

QBE HAVS Workshop, Scenario 3

SCENARIO

Your organisation is about to begin implementing its Hand Arm Vibration (HAV) management strategy, which has full Board support and is being rolled out across all locations.

Discussion points

1. Create a list of documents and records that might be useful for demonstrating to interested parties, eg, the HSE, how you manage HAV exposure.

Outcomes:

- a. Risk assessment (possible control measures to eliminate).
- b. Ergonomic study.
- c. HAVS policy.
- d. Measurement results/data.
- e. Tool selection criteria.
- f. Planned Preventative Maintenance schedule.
- g. Tool specific training documents.
- h. HAVS training documents.
- i. Record of job rotation by individual.
- j. Monitoring system.
- k. Occupational health records- pre employment, regular checks, focused referrals, redeployment.

2. How do you think these records should be archived so that they are accessible and useful in assessing any future personal injury claims?

Outcomes:

- a. Securely archived.
- b. Fireproof archiving.
- c. Retained forever, but minimum of 40 years.
- d. Easily retrievable, by task, location and individual.

3. Which departments or functions that will need to interact closely for this to be effective?

Outcomes:

- a. HR
- b. H&S
- c. Occupational health.
- d. Management.
- e. Unions.
- f. Insurers
- g. Maintenance.