

MANAGER GUIDE

Title and Document Relationship

Title:	Manager Guide – Hand-Arm Vibration Safe System of Work
Related SSOW:	Safe System of Work – Hand-Arm Vibration (SSOW-HAV-001)
Linked Awareness Course:	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.

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.

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.