

This guidance is an extract of the relevant responsibilities for all persons from the University HSW procedure for [Noise & Sound Safety Management](#). The responsibilities listed below apply to all persons engages in a task or activity or working in an area that contains hazardous noise. Where persons require advice on how to meet these requirements in their workplaces, they should contact hswteam@adelaide.edu.au.

Process: Hazard Management

- ☐ Report any work-related noise and sound safety issue(s) you identify, which has the potential to expose you or others to hazardous noise (see Appendix A as a guide) in accordance with the Report a safety issue or incident HSW Handbook chapter to ensure appropriate investigation and follow-up

Process: Controlling the risks of hazardous noise

- ☐ Review and comply with the control measures in noise risk assessments prior to undertaking work in noisy workplaces or with noise and sound emitting plant, equipment, or items.
- ☐ Report plant/equipment or tasks which increase noise and sound levels to your Supervisor/person in control of the area/activity.
- ☐ Record all noise and sound related safety issues or incidents in the on-line system.
- ☐ Identify sources of noise and sound that may cause or contribute to hearing loss, and if necessary, assess the risks associated with these hazards in consultation with your Supervisor/person in control of the area/activity.

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