195	245	
3	5	9	18	36	54	72	90	110	145	180	
2.5	3	6	13	25	38	50	63	75	100	125	
2	2	4	8	16	24	32	40	48	64	80	
1.5	1	2	5	9	14	18	23	27	36	45	
1	1	1	2	4	6	8	10	12	16	20	
		15 m	30 m	1 h	2 h	3 h	4 h	5 h	6 h	8 h	10 h
		Daily exposure time									

Source: Health and Safety Executive



1. Find the vibration magnitude (level) for the tool or process (or the nearest value) on the grey scale on the left of the table.
2. Find the exposure time (or the nearest value) on the grey scale across the bottom of the table.
3. Find the value in the table that lines up with the magnitude and time. The illustration shows how it works for a magnitude of 5 m/s<sup>2</sup> and an exposure time of 3 hours: in this case the exposure corresponds to 150 points.
4. Compare the points value with the exposure action and limit values (100 and 400 points respectively). In this example the score of 150 points lies above the exposure action value **and is too high as a daily value.**

The colour of the square containing the exposure points value tells you whether the exposure exceeds, or is likely to exceed, the exposure action or limit value:

	Above limit value
	Likely to be above limit value
	Above action value
	Likely to be above action value
	Below action value

5. If a worker is exposed to more than one tool or process during the day, repeat steps 1 – 3 for each one, add the points, and compare the total with the exposure action value (100) and the exposure limit value (400).



**Appendix 2 - Vibration Record Sheet**

**Recording the vibration exposure of employees –**

to be completed by the employee and signed off by the employee’s manager.

Employee Name..... Date .....

Job Title .....

Completed by (employee’s name) .....

For each piece of equipment used by the employee record below;

- a. The **exact** make and model of the tool
- b. The amount of time the employee is exposed to the vibration (e.g. **actual trigger time**, with the equipment switched on and used or held

	Name of tool, process or equipment	Vibration magnitude m/s <sup>2</sup>	Exposure duration		
			hours	minutes	seconds
Equipment or process 1					
Equipment or process 2					
Equipment or process 3					
Equipment or process 4					
Equipment or process 5					
Equipment or process 6					
Equipment or process 7					

- This is not a ‘time and motion’ exercise to see how fast you are working.
- We are measuring how much exposure everyone has to hand arm vibration.
- Count only the time you use or hold an operating tool, not clean up time, travel time etc.
- Do not round up or round down or estimate time, measure it with a watch or timer.
- Record times straight away or you may forget.
- Refer to the Control of Vibration at Work Policy for actions required once the above information has been calculated.

Once exposure information has been collected for each item of equipment used, it can now be input into the HSE Vibration calculator at [www.hse.gov.uk/vibration/hav/calcnst.htm](http://www.hse.gov.uk/vibration/hav/calcnst.htm) to establish the number of exposure points;

Information will be given to you on your own particular level of exposure after the survey is completed, or immediately if you are at a high risk.

Control of Hand Arm Vibration Policy

APPENDIX III

Vibration Continuation Sheet					
Equipment or process	Name of tool, process or equipment	Vibration magnitude m/s <sup>2</sup>	Exposure duration		
			hours	minutes	seconds
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
18					
19					
20					
21					
22					
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Committee:	Safety Committee	Agenda Item No.:	10.
Date:	28 <sup>th</sup> July 2010	Category	Open
Subject:	Street Services	Status	Update
Report by:	Street Services Manager		
Other Officers involved:	Head of Community & Street Services Health & Safety Officer GM & Cleansing Manager		
Director	Director of Neighbourhoods		
Relevant Portfolio Holder	Councillor D. Kelly, Portfolio Holder for Environment		

## **RELEVANT CORPORATE AIMS**

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation.

The Health & Safety and welfare of employees has a direct impact on their effectiveness in delivering services.

## **TARGETS**

The subject matter does not directly contribute to any targets specified in the Corporate Plan but could indirectly help to achieve efficiency savings by reducing time off work.

## **VALUE FOR MONEY**

Improvements in Health & Safety and general working conditions should reduce instances of industrial injury and compensation claims.

## THE REPORT

At Safety Committee in April 2010, the Street Services Manager submitted a report detailing how Street Services were or would deal with issues raised at an employee dismissal appeal hearing. The issues raised were;

1. Documented on the job health and safety training given to front line employees (in this case grounds maintenance)
2. Communication on health and safety matters including the Health and Safety Policy
3. Risk assessments (in particular in relation to COSHH)
4. Ensuring adherence by employees to safe systems of work.

Safety Committee accepted the report and the recommendation that an action plan be developed and implemented within Street Services, with progress being reported to subsequent Safety Committees.

## ISSUES FOR CONSIDERATION

	<b>Grounds Maintenance and Cleansing</b>	<b>Who</b>	<b>When</b>	<b>Progress</b>
1	Management (at all levels) to undertake regular monitoring both at the Depot and "on site" during service delivery to assist employees in maintaining safe systems of work and compliance with specification standards and procedures	Director of Neighborhoods.(DoN) Head of Community & Street Services.(HoCSS) Street Services Manager.(SSM) GM & Cleansing Manager.(GMCM)	June 2010	<b>June 2010</b> Commenced and will be a continuous exercise.
2	Supervisors to undertake routine daily monitoring both at the Depot and "on site" during service delivery to assist employees in maintaining safe	GM & Cleansing Coordinators.(GMCC) Waste Services Officers.(WSO)	April 2010	<b>April 2010</b> Commenced and is now a continuous exercise.

	systems of work and compliance with specification standards and procedures			
3	IOSH training for senior managers – one day training course	Health & Safety Officer.(HSO)	Sept 2010	
4	Safe Supervision for front line managers - one day training course	HSO	Dec 2010	
5	Training - for a quota of line and above managers in each area in health and safety risk assessment– 16 or so personnel altogether as a matter of priority. Draw up list of requirements for service areas	HSO	May 2010	<b>March 9</b> List of nominations for GM/C, Garage submitted to HSO <b>April 22</b> Ongoing <b>May 10</b> Training continuing <b>May 26</b> Mop up session to be arranged TW <b>June 9</b> Completed
6	Series of tool box talks on health & safety risks and safe operating procedures	SSM GMCM HSO	April 2012	<b>May 2010</b> HAVS. Corporate Health & Safety Policy.
7	Manual handling training for GM operatives – short three hour course	HSO	Sept 2010	
8	Induction training – training is now to be done by line management in each department and monitored by HR – this as a response to feedback from employee survey.	HSO	Sept 2010	

9	Competency in the use of work equipment, (including quad bike) to be reviewed by Grounds Maintenance & Cleansing.	GMCM	Sept 2010	
10	Accident reporting flowchart to be provided	HSO	July 2010	
11	Near miss reporting information	HSO	July 2010	
12	Noise risk assessment for noisy activities to be reviewed	HSO SSM DoN	Oct 2010	
13	Stress Risk Assessments to be reviewed	HoCSS	Dec 2010	
14	Flammable liquids (petrol) and refuelling arrangements	GMCM	June 2010	New procedures implemented April 2010
15	Check and up date the safety booklets/RA's on all vehicles	SSM GMCM WSM DRM	April 2011	<b>April 2010</b> Complete review required but condense into simple sheets <b>May 2010</b> Draft versions produced – to be discussed with HSE
16	Coshh assessments to be reviewed	SSM HSO DoN	Dec 2010	
17	All risk assessments to be reviewed 74 in total	SSM HSO DoN	April 2011	<b>March 9</b> Removal of manhole covers Risk assessment reviewed and updated <b>March 26</b> Use of breakers & pneumatics

				<p>Risk assessment reviewed and updated  <b>March 26</b>  Handling/setting fence posts –  Risk assessment reviewed and updated</p>
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**IMPLICATIONS**

**Financial :None**  
**Legal :None**  
**Human Resources :None**

**RECOMMENDATION**

**That the report be noted.**

ATTACHMENT:  
FILE REFERENCE:  
SOURCE DOCUMENT

Committee:	Safety Committee	Agenda Item No.:	11.
Date:	28 <sup>th</sup> July 2010	Category	
Subject:	Employee Survey 2010 – Health & Safety Issues	Status	Open
Report by:	Head of Human Resources/Payroll		
Other Officers involved:	Health & Safety Officer		
Director	Chief Executive Officer		
Relevant Portfolio Holder	Councillor J.E. Bennett, Portfolio Holder for Performance		

#### **RELEVANT CORPORATE AIMS**

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation by providing monitoring information which can be used to shape future policy decisions

#### **TARGETS**

The subject matter of this report does not contribute towards any Corporate Target

#### **VALUE FOR MONEY**

As this report relates to retrospective monitoring data value for money criteria is not applicable

### **THE REPORT**

#### **Background**

At Safety Committee in April 2008, Members received a report relating to the outcome of the Employee Survey 2007. This highlighted some areas for concern in terms of management of health and safety in the following departments/ sections:

- Community Safety
- Environmental Health Refuse and Grounds Maintenance
- Housing Repairs and Maintenance
- Regeneration Restaurant/Security/Cleaners



An action plan was put forward by these departments/sections and Safety Committee agreed to monitor the situation through the Employee Survey, to identify whether or not the actions taken have improved the perceptions of employees in these areas.

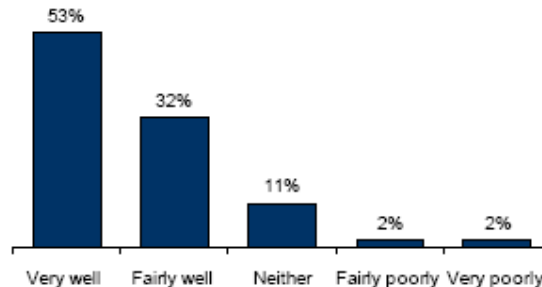
### **Employee Survey Results 2009**

This survey was undertaken in October 2009. As part of the Employee Survey there are some questions which relate to health and safety, these are set out below along with the responses:

#### **Q10 Respondents were asked if their line manager or supervisor understands and effectively deals with health and safety problems within the workplace.**

A large proportion of respondents (**85%**) felt that their line manager or supervisor deals with health and safety problems 'Well' ('Very well' and 'Fairly well'). A minority of **4%** felt that health and safety problems are dealt with 'Poorly' ('Very poorly' and 'Fairly poorly').

Figure 16. Question 10: Health and Safety Problems within the workplace



Base = 293

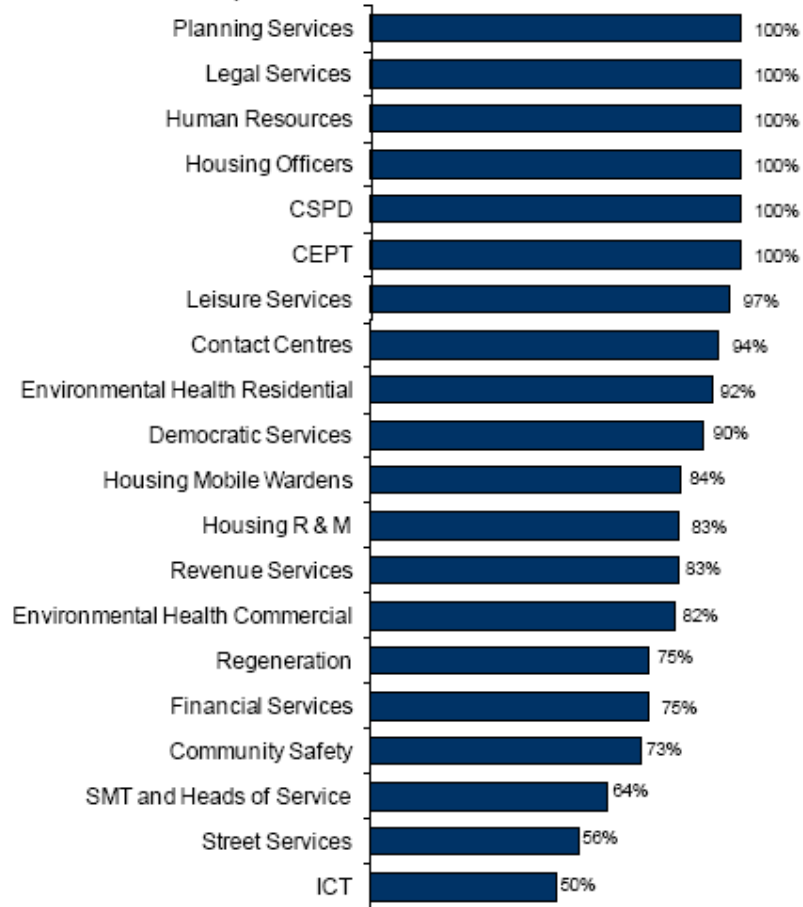
Respondents' views on this issue have remained largely the same but there has been a drop of two percentage points from **87%** in 2007 and remains outside the margin of error and should be seen as a matter for concern.

Where this has been identified as a concern in specific service areas, it has been taken up with the respective heads of service.

CSPD, Housing Officers, Human Resources, Legal Services, and Planning Services say that their line manager or supervisor deals 'Very well' with health and safety in the workplace (**100%**).

These results have been broken down into departments as follows:

Departmental Chart 34. Positive Responses



Base = 295 overall fluctuating by department

All responses below 67% have been referred by Senior Management Team to Safety Committee. These areas being:

- SMT and Heads of Service
- Street Services
- ICT

Prior to referring the matter to this Committee, I have investigated further the response rates in these three areas as this can affect the percentage figures shown in the report.

SMT and Heads of Service: 14 from 15 (93%) - 4 respondents dissatisfied

Street Services: 27 from 98 (28%) - 12 respondents dissatisfied

ICT: 4 from 7 (57%) - 2 respondents dissatisfied

Regeneration which had previously had poor responses over the last two surveys has now increased its satisfaction rate to 75%.

The responses from the areas identified above was as follows

### **SMT and Heads of Service:**

The results were discussed with Directors at appraisal and with Heads of Service through Extended Management Team in April. At the April meeting it was felt that the issue may be around stress associated with workload. Heads of Service were offered the opportunity at the meeting in April to submit any concerns anonymously. No anonymous concerns have been received.

Based on the discussions held with Directors and Heads of Service the actions to be put in place are:

- Roll out of the stress risk assessments over the next 6 months (in accordance with the Stress Policy approved in January 2010)
- Provision of a health promotion event linked to stress and mental health over the next six months.

### **Street Services:**

The employee survey is probably representative of the situation prior to the move to Riverside Depot and implementation of the new structure. A significant amount of work has been undertaken from Director level through and down to operative level. This includes specific training for manual handling, hand arm vibration awareness, use of bin lifts, more frequent and focused team meetings plus a more proactive approach to simple things like wearing of hi visibility clothing and other PPE, vehicle checks and safety inspections. On top of the extensive work now being done on HAVS we are also preparing a general Street Services H&S improvement plan for submission to the next Safety Committee.

### **ICT:**

We discussed the employee survey at our team meeting in April and the response to this question was discussed. We highlighted that Bev Parkin was our health and safety rep and that we do regular assessments. The team were encouraged to report any health and safety issues to Dave, [Astridge] Bev or myself [Liz Ball].

Question 10 is followed up with the following question:

**Q11 – ‘If the Council could take one specific action to improve the health and well being of its employees what would it be?’**

A copy of the full verbatim responses is attached at end of this report, but these have been grouped into the most common responses as follows:

The most common response was to review the sickness policy (11%):

	<b>Number</b>	<b>%</b>
• Review the sickness policy	10	11%
• Improve working conditions or equipment	10	11%
• Listen to staff more	10	11%
• Ensure adequate training is provided	7	7%
• Sort out the central heating	6	6%
• Reduce staff workload	5	5%
• Retain staff restaurant	5	5%
• Fairer sick leave policies	4	4%
• Allow free use of amenities such as gym and swimming pool	4	4%

The Health & Safety Officer, as part of the HR & Payroll Service Plan for 2008-11, is already putting in place actions to deal with concerns regarding working conditions and equipment, provision of training and stress management:

- In terms of the concerns relating to the sickness policy, focus groups have been held with a number of managers and employees. The information gathered through these groups will be collated and submitted to Senior Management Team in June, with a view to a review of the Sickness Absence Policy by the Health and Well Being Group over the summer. Formal consultation on the changes will then take place with a view to bringing the new policy into force from 2011.
- Procedures are being introduced for the servicing, maintenance and replacement/disposal of tools and equipment. Additionally a separate group is compiling a corporate asset register which is auditing wider equipment and building management. Physical working conditions are monitored through the inspection programme.
- Additional health and training has been provided since the survey was completed, asbestos awareness and task training, manual handling, vibration awareness, working at heights and general health and safety awareness, including cosh, fire and noise. This has been concentrated at the 'sharp end' with housing and street services operatives.
- A stress assessment programme, incorporating assessments of each post (not individual employees) is being carried out throughout 2010-11.
- Reduced rates are available for use of leisure facilities – please see the 'staff benefits' section on 'ERIC' for details

The next question relating to health and safety is:

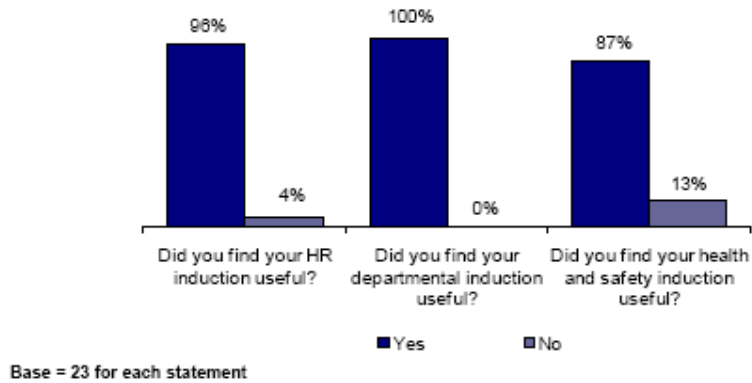
**Q.19 Respondents were asked if they had found their Human Resources, departmental and health and safety inductions useful.**

As Figure 22 (overleaf) illustrates, the majority of respondents felt that their health and safety induction was useful (**87%**). Of the three negative

responses (from 23 responders) to **Q19**, two came from a department in which there has been only one new starter over the period in question – this calls into question the validity some of the responses to the question – it would appear that staff who are not new starters are responding to this question.

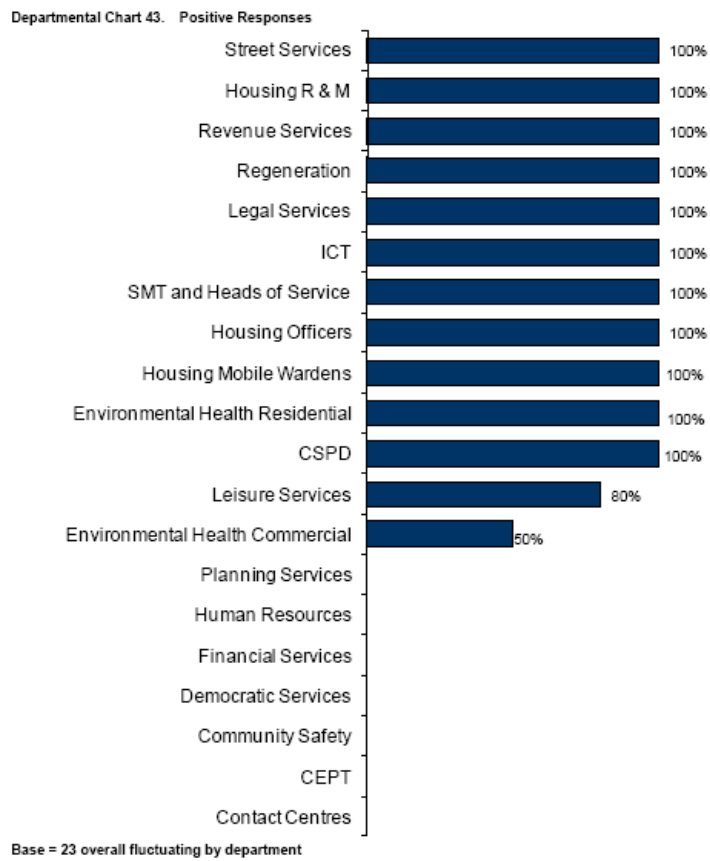
There were no significant differences between departments. For a full breakdown by department please see 'chart 43' overleaf.

Figure 22. Questions 17, 18, 19 Inductions



These results are broken down by department as follows.

Question 19 'Did you find your health and safety induction useful'



This is followed up by **Q20 – ‘If the Council could take one specific action to improve induction what would it be’**

The verbatim responses are provided at the end of this report, but from the responses to this question we were able to identify eight key themes, other than ‘satisfied with current provision’:

	<b>Number</b>	<b>%</b>
• Allow more time or offer more comprehensive induction	5	19%
• Ensure inductee is introduced to all staff they will be working with	5	19%
• Ensure induction is tailored towards the specific role of the inductee	3	11%
• Satisfied with current provision	2	7%
• Ensure induction is conducted on the first day	2	7%
• Provide inductees with employee handbook	2	7%
• Streamline induction process	2	7%
• Ensure comprehensive overview of Council, their work and departments	2	7%
• Don’t know/Other	4	15%

**Base = 27**

The above themes relate to the whole induction process, not just health and safety, and a number of these have already been incorporated into the Induction programme by Human Resources. Human Resources are currently looking at these results in order to identify any improvements, and are working with CSPD to produce a new look Induction Handbook.

The only general point on health and safety inductions was to make them more specific to the job role – this is rarely practical if delivered corporately, as the personnel presenting themselves for induction are inevitably from a variety of backgrounds and doing a variety of jobs. However it was possible to tailor inductions more specifically for the apprentices. The Investors in People Working Group have considered this issue and have suggested that health and safety issues be covered by managers on the ‘manager checklist’ part of the induction. The HR Team are currently reviewing the induction policy and associated paperwork to implement this change from 1<sup>st</sup> October 2010.

In the meantime the Health & Safety Officer continues to regularly review and update the corporate health and safety induction as a result of the feedback received from the training evaluation sheets.

## **ISSUES FOR CONSIDERATION**

Members consider the information provided and it is suggested that these areas be monitored in the next Employee Survey to identify whether or not the actions taken have improved the perceptions in these particular departments/ sections.

## **IMPLICATIONS**

Financial: None  
Legal: None  
Human Resources: None

## **RECOMMENDATION**

**That the report be received.**

ATTACHMENT: **N**  
FILE REFERENCE: **N/A**  
SOURCE DOCUMENT: **EMPLOYEE SURVEY 2009**



**VERBATIM RESPONSES**

<b>Question 11 'If the council could take one specific action to improve the health and wellbeing of its employees, what would it be'</b>
TO BE LESS HARSH ON PEOPLE WHO ARE GENUINELY SICK
REVIEW SICKNESS POLICY FOR THOSE PEOPLE WITH GENUINE ILLNESS AND/OR ISSUES
KEEP THE STAFF RESTAURANT
FREE GYM MEMBERSHIP
HAVE A TEN MINUTE BREAK MORNING AND AFTERNOON ESPECIALLY WHEN ON THE TELEPHONES ALL DAY
MORE EXTERNAL LIGHTING REQUIRED AT SHIREBROOK DISTRICT OFFICE AS WHEN IT IS DARK AT 5PM STAFF AND LEAVING THE BUILDING WHICH IS POORLY LIT OUTSIDE
BETTER OFFICE WORKING CONDITIONS - WINDOWS WOULD BE HELPFUL LESS ELECTRIC LIGHTING
I WORK AT XXX OFFICE AND IT COULD BE BETTER
THE SICKNESS ABSENCE POLICY SEEMS VERY HARD, PEOPLE WHO ARE SICK FEEL THEY HAVE TO RETURN TO WORK BEFORE THEY ARE BETTER DUE TO THIS PROCEDURE. THE CAPABILITY HEARINGS SHOULD BE UNDERTAKEN SOONER AND THE 12 MONTHS MONITORING PERIOD COMMENCE EARLIER
MAKE THE SICKNESS ABSENCE PROCEDURE LESS HARSH. OTHER PUBLIC BODIES USE 10 DAYS IN A ROLLING 12 MONTH PERIOD OR GIVE MORE HOLIDAYS LIKE OTHER PUBLIC BODIES (NHS 30 DAYS, OTHER COUNCILS, 30 DAYS)
AIR CONDITIONING OR MORE ACCESS TO OPEN WINDOWS
TAKE PRESSURE OFF EMPLOYEES WHICH CAUSES STRESS WHEN HAVING TO ATTEND WORK
WHEN ILL BECAUSE THEY ARE FRIGHTENED TO DEATH TO TRIGGER THE SICKNESS ABSENCE.
TRAINING
PRIVATE HEALTH CARE, GYM AT SHERWOOD LODGE
TO HAVE A GREATER UNDERSTANDING OF THE ROLE OF THE INDIVIDUAL
ENSURE THE WORKLOAD IS MANAGEABLE
LISTEN TO SUGGESTIONS
STOP ALL THE RIDICULOUS DISCIPLINARY HEARINGS - THESE SEEM TO BE TAKEN OUT AGAINST EMPLOYEES FOR THE SLIGHTEST THING AND THIS DOES NOT HELP MORALE OR THE WELLBEING OF INDIVIDUALS
RETAIN THE RESTAURANT FACILITY
JOINING THE CYCLE SCHEME, OFFERING DISCOUNTS TO LEISURE CENTRES
KEEP THE RESTAURANT OPEN
IMPROVE THE HEATING TO HELP PREVENT OFFICES FROM OVERHEATING AND GERMS ETC SPREADING
KEEP CANTEEN OPEN
WELL MAN/WELL WOMAN CLINICS

HAVE AN EFFECTIVE REPORTING SYSTEM ON LINE/IN A BOOK. IF WE ALREADY HAVE THIS ADVERTISE THE FACT
TO LOOK AT THE SICKNESS PROCEDURE
PROVIDE COURSES NO MATTER IF THE COURSE IS FULLY ATTENDED OR NOT
TO BE UP FRONT WITH THINGS TELL US THINGS SOONER RATHER THAN LATER
OFFER PRIVATE MEDICAL CARE
OFFER SOME KIND OF SECURITY FOR THOSE OF US WHO WORK OUTDOORS
ALWAYS LISTEN TO WHAT BEING SAID
WORKING AS A PAIR ON NIGHT TIME CALL OUTS
LISTEN MORE
TALK ABOUT WHAT WE WOULD LIKE
I AM UNHAPPY WITH THE HEATING IN THE OFFICES. ITS OFTEN EITHER TURNED OFF OR TOO LOW IN COLD WEATHER
AIR CONDITIONING IN ALL OFFICES
MORE COMMITMENT FROM SMT AND FUNDING
PROVIDE PROTECTIVE CLOTHING FOR WHEN EMPLOYEES HAVE TO ENTER A COUNCIL PROPERTY THAT IS IN POOR CONDITION
MORE IN HOUSE TRAINING. MANDATORY TRAINING FOR NEW STARTERS HASNT BEEN MET EG SCAFFOLD AND AT HEIGHT WORKING
JOIN EACH INDIVIDUAL WITH BUPA OR AN ALTERNATIVE TO THIS AS TO POSSIBLY CUT DOWN ON LONG TERM SICK
EXTERNAL COUNSELLING AT LEAST ONCE A YEAR FOR ALL STAFF
ELIMINATE CAR PARKING UP THE MIDDLE OF THE CAR PARK
HAVE EYE TESTS AGAIN FOR VDU USES
CANCEL JE AND GO BACK TO SQUARE ONE
TREAT PEOPLE WITH RESPECT
SPECIFIC HEALTH AND SAFETY FOR EACH POST/NOT DEPARTMENT
LEAD BY EXAMPLE
JOB SPECIFIC RISK ASSESSMENTS. THE CURRENT RISK ASSESSMENT FOR MY POST DOES NOT REFLECT MY JOB AS A WHOLE
IMPROVE RISK ASSESSMENTS
RETAIN THE RESTAURANT FACILITIES
TO LISTEN TO US AND EVEN IF THE IDEA IS SMALL OR NOT MEANINGFUL TO THEM THEY SHOULD UNDERSTAND FROM AN INDIVIDUALS PERSPECTIVE AND BE MORE COMPASSIONATE
BE KIND AT ALL TIMES
REVIEW SICKNESS PROCEDURE
PROVIDE BETTER STORAGE SPACE TO STOP THE CLUTTER IN THE OFFICE ENVIRONMENT. SORT OUT PROBLEMS WITH HEATING
PEOPLE ARE OFTEN AT WORK WHEN THEY ARE UNWELL DUE TO THE FEAR OF HAVING TIME OFF THROUGH SICKNESS AND THE RISK OF TRIGGERING SICKNESS REVIEW PERIODS. THIS SURELY INCREASES PEOPLE'S CHANCES OF BECOMING ILL AND THEREFORE CANNOT BE PROMOTING HEALTH AND WELLBEING
JOIN THE GOVERNMENT'S CYCLE TO WORK INITIATIVE TO OFFER TAX FREE CYCLES TO EMPLOYEES AND PROMOTE CYCLING TO WORK (AND

FOR BUSINESS USE WHERE APPROPRIATE)
GIVE FREE LEISURE PASS SCHEME. LET THE STAFF USE THE SWIMMING POOL OR GYM FOR FREE
ON THE HEALTH SIDE.....STOP DEALING STRESS OUT TO EMPLOYEES
BETTER BRIEFING OF RELEVANT H & S IN EACH DEPARTMENT
ACCESS TO ALL AMENITIES SHOULD BE FREELY AVAILABLE WITHIN THE COUNCIL
CUT OUT SOME BUREAUCRACY
PREVENTATIVE MEASURES TO REDUCE THE LIKEIHOOD OF STRESS AND ASSOCIATED ILLNESS IE REDUCE WORK LOAD, THIS WOULD ALSO ENABLE EMPLOYEES TO MAKE A BETTER JOB AND INCREASE JOB SATISFACTION
THE COUNCIL SHOULD SURVEY EMPLOYEES FOR RATINGS OF HOS AND SMT RATHER THAN JUST LINE MANAGEMENT TO GET A MORE ACCURATE RESPONSE ON HOW EMPLOYEES FEEL ABOUT WORKING FOR THIS COUNCIL
IMPROVE COMMUNICATION
STREAMLINE PROCEDURES FOR CLEARER AND QUICKER ACTION - IDENTIFY CONTACT/PERSON RESPONSIBLE FOR ACTION
INCREASE THE NUMBER OF DAYS ALLOWED OFF SICK WITHOUT TRIGGERING THE SICKNESS ABSENCE POLICY AS THE CURRENT LEVELS MAY PRESSURE PEOPLE TO ATTEND WORK WHEN NOT WELL
SCRAP THE PAY & CONDITIONS REVIEW - THIS WOULD REMOVE ALL THE STRESS IT HAS CAUSED ALL STAFF
SORT OUT THE HEATING AND LIGHTING SYSTEM AT SHERWOOD LODGE ONCE AND FOR ALL SO THAT IT WORKS EFFICIENTLY AND IS NOT ON EITHER 'FURNACE MODE OR FREEZER MODE'. THE INEFFICIENT HEATING SYSTEM AND POOR OFFICE SET UP IS THE MAJOR CAUSE OF SICKNESS AMONGST STAFF
BETTER LIGHTING IN CORRIDORS/STAIRWELLS
TURN THE HEATING UP
TO IMPROVE MORALE
PUT SOME HEATING ON IN OUR DEPARTMENT. WE HAVE TO RESORT TO TWO PORTABLE HEATERS THAT DO NOT SHARE THE HEAT AROUND EFFECTIVELY AND THEREFORE SPEND MOST DAYS SAT COLD IN THE OFFICE
SORT OUT THE HEATING SYSTEM, IT APPEARS THAT SOME PARTS OF THE BUILDING ARE ALOT WARMER THAN OTHERS
ENSURE ALL EMPLOYEES HAVE DOG DAZERS AND ALARMS AND REGULARLY TEST THEM.
LETTING US KNOW WHO THE HEALTH AND SAFETY OFFICER IS MIGHT HELP
NEED TO HAVE A FIRE DRILL
FOR MANAGERS, SUPERVISORS AND CO-ORDINATORS TO COME AND DO TIME ON OUR JOBS
TO START TO LISTEN TO EMPLOYEES VIEWS
A FIRST AID COURSE
RISK ASSESSMENT ON CESSPOOL TANKER NEEDED
STOP OVERWORKING THEM

ENSURE CHANGE IS MANAGED RATHER THAN SO MANY PRIORITIES RESULTING IN WORKLOAD ISSUES
SHOW PEOPLE THE CONSEQUENCES OF NOT DOING H&S, USING GORY DVD'S ETC.
DEVISE A REFRESHER PACKAGE OF TRAINING THAT ALL SHOULD BE RUBBER STAMPED TO RECEIVE EACH YEAR I.E. HALF A DAY TO COVER COSHH, RIDDOR, RISK ASS. ETC
MANAGERS TO WALK THE TALK AND ENSURE THAT TRAINING IS PROVIDED AND IMPLEMENTED IN THE WORKPLACE
STOP PARKING IN CENTRE AREA OF FRONT CAR PARK AS HAZARD FOR PEDESTRIANS, NOT GOOD FOR CUSTOMERS & DISTRACTS STAFF WHEN ACCIDENTS OCCUR

<b>Question 20 'If the council could take one specific action to improve inductions what would it be'</b>
TO TALK MORE ABOUT WORK WE DO AND PEOPLE WE WORK WITH
MORE TIME WITH HEALTH AND SAFETY ISSUES
PRODUCE A DECENT BOOKLET GIVING A BRIEF OVERVIEW OF OTHER DEPARTMENTS AND A DEPARTMENTAL SPECIFIC HANDOUT/LEAFLET IN CONSULTATION WITH EACH DEPARTMENT.
REDUCE TIME FRAME THIS IS CARRIED OUT AS MY EXPERIENCE WAS OF ATTENDING TOO MANY INDUCTION SESSIONS
HEALTH AND SAFETY INDUCTION SHOULD BE JOB SPECIFIC. GENERIC H&S INDUCTION DOES NOT ACHIEVE ANYTHING AND IN FACT CONTRIBUTES TO A NEGATIVE H&S CULTURE
FOR US TO BE ABLE TO MEET EMPLOYEES AT OUTSIDE OFFICES ON INDUCTION TRAINING DAYS
LET STAFF HAVE A TRAINING DAY FOR NEW STARTERS
MAKE SURE THAT A MEMBER FROM WHICH THE NEW PERSON IS STARTING IN GOES ROUND ALL SHERWOOD LODGE, LEISURE CENTRES RIVERSIDE DEPOT AND CONTACT CENTRES
SHORTER JOB SPECIFIC NOT TOO GENERAL
CLASSIFY THE INDUCTION AS PART OF THE WORKING HOURS
MAKE RELEVANT TO EACH DEPARTMENT
BEEN GIVEN INSTRUCTIONS ON BASIC HEALTH AND SAFETY AND DUE TO ATTEND A TRAINING SESSIONS SHORTLY
I DON'T THINK THEY COULD. IT WAS GOOD AND WELL PREPARED
FOR IT TO BE MORE IN DEPTH
STREAMLINE THE PROCESS
DVD SHOWING THE WORK OF THE VARIOUS SERVICES PROVIDED BY THE COUNCIL
COORDINATE MORE AT THE BEGINNING AS IT GETS MORE DIFFICULT TO FIT ALL THE TRAINING IN AS WORK COMMITMENTS INCREASE

## SAFETY COMMITTEE

### AGENDA

28<sup>th</sup> July 2010 at 1400 hours

<b>Item No.</b>		<b>Page No.(s)</b>
<b>PART 1 – OPEN ITEMS</b>		
1.	To receive apologies for absence, if any.	
2.	Election of Chair (Members side)	
3.	Appointment of Vice Chair (Union side)	
4.	To note any urgent items of business which the Chairman has consented to being considered under the provisions of Section 100(B) 4 (b) of the Local Government Act 1972.	
5.	Members should declare the existence and nature of any personal or prejudicial interests in respect of:-  a) any business on the agenda b) any urgent additional items to be considered c) any matters arising out of those items  and if appropriate, withdraw from the meeting at the relevant time.	3
6.	To approve the minutes of a meeting held on 27 <sup>th</sup> April 2010.	4 to 8
7.	To agree the Terms of Reference	9 to 11
8.	Sickness Absence/Occupational Health Statistics Apr-June 2010	To follow
9.	General Health and Safety Report	12 to 42
10.	Street Services Action Plan	43 to 47
11.	Employee Survey 2010 – Health and Safety Issues	48 to 60