

1. PURPOSE

This procedure details the mechanisms in place to assess and monitor vibration risks to our employees and sub-contractors and the actions required to eliminate or reduce exposure and control the risks, in accordance with the Control of Vibration at Work Regulations. This procedure includes the protocols for health surveillance of employees and our expectations on our supply chain, particularly those exposed to vibration above the daily exposure action value.

The overall purpose of this procedure is to ensure that the risk from the exposure of employees (and others working on our behalf) to vibration is either eliminated at source or, where this is not reasonably practicable, reduced to as low a level as is reasonably practicable.

2. SCOPE

This procedure applies to all employees and sub-contractors of VolkerRail (VR) business units, including those specifically involved in the use of hand-held vibrating tools, hand-guided vibrating machines and hand-fed vibrating machines and small plant.

3. REFERENCES (INPUTS) / RELATED DOCUMENTS

- INDG175 Control the Risks from Hand-Arm Vibration
- L140 The Control of Vibration at Work Regulations, HSE Approved Code of Practice
- The Health and Safety at Work etc. Act
- The Control of Vibration at Work Regulations
- Management of Health and Safety at Work Regulations
- Provision and Use of Work Equipment Regulations
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
- Supply of Machinery (Safety) Regulations
- H79 Hand Arm Vibration
- H13 Control of Vibration at Work

4. DEFINITIONS AND ABBREVIATIONS

| TERM | DEFINITION |
|-------------------------------------|--|
| Carpal Tunnel Syndrome (CTS) | A painful condition that occurs when the median nerve, which runs from the forearm into the hand, becomes compressed or squeezed at the wrist |
| Exposure Action Value (EAV) | The level of daily exposure to HAV as detailed by Regulation 4 of the Control of Vibration at Work Regulations 2005 for any worker which, if reached or exceeded requires specified action to be taken to reduce risk. Currently set at 2.5m/s ² A (8) or 100 points per eight-hour shift as defined by Network Rail. |
| Exposure Limit Value (ELV) | The level of daily exposure set out in Regulation 4 of the Control of Vibration at Work Regulations 2005 for any worker which must not be exceeded, save as set out in Regulation 6(5). Currently set at 5.0m/s ² A (8) or 400 points |
| Employee Self-checks | The looking for and reporting of any signs of work-related ill health in relation to hand arm vibration and/or CTS |
| Hand-Arm Vibration (HAV) | Vibration transmitted from a work process into workers hands and arms. It can be caused by operating hand-held power tools such as road breakers, hand-guided equipment such as rail grinders, or by holding materials being processed by machines such as in the use of pedestal grinders |

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| TERM | DEFINITION |
|--|--|
| Hand-Arm Vibration Syndrome (HAVS) | A group of disorders which can affect the blood vessels, nerves, muscles and joints of the hand, wrist and arm which can become severely disabling if ignored. May be triggered by cold or wet weather and can cause severe pain in the affected fingers. |
| Health Surveillance | Systematic, regular and appropriate procedures to detect early signs of work-related ill health among employees exposed to certain health risks and acting on the results. |
| Raynaud's Disease / Raynaud's Phenomenon of Non-occupational Origin | Primary Raynaud's phenomenon is also called Raynaud's disease. Raynaud's phenomenon (this is 'white finger' symptoms) comes in bouts or attacks that are triggered by cold weather or touching a cold object. It is characterised by episodic constriction of small arteries of the digits. This condition is primarily confined to the fingers and toes but can affect areas of the body as the nose, cheeks, ears and even tongue. It is not necessarily of occupational origin. |
| Trigger Time | The duration of time when the operator is operating the power tool trigger. |
| Whole Body Vibration (WBV) | Vibration transmitted through the seat or feet. Drivers of some mobile machines, including certain tractors, fork lift trucks and quarrying or earth-moving machinery, may be exposed to WBV and shocks, which are associated with back pain. The HSE state (as at the date of this procedure) that other work factors, such as posture and heavy lifting, are also known to contribute to back problems for drivers, however further study is needed into the impact of WBV. For this reason, WBV is not covered by this procedure. |
| VW UK | VolkerWessels UK |
| Occupational Health Nurse (OHN) | A registered nurse who has undertaken a post registration qualification in Occupational Health Nursing and who holds a Faculty of Occupational Medicine (FOM) recognised qualification in HAVS assessment. |
| Occupational Health Physician (OHP) | A registered medical practitioner with qualifications from the Faculty of Occupational Medicine (FFOM, MFOM and AFOM) and who holds a Faculty of Occupational Medicine (FOM) recognised qualification in HAVS assessment. |
| Occupational Health Provider | Provider of occupational health services. |

5. PROCESS

5.1 Risk Assessment and Elimination or Reduction of Exposure

A risk assessment of all work activities where powered tools are used shall be carried out, control measures specified and maximum exposure time defined.

In the first instance, the work method should be assessed to see if it can be undertaken without exposure to vibrating tools to eliminate the hazard. When is it identified who is at risk, managers should take action to do all that is reasonable to control the risk.

This procedure, its controls, risk assessment, and the specific use of the OHS02F06 - Daily Vibration Logbook enables VR to assess daily exposure by means of:

- Observation of specific working practices
- Reference to relevant information on the probable magnitude of the vibration corresponding to the equipment used in the particular working conditions
- Measurement of the magnitude of vibration to which our employees are liable to be exposed

A flowchart overview of this process is included as Appendix A.

If this is unavoidable, then steps must be taken to reduce the risks through risk assessment process.

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5.1.1 Alternative work methods

Look for alternative work methods which eliminate or reduce exposure to vibration. Wherever possible mechanise the work to remove the need for workers to hold vibrating tools e.g. through the use of a breaker attachment on an excavator rather than a hand-held breaker.

5.1.2 Equipment/Tools

Make sure that equipment/tools selected or allocated for tasks is/are suitable and can do the work efficiently.

Equipment/tools that are unsuitable, too small or not powerful enough are likely to take much longer to complete the task and expose employees to vibration for longer than is necessary. It is important to select equipment that is suitable for the work and this may not always be the one with the lowest vibration emission.

Select the lowest vibration tool that is suitable and can do the work efficiently. The expertise of the supplier hire companies, suppliers, and manufacturers should be obtained. All suppliers and manufacturers must provide information on the vibration magnitude for the specific tools they supply.

To enable the identification at what level or magnitude a tool vibrates, all suppliers and manufacturers must give written information on the vibration magnitude for the specific tools they supply; this will enable the Operator/Manager/Supervisor to monitor and control the time each person spends on the tool to ensure that they do not exceed the ELV.

All suppliers have a responsibility to ensure all vibrating tools are supplied with information on the vibration magnitude for the specific tools they supply and that tools are in good working order which have been maintained in accordance with manufacturers' guidelines.

VR Small Plant and Equipment (SP&E) department will use VW UK Form H13-03 Power Tools Inventory (Vibration assessment) to record all tools supplied; their vibration magnitudes, "HSE points per minute", time to reach EAV, time to reach ELV, noise levels and weight, allowing an initial assessment of tools to assist in the selection process. They will also update that the Plant Equipment HAV Data sheet which will be issued to all small tools operators as an appendix to the log book, via Document Control.

VR SP&E department will ensure that all equipment supplied is accompanied with a tag to resemble a traffic light system with Red being the high risk, Amber as a medium risk and Green as a low risk.

The tags should also be annotated with the equipment points per minute (ppm) value. The tagging system is a reminder to the operator and Managers of the risk imposed and the ppm value to enable the operators to make an entry in their personal daily vibration logbook to ensure the maximum of 400 points in an 8hr shift is not exceeded.

If for any reason any item of plant arrives on site without a HAV tag label (highlighting the ppm) then the operative is required to report the issue as a Close Call and contact VRCC Duty Controller to inform the type of plant they are using and ask the Duty Controller to review the provided VR Plant Equipment HAV Data sheet for the ppm score.

5.1.3 Maintenance

It is important that routine inspection and maintenance is carried out on the tools in use, for instance:

- Do not use blunt or damaged concrete breaker and chipping hammer chisels and replace consumable items such as grinding wheels, so that equipment is efficient and keeps exposure as short as possible.
- Check and sharpen items such as chainsaw teeth regularly (following the manufacturer's recommendations) to maintain the chainsaw's efficiency and to reduce the time it takes to complete the work

Items failing routine inspection and maintenance which cannot be rectified immediately must be placed in quarantine.

5.1.4 Purchasing policy for replacing old equipment and tools

Work equipment is likely to be replaced over time as it becomes worn out, and it is important that replacements are selected, so far as is reasonably practicable, which are suitable for the work, efficient and of lower vibration. All plant purchases shall be supplied via VR Plant.

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5.1.5 Workstation design (e.g. workshops, fixed maintenance facilities)
 Improve the design of workstations to minimise loads on hands, wrists and arms caused by poor posture. Use devices such as jigs and suspension systems to reduce the need to grip heavy tools tightly.

5.1.6 Work schedules
 Limit the time that workers are exposed to vibration. Plan work to avoid individuals being exposed to vibration for long continuous periods; several shorter periods are preferable.

Where tools require continual or frequent use, introduce worker rotas to limit exposure times. Avoid workers being exposed for periods which are long enough to put them in the high risk group (above the ELV). Organise workers in teams where they switch tasks within the team to avoid individuals having unnecessarily high exposure to vibration.

5.1.7 Clothing / Personal Protective Equipment

The HSE provide guidance on protective clothing when necessary to keep workers warm and dry:

Gloves marketed as "anti-vibration", which aim to isolate the wearer's hands from the effects of vibration, are available commercially. There are several different types, but many are only suitable for certain tasks, they are not particularly effective at reducing the frequency-weighted vibration associated with risk of HAVS and they can increase the vibration at some frequencies. It is not usually possible to assess the vibration reduction provided in use by anti-vibration gloves, so you should not generally rely on them to provide protection from vibration. However, gloves and other warm clothing can be useful to protect vibration exposed workers from cold, helping to maintain circulation.

Low hand or body temperature increases the risk of finger blanching because of the reduced blood circulation. You should therefore make sure employees working outdoors in cold weather have adequate protection. The temperature in an indoor workplace should provide reasonable comfort without the need for special clothing and should normally be at least 16 °C. If this is not reasonably practicable, you should provide warm clothing and gloves. (More than one set may be required for each employee if the gloves or clothing are likely to become wet.) Gloves and other clothing should be assessed for good fit and for effectiveness in keeping the hands and body warm and dry in the working environment. You should also ensure that gloves or other clothing you provide do not stop employees working safely and do not present a risk of entanglement with moving parts of machinery.

Note gloves will be required as part of any mandatory glove policies and the type of glove worn must always be appropriate to the nature of the task.

5.2 Subcontractors and the self-employed

Subcontractors are required to ensure they have procedures and monitoring in place to meet the requirements of the Control of Vibration at Work Regulations and must demonstrate these protocols are in place before commencing work.

Where a labour request is received by an approved VR supplier, they must not supply any personnel who are diagnosed with HAVs or have a reduced exposure limit in place.

The self-employed must take action as set out in the Regulations to protect themselves from vibration risks. It is also stated that although self-employed people are not required to provide themselves with health surveillance in accordance with Regulation 7, it is nevertheless recommended that they follow the guidance in the Regulations for Health surveillance and, where appropriate, consult an occupational service provider.

VR will not undertake training of vibratory tools and equipment for sub-contract, self-employed or agency staff, however VR training material may be provided to our approved suppliers on request for them to deliver to their employees.

Construction Manager's and/or Supervisors will confirm when vibratory tools are required to be used on a particular shift. Any non-employee (including subcontractors) working on our behalf who have vibration monitoring protocols who do not meet the requirements of this procedure must have their vibration exposure monitored using H13-02 *Daily Vibration Assessment Record (Non-employees)*, with records maintained on site.

It is a legal requirement for any company to hold applicable medical information on their employees and manage the risk accordingly. The process above is designed to assist our supply chain in the control of

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exposure to vibration from VR activities but does not absolve them of their legal responsibilities under the current regulations.

VW UK provides occupational health “drop-in clinics” each year across fixed offices and sites. These clinics are open to everyone working on our behalf, not just employees, and therefore anyone using vibrating tools can discuss any concerns with an Occupational Health Nurse (OHN). The OHN will provide guidance and support as applicable, which may include consultation with a third party OH service provider.

5.3 Information, Instruction and Training

Line managers/Supervisors must ensure employees that use vibratory tools and equipment have received suitable and sufficient training and are able to demonstrate competence in their use.

All employees required to use small plant and powered tools shall undertake specific VR training which includes an element on HAVS awareness. Initial small tool training shall include the HAV exposure limits on the use of the specific tool, the controls to be applied and interpretation of the points per minute value information. Recertification training will be carried out every 3 years.

VR staff certificated in the use of small tools shall be briefed on the effects of vibration and the HAV syndrome, together with the importance of job rotation to minimise exposure and the requirements to record individual exposure.

5.3.1 Training requests (VR employees)

All requests for training for vibratory tools and equipment including the list of delegate names, wherever possible, must be made to the Training and Competence team at least 7 days in advance of the training.

The issue of HAVS Log Books will be undertaken in accordance with QUA11 – Management of IMS and Controlled Documentation.

Loose copies of the HAVS Log Book sheets will be included in the training packs and completed during the training so all delegates understand how they are to be filled in and the importance of doing so.

Joining Instructions will include a request for those with existing HAVS Log Books to bring them to the training – they will then be reviewed by the trainer to ensure that they are being completed effectively.

Following completion of the training the Training and Competence team will ensure that appropriate health surveillance is in place to manage all associated risks from use of vibratory tools and equipment.

No certificate of competence will be issued until surveillance has been assured and the relevant forms completed.

5.4 Monitoring

5.4.1 Identification of work with exposure to vibration

VR uses a simple ‘exposure points’ system to assess daily exposure from relevant vibration data and exposure times by recording points in a log book, provided as a personal controlled document to employees.

The exposure action value (EAV) (2.5 m/s² A (8)) is equal to 100 points.
The exposure limit value (ELV) (5 m/s² A (8)) is equal to 400 points.

Line Managers / Supervisors or Health & Safety Advisors / Managers shall identify tasks and tools resulting in workers being exposed to vibration, and specifically where regular exposure to HAV above the exposure action value of 2.5m/s² is expected.

VW UK do however recognise that these trigger time monitoring devices have their benefits and can be used to determine whether employees are at risk of exceeding the exposure action value (EAV).

5.4.2 Identification of employees with exposure to vibration

New employees whose roles are likely to involve use of vibrating tools will be identified by Occupational Health Nurses (OHN) during their initial health assessment using form H79-01 Initial HAVS Screening Questionnaire.

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Their details will be retained on the Occupational Health database Cohort, enabling the VW UK Occupational Health team to issue form H79-03 Annual HAVS Screening Questionnaire to these employees on an annual basis, in conjunction with a review of the employee’s OHS02F06 - Daily Vibration Logbook.

VW UK Occupational Health will fulfill the requirements for health screening and health surveillance for all employees and prospective employees who are, or who may be, affected by the identified operations which exceed the EAV.

Further guidance on the occupational health surveillance for vibration exposure is detailed in section 5.5 below and procedure H74 Occupational Health – General.

5.5 Recording exposure time and responsibilities of employees

5.5.1 Daily Vibration Logbook

All employees identified as having completed the small plant and powered tools training will be issued with a personal controlled copy of the Daily Vibration Logbook (OHS02F06) containing duplicate sheets of the H13-01 Daily Vibration Log.

The Health and Safety at Work etc. Act 1974 section 7 places general duties upon employees at work. It states that:

It shall be the duty of every employee while at work-

- (a) *to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work; and*
- (b) *as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.*

Employees have the responsibility to record their vibration exposure in their own personal controlled copy of the OHS02F06 - Daily Vibration Logbook and make it available for review by supervision and management on a weekly basis when using vibratory tools and equipment.

This must be done by recording:

- The date and day of use
- The type of tool being used and any relevant tool number
- Trigger time

The pink copy of the record should be retained by the employee in their log book and the white copy made available to supervision and management for review on a weekly basis when using vibratory tools and equipment.

If the employees has not used vibratory equipment, they must still complete as many fields as possible on log sheet to including the date and time period but with a statement ‘No tools used’. It is acceptable to use one log sheet for a period of a month providing the start and end dates are shown and that no tools have been used.

The OHS02F06 daily vibration logbook must also be brought to appointments with an OHN as part of the provision of health surveillance.

5.5.2 Review of exposure limits

The Line Manager/Supervisor must ensure that log book sheets are reviewed each week for all employees under their control using vibratory equipment.

If the daily recommended Exposure Limit Value (ELV) of 400 points per day is exceeded, the responsible Line Manager/Supervisor shall ensure that the exceedance has been recorded in the individual’s HAV’s Log Book.

Any exceedance of the Exposure Limit Value (ELV) shall be reported immediately to VRCC and the individual’s Line Manager will discuss preventative measures and behaviours with the employee.

If exceedance is excessive, the line manager will recommend that an appointment for HAVS Screening is made with the OHN immediately

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5.5.3 Retention of Daily Vibration Log sheets / books

The General Managers will ensure that there is a nominated individual within each of their businesses / projects who is responsible for the day to day administration of retention of all completed daily vibration log sheets and books. The nominated individual's details will be provided to the Training and Competence Manager who will retain a list on behalf of the HSQES Director.

The local storage arrangements will be maintained by the nominated individual for further reference and then processed for long term retention in line with the VR's retention of hard-copy records procedure QUA10.

5.6 Health Surveillance

Where there still remains a significant residual risk health screening and surveillance must be introduced.

Health surveillance will be carried out on all employees who:

- Are regularly exposed to HAV above the exposure action value of 2.5m/s² A(8) / 100 points, or
- Are occasionally exposed above the exposure action value of 2.5m/s² A(8) and a risk assessment has identified that the frequency and severity of exposure may pose a risk to health, or
- Those who have existing health problems affecting blood circulation e.g. diabetes, who may be at risk from exposures below the EAV and need to be protected by additional control measures, or
- Have previously been diagnosed as suffering from HAVS and who continue to be exposed to HAV
- Have breached the exposure limit value in any one shift

5.6.1 Assessment / Screening Approach

Regular exposure to vibration is defined as any employee using vibrating tools, accumulating 80-100 points of vibration exposure, for at least one shift per week; or at least four times per period, for at least six periods in any one calendar year.

Health surveillance may also be instigated for those individuals who have previously been diagnosed but may no longer be using vibrating tools.

In order to identify employees and prospective employees with symptoms that require further investigation, while avoiding unnecessary use of specialist resources a tiered approach to health surveillance will be employed by VW UK.

Five levels of health surveillance will be used. These are detailed in the following table:

| Level | Employee Completion | Face to Face with OHN | Face to Face with OHP | Summary of Actions |
|---|---------------------|-----------------------|-----------------------|--|
| Level 1 Initial or Baseline Questionnaire (H79-01) | ✓ | ✓ | | Questionnaire(s) reviewed by OHN/OHT. If no symptoms suggestive of HAVS then revert to annual HAVS questionnaire (H79-03) (refer to Level 2 assessment below). |
| | | | | Questionnaire reviewed by OHN/OHT. If symptoms presented are suggestive of HAVS, OHN to conduct Level 3 assessment (H79-02). |
| Level 2 Annual Screening Questionnaire (H79-03) | ✓ | | | Questionnaire reviewed by OHN/OHT. No symptoms suggestive of HAVS continue annual HAVS questionnaire. |
| | | | | Updated guidance in 2019 (L140 Second edition) published in relation to Health Surveillance for HAVS. Tier 3 assessments are no longer required on 3 rd year of reporting no symptoms. A Tier 3 assessment will only need to be undertaken if symptoms are disclosed. |
| | | | | Questionnaire reviewed by OHN/OHT. Symptoms presented are suggestive of HAVS, OHN to conduct Level 3 assessment (H79-02). |
| Level 3 Assessment by OH Nurse | | ✓ | | Questionnaire and clinical assessment (H79-02) performed by OHN. If no symptoms suggestive of HAVS revert to issuing annual questionnaire (H79-03). |
| | | | | Presumptive diagnosis of HAVS but no formal diagnosis - refer to level 4 assessment. |

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| Level | Employee Completion | Face to Face with OHN | Face to Face with OHP | Summary of Actions |
|---|---------------------|-----------------------|-----------------------|--|
| Level 4 Assessment by OH Physician | | | ✓ | Review level 3 questionnaire clinical assessment performed by third party OH Physician (OHP). Formal diagnosis made by OHP. Fitness to work recommendations and RIDDOR reporting confirmed to VW UK. Review time frame confirmed by OHP. Possible level 5 but only after consultation. |
| Level 5 Standardised Testing | | | ✓ | Testing performed by specialist. Formal diagnosis made by OHP. Review time frame confirmed by OHP. |

5.6.2 Action required following HAVS or CTS diagnosis

When an employee is diagnosed with HAVS or CTS, the Training & Competence Manager will receive written notice from VW UK Occupational Health.

The Training and Competence Manager will notify the relevant enforcing authority as required by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

The respective H&S Advisor / Manager in discussion with the Line Manager and OHN will conduct an individual risk assessment with the employee and take action to eliminate / reduce the exposure of the injured person to vibration, to avoid worsening their symptoms.

The employee will be informed of any restrictions / limitations necessary and why they have been implemented. These arrangements should be communicated to others planning or undertaking the work and check that they are enforced.

Further health assessments will be arranged as per OHN / OHP recommendations and where there is a total ban on the exposure to vibratory tools and equipment, there will no longer be a requirement to complete the annual HAVS surveillance questionnaires.

5.7 Occupational Health Records

Occupational Health will maintain records of the health surveillance programme. The records will include:

- Identification details of employees at risk from vibration
- Health records for employees under health surveillance, including the outcome of health surveillance in terms of fitness for work with exposure to HAV, and any restrictions required

| Record | Retained By | Retention Period |
|--|------------------------------------|------------------|
| Personal Medical Records | Occupational Health | 40 Years |
| Medical Health Questionnaires (H81-06) | Occupational Health | 40 Years |
| HAVS questionnaires (H79-01/02/03) | Occupational Health | 40 Years |
| HAVS Training Records | Training and Competence Department | 40 Years |
| Daily Vibration Log Sheets / Books | Business Admin | 40 years |

5.8 Inspection and Auditing Requirements

Line managers / supervisors should identify that all employees that use vibratory tools and equipment have received the training pack and that employees are using the daily vibration logbook.

The Head of Quality Systems will include these arrangements within the internal audit plan to review the requirements and effectiveness of the management system.

The H&S Advisors / Manager should include a review of these arrangements within the HSQES inspection process to monitor compliance during the operational delivery stage.

The Head of Quality Systems will ensure the arrangements for sub-contractors are audited as part of the supplier audit program.

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6. DOCUMENTATION (OUTPUTS)

- VR Control of Vibration at Work – PowerPoint
- VW UK H79-01 Initial HAVS Screening Questionnaire
- VW UK H79-02 Clinical HAVS Questionnaire
- VW UK H79-03 Annual HAVS Screening Questionnaire.
- VW UK H13-02 Daily Vibration Assessment Record (Non-employees),
- VW UK H13-03 Vibrating Tools Inventory (Vibration Assessment)
- OHS02F05 HAVS Awareness Training Declaration
- OHS02F06 Daily Vibration Log (for printed logbook VR/DVLOG) linked to H13-01

7. ISSUE RECORD

| Issue | Date | Comments |
|-------|------------|--|
| 1 | Jun 2010 | First Issue – Formerly issued as Group Standard SQE/13. Rewritten to encompass the changes to the occupational health services. |
| 2 | Aug 2010 | Reissued to incorporate new forms OHS/02/F/02 and OHS/02/F/03 |
| 3 | Oct 2010 | Section 7.3.1 amended to include new log book entry requirement |
| 4 | 14/09/2012 | Section 6.3.1 amended following results of CAT 1 Audit to include new log book entry requirements and subsequent retention of log book records |
| 5 | 01/07/2015 | Full review and several revisions made throughout to incorporate VW UK good practice, introduction of sub-contract/ agency training consent form, timescales for requesting internal training and references to VW UK Occupational Health forms. |
| 6 | 08/03/2016 | Update/Addition of definitions and amendment of section 5.6.1 to include definition of regular exposure to vibration. |
| 7 | 04/08/2016 | Minor changes to section 5.3.1 Training Requests (VolkerRail employees) |
| 8 | 01/09/2016 | Minor changes to section 5.5.1 Daily Vibration Logbook |
| 9 | 10/02/2018 | Updated to reflect VWUK changes: H79-01, H79-02 & H79-03 Minor amendment to OHS02F05 |
| 10 | 17/03/2023 | Updated to include more detailed arrangements for sub-contractors following supply chain audit feedback |

8. WHAT HAS CHANGED IN THIS LATEST ISSUE AND WHY

This procedure has been amended to incorporate the requirements on VR's approved suppliers for labour, in section 5.2 - Subcontractors and the self-employed.

This follows feedback from audit activity and has indicated the need for further assistance and clarity in the process including the definition of legal duties

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9. BRIEFING REQUIREMENTS

All new employees will receive an introduction to the Integrated Management System (IMS) at induction, according to the nature of the role.

All employees with an email address receive the 'Record of Revisions' each month, which details changes to the IMS. All Line Managers retain the responsibility to ensure their staff are briefed on changes as appropriate.

The following table defines how revised issues of this document are briefed to existing employees according to related specific responsibilities.

This is determined using the 'RACI' principle. Those roles identified as 'Responsible' and 'Accountable' should receive a formal awareness briefing facilitated by the Document Owner.

| Discipline | Role | RACI | Type of briefing |
|--------------------|--|-------------|------------------|
| Project & Planning | Project Managers | Awareness | Awareness |
| Senior Management | General Managers | Responsible | Detailed |
| Senior Management | Head of Quality Systems | Responsible | Detailed |
| HSQES | H&S Advisors / Manager | Responsible | Detailed |
| HSQES | Training and Competence Manager / Administrators | Responsible | Detailed |
| Engineering | Business Manager Small Plant and Welding | Responsible | Detailed |
| Engineering | Small Plant and Equipment Asset Manager | Responsible | Detailed |
| Engineering | Small Plant Supervisors | Responsible | Detailed |
| Delivery | Stores Controllers | Responsible | Detailed |
| Delivery | Sub-contract / agency labour suppliers | Responsible | Detailed |
| Delivery | Depot Managers | Responsible | Detailed |
| Supervisory | Supervisors / Line Managers | Responsible | Detailed |
| Procurement | Supplier Assurance Manager | Responsible | Detailed |

| Competence | RACI | Type of briefing |
|---|-------------|------------------|
| All employees involved in the use of hand-held vibrating tools, hand-guided vibrating machines, hand-fed vibrating machines and small plant | Responsible | Detailed |

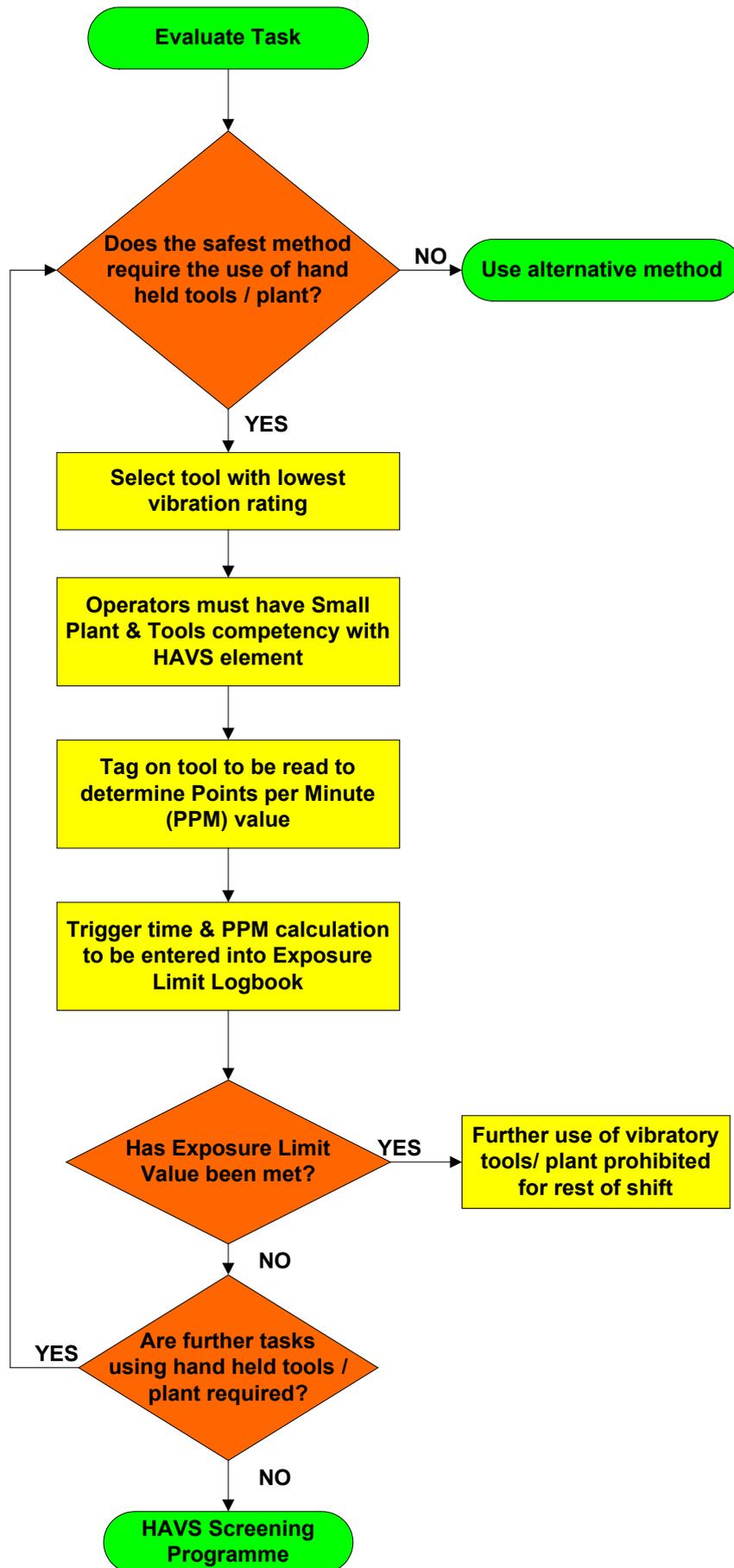
10. IMS AUTHORISATION
Document owner approval:

Stuart Webster-Spriggs, HSQES Director, 17/03/2023

Approval for IMS:

Paula Roberts, IMS Coordinator, 17/03/2023

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|-------------------|-----------------|-----------------|----------------|------------------|-------------------------|---------------|--|
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