



# MANAGER GUIDE

## Title and Document Relationship

<b>Title:</b>	<b>Manager Guide – Hand-Arm Vibration Safe System of Work</b>
<b>Related SSOW:</b>	Safe System of Work – Hand-Arm Vibration (SSOW-HAV-001)
<b>Linked Awareness Course:</b>	Hand-Arm Vibration Safety Awareness – referenced for context only

## Purpose of This Guide

This guide supports managers and supervisors in issuing, enforcing, and reviewing the Hand-Arm Vibration SSOW. It reinforces management accountability for controlling vibration exposure and clarifies the distinction between awareness training and safe systems of work.

## When the SSOW Must Be Issued

The SSOW must be issued whenever:

- Work involves the use of handheld or hand-guided vibrating tools
- New tools, tasks, or processes are introduced
- Exposure duration or frequency increases
- Personnel or site conditions change

Awareness training alone does not permit work.

## Manager Issue and Decision Framework

Managers must:

- Confirm completion of relevant awareness training
- Issue the current controlled version of the SSOW
- Ensure vibration exposure assessment arrangements are in place
- Confirm access to suitable tools and maintenance arrangements
- Set exposure limits and supervision requirements
- Ensure health surveillance arrangements are implemented where required
- Record SSOW briefing and any task-specific restrictions

## **Supervisor Responsibilities**

Supervisors must:

- Brief the SSOW prior to work commencing
- Monitor exposure controls and compliance during work
- Intervene and stop work where risk increases or controls fail

Supervisors must be supported by management when exercising stop-work authority.

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## **Briefing and Acknowledgement**

- Briefings must be task- and site-specific.
  - Acknowledgement may be recorded to confirm SSOW issue and understanding.
  - Acknowledgement does not confirm competence or authorisation.
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## **Monitoring, Review and Audit**

- Managers must ensure ongoing monitoring of vibration exposure controls.
- Records of issue, briefing, exposure management, and review must be maintained.
- Review is required following reported symptoms, incidents, audits, or changes in guidance or work practices.