

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

Process: Hazard Management

Ensure any potential noise hazards (see definitions) in the School or Branch are identified in consultation with workers in the area:

- Is a raised voice needed to communicate with someone about one metre away?
- Do your workers notice a reduction in hearing over the course of the day? (This may only become noticeable after work, for example, needing to turn up the radio on the way home)
- Are your workers using noisy powered tools or machinery?
- Are there noises due to impacts (such as hammering, pneumatic impact tools) or explosive sources (such as explosive powered tools, detonators)?
- Are personal hearing protectors used for some work?
- Do your workers complain that there is too much noise or that they can't clearly hear instructions or warning signals?
- Do your workers experience ringing in the ears or a noise sounding different in each ear?
- Do any long-term workers appear to be hard of hearing?
- Have there been any workers' compensation claims for noise-induced hearing loss?
- Does any equipment clearly have the capability of producing noise and sound levels equal to or greater than any of the following (this information may also be identified in manufacturer's information or on labels):
 - 80 dB(A) LAeq,T (T= time period over which noise is measured)?
 - 130 dB(C) peak noise level?
 - 88 dB(A) sound power level?
- Do the results of audiometry tests indicate that past or present workers have hearing loss?
- Are any workers exposed to noise and ototoxins (see definitions and Appendix D) in the workplace?
- Are any workers exposed to noise AND either hand-arm vibration (HAV) or whole-body vibration (WBV)?

Where you have answered yes to any of the above questions:

- Conduct a risk assessment in accordance with the Hazard Management Handbook chapter and ensure as part of this process, a preliminary noise assessment is carried out using a non-integrating sound level meter as a minimum (available from the Central HSW Team), as an indicator. Refer to Appendix B1 – Common noise sources and their typical sound levels and Appendix B2 – Equivalent noise exposure limits as a guide. Where you have identified any potential for exposure to hazardous noise (see definitions)
- Arrange for a noise assessment to be conducted by a competent person (see definitions) in accordance with the Code of Practice "Managing noise and preventing hearing loss at work and AS/NZS 1269.1:2005 "Occupational noise management – Measurement and assessment of noise emission and exposure" in consultation with the local HSW Team.
- Ensure a noise assessment report is completed in accordance with the Code of Practice "Managing noise and preventing hearing loss at work (Appendix E)"

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Process: Controlling the risks of hazardous noise

- Review the noise assessment report to identify the appropriate control measures.
- Seek assistance from the local HSW Team and/or Head of School/Branch (if assistance and/or additional resources are required)
- Record and implement the agreed control measures on the Risk Assessment template (commenced in 3.1) in accordance with the Hazard Management Handbook chapter, in consultation with the relevant workers. (Aim to eliminate the source of noise and sound completely if possible, or if not possible, minimise the risk in accordance with the hierarchy of control (e.g. substitution/isolation/engineering/administrative controls and/or provision of personal protective equipment [PPE]). Refer to Appendix C for examples of control measures and specific requirements under the Code of Practice for Managing noise and preventing hearing loss at work.
- Monitor that the control measures are being followed by workers.
- Ensure all noise and sound related safety issues or incidents are reported in the on-line system and investigated in accordance with the incident investigation HSW Handbook chapter.
- Ensure audiometric testing is provided for any workers who are frequently required to wear hearing protection as an identified control measure for noise and sound that exceeds the exposure standard in accordance with section 5.1.

Process: Audiometric Testing

- Notify the Faculty Technical Services Manager/HR Manager (or Faculty Executive Manager where neither is appointed) or Head of Branch if your activity/area requires audiometric testing.
- Ensure where audiometric testing is required that it occurs within three months of the worker commencing work and that this requirement is recorded e.g. using a Training Plan or Schedule of Programmable Events (SPE). Starting audiometric testing before workers are exposed to hazardous noise (e.g. new starters or those changing jobs) provides a baseline for future test results.
- Ensure that any audiometric testing and assessment of audiograms is carried out by competent persons in accordance with the procedures in AS/NZS 1269.4:2014 “Occupational noise management – Auditory assessment”.
- Ensure that monitoring of hearing with regular audiometric testing (i.e. at least every 2 years). Note: More frequent audiometric testing may be needed if exposure is at a high LAeq8h, which is equal to or greater than 100 dB(A)

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