

The background of the slide features a large, light blue watermark of the Coat of Arms of the City of Edinburgh. The crest includes a crown at the top with four thistles, a shield divided into four quarters (top-left: a saltire, top-right: a castle tower, bottom-left: a ship, bottom-right: a lion), and a ribbon at the bottom with the motto 'ANE FOR A'.

## **Agenda Item 5**

**Referral from  
Joint Consultative Committee -  
27 February 2018**

**Falkirk Council**

**Subject:** Referral from Joint Consultative Committee  
**Meeting:** Executive  
**Date:** 13 March 2018  
**Author:** Director of Corporate and Housing Services

**1. Purpose of Report**

- 1.1 The purpose of this report is to present three policies which were referred to the Executive by the Joint Consultative Committee for approval.

**2. Recommendations**

**2.1 The Executive is asked to:-**

- (i) approve the immediate implementation of changes to the Control of Vibration at Work, and the Drug and Alcohol Policies; and
- (ii) approve the immediate implementation of the Job Evaluation Policy and Procedure.

**3. Background**

**3.1 Vibration at Work Policy**

This policy provides a framework to prevent employees, where possible, from being exposed to vibration whilst at work. A review of the policy was undertaken in line with the Council's standard review period. The changes to the policy provides updated guidance to Services on the management of vibration at work.

**3.2 Drug and Alcohol Policy**

This policy provides a positive and constructive approach to dealing with the misuse of alcohol and drugs in the workplace. A review of the policy was undertaken following an audit undertaken by Healthy Working Lives in August 2015. The changes to the policy reflect feedback from this audit.

**3.3. Job Evaluation Policy and Procedure**

This is a new policy reflects current practice and mechanisms used for the grading of SJC and Craft posts. It provides greater clarity for both managers and employees on the job evaluation process and provides for an appeals process, as required by SJC conditions/good practice.

## **4. Considerations**

- 4.1 The proposed changes to the Vibration at Work and Drug and Alcohol Policies, and the introduction of the Job Evaluation Policy and Procedure, are as outlined above and as presented to the Joint Consultative Committee on 27 February 2018. The Committee agreed to refer them to the Executive for approval.

## **5. Consultation**

- 5.1 This has followed the Council's Policy Consultation process with Services and relevant Trade Unions.

## **6. Implications**

### **Financial**

- 6.1 Financial implications may result following the introduction of the Job Evaluation Policy due to the re-grading of posts. There are no financial implications resulting from the changes to the Vibration at Work, and the Alcohol and Drug Policies.

### **Resources**

- 6.2 The introduction of the Job Evaluation Policy and Procedure would require resources from Human Resources, Managers, Employees and Trade Unions in the job evaluation process. In addition Senior Managers and Trade Unions resource would be required for the appeals process. There are no resource implications resulting from the changes to the Vibration at Work, and the Alcohol and Drug Policies.

### **Legal**

- 6.3 There are no legal implications. However, the purpose of the Job Evaluation Policy is to ensure a fair and consistent approach to job evaluation and appeals process to avoid any potential legal issues.

### **Risk**

- 6.4 There are no risk implications.

### **Equalities**

- 6.5 No additional equality and poverty impact assessment is required.

### **Sustainability/Environmental Impact**

- 6.6 Not applicable.

## **7. Conclusions**

- 7.1 Full consultation has been undertaken with Services and Trade Unions and no adverse issues have been identified.

- 7.2 The changes to the Vibration at Work Policy provides Services with updated guidance on how to minimise employee exposure and the appropriate procedures for health monitoring and screening.
- 7.3 The changes to the Alcohol and Drug Policy encourages the identification of alcohol and drug related problems and offers support to employees who may be vulnerable.
- 7.4 The introduction of the Job Evaluation Policy and Procedure provides a mechanism for the review of job grades and ensure that Falkirk Council retains an appropriately trained, motivated and rewarded workforce as well as complying with legislative requirements.

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Director of Corporate and Housing Services

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Date : 27 February 2018

## **Appendices**

1. Vibration at Work Policy
2. Drug and Alcohol Policy
3. Job Evaluation Policy and Procedure

## **List of Background Papers:**

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act 1973:

- None

**Falkirk Council**

**Title:**                    **Vibration at Work Policy**  
**Meeting:**                **Joint Consultative Committee**  
**Date:**                    **27 February 2018**  
**Submitted By:**        **Director of Corporate & Housing Services**

**1.      Purpose of Report**

- 1.1    The purpose of this report is to advise Committee of updates to the Control of Vibration at Work Policy.

**2.      Recommendation(s)**

Committee is asked to agree the changes to the Control of Vibration at Work Policy and refer it to Executive for approval.

**3.      Background**

- 3.1    The Control of Vibration at Work Policy applies to all employees of Falkirk Council who work with or are involved in the management of vibrating equipment. The aim of the policy is to provide a framework to prevent employees, where possible, from being exposed to vibration whilst at work. Where this is not possible, guidance is provided on how to minimise employee exposure and appropriate procedures for health monitoring and screening.
- 3.2    A review of the policy was undertaken in line with the Council's standard review period for Policies.

**4.      Considerations**

- 4.1    The main proposed changes to the policy are outlined below:
- Clearer guidance on calculating exposure to vibration;
  - Provides clearer guidance regarding health monitoring and screening requirements; and
  - Incorporates enhanced guidance on the use of HAVWEAR (monitoring device to capture the level of vibration exposed to) and other electronic personal monitoring device.

## **5. Consultation**

- 5.1 This policy has been subject to consultation with Services and relevant trade unions.

## **6. Implications**

### **Financial**

- 6.1 There are no financial implications arising from this change to the Policy.

### **Resources**

- 6.2 There are no resource implications arising from this change to the Policy.

### **Legal**

- 6.3 There are no legal implications from this proposal.

### **Risk**

- 6.4 There are no risk implications from this proposal.

### **Equalities**

- 6.5 No additional equality and poverty impact assessment is required.

### **Sustainability/Environmental Impact**

- 6.6 There are no sustainability or environmental implications from this report.

## **7. Conclusions**

- 7.1 The changes to the Control of Vibration at Work Policy provide updated guidance to Services on the management vibration at work.

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**Director of Corporate & Housing Services**

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Date: 17/01/2018**

## **Appendices**

### **The Control of Vibration at Work Policy**

#### **List of Background Papers:**

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act 1973:

None



**Falkirk Council**

# **THE CONTROL OF VIBRATION AT WORK POLICY**



**October 2017**



# INDEX

Part	Section	Page Number
<b>1</b>	<b>STATEMENT</b>	
	1.1 Statement	3
<b>2</b>	<b>INTRODUCTION</b>	
	2.1 Introduction	3
	2.2 Scope	3
<b>3</b>	<b>VIBRATION AT WORK</b>	
	3.1 Definition of Vibration at Work	3
	3.2 Exposure Action and Limit Values	4
	3.3 Risk Assessment	4
	3.4 Management Systems for Reducing Exposure to Vibration	7
	3.5 Monitoring Working Practices	10
	3.6 Occupational Health Surveillance	11
<b>4</b>	<b>IMPLEMENTATION</b>	
	4.1 Roles & Responsibilities	12
<b>5</b>	<b>MONITORING &amp; REVIEW</b>	
	5.1 Monitoring & review	15
	<b>APPENDICES</b>	
	1 Guidance Note on Calculating Vibration Exposure	16
	1A Hand Arm Vibration Risk Assessment Form HR16E	21
	2 Guidance Note on Occupational Health Monitoring Programme	23
	2A HAVS Health Surveillance Questionnaire (Tier 1)	27
	2B HAVS Health Surveillance Questionnaire (Tier 2)	30

## **PART 1**

### **1.0 POLICY STATEMENT**

- 1.1 Falkirk Council is committed to keeping our employees and those affected by our activities, healthy and safe, and endeavours to comply with all health, safety & care legislation and initiatives. We recognise that there are health risks to employees who undertake tasks that involve exposure to vibration at work. This policy provides Services with the standards to minimise risk and comply with the relevant legislation ensuring good practice to manage exposure to vibration at work.

## **PART 2**

### **2.1 INTRODUCTION**

This policy provides standards of good management practices to identify, minimise and control the risk of long-term injury to employees who are exposed to vibration at work. The policy endeavours to comply with good practice and with the following specific legislation:

- The Management of Health and Safety regulations 1999;
- The Control of Vibration at Work Regulations 2005;
- Provision and Use of Work Equipment Regulations 1998;
- The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013.

### **2.1 SCOPE**

All managers and employees are expected to comply with this policy. The policy complements the Council's Risk Management by Risk Assessment Policy and the Policy & Procedure for the Management of Occupational Health Monitoring & Surveillance.

## **PART 3**

### **3. VIBRATION AT WORK**

#### **3.1 DEFINITION OF VIBRATION AT WORK**

Vibration at work can occur when using work equipment. "Hand Arm Vibration" (HAV), is vibration transmitted from work equipment into the employees' hands and arms. "Whole-body vibration" (WBV) is vibration transmitted to the body whilst sitting/standing on work equipment. It can be caused by operating hand-held power tools, such as road breakers, and hand-guided equipment, such as powered lawnmowers, or by holding materials being processed by machines, such as pedestal grinders.

When is it hazardous? - Regular and frequent exposure to vibration can lead to permanent health effects. This is most likely when contact with a vibrating tool or work process is a regular part of a person's job. Occasional exposure is unlikely to cause ill health.

What health effects can it cause? - HAV can cause a range of conditions collectively known as hand-arm vibration syndrome (HAVS), as well as specific diseases such as carpal tunnel syndrome. Both HAVS and Carpal Tunnel Syndrome are specified in The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 and are therefore reportable to the HSE.

WBV has been linked to persistent back pain as a result of continual vibration being transmitted through the seat of a vehicle or standing on work equipment which vibrates. Drivers of some mobile machines including certain tractors, fork lift trucks and earth-moving machinery may be exposed to WBV and shocks which can be associated with back pain although other work factors like posture and heavy lifting can also contribute to back problems.

## **3.2 EXPOSURE ACTION AND LIMIT VALUES**

The Control of Vibration at Work Regulations 2005 defines a Daily Exposure Action Value (EAV) and a Daily Exposure Limit Value (ELV) in respect of both HAV and WBV. Vibration is caused by the acceleration of an object ( $m/s^2$ ).

These values are:

### **Hand-arm Vibration**

**EAV:** normalised to an 8-hour reference period is  $2.5m/s^2$ .

**ELV:** normalised to an 8-hour reference period is  $5m/s^2$ .

### **Whole-Body Vibration**

**EAV:** normalised to an 8-hour reference period is  $0.5m/s^2$ .

**ELV:** normalised to an 8-hour reference period is  $1.15m/s^2$ .

The EAV represents a clear risk to Employees that requires to be managed. Where a risk assessment (see section 3.3 – Risk Assessment) highlights that an EAV is likely to be reached or exceeded action is required to reduce exposure to as low a level as is reasonably practicable (see section 3.4 - Management Systems For Reducing Exposure To HAV).

The ELV represents a high risk above which employees should not be exposed. If either the risk assessment or monitoring shows an individual's exposure exceeds or is likely to exceed the ELV Line Managers should immediately cease the work activity and seek advice from the Council's Health, Safety & Care team.

## **3.3 RISK ASSESSMENT**

### **3.3.1 Risk Assessment**

The purpose of the risk assessment is to enable managers to make an assessment on the risk of exposure to vibration and identify measures to prevent or control the exposure to vibration.

Risk assessments should be undertaken in accordance with the Council's Risk Management by

Risk Assessment Policy with reference to this policy and the guidance provided at APPENDIX 1. Risk assessments should be carried out by individuals who have specialist knowledge of vibration at work in order to be able to carry out competent assessments of risk and identify controls. Employees who participate in the risk assessment process must also be able to demonstrate their competence in the use of the relevant equipment to measure vibration levels accurately. When conducting the assessment the following steps should be followed:

- Identify all existing powered tools, equipment and machinery which potentially pose a risk of HAV or WBV.
- Review and observe the conditions under which such powered tools, equipment and machinery are used to obtain a true and representative appreciation of the nature of the work. Ensure that employees use equipment correctly. Poor posture, technique etc. may increase vibration exposure from a particular activity by up to 50%.
- Assess the vibration magnitude from each piece of equipment used. Manufacturer's information on products will provide basic data on the vibration levels of new equipment, however it is not recommended that this be used for risk assessment as data will often come from testing under specific controlled environments and may underestimate exposures in practice. New equipment should always be measured to establish an accurate reading before being made available for use.
- Identify the maximum duration of their use in any working day, if necessary by keeping a log or using monitoring devices. The risk assessment should identify the maximum trigger time, or usage time permissible for the equipment to ensure that exposure does not exceed the ELV.
- Detail the controls in place to reduce the risk from vibration exposure. Further information on controls is provided at section 3.4 - Management Systems For Reducing Exposure To HAV.

### **3.3.2 Risk Assessment for Whole-body Vibration**

Most people who drive road-going vehicles at work are not likely to experience high levels of WBV unless there is another contributory factor like a vehicle with poor suspension being operated for the majority of a working day. It is therefore reasonable to assume that normal driving operations are unlikely to exceed the EAV and it should be sufficient to record this fact.

There may be some work activities where driving operations may expose employees to higher levels of WBV. For example, where vehicles are regularly driven off-road or along unadopted roads or tracks such as farm tracks or construction site roadways.

An assessment of exposure based on published information will normally be adequate. Ideally machine specific vibration information should be used but if this is not available the use of information relating to a similar machine may be necessary.

If you consider there may be a WBV risk you should assume that the exposure action value may be exceeded and introduce a programme of control measures to minimise that risk so far as is reasonably practicable. While there is an option to measure the vibration exposure to see whether an exposure action value is exceeded this is not recommended by the HSE as it is not likely to be cost-effective.

Vibration can broadly be described as either steady-state vibration or vibration which includes occasional shocks and jolts. Vibration which includes shocks and jolts is believed to present a greater risk of back pain. It is therefore important to identify whether shocks and jolts are present when considering the risks and concentrate on reducing these when identifying the control measures needed.

Employees may identify vibration as the source of back pain. Investigation may reveal that something else is the most likely cause of the back pain but it is the exposure to vibration that causes them discomfort. Back pain may be made worse by driving for a long time in a poorly adjusted seat, jolting and jarring from off-road activities. The HSE advise that injuries arising out of vehicle use may not be entirely due to whole body vibration. Controls should therefore include improving driver posture in vehicles, manual handling activities and methods of alighting from vehicles.

### **3.3.3 Risk Assessment for Young Persons**

A young person is someone under the age of 18. The Council will not engage young people in work activities where there is a significant risk to their health and safety from vibration and that risk cannot be avoided. To avoid placing young people at risk a management control programme should be considered to include:

- identifying hazardous equipment/tasks
- minimising exposure to vibration by reducing either the time of exposure and/or the vibration level
- providing competent supervision
- providing health surveillance
- providing information, and training on how to minimise the risk

During adolescence there is an increased risk of non-occupational Reynaud's Disease, which can lead to experiencing similar symptoms to vibration white finger. Therefore young people with non-occupational Reynaud's Disease should not be exposed to hand-arm vibration.

### **3.3.4 Vibration Monitoring**

While the monitoring of individual exposure by use of personal monitoring equipment provides a useful additional way of monitoring the risk from vibration to employees it does not replace the requirement for an assessment of vibration to be undertaken and reviewed regularly. Further information on monitoring is provided at section 3.5 – Monitoring Working Practices.

Further information is available in the HSE's document, "Hand-arm vibration at work" - A brief guide <http://www.hse.gov.uk/pubns/indg175.pdf>.

Risk assessments should be reviewed at least annually or following an incident involving workplace vibration or where there has been a significant change in working practices or equipment used.

### 3.4 MANAGEMENT SYSTEMS FOR REDUCING EXPOSURE TO VIBRATION

Services using vibrating equipment must develop and implement a range of systems/procedures to minimise the risk to their employees. The goal of these systems should be to eliminate vibration at source or, where this is not reasonably practicable, reduce exposure to vibration to as low a level as is reasonably practicable. The following controls provide assistance for achieving this:

#### 3.4.1 Reducing Risk/Control of Risk

There are a number of methods that can be applied to reduce risk to employees. Risks should be reduced to the lowest reasonably practicable level by taking preventative measures in order of priority. The start point should always be to look at eliminating vibration at source. Where this is not reasonably practicable, equipment or processes should be substituted or changed with ones that reduce vibration to as low a level as is reasonably practicable. Finally, consideration should be given to developing and implementing controls aimed at providing protection against any vibration that cannot be eliminated. Priority should be given to measures which protect collectively over individual measures.

There are a number of different ways to identify suitable control measures. HSE publications such as Hand-arm vibration - The Control of Vibration at Work Regulations 2005 (L140) available at [www.hse.gov.uk/pubns/books/l140](http://www.hse.gov.uk/pubns/books/l140), Whole-body vibration. Control of Vibration at Work Regulations 2005 (L141 ) available at [www.hse.gov.uk/pubns/ priced/l141](http://www.hse.gov.uk/pubns/ priced/l141), Trade Journals and magazines and manufacturing guidance all supply useful information and the Health, Safety and Care Team can advise on possible solutions. The following is not an exhaustive list, but provides some options to control risk:

- eliminate the use of the vibrating equipment
- substitute the process or type of equipment used, for example by using vehicles with hammer drills rather than hydraulic hammers
- reduce the vibration generated by using vibration suppressors
- minimise force required to handle or hold equipment by use of double handles or harnesses
- separating the employee from the source of the vibration
- train employees in best ergonomic/working practice
- purchase new equipment with built in vibration reduction features
- job/task rotation of teams to minimise individual exposure.

#### 3.4.2 Equipment Selection and Purchasing Policy

##### Equipment Selection

Managers should ensure:

- equipment is suitable and can do the work efficiently. Unsuitable equipment, too small or not powerful enough is likely to take longer to complete the task and result in higher periods of vibration exposure
- equipment with the lowest vibration levels available is used
- where possible, the use of high-vibration tools is limited

### **Purchasing**

When purchasing new equipment, vibration levels must be taken into account, although other methods of work which can eliminate or reduce exposure including automated processes should first be considered. Suppliers must provide information about the vibration magnitude of their products. The manufacturer's information supplied can be used to compare types of equipment from the same supplier, but not between suppliers because suppliers may use different methods to measure vibration levels. While the manufacturer's information is suitable for estimating vibration magnitude new items of equipment should be field tested and tagged prior to use to confirm accurate data for actual work activities.

The manufacturer should also provide information on servicing and maintenance of the equipment along with training requirements. This should be scheduled into the maintenance programme along with any training requirements which must be put in place.

A record of all data linked to each item of equipment in use will require to be held by a Manager defined by the Service.

### **Hiring/Leasing**

The measurement of vibration of all items of equipment should always be provided by the company when arranging hires/leases. Only equipment with details of vibration readings and a colour coded tag to indicate the level of risk of exposure from using the equipment should be used.

#### **3.4.3 Maintenance of Equipment**

All equipment that presents a risk from vibration is subject to a natural deterioration in performance over time. Consequently, continued use will gradually increase an employee's exposure to vibration. In order to minimise the deterioration of equipment and reduce risk items must be inspected and serviced on a regular basis. Advice from the supplier should be taken into account in relation to frequency, ie there may be certain routine checks or replacement parts required at specific frequencies. The level of risk to users should also be taken into account in determining the frequency. Maintenance work should only be carried out by individuals that are competent to do this by virtue of appropriate qualifications and experience of the equipment being maintained.

As part of the maintenance programme, prior to return for use, a test of the vibration level should be completed. Prior to return to use, each piece of equipment should have a tag attached to the body of the equipment which provides the colour code, vibration level and vibration points score (see Management Controls 3.4.4.).

Equipment with cutting/breaking edges often present a higher risk and the performance and vibration levels of the equipment will be drastically affected if edges are not replaced or sharpened regularly. Employees should be aware that if they consider any equipment has deteriorated in terms of vibration, they must report this as the earliest opportunity. Replacement or sharpening cutting edges should be done by appropriately trained individuals and should be recorded to demonstrate regular maintenance.

In determining maintenance requirements consideration should be given to the level of risk, ongoing cost of replacement parts and the cost or reduced productivity from reduced maximum usage times. A replacement strategy for phasing in replacement equipment with

clear timescales should therefore be in place to reduce exposure to vibration (see section 3.4.2 Equipment Selection and Purchasing Policy).

Records of maintenance should be kept for 10 years and be available for inspection. These should be archived for future reference even when equipment is no longer in use.

#### **3.4.4 Management Controls**

Falkirk Council uses a national system which has been endorsed by the HSE to control and manage risk from HAV. This is a points based system where different combinations of vibration magnitude and exposure time are expressed in exposure points. The accumulation of these points over the course of an employee's normal work will enable them to quickly calculate their daily exposure and whether they are likely to reach or exceed an exposure action value. Further information on the application of the points system is provided at APPENDIX 1.

The total exposure points accrued by an employee over the course of a working day should not exceed 100 points; this is equivalent to the EAV. Under no circumstances should the accrued personal exposure exceed value of 400 points; this is the equivalent of the ELV.

All equipment likely to expose employees to vibration must be measured and then tagged to show the individual vibration measurements for the piece of equipment and the trigger time limit (i.e. maximum recommended operating time). The tags are colour coded to provide a simple visual aid to assist Employees and Managers alike in the management of exposure to vibration. More information on colour coding is provided at APPENDIX 1.

#### **3.4.5 Information, Instruction and Training**

The nature of the risk from vibration is such that working practices can make a significant difference to personal exposure to vibration. Training employees in correct and safe working practices is an essential step in managing these risks. The following must be in place when employees are routinely exposed to vibration at work:

- Managers are trained in vibration at work and understand the health risks and the control measures required to be in place. Employees are aware of the results of risk assessments, the control measures contained in the risk assessments and their own role in managing the risks from vibration.
- Employees are trained in correct procedures to be used including good ergonomic working practices.
- Managers and Employees are provided with information on the health risks associated with vibration from equipment used.
- Managers and Employees are informed of health surveillance programmes and how they will apply to their work.
- Managers and Employees are trained in the use of the tag system and how employees can use this to take control of the risks.
- Employees are to be informed of the importance of reporting early stages of symptoms of Hand Arm Vibration to their line manager.
- Managers and Employees are issued with the HSE Pocket Leaflet: Hand-Arm Vibration Syndrome (INDG296) <http://www.hse.gov.uk/pubns/indg296.pdf>. Other language guides are available.

Services should record information relating to the above for reference purposes and refresher



training should be provided as appropriate.

Training on the risk from vibration should include discussion on the relevant risk assessments. Employees should be advised of relevant occupational health diseases and the requirement to report any symptoms from vibration exposure to their Line Manager as soon as possible.

#### **3.4.6 Blood Circulation/PPE**

Where Employees are exposed to vibration it is important to ensure that the circulation of blood to the hands and fingers is maintained to reduce risk of injury. Hands should also be kept warm. Where Employees at risk of hand-arm vibration are working in cold areas the following measures must be taken:

- Employees to be provided with warm, weatherproof work clothing, including gloves to keep hands warm. (**Note:** Anti-vibration gloves have not been proven to work and may increase the risk to employees).
- Employees should be provided with, and use proprietary heating pads to help keep hands warm
- Employees should be provided with warm up time before starting work and shelter for outdoor workers must be provided.

#### **3.4.7 Control of Contractors**

All contractors employed by Falkirk Council will be required to demonstrate their compliance with the Control of Vibration at Work Regulations. This applies to all work activities from services to major construction projects. Evidence of risk assessments should be sought where appropriate as part of the process for selection and appointment of contractors. Such measures will be required to be considered in the following areas:

- capital projects
- property maintenance
- grounds works
- cleaning.

When monitoring performance of contractors, evidence of method statements and risk assessments for vibrating tools should be provided to ensure compliance.

### **3.5 MONITORING WORKING PRACTICES**

Monitoring of individual exposure by use of HAVWEAR or equivalent personal monitoring equipment provides a useful additional way of monitoring the level of risk. The exposure data provided by these devices can assist with the development of control measures and management systems.

These devices are intended only for use as a secondary source of vibration analysis. The results obtained from the HAV Risk Assessment are used as the primary source of risk information. Used regularly the monitoring equipment will help ensure personal exposure is not exceeding an exposure action value and can assist in monitoring equipment performance. Services should ensure as part of the day to day working procedures, the following process is in place:

- Line Managers to ensure the vibration risk assessment and task analysis are current and

include exposure values for individual tasks.

- Line Managers must ensure that the alarm on the device is set for 80% of the EAV.
- Line Managers will review vibration exposure data on a daily and weekly basis. If exposure regularly exceeds 80% of the EAV the task analysis should be re-evaluated a corrective action plan developed.
- Summary of the HAV monitoring results for each employee should be provided to Occupational Health (OH) with Tier 2 questionnaire as part of health surveillance process (see section 3.6 Occupational Health Surveillance).
- Records of exposure submitted as part of Tier 2 assessment to be retained by Occupational Health provider for 40 years in line with the Policy and Procedure for the Management of Occupational Health Monitoring and Surveillance.

## **3.6 OCCUPATIONAL HEALTH SURVEILLANCE**

### **3.6.1 Screening/Monitoring**

The Control of Vibration at Work Regulations 2005 require that health surveillance is provided where a risk assessment indicates that there is a risk to the health of employees who are, or are likely to be, exposed to vibration levels at or above an exposure action value. It is also good practice to monitor the health of employees who are not classed as being in the “at risk vibration” levels but have been working for some time with vibrating equipment (see APPENDIX 2 for information).

The Council’s Policy and Procedure for the Management of Occupational Health Monitoring and Surveillance sets out a health surveillance process to protect and monitor the ongoing health of employees exposed HAV through their workplace activities.

It provides tiered approach to health surveillance, to identify employees with symptoms that require further investigation by an OH professional. The tiered approach is as follows:

- Tier 1 – A pre-employment questionnaire which provides a baseline assessment to ensure pre-existing HAV related conditions are recorded and managed to minimise future progression of the condition. Managers must also ensure Occupational Health are provided with information on risk and the type of work undertaken for all recruitment vacancies advertised. This should include details of measured vibration levels likely to be present in the workplace.
- Tier 2 – An annual screening questionnaire issued by Customer & Business Support to employees currently exposed to HAV, who have been exposed to HAV in the past two years or who have been diagnosed with HAVS but no longer work with vibrating tools or equipment.
- Tier 3 – Where HAV related symptoms are identified at Tier 2 employees will require a face to face assessment with an Occupational Health professional.
- Tier 4 – Where Tier 4 identifies symptoms that may be suggestive of HAVS employees will be referred to an Occupation Physician for assessment and formal diagnosis.
- Tier 5 - Use of standardised tests. Tier 5 is not required as part of routine health surveillance but may be recommended in some cases by the Occupational Physician where further assessment is required.

The health surveillance process is mapped out at **APPENDIX 2**.

### **3.6.2 Employees Who Have Been Diagnosed With a Medical Condition**

Employees diagnosed as having a medical condition will be required to have specific risk control measures developed for them. The exact requirements for control will normally be determined by Occupational Health in consultation with the Employee, Line Manager and the Health, Safety and Care Team. These controls may include:

- regular reviews of health by Occupational Health
- restricted use of plant and equipment
- prevention from use of high vibrating equipment with high vibration levels;
- redeployment to alternative duties.

### **3.6.3 Reporting of a Notifiable Disease**

There are currently two main conditions arising from the effects of vibration on the human body:

- Hand Arm Vibration Syndrome (HAVS)
- Carpal Tunnel Syndrome

Both conditions require to be notified to the HSE when Occupational Health confirms diagnosis of either of these diseases involving an Employee.

## **PART 4 IMPLEMENTATION**

### **4.1 ROLES AND RESPONSIBILITIES**

#### **4.1.1 THE CHIEF EXECUTIVE AND DIRECTORS**

The Chief Executive and Directors of the Council are responsible for the effective operation of the policy across the Council and for ensuring that the relevant procedures are implemented within Services. They are also responsible for ensuring that adequate resources are made available to implement appropriate control measures, where these have been identified as required as a result of risk assessment or accident/incident investigation.

#### **4.1.2 CHIEF OFFICERS AND HEADTEACHERS**

Chief Officers and Head Teachers are responsible, so far as is reasonably practicable, for ensuring the requirements of the procedure are adhered to. They must ensure that adequate procedures are developed and implemented across their service area. They should ensure that adequate resources are available to enable a programme for the procurement of new and/or replacement equipment, that equipment is effectively maintained, that key personnel are trained in HAVS and an effective health surveillance programme is applied.

#### **4.1.3 SERVICE MANAGERS**

All Service Managers must review work activities and identify where vibrating plant and machinery and hand tools are used and ensure effective local procedures to manage risk are in place. The Service Manager should ensure adequate resource is available to implement the procedures. This should include ensuring equipment is effectively maintained, that key personnel are trained in HAVS and an effective health surveillance programme is applied.

All managers who have operational responsibility for employees and for implementing systems and procedures of work will be specifically responsible for ensuring that:

- The policy is effectively implemented and monitored
- Safe systems of work, risk assessments and procedures relating to vibration at work are implemented and all working procedures and practices are properly documented and adhered to
- Monitoring of employee's exposure to vibration is carried out in line with procedures and all data is recorded
- Occupational health surveillance of employees is carried out and all employees meet with manager/supervisor to discuss vibration controls.
- Support is put in place where required for those who may have been affected by exposure to vibration

#### **4.1.4 LINE MANAGERS, TEAM LEADERS, SUPERVISORS**

Line managers, team leaders and supervisors will:

- Undertake all relevant risk assessments and ensure these are reviewed regularly, involving employees within their area of control in this process
- Ensure all employees are aware of and have access to the risk assessments, including new employees
- Ensure that all new employees undergo appropriate induction training which includes provision of relevant information and guidance on the risk of vibration and training in use of specialist equipment;
- Ensure that employees adhere to risk assessments, safe systems of work and recommended control measures
- Are aware of good vibrating equipment work procedures, both current and impending and providing basic advice to employees on this
- Provide appropriate monitoring equipment where required and ensure that employees use this during their full working day and maintain records
- Ensure appropriate and adequate PPE is provided
- Ensure employees attend occupational health surveillance required
- Ensure faulty equipment is replaced and equipment is serviced in line with the service and replacement programme
- Liaise with Service Directors and Human Resources on any issues of concern relevant to vibration at work.

#### **4.1.5 EMPLOYEES**

Employees will:

- co-operate in the development and implementation of the correct working practices designed to reduce personal exposure
- attend and participate in appropriate tool box talks and training courses
- co-operate with the process of measurement and monitoring of vibration presented by their work equipment
- attend occupational health screening as directed by Occupational Health

- report any broken or faulty equipment which is affecting vibration levels
- report any medical condition or symptoms associated with vibration to their manager as soon as possible.

#### **4.1.6 HEAD OF HUMAN RESOURCES & BUSINESS TRANSFORMATION**

The Head of Human Resources & Business Transformation will monitor implementation of this policy across all relevant Council Services. The Head of Human Resources & Business Transformation will ensure that the Health, Safety & Care team provide adequate support and advice to Services on vibration at work.

The Head of Human Resources & Business Transformation will ensure that the Occupational Health Contractor provides appropriate an occupational health surveillance programme.

#### **4.1.7 PURCHASING MANAGERS OR THOSE WITH RESPONSIBILITY TO PURCHASE PLANT AND EQUIPMENT**

Officers involved in procurement or purchasing must ensure that an appropriate specification for use of vibrating equipment is provided to them by each Service, to include identification of the type/range of use before tendering for replacement equipment to allow for suitable equipment to be purchased. Manufacturers or suppliers will be required to provide accurate data on the levels of exposure of vibration for equipment being supplied and provide field trials on this equipment in order to measure actual vibration levels in predetermined work activities.

Every effort should be made to ensure that the equipment purchased presents the lowest vibration exposure level wherever it is reasonable to do so.

#### **4.1.8 HEALTH, SAFETY AND CARE TEAM**

The Health, Safety and Care Team provide support in the implementation of this procedure by:

- advising Line Managers and Employees on the requirements of this procedure.
- providing advice on relevant training.
- providing assistance to Line Managers in the review of risk assessments and the development of specific management plans.
- Undertaking periodic inspections and audits to establish compliance with the requirements of this procedure.

## **PART 5**

### **5 MONITORING & REVIEW**

- 5.1 The Head of Human Resources & Business Transformation, in conjunction with Service Directors and Trade Unions, will monitor and review this policy as required.

# The Control of Vibration at Work: Guidance Note on Calculating Vibration Exposure

Risk assessment is a critical element of the management system for the control of vibration at work. The risk assessment should take account of an employee's daily exposure to vibration through their work activities.

Individual personal daily vibration exposure of employees may seem difficult to calculate. To assist Employers the HSE has developed a process of using a points based system to quickly calculate an individual's exposure and whether they are likely to reach or exceed an exposure action value. A ready reckoner is available to work out the cumulative daily exposure (fig. 1).

Vibration magnitude m/s <sup>2</sup>	40	800	900								
	30	450									
	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	

fig. 1 – HAVS Ready Reckoner<sup>1</sup>

<sup>1</sup> Source – Hand-arm Vibration: The Control of Work Regulations 2005 Guidance on Regulations, L140 HSE Books 2005.

## Using the ready reckoner

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. This will give their exposure points for that activity
4. If an Employee is exposed to more than one tool or process during the day follow steps 1-3 for each activity and add the exposure points to calculate the total daily exposure.

The total exposure points accrued by an Employee's over the course of a working day should not exceed 100 points; this is equivalent to the EAV. Under no circumstances should the accrued personal exposure exceed value of 400 points; this is the equivalent of the ELV.

## Colour coding

To assist Employees and Line Managers to manage individual personal exposure all vibrating equipment will be tagged to show the vibration magnitude of the equipment and an indication of the number of points that will be accumulated through the operation of the equipment. The tags are colour coded red, amber or green to provide a simple visual aid to assist in the management of exposure to vibration.

- A **Red Tag/ Red Tag+**: will identify that the measured vibration level may exceed the ELV ( $5 \text{ m/s}^2$ ) if operated for more than 30 minutes. The additional + sign will require Managers to apply more stringent management controls to protect employees from continued exposure;
- An **Amber Tag** will identify use of equipment with the potential to exceed the EAV but when used for less than 2 hours would be below the ELV. Maximum use is 2 hour trigger time;
- A **Green Tag** will identify that it can be used for 8 hours before EAV is exceeded.

**Example;** where an employee is using a hand tool measured at  $5 \text{ m/s}^2$  for 1 hour (red tagged), this is equivalent of 50 points. If the employee then works with a hand tool measured at  $3.5 \text{ m/s}^2$  for 2 hours (amber tagged), this is equivalent to 50 points. No other exposure to vibrating equipment for that day means the daily exposure is 100 points, at the EAV. Note the tools tagged with red and amber tags will provide a reminder to employees of the immediate risks from the equipment.

## Employees with symptoms of Hand Arm Vibration Syndrome (HAVS)

Employees who have been referred to Occupational Health following exposure to HAV will be provided with specific advice by the Occupational Physician. This advice that will reflect the degree of severity of the HAVS they have been diagnosed with, their other medical conditions and their exposure to vibration at work and leisure. The Manager will be provided with recommendations on reducing the risk of any further medical conditions developing.

Table 1 provides Managers with guidance on the category of HAVS the employee may be diagnosed with and provides guidance on the management response that may be required based

on average exposure levels of vibration. However individual medical conditions may require this to be modified.

**Table 1 – Guidance following the diagnosis of HAVS**

<b>Equipment</b>	<b>No reported symptoms</b>	<b>Diagnosed stage 1<sup>2</sup></b>	<b>Diagnosed stage 2 or greater</b>
<b>High (RED+)</b>	Exposure of 15 minutes. Employee rotation. Provision for warming hands. Rest breaks and availability of hot drinks.	Work will be closely monitored by Managers and health and safety team. Short duration work plus employee rotation (15 minute exposure in any hour Max.) Must not exceed ELV Warm weather only. Regular supervisory checks.	Shall be restricted from working with this work equipment as instructed by Occupational Health.
<b>HIGH (RED)</b>  <b>Greater than ELV of 5m/s<sup>2</sup></b>	Exposure of 15 minutes in any hour. Employee rotation. Provision for warming hands.	Rest breaks and availability of hot drinks. Short duration work plus employee rotation (15 minute exposure in any hour Max.) Warm weather only. Regular supervisory checks.	Shall be restricted from working with this work equipment as instructed by Occupational Health.
<b>MEDIUM (AMBER)</b>  <b>Greater than EAV of 2.5 m/s<sup>2</sup></b>	Exposure of 45 minutes in any hour. Maximum of 2 hours trigger time. Employee rotation. Provision for warming hands.	Rest breaks and availability for hot drinks. Short duration work only. (30 minutes in any hour). Maximum of 2 hours in 1 day. Autumnal weather only. Employee rotation. Provision for warming hands.	Recommendations provided by Occupational Health will be followed.
<b>LOW (GREEN)</b>  <b>Less than 2.5 m/s<sup>2</sup></b>	Exposure will be determined in the task risk assessments. Equipment monitoring and maintenance.	All employees to be made aware of self assessment process. Exposure 30 minutes in any hour. Autumnal weather Regular health checks and condition monitoring. Employee rotation. Provision for warming hands.	Recommendations provided by Occupational Health will be followed.

<sup>2</sup> Please see Appendix 2 for a description of the different HAVS categories



## Risk Assessment and Exposure Measurements

For the purposes of a risk assessment an employee's exposure can also be calculated using the HSE's Hand Arm Vibration calculator available at <http://www.hse.gov.uk/vibration/hav/hav.xls> (fig 2). These require the measured vibration magnitude together with accurate trigger times to be input.

Where the measurement of vibration is to be undertaken, those who carry out such measurement must be able to demonstrate their competence in the use of such equipment and in the evaluation of results. The use of external consultants is acceptable however it is recommended that the Health, Safety and Care Team is consulted prior to appointment of such consultants.

When conducting the risk assessment the work exposure of employee actual use of equipment or "trigger time" will be required to be measured. Past experience has shown that questioning staff about working time has often been proven to be highly inaccurate. There are timers available now commercially that can be attached to the equipment to record the actual trigger time if this is necessary.

The risk assessment will also require to take account of the work pattern of employees to calculate individual daily exposures. However where work teams are being rotated so that all employees are exposed to similar work activities then a team vibration risk assessment can be carried out. It is important that trigger times are similar, or where this is impracticable then worst case times should be used.

A Hand Arm Vibration Risk Assessment Proforma HR16E has been developed to assist managers in the carrying out of risk assessments (see **APPENDIX 1A**).

**HSE**  
Health & Safety  
Executive

### HAND-ARM VIBRATION EXPOSURE CALCULATOR

Version 4.3 January 2014

Tool or process name	Vibration magnitude m/s <sup>2</sup> r.m.s.	Exposure points per hour	Time to reach EAV 2.5 m/s <sup>2</sup> A (8)		Time to reach ELV 5 m/s <sup>2</sup> A (8)		Exposure duration		Partial exposure m/s <sup>2</sup> A (8)	Partial exposure points
			hours	minutes	hours	minutes	hours	minutes		
Tool or process 1										
Tool or process 2										
Tool or process 3										
Tool or process 4										
Tool or process 5										
Tool or process 6										

☒ Lock Tool or process names

**Zoom to fit**  
**Help**  
**Reset**

**Instructions for use:**  
Enter vibration magnitudes and exposure durations in the white areas  
To calculate, press <Enter>, or move the cursor to a different cell  
The results are displayed in the yellow areas  
To clear all cells, click on the 'Reset' button  
Tick the 'Lock tool or process name' check box to prevent 'Reset' clearing these cells  
For more information, click the 'Help' button

**Daily exposure**  
m/s<sup>2</sup> A (8)

**Total exposure points**

g. 2 – HAV Exposure Calculator<sup>3</sup>

A calculator for assessing Whole Body Vibration is also available at : <http://www.hse.gov.uk/vibration/wbv/wbv.xls> (fig 3).

<sup>3</sup> Source – HSE website, <http://www.hse.gov.uk/vibration/hav/hav.xls>, accessed 5 October 2017

fig 3 – WBV Exposure Calculator<sup>4</sup>

<sup>4</sup> Source – HSE website, <http://www.hse.gov.uk/vibration/wbv/wbv.xls>, accessed 5 October 2017

## HAND ARM VIBRATION RISK ASSESSMENT

Falkirk Council



HR16E

Corporate & Housing Services  
Human Resources  
Municipal Buildings  
Falkirk FK1 5RS

Task Title	Date of assessment:	
Task description:		
Assessor name:		Signature:
Manager name:		Signature:

Equipment used	Model	HAVS Colour code	Vibration level (m/s <sup>2</sup> )	Vibration Points	Max exposure A(8)	Actual trigger time	Maintenance programme in place
							Yes/ No
							Yes/ No
							Yes/ No
							Yes/ No
							Yes/ No
							Yes/ No
							Yes/ No
							Yes/ No
							Yes/ No
							Yes/ No
							Yes/ No
							Yes/ No
Overall Comments on activity				Existing Control measures			

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**Is Occupational Health monitoring required? Yes/ No**

**If Yes provide details in Action Plan**

Action Plan			
Action required	Person nominated	Date assigned	Date completed

Managers name		Signature		Date
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Attached information:	HSE Calculator	Yes/No	Maintenance records	Yes/No		
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# **The Control of Vibration at Work:**

## **Guidance Note on Occupational Health Monitoring Programme**

The Control of Vibration at Work Regulations 2005 require that health surveillance is provided where a risk assessment indicates that there is a risk to the health of employees who are, or are likely to be, exposed to vibration levels at or above an exposure action value.

### **Health Surveillance**

Falkirk Council have adopted the following tiered approach to monitoring the health of our employees:

- Tier 1 - Initial or baseline assessment (pre-employment questionnaire – see **APPENDIX 2A**)
- Tier 2 - Annual screening (questionnaire – see **APPENDIX 2B**)
- Tier 3 - Assessment by qualified person (face to face with an OH professional)
- Tier 4 - Formal diagnosis (Occupational Physician)
- Tier 5 - Use of standardised tests (Optional)

Flow diagrams are used to illustrate the Tier 1 Pre-employment process (fig 1) and the In-employment process covered by Tiers 2-4 (fig 2).

Correspondence with Occupational Health will be managed by the affected Employee's Line Manager and kept on either the employee personal file or a vibration file that will relate to the specific type of work being surveyed.

These diagrams outline the process for the majority of cases. In some individual cases where symptoms of HAVS have been recognised or there is another relevant medical condition additional restrictions or workplace modifications may be recommended. This is covered under Tier 5 Assessments and will be determined on a case by case basis by the Occupational Physician.

Employees should also report any changes to their medical condition to their Line Manager. This would include such issues as symptoms of circulatory diseases or persistent health issues such as finger blanching or lower back pain. Line Managers should then arrange for a Tier 2 assessment to be undertaken.

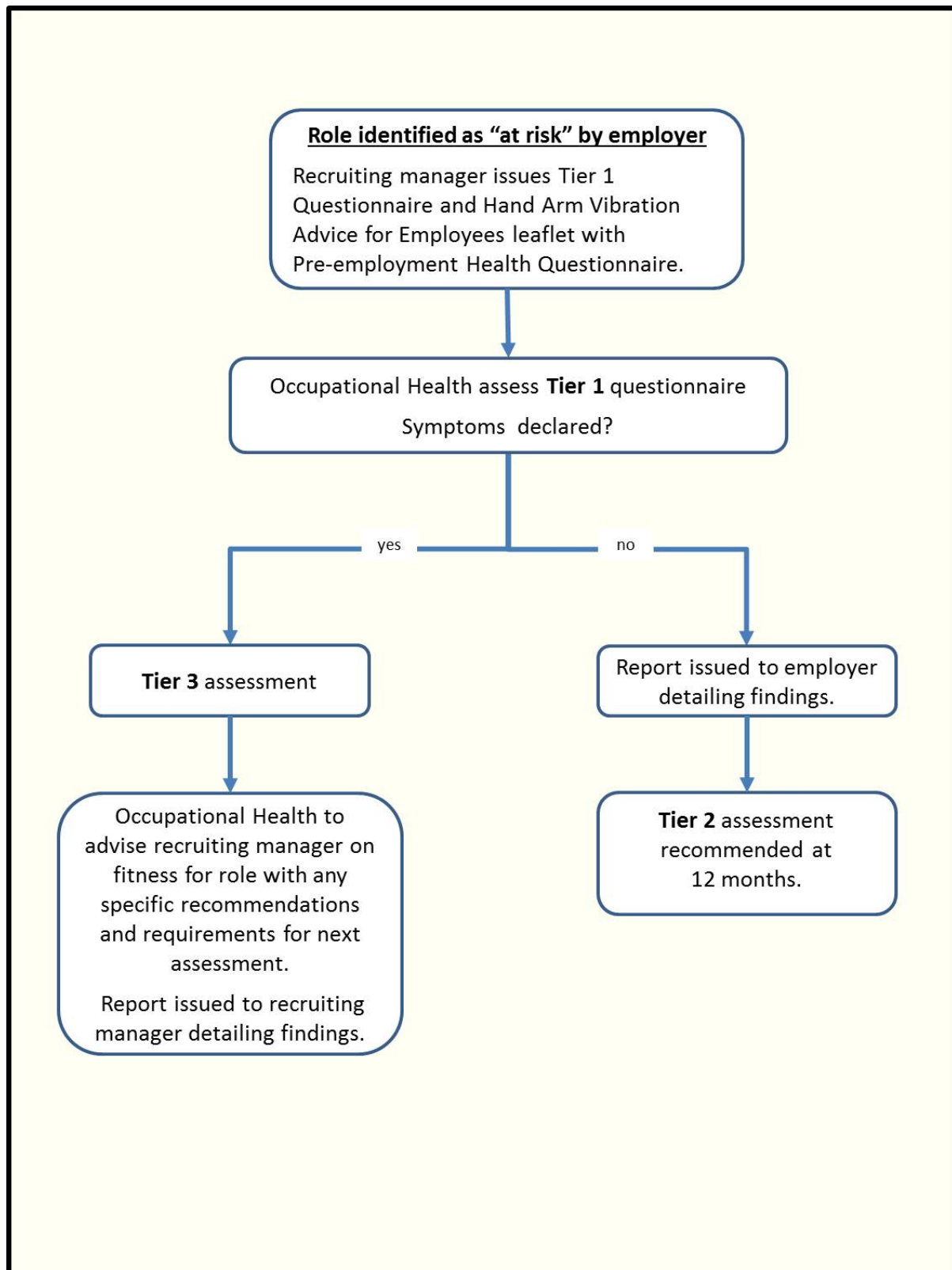


fig 1 - Pre-employment health surveillance process

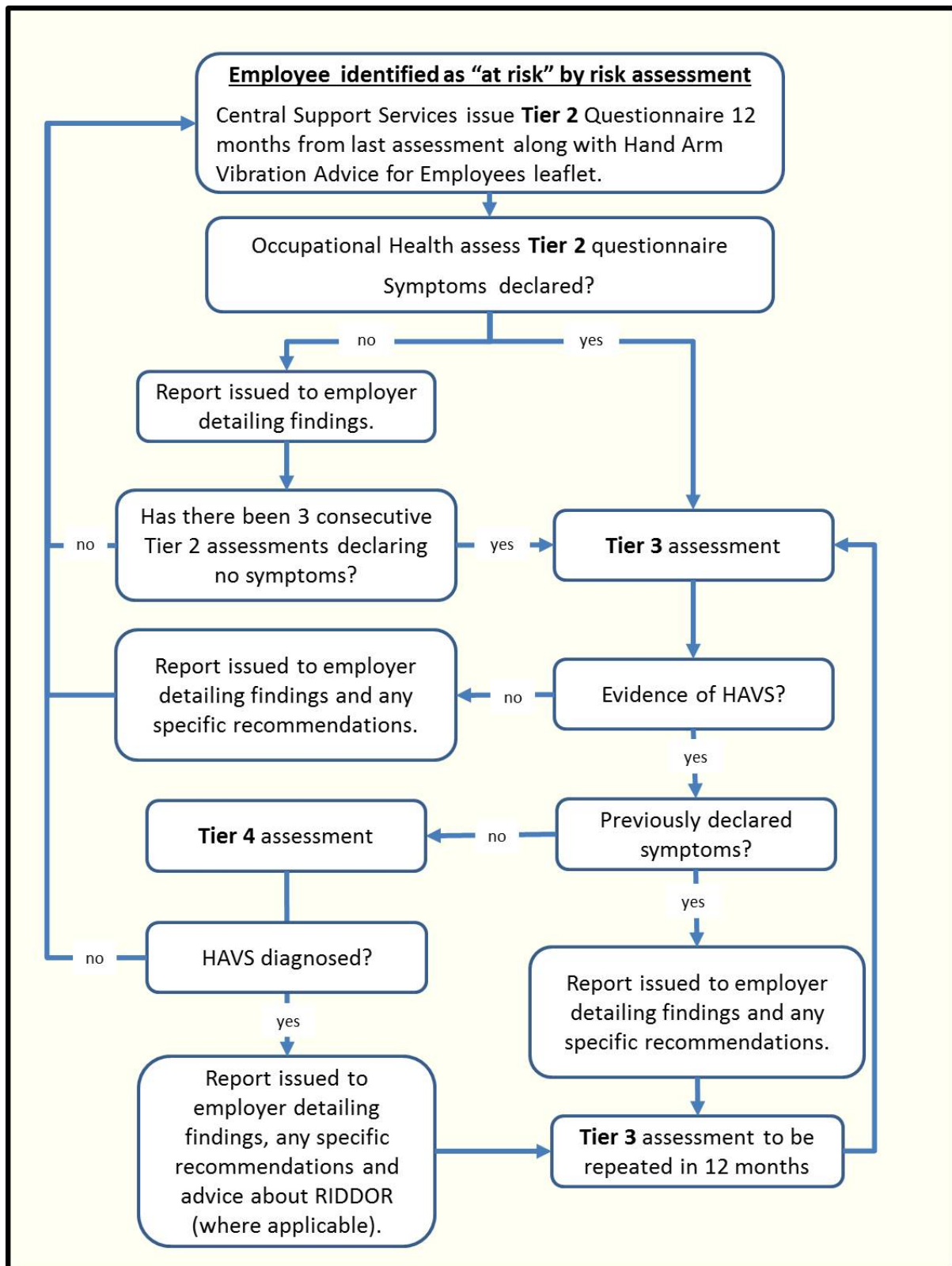


fig 2 – In-employment health surveillance process

### Employees diagnosed with medical condition

**HAVS:** Diagnoses of HAVS falls into three categories:

**Stage 1:** this is the first stage where medical conditions of mild or intermittent attacks. The affect

will be on the tips of one or more fingers and intermittent numbness without tingling.  
Will require management control over the type of equipment allowed to be used and periods of time allowed to be used.

**Stage 2:** this is the second stage where moderate levels of attacks to the tips and middle of more than one finger as well as intermittent or persistent numbness with reduced sensory perception. This will require management control to provide significant restrictions to the work equipment that the employee can use.  
A “late” stage 2 is likely to result in the employee being redeployed from work involving HAV.

**Stage 3:** this is the final stage, where most severe symptoms are exhibited. Symptoms include intermittent or persistent numbness of all or most fingers with trophic skin changes to finger tips. Another symptom will be the loss of feeling in the fingers and employees may exhibit a loss of manual dexterity.

This stage will result in result in a permanent redeployment from all work involving vibratory equipment.

**Carpal Tunnel Syndrome:** This is a recognised condition arising out of work activity, in certain situations from HAV. Prognosis is dependant on individual circumstances.





OPTIMA HEALTH

**HAVS HEALTH SURVEILLANCE  
QUESTIONNAIRE (TIER 1)**

**F-CG-105**

**Issue 1 – 20/06/11**

**(FKRK 27/10/11)**

**SECTION 1 - PERSONAL DETAILS**

Company/Organisation: ..... Job title: .....

Surname: ..... Forenames: ..... Date of Birth .....

Home address .....

.....

..... Post Code .....

**Data Protection Act 1998** - Personal information generated by completion of this form provides a medical view of your fitness for employment or specific task. Without this information your application/assessment of fitness will not proceed further. Your consent will be sought for any other use of all or part of this confidential medical data.

**SECTION 2 - HAND ARM VIBRATION SYNDROME (HAVS) ASSESSMENT**

**This assessment is to be completed by all people who will be required to use hand held vibrating tools (including hand guided vibrating machines and handfed vibrating machines) as part of their work.**

OPTIMA HEALTH will use this information in order to provide guidance to both you and your employers on your fitness to work with hand held vibrating tools. This might involve the need for you to attend for a more detailed medical assessment.

	Yes	No	Details & Dates (Give full information where applicable)
1. Will you use handheld vibrating tools in your job?	<input type="checkbox"/>	<input type="checkbox"/>	.....
2. Have you used handheld vibrating tools in any previous employment?	<input type="checkbox"/>	<input type="checkbox"/>	.....
If so, how many years ago and for how long			.....
3. Please detail the type of work that you will undertake, as well as the type of hand held vibrating tools that you expect to use	<input type="checkbox"/>	<input type="checkbox"/>	.....
.....			
4. Do you have any tingling of the fingers for longer than 20 minutes after using vibratory tools?	<input type="checkbox"/>	<input type="checkbox"/>	.....
5. Do you have tingling of the fingers at any other time?	<input type="checkbox"/>	<input type="checkbox"/>	.....
6. Do you wake at night with pain, tingling or numbness in your hand or wrist?	<input type="checkbox"/>	<input type="checkbox"/>	.....
7. Do one or more of your fingers go numb for more than 20 minutes after using vibrating tools?	<input type="checkbox"/>	<input type="checkbox"/>	.....

8. Have you suffered with all or part of your fingers going white on exposure to cold? (Whiteness means a clear discolouration of all or part of a finger, with a sharp edge, usually followed by a red flush) See picture on reverse

☐ ☐

9. If Yes to 8 do you have difficulty rewarming them when leaving the cold?

☐ ☐

## SECTION 2 - HAND ARM VIBRATION SYNDROME (HAVS) ASSESSMENT CONTINUED

	Yes	No	Details & Dates (Give full information where applicable)
10. Do your fingers go white at any other time?	<input type="checkbox"/>	<input type="checkbox"/>	
11. Are you experiencing any other problems with the muscles or joints of your hands or arms?	<input type="checkbox"/>	<input type="checkbox"/>	
12. Have you ever had difficulty picking up very small objects such as screws or buttons, or opening tight jars?	<input type="checkbox"/>	<input type="checkbox"/>	
13. Have you ever had a neck, arm or hand injury or operation?	<input type="checkbox"/>	<input type="checkbox"/>	
14. Have you ever had any serious diseases of joints, skin, nerves, heart or blood vessels?	<input type="checkbox"/>	<input type="checkbox"/>	
15. Are you on any long-term medication? If so, please provide details.	<input type="checkbox"/>	<input type="checkbox"/>	

## SECTION 3 - CONSENT & DECLARATION

I hereby declare that all medical information given by me to OPTIMA HEALTH is true and accurate to the best of my belief and knowledge. I consent for OPTIMA HEALTH to provide fitness for work guidance to my employer.

Signature of Applicant

Date

## SECTION 4 - OUTCOME

(OPTIMA HEALTH Use Only)

Referred for further assessment

Yes ☐

No ☐

Name: .....

Signature: .....

Date: .....



**Examples of hand blanching due to HAVS**



OPTIMA HEALTH

**HAVS HEALTH SURVEILLANCE  
QUESTIONNAIRE (TIER 2)**

**F-CG-093**  
**Issue 1 – 30/03/11**  
**(FKRK 20/04/11)**

**SECTION 1 - PERSONAL DETAILS**

Company/Organisation: ..... Job title: .....

Surname: ..... Forenames: ..... Date of Birth .....

Home address .....

.....

..... Date of Previous Screening .....

**Data Protection Act 1998** - Personal information generated by completion of this form provides a medical view of your fitness for employment or specific task. Without this information your application/assessment of fitness will not proceed further. Your consent will be sought for any other use of all or part of this confidential medical data.

**SECTION 2 - HAND ARM VIBRATION SYNDROME (HAVS) ASSESSMENT**

**This assessment is to be completed by all people who currently use hand held vibrating tools (including hand guided vibrating machines and handfed vibrating machines) or those people that have used them in the past two years.**

OPTIMA HEALTH will use this information in order to provide guidance to both you and your employers on your fitness to work with vibrating tools. This might involve the need for you to attend for a more detailed medical assessment.

	Yes	No	Details & Dates (Give full information where applicable)
1. Do you use handheld vibrating tools at work?	<input type="checkbox"/>	<input type="checkbox"/>	Year of first exposure -
2. If this is a review assessment, have you used handheld vibrating tools in your job since your last assessment?	<input type="checkbox"/>	<input type="checkbox"/>	.....
3. Do you have any numbness or tingling of the fingers lasting more than 20 minutes after using vibrating equipment?	<input type="checkbox"/>	<input type="checkbox"/>	.....
4. Do you have numbness or tingling of the fingers at any other time?	<input type="checkbox"/>	<input type="checkbox"/>	.....
5. Do you wake at night with pain, tingling or numbness in your hand or wrist?	<input type="checkbox"/>	<input type="checkbox"/>	.....
6. Have you suffered with all or part of your fingers going white on exposure to cold? (Whiteness means a clear discolouration of all or part of a finger, with a sharp edge, usually followed by a red flush) See picture on reverse	<input type="checkbox"/>	<input type="checkbox"/>	.....
7. If you have noticed any of the symptoms mentioned in Q 3-6, are they making it more difficult to work outside in the cold than at your last assessment?	<input type="checkbox"/>	<input type="checkbox"/>	.....
8. Are you experiencing any other problems with your hands or arms?	<input type="checkbox"/>	<input type="checkbox"/>	.....

9. Have you ever had difficulty picking up very small objects such as screws or buttons, or opening tight jars? ☐ ☐ .....
10. Have you noticed any other symptoms, since your last assessment, which you feel may be related to working with vibrating tools? ☐ ☐ .....

**Name -**

**Date of Birth -**

**Date of Assessment -**

### SECTION 3 - CONSENT & DECLARATION

I hereby declare that all medical information given by me to OPTIMA HEALTH is true and accurate to the best of my belief and knowledge. I consent for OPTIMA HEALTH to provide fitness for work guidance to my employer.

*Signature of Applicant* ..... *Date* .....

### SECTION 4 - OUTCOME

*(OPTIMA HEALTH Use Only)*

Referred for further assessment Yes ☐ No ☐

Follow up Surveillance Planned and Timescale? (i.e. Tier 2 in 12 months, Tier 3 in 12 months, referred for further assessment) -

.....

.....

Name/Role (ie OHA /OHP) ..... Signature: ..... Date: .....



**Examples of hand blanching due to HAVS**

**Falkirk Council**

**Title:** Drug and Alcohol Policy

**Meeting:** Joint Consultative Committee

**Date:** 27 February 2018

**Submitted By:** Director of Corporate & Housing

**1. Purpose of Report**

- 1.1 The purpose of this report is to advise Committee of updates to the Drug & Alcohol Policy.

**2. Recommendation(s)**

Committee is asked to agree the changes to the Drug and Alcohol Policy and refer it to Executive for approval.

**3. Background**

- 3.1 The Drug and Alcohol Policy applies to all employees of Falkirk Council. It also applies to contractors, volunteers and agency workers. The aim of the policy is to provide a positive and constructive approach to dealing with the misuse of alcohol and drugs in the workplace. It encourages the identification of alcohol and drug related problems and offers support to employees who may be vulnerable.
- 3.2 A review of the policy was undertaken following an audit from Healthy Working Lives in August 2015. The proposed changes reflect feedback received.

**4. Considerations**

- 4.1 The main proposed changes to the policy are outlined below:
- Includes reference to new psychoactive substances sometimes known as legal highs;
  - Provides clearer guidance regarding prescribed or over the counter medication;
  - Incorporates previous guidance for staff attending Corporate Hospitality Events;
  - Removes reference to the Employee Counselling Services and updates other support agencies and;
  - Refers to on-line training for both managers and employees on how to recognise problems and how the policy should be applied.

## **5. Consultation**

- 5.1 This policy has been subject to consultation with Services and relevant trade unions.

## **6. Implications**

### **Financial**

- 6.1 There are no financial implications arising from this change to the Policy.

### **Resources**

- 6.2 There are no resource implications arising from this change to the Policy.

### **Legal**

- 6.3 There are no legal implications from this proposal.

### **Risk**

- 6.4 There are no risk implications from this proposal.

### **Equalities**

- 6.5 No additional equality and poverty impact assessment is required.

### **Sustainability/Environmental Impact**

- 6.6 There are no sustainability or environmental implications from this report.

## **7. Conclusions**

- 7.1 The proposed changes to the Drug and Alcohol Policy reflect feedback from the Healthy Working Lives audit of the policy.

---

**Director of Corporate & Housing Services**

**Author – Kathleen Docherty, Senior HR Adviser, 01324 506222,  
kathleen.docherty @falkirk.gov.uk**

**Date: 12/09/2017**

## **Appendices**

Drug and Alcohol Policy



**List of Background Papers:**

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act 1973:

None



# **FALKIRK COUNCIL**

## **DRUG AND ALCOHOL POLICY**



Sept 2017

## **CONTENTS**

		<b>Page Number</b>
<b>PART 1</b>	<b>POLICY STATEMENT</b>	<b>3</b>
1.1	Policy Statement	3
<b>PART 2</b>	<b>POLICY</b>	<b>3</b>
2.1	Introduction	3
2.2	Scope and Definition	3
2.3	Use of Alcohol or Drugs	4
2.3.1	Reporting for Work/ At Work	4
2.3.2	Prescribed / Over the Counter Medication	5
2.3.3	Corporate Hospitality Events	5
2.4	Response to Use of Alcohol or Drugs	5
2.4.1	Where an Alcohol or Drug Related Problem is Identified	6
2.4.2	Where Support is Refused	7
2.4.3	No Alcohol or Drug Related Problem	7
2.5	Support for Managers	8
2.6	Implementation & Review	8

## **PART 1**

### **1.1 POLICY STATEMENT**

Falkirk Council is committed to improving the health, safety and wellbeing of its employees by introducing and promoting policies to encourage healthier lifestyles. The Council recognises that substance misuse, which includes the misuse of alcohol and drugs, is primarily a matter of health and social concern. However, when problems relating to these issues arise in the workplace, the Council, as an employer, must have strategies in place to deal with them and, where appropriate, offer help and support to employees.

## **PART 2**

### **2.1 INTRODUCTION**

Legislation such as the Health and Safety at Work etc. Act 1974 places a duty of care on Falkirk Council to ensure the health, safety and welfare of all employees. This includes the need to address the issue of substance misuse in order to protect employees, their colleagues and members of the public.

The aim of this policy is to have a positive and constructive approach to dealing with the misuse of alcohol and drugs in the workplace, encouraging identification of alcohol and drug related problems and offering support to employees who may be vulnerable.

Consumption of alcohol or the use of drugs can impair performance at work, increasing the likelihood of accidents or mistakes which may endanger colleagues or members of the public. In addition to the health and safety risks, substance misuse can result in absence, conduct or performance problems, impacting on attendance, timekeeping, behaviour, standards of work and the public image of the Council.

Where substance misuse has been identified, either by the individual themselves or by a line manager, the Council recognises the need to support employees through a range of support options, whilst ensuring appropriate standards of attendance, conduct and performance are maintained.

### **2.2 SCOPE AND DEFINITION**

For the purposes of this policy, substance misuse is defined as any alcohol or drug use, either intermittent or continual, which interferes with an employee's health and welfare, social interaction at work, conduct or work capability.

Within this Policy, the term 'drugs' will include:

- Any illegal drugs (Class A, B, and C);
- Any prescription drugs which have been prescribed for another person;
- Any over-the-counter remedy or prescription drug taken in excess of the stated dose;

- Any substances or solvents including lighter gas refills, aerosols, glues, paint thinners, and correcting fluids, with the exception of usage by employees in the normal work context where appropriate risk assessments are in place; and
- New Psychoactive substances (NPS), sometimes known as legal highs.

The Drug and Alcohol Policy will apply equally to all employees, including temporary employees and casual workers. The policy also applies to contractors, volunteers and agency workers.

## **2.3 USE OF ALCOHOL OR DRUGS**

### **2.3.1 Reporting for Work/ At Work**

No employee is permitted to report for work, or be at work, under the influence of alcohol or drugs. Consumption of alcohol or drugs is not permitted at any time during normal working hours, including paid and unpaid breaks. In the case of celebrations or functions (e.g. retirements, Christmas etc), permission may, however, be sought in advance from the Chief Executive or appropriate Chief Officer to allow the consumption of alcohol.

Employees reporting for work have a responsibility to be fit, capable and presentable to undertake their duties. If an employee is known or is believed to have consumed alcohol or drugs at any time during the working day, or is believed to be under the influence of alcohol or drugs at any time during the working day, the employee will normally be suspended from duty with pay for the remainder of that working day. Employees should not be allowed to drive home under the influence of alcohol and where necessary, the line manager should arrange for the employee to be taken home. If an employee insists on driving their own vehicle home, their line manager should contact the Police immediately to report this matter. The employee should be advised that this will be done if they insist on driving.

The issue of the employee having been believed to have been at work under the influence of alcohol or drugs should be discussed when the employee is in a fit state to resume work, normally the next working day.

If considered appropriate, the employee may subsequently be suspended from work to allow the matter to be formally investigated. Suspension will generally be considered appropriate where this is not a 'one off' occurrence or where the nature of the employee's role means that there may be a risk to themselves or others. Guidelines on suspension and investigation are contained within the Council's Disciplinary Policy, but it should be noted that suspension does not constitute disciplinary action.

Employees who, at any time at work or during the working day:

- take drugs or are suspected or known to be under the influence of drugs;
- are believed to be buying or selling drugs;
- are in possession of unlawful drugs; or
- are suspected or known to have driven a vehicle or operated plant or equipment under the influence of alcohol.

may be subject to disciplinary action which may be considered as gross misconduct. In addition to possible disciplinary action, employees may also be subject to criminal proceedings if it has been considered appropriate to involve the Police.

### **2.3.2 Prescribed /Over the Counter Medication**

Employees should not store prescription medication in personal areas at work including lockers and desk drawers unless it is prescribed medication for personal use from a doctor. In this case, employees must ensure that it is stored in a safe place which is not accessible to others.

Employees should seek advice from their GP or Pharmacist, as appropriate, on whether any prescribed or over the counter medication may affect their ability to undertake their work duties and, if an employee is likely to suffer possible side effects from the medication, they should discuss this with their line manager. In such circumstances, advice should be sought from Occupational Health, where appropriate, to assess the employee's ability to undertake the full range of their duties whilst taking the prescribed medication.

### **2.3.3 Corporate Hospitality Events**

Employees who attend corporate hospitality events are representing Falkirk Council. As such, employees have a responsibility to remain capable and presentable at such events. Corporate events can either take place within Falkirk Council or it can relate to events outside the workplace. Corporate events are when an individual is attending an event, on behalf of Falkirk Council, or if Falkirk Council is supporting the individual's attendance at the event, for example by providing time off, payment of fees, payment of travel etc.

With regards to behaviour at such events, it is expected that individuals should behave in a reasonable manner and not engage in activities that may bring the Council into disrepute/cause embarrassment or create any libellous circumstances.

With prior approval from the Chief Executive or appropriate Chief Officer, the consumption of alcohol at Corporate events during working hours may be approved, however not to excess as individuals need to be aware that they are representing Falkirk Council and therefore should remain capable and presentable during such an event.

Employees also need to act responsibly when attending events where they are identified as Falkirk Council employees, i.e. Christmas party nights, end of term nights out, leaving/retirement nights etc. It is acknowledged that individuals are not 'representing' the Council at these events, however if they are easily identifiable as Council employees they should not engage in activities which may result in the Council being brought into disrepute/cause embarrassment or create any libellous circumstances.

## **2.4 RESPONSE TO USE OF ALCOHOL OR DRUGS**

Use of alcohol or drugs may be identified by the employee themselves, by the line manager, or as a result of a formal disciplinary, capability or absence process. Once use of alcohol or drugs has been identified, the next step depends on whether or not the employee has an alcohol or drug related problem.

In certain circumstances, an employee may have an allergic or adverse reaction to prescribed or over-the-counter medication which could affect how they perform at work. Such circumstances will not be considered under this policy.

If an employee attributes misconduct or capability problems to alcohol or drug dependency during a disciplinary, capability or absence meeting/hearing, any formal action may be postponed, pending referral for assessment and/or treatment. Alternatively, disciplinary/capability/absence procedures and support may run in tandem. It should be noted that formal disciplinary action may still be taken even where an employee indicates an alcohol or drug problem may exist. In all cases, an employee raising an alcohol or drug problem will be referred to Occupational Health. If an employee rejects the offer of referral for assessment and/or treatment or fails to adhere to support mechanisms put in place, the formal procedures shall continue.

#### **2.4.1 Where an Alcohol or Drug Related Problem is Identified**

Employees who volunteer themselves or are identified by their manager as having problems which may be related to alcohol or drugs will be treated sympathetically and in confidence. The employee should be encouraged to seek help by accessing support and assistance available from the Occupational Health Service, Human Resources, their GP or other agencies including:

- Forth Valley Alcohol and Drug Partnership;
- Forth Valley Family Support Services;
- Alcoholics Anonymous;
- Community Addiction Team; and
- Signpost Recovery.

Employees may attend these agencies through self-referral or referral by their GP. The Council recognises that people with mental illnesses are often affected by substance abuse and that people diagnosed as mentally ill often abuse either alcohol or drugs. It is therefore very important that each case is considered carefully to help identify if there is a mental ill-health dimension so that the most appropriate support is provided.

When an employee attends a recommended programme requiring absence from work, the co-operation of the manager is essential to assist the employee's recovery. Managers should therefore make every effort to permit time off with pay during the working day to attend for counselling and/or treatment.

Leave of absence to attend counselling during normal working hours will be authorised by the employee's manager and payment made within the appropriate Conditions of Service (e.g. sick pay, special leave). Referral will not normally affect the employee's current job role unless they are unfit to fulfil their duties, there is an issue relating to safety, or if their duties conflict with the long-term resolution of the drug or alcohol problem. Referral to support will not adversely affect any employee's promotion prospects.

Where an employee acknowledges he/she has an alcohol or drug-related problem, the offer to seek help and treatment is made on the understanding that:

- If the treatment necessitates long-term absence from work, employees will produce medical certificates to cover the period(s) of absence.
- If the employee is absent from work to undergo treatment or has been removed from certain duties for the duration of the treatment, on return or on completion of treatment, he/she will return to the same or equivalent job. However, where return to the same or equivalent job would impact on either a satisfactory level of job performance or the long term resolution of the employee's alcohol or drug problem, every consideration will be given to finding suitable employment in line with the Council's Rehabilitation and Redeployment Policy.

As drug and alcohol dependence can be a relapsing illness, an employee's progress will be monitored by the Occupational Health Service in liaison with managers assessing work performance and attendance.

If, following return to employment during or after treatment, work performance or conduct is again affected as a result of alcohol or drug related problems, each case will be considered on its own merits. If appropriate, a further opportunity for assistance and treatment will be offered. In this respect, advice will be sought from the Occupational Health Service.

A programme of support/treatment does not, however, supersede the requirement for all employees to be free from the influence of alcohol or drugs on arrival at work and not to consume alcohol or drugs at any time during the working day, including paid and unpaid breaks.

If, on completion of treatment, the employee's standard of work performance or conduct remains unsatisfactory, or if it is satisfactory throughout the period of treatment only to lapse very soon thereafter, the employee will be subject to the Council's Disciplinary or Capability Procedures.

#### **2.4.2 Where Support is Refused**

Employees:

- who deny that alcohol or drug misuse is the cause of their problems;
- who do not seek appropriate support through their GP/ a relevant agency;
- who discontinue a course of treatment before its satisfactory completion or;
- whose level of work performance continues to be unsatisfactory after undergoing treatment;

may be subject to the Council's Disciplinary Policy, or Capability Procedures, as appropriate.

#### **2.4.3 No Alcohol or Drug Related Problem**

An employee who is not considered to have an alcohol or drug-related problem, but who is found to be under the influence of alcohol or drugs or has consumed alcohol or drugs at any time during the working day, will be dealt with in accordance with the Council's Disciplinary Policy.



## **2.5 SUPPORT FOR MANAGERS**

As misuse of alcohol or drugs may affect an employee's work performance, line managers are responsible for enforcing this policy. On-line training is therefore available for both employees and managers in how to recognise these problems and how the Council's Drug and Alcohol Policy should be applied. Further information on support for employees is available from the Health, Safety & Care team. The Health, Safety and Care team also provides information and advice and raises awareness of risks associated with alcohol and drugs in the workplace.

## **2.6. IMPLEMENTATION AND REVIEW**

The Head of Human Resources & Business Transformation will review this policy as per the agreed Human Resources Policy Review Timetable in conjunction with Chief Officers and Trade Unions.

This Policy has been Equality Impact Assessed and no adverse impact has been identified.

**Falkirk Council**

**Title:** Job Evaluation Policy and Procedure

**Meeting:** Joint Consultative Committee

**Date:** 27 February 2018

**Submitted By:** Director of Corporate & Housing

**1. Purpose of Report**

- 1.1 The purpose of this report is to advise Committee of the new Job Evaluation Policy and Procedure.

**2. Recommendation(s)**

- 2.1 Committee is asked to agree the Job Evaluation Policy and Procedure and refer it to the Executive Committee for approval.

**3. Background**

- 3.1 Falkirk Council acknowledges that its employees should be fairly rewarded for the work that they do and that jobs may change over time. This policy provides a mechanism for the review of job grades and ensures that Falkirk Council retains an appropriately trained, motivated and rewarded workforce as well as complying with legislative requirements.
- 3.2 The Job Evaluation Policy and Procedure is applicable to all SJC & Craft posts. All job evaluation requests are assessed using the 3<sup>rd</sup> Edition of the SJC Job Evaluation Scheme. Teachers job evaluation and appeals are dealt with through SNCT conditions and Job Sizing.

**4. Considerations**

- 4.1 This is a new policy which reflects current practice and mechanisms used for the grading of SJC and Craft posts. Posts are graded using the 3<sup>rd</sup> Edition of the SJC Job Evaluation scheme. The process is supported by the Gauge online job evaluation software.
- 4.2 The policy outlines the grounds for job evaluation along with a clear process for approval. The job evaluation process relies on joint working with Trade Unions.
- 4.2 The policy also provides for an appeals process, as required by SJC conditions/good practice.
- 4.3 In line with changing case law, the policy offers no protection where a job grade reduces. This reflects the arrangements currently in place.

## **5. Consultation**

- 5.1 This policy has been subject to consultation with Services and relevant trade unions.

## **6. Implications**

### **Financial**

- 6.1 Financial implications may result following the re-grading of posts.

### **Resources**

- 6.2 Resources would be required from Human Resources, Managers, Employees and Trade Unions in the job evaluation process. In addition Senior Managers and Trade Unions resource will be required for the appeals process.

### **Legal**

- 6.3 There are no legal implications from this proposal. The purpose of the policy is to ensure a fair and consistent approach to job evaluation and appeals process to avoid any potential legal issues.

### **Risk**

- 6.4 There are no risk implications from this proposal.

### **Equalities**

- 6.5 No additional equality and poverty impact assessment is required.

### **Sustainability/Environmental Impact**

- 6.6 There are no sustainability or environmental implications from this report.

## **7. Conclusions**

- 7.1 The Job Evaluation Policy is to provide greater clarity for both managers and employees on the job evaluation process and provides an appeals process.

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**Director of Corporate & Housing Services**

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**Date: 07/12/2017**

## **Appendices**

### **Job Evaluation Policy and Procedure**

#### **List of Background Papers:**

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act 1973:

None

**FALKIRK COUNCIL**

**JOB EVALUATION POLICY AND PROCEDURE**

**Revised: JANUARY 2018**

# INDEX

<b>PART</b>		<b>Page No.</b>
<b>1</b>	<b>POLICY STATEMENT</b>	
	1.1 Purpose	3
	1.2 Scope	3
<b>2</b>	<b>PROCEDURE</b>	
	2.1 Introduction	3
	2.2 Job Evaluation Principles	3
	2.3 Job Evaluation Request Process	3
	2.4 Job Evaluation Review Outcome	5
	2.5 Pay Protection	5
	2.6 Appeals	5
<b>3</b>	<b>IMPLEMENTATION</b>	<b>8</b>
	3.1 Monitoring & Implementation	
<b>APPENDIX 1</b>	<b>Job Evaluation Appeals Form</b>	

## **PART 1**

### **1.1 PURPOSE**

All employers are legally bound to ensure equal pay for equal work. Falkirk Council acknowledges that it's employees should be fairly rewarded for the work that they do and that jobs may change over time. This policy provides a mechanism for the review of jobs and ensures that Falkirk Council retains an appropriately trained, motivated and rewarded workforce as well as complying with the law.

### **1.2 SCOPE**

The Job Evaluation Policy and Procedure is for all SJC & Craft employees. All job evaluation requests will be assessed using the 3<sup>rd</sup> Edition of the SJC Job Evaluation Scheme. Teacher's job evaluation and appeals are dealt with through SNCT conditions and Job Sizing.

## **PART 2**

### **2.1 INTRODUCTION**

Falkirk Council is committed to the principles of equal pay and to ensuring that these are applied to all employees through the use of fair and transparent working practices and systems which are based on objective criteria in line with the requirements of Equality Act 2010.

Falkirk Council will consider job evaluation requests on the following grounds:

- Implementation of an approved Council or Service review/restructure
- An approved vacancy management recommendation e.g. the creation of a new post/redesign of an existing post(s)
- A substantial or material change in duties/role as agreed by the line manager.

### **2.2 JOB EVALUATION PRINCIPLES**

The following are general principles for the management of all job evaluation requests:

- No post will be considered for grading review on the grounds of comparison with posts internal or external to Falkirk Council
- All evaluations will be approved by the Job Evaluation Grading Group prior to a post being advertised for recruitment purposes or re-grading of a current post holder
- All members of the Job Evaluation Grading Group and Job Analysts will be appropriately trained.

### **2.3 JOB EVALUATION REQUEST PROCESS**

In advance of submitting a grading request, the line manager should contact the HR Rewards Team to agree whether the post requires to be graded or could be matched to an existing post. The line manager should consult the Service HR Business Partner to discuss and clarify the role and demands of the job being evaluated and the impact the post may have on any other posts.

Trade Unions should also be consulted in sufficient time where there is a re-structure/creation of a post that has an impact on employees.

The Grading Group will meet regularly throughout the year to consider evaluations.

The Job Evaluation Questionnaire is a national document and can be found on Inside Falkirk. It is important to provide as much information as possible on the Job Evaluation Questionnaire as incomplete questionnaires may delay grading requests. The HR Rewards Team can support with this.

Subject to paragraph 2.1, job evaluation requests can be submitted for:

#### **2.3.1 New/Vacant Posts**

The line manager should complete a job evaluation questionnaire and submit this along with a job description to the HR Rewards Team. The post will be evaluated with the manager using on-line software. This will produce a Job Overview, which will be issued to the line manager for comment. This along with the relevant grading documentation will then be signed by the manager and authorised by a Service Manager before being returned to the HR Rewards Team. If a Service Manager post is being graded, this should be authorised by the relevant Chief Officer.

#### **2.3.2 Existing Posts**

Employees have the right to request a re-grading of their post where there has been a substantial change in their duties. If the line manager disagrees that there is a substantial change in duties, the employee will have the right to raise the matter with the relevant Chief Officer within their Service. It will be the responsibility of the employee to demonstrate that the post has significantly changed.

The employee and manager must submit a Job Evaluation Questionnaire, only completing the factors that have significantly changed. This should be approved by the appropriate Service Manager or Chief Officer if a Service Manager post is being re-graded, before progressing. A copy of the agreed amended job description, highlighting the changes should accompany the questionnaire. On receipt of the documents, a job evaluation interview with the relevant employee(s) will be arranged. In situations where there is more than one employee in post, a maximum of 5 employees can participate in this process. The HR Rewards Team can help with selecting employees. The employee(s) may be accompanied by their Trade Union Representative. Following the evaluation of the post the employee(s) and manager will be given a copy of the Job Overview for comments which will be taken into consideration by the Job Evaluation Grading Group.

#### **2.3.3 Matching Posts**

If the post being evaluated is the same as one in another department or Service it can be matched. When considering a post for a match, the changes will be minimal and in the main will relate to a function/department change or job title change. This is only appropriate where the post is vacant and no employees are involved.

A tracked copy of the new job description should be sent to the HR Rewards Team, highlighting the specific changes to determine if a match is appropriate. The tracked changes job description will be submitted to the job evaluation grading group for approval.

#### **2.3.4 Job Evaluation Grading Group**

The Job Evaluation Grading Group is made up of Officers of the Council and Trade Union representatives and their role is to assess and agree job evaluations. They may refer any questions or



points of clarification back to the Service and employee(s) for further information and reconsideration by the Job Evaluation Group.

Wording directly lifted from the Job Evaluation Scheme will not ensure that a factor level is amended. Specific examples of tasks undertaken are required to ensure consistent application of the Job Evaluation Scheme.

## **2.4 JOB EVALUATION OUTCOME**

The line manager will be notified of the outcome from the Job Evaluation Grading Group. This will be documented on the Establishment Change Implementation – Grading Outcome Form and issued by the HR Rewards Team to the relevant Service. This is available on Inside Falkirk.

Any grading awarded under the Job Evaluation Policy and Procedure will be implemented from the date the Implementation Report is approved by the Chief Executive.

Where the post is currently occupied it is the responsibility of the Service to advise the employee in writing of the outcome of the job evaluation review. This correspondence should be issued and uploaded to My View within 10 working days of the approved Establishment Change Implementation Form being approved by the Chief Executive. Where relevant, the post and salary should be amended using HR Forms Online. Services should liaise with the relevant Business Support team to support this process.

The post holder will move to the new grade and salary of the post with effect from the date of the approved Establishment Change Implementation Form.

## **2.5 PAY PROTECTION**

If a grade for a post reduces there will be no pay protection.

## **2.6 APPEALS**

Employees will have the right to appeal the outcome of a job evaluation review. Appeals will only be considered on the following grounds:

- Failure to apply the agreed local job evaluation procedure
- Factual inaccuracy of the job description or grading request form describing role/tasks used to determine the factor levels
- Misapplication of the factor levels where the definitions have been inappropriately applied.

Employees must complete a Job Evaluation Appeal Form (Appendix 1), indicating the reason for their appeal. The form must be received by the Head of Human Resources and Business Transformation within 10 working days of receipt of written notification of the outcome of the outcome of the job evaluation review. If the employee intends to refer to any other documentation at their appeal hearing this should be submitted at the same time as the Job Evaluation Appeal Form.

Employees may be assisted by and have the right to be accompanied to the Appeal Hearing by their Trade Union Representative.

### **2.6.1 Appeal Panel**

The Appeal Panel members will be made up of the following:

2 Officers (Service Unit Manager and/or Head Teacher level) and 2 Trade Union Representatives.

Chief Officers will be involved in appeal panels for Grade M and above.

A Chairperson will be nominated and the panel must be objective and trained. Panel members must highlight any previous involvement in a particular case or any potential conflict of interest prior to the appeal starting. The Panel must be independent.

The hearing will be chaired by the nominated Chairperson and an Officer from the HR Rewards Team will present the job overview and outcome.

### **2.6.2 Appeal Hearing**

Appeal Hearings will be scheduled twice per year. If necessary, additional dates can be scheduled to manage a high volume of cases.

The employee has the option to choose to attend the appeal hearing to present their case or to request that the panel give consideration to the case presented based on the appeal form and paperwork submitted. A Trade Union representative can accompany the employee and present the case on their behalf.

The Chairperson will:

- Introduce those present
- Ensure those attending understand the procedure which is to be followed during the hearing
- Ensure that those addressing the Panel restrict their arguments to relevant issues related to the admissible grounds for their appeals
- Record deliberations and decision making process
- Ensure the employee has a fair hearing.
- Close the hearing and ensure the employee understands how and when they will be notified of the results

The employee or their Trade Union representative will present their case, after which they may be asked questions by members of the Panel. The Chairperson should remind the employee, and their representatives, that the panel members have read the written submission in advance, and advise the employee to emphasise key points in their case.

The job evaluation overview and outcome will be presented by a representative from the HR Rewards Team, following which the panel will have the opportunity to ask questions. The line manager may also be in attendance to provide clarity on tasks/job remit.

The employee, or their representative, followed by the job evaluation representative will then be provided with an opportunity to briefly summarise the key points of their case. No new evidence should be brought forward at this time. The parties will then be asked to withdraw to allow the Panel to deliberate in private and decide whether the employee's case:

- Is upheld and supported by agreed evidence
- Is partially upheld

- Is not upheld.

Before closing the hearing, the Panel Chair will:

- Confirm whether or not the employee considers that they have had a fair hearing
- Advise the employee of the next step in the process
- Advise the employee that the panel's decision will be notified in writing by the Chairperson.

The panel will operate on the basis of discussion and consensus agreement, and may seek additional information to assist them in reaching a decision. If necessary, the panel will re-convene (without attendance of the employee, their representation or job evaluation representative) once clarifying information has been provided. There will be no voting on any appeal. If the panel fail to agree, the initial assessment stands.

Where there is a disagreement between the employee and the appropriate line manager in relation to a matter of accuracy, the facts will be verified in an appropriate way. Where necessary, the panel will adjourn and re-convene at a suitable time.

Where the panel considers there to be no admissible grounds of appeal, the appeal is rejected and the employee will have no further opportunity to make representations to the Appeal Panel.

### **2.6.3 Appeal Outcome**

The Chairperson of the Appeal hearing will write to the employee to advise whether the appeal has been upheld, partially upheld or not upheld within 20 working days of the hearing.

Where the Panel consider the case to be upheld or partially upheld, the agreed supporting evidence will be forwarded to the HR Rewards Team, who will be responsible for re-evaluating the factor(s)/post through the Grading Group.

Consistency checking will be undertaken using the normal procedures for this, to review the outcomes of all appeal results to ensure that there are no anomalous results. Inconsistent and anomalous results will be referred back to the Appeal Panel with an accompanying report for consideration before any results are notified to employees.

Where a re-evaluation has taken place as a result of the Appeal, the Service and employee will be advised of the outcome.

If the grade of the post changes as a result of the appeal, the Establishment Change Implementation - Grading Outcome Form will follow the same approval process as noted in Section 2.4.

The effective date of any increase in grading and pay as a result of an appeal will be in accordance with paragraph 2.4 above.

## **PART 3**

### **3.1 MONITORING & REVIEW**

The Head of Human Resources & Business Transformation will review this policy as required in conjunction with Service Directors/ Chief Officers and Trade Unions taking into consideration legislative amendments and best practice advice.

This Policy has been Equality Impact Assessed and no adverse impact has been identified.