

# HAVS DISCUSSION RECORDING FORM

## Record of Meeting/Discussion

Employee	
Payroll/Contract Number	
Home Address	
Contact Number	
Section (Roads, Streetscene etc.)	
Work Location	
Date of Meeting	
Date of OH Report	
In Attendance	

HAVS TIER [    ] ASSESSMENT REPORT			
Current HAVS Stage		RIDDOR Reportable?	
Removal from vibrating tools?		Reduction in exposure?	
Carpal Tunnel Syndrome?		Other vibration related issues?	
Advised to discuss findings with GP?			

*Notes of Discussion: (Delete as appropriate)*

- Explanation of HAVS Tier system and HAVS diagnosis staging system
- Review of OH / HAVS Report
- Review of Tool Record
- Current exposure
- Review of IRA
- Control measures which required to be implemented
- Tool measurement / replacement
- Required Photographic Evidence (as applicable)

In line with your Individual Vibration Risk Assessment, the use of Vibrating tools will be RESTRICTED to daily values of:

Maximum Exposure Action Value (where additional controls are required)	50 Points
Maximum Exposure Limit Value (Must NOT be exceeded)	100 Points

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*Agreed Actions/Outcomes/Recommendations or Restrictions:*

1. Agree updates to Individual Risk Assessment (Individual & Line Manager)
2. Ensure HAVWEAR is correctly tagged to equipment being used (Individual)
3. Review tool use log on a weekly basis (Line Manager)
4. Replace tools with high vibration magnitude (Line Manager)

Managers Signature	
Date	
Employees Signature	

Please return to: [occupationalhealth@eastdunbarton.gov.uk](mailto:occupationalhealth@eastdunbarton.gov.uk) on completion.