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| **CAL-HS-PD-1012** |
| **Specific Assessments General** |
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| **Procedure** |
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| Revision History | | | | | |
| This document should be reviewed at least every 12 months to maintain its effectiveness.  Record the details of any changes made as a result of these reviews in the table below: | | | | | |
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# SCOPE

1. As with all assessments, the content of the assessment must be communicated to those persons identified as being at risk and training must be given in the implementation of the control measures.

# NOISE

1. For hire and sale plant, the manufacturers’ data sheets will provide the ambient noise profile for that item of plant and an assessment undertaken based on this data. The data sheets will be retained in a file at the Company office.
2. For machines and processes for which no manufacturer’s data is available, reference should be made to generic assessments held on file by M2 Safety Consultants Limited.
3. Where noise assessments are required for a specific task or situation for which no data is available, then the safety adviser may be called upon to undertake a noise survey, providing an assessment of exposure and a recommendation for hearing protection where this is required.
4. All assessments will be recorded on the standard form and copies will be retained on file in the Company office.

# DISPLAY SCREEN EQUIPMENT

1. The user, employing the HSE self-assessment questionnaire, will assess individual workstations.
2. Where advice is required on particular aspects of the results of the assessment are required, the safety adviser should be consulted.
3. All assessments will be recorded on the standard form and copies will be retained on file in the Company office.

# MANUAL HANDLING

1. Manual handling operations will be limited to those operations where mechanical methods cannot reasonably be employed.
2. M2 Safety Consultants Limited will provide generic manual handling assessments covering basic operations.
3. All employees likely to be exposed to a risk from manual handling will be given training in the correct techniques to be employed.
4. Where specific advice or assessment is required, then the person exposed, or his supervisor, should undertake the assessment.
5. All assessments will be recorded on the standard form and copies will be retained on file in the Company office.

# PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. All employees will be issued with the PPE identified in the risk assessment for the task which they have been allotted.
2. The standard issue of PPE is identified in policy (MS2-HS-PS-3700).
3. All PPE users will be instructed in the use and maintenance of the PPE issued to them by the Company.
4. In order to ensure compliance with the risk assessment, only the Company issued PPE may be used by an employee.
5. All assessments will be recorded on the standard form and copies will be retained on file in the Company office.

# VIBRATION

1. Vibration assessment will be in the form of generic assessments prepared from information supplied by the manufacturer or supplier of the plant involved.
2. Where assessment of a specific situation is required, an external consultant will carry this out.
3. All assessments will be recorded on the standard form and copies will be retained on file in the Company office.

# ASSESSMENT RECORDS

1. All assessment records will be under the control of the company’s designated individual, who will ensure their retention and review.

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| M2 Safety Consultants Ltd |
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