

Noise – Assessment Tool

KEY	LEGISLATION, GUIDANCE AND STANDARDS
ACoP	Approved Code of Practice for the Management of Noise in the workplace.
s	Health and Safety in Employment Act 1992
r	Health and Safety in Employment Regulations 1995

Elements for Inspection	Ref.	Evidence
<p>1 Identify the hazard</p> <p>Are you satisfied that significant noise risks have been identified by the employer via a preliminary noise assessment (walk through)?</p>	<p>r11</p> <p>ACoP 14</p> <p>s7</p>	<ul style="list-style-type: none"> Verbal Documented system Noise map
<p>2 Noise assessment</p> <p>Are you satisfied that the employer has assessed the level of risk noise presents?</p> <p>Consider:</p> <ul style="list-style-type: none"> Exposure: Frequency, length level (pitch), multiple sources and likelihood Competent person Detailed noise assessment (5 years or after change) 	<p>r11,</p> <p>ACoP 16</p> <p>s7</p>	<ul style="list-style-type: none"> Verbal Documented system detailing risk assessment
<p>3 Controlling the noise (elimination and isolation)</p> <p>Are you satisfied that the hierarchy of controls has been considered?</p> <p>Consider:</p> <ul style="list-style-type: none"> Elimination at the source Enclosure to isolate the noise/area 'Buy quiet' policy Work patterns to reduce exposure Separation of people from the noise 	<p>r11</p> <p>ACoP 19</p> <p>s8</p> <p>s9</p>	<ul style="list-style-type: none"> Observation Documented system detailing controls Procurement policy Shift rosters
<p>4 Controlling the noise (minimisation)</p> <p>Where minimisation is used, are you satisfied that the controls are adequate?</p> <p>Consider:</p> <ul style="list-style-type: none"> Monitoring of use in defined areas Replacement when in disrepair Defined hearing protection areas? Clear signage Proper fit of hearing protection (plugs and muffs) Cleaning of hearing protection 	<p>ACoP 23</p> <p>r11 (3)</p> <p>s10</p>	<ul style="list-style-type: none"> Observation of use, fit storage, stocks Documented system detailing controls Verbal assertions from persons with responsibility Proof of fit testing

<p>5 Monitoring the health effects of noise (audiometry)</p> <p>Are you satisfied that exposure to noise is adequately monitored where noise is a significant hazard?</p> <p>Consider:</p> <ul style="list-style-type: none"> Base-line testing at start and end of employment Audiometric tests at least once a year 	<p>ACoP 27 s10</p>	<ul style="list-style-type: none"> Testing results (note privacy) Scheduled testing Verbal assertions from employees
<p>6 Serious harm and investigations</p> <p>Are you satisfied that the employer understands and has implemented the requirements around serious harm and investigations?</p> <p>Consider:</p> <ul style="list-style-type: none"> Accident register Noise induced hearing loss is serious harm. Notify WorkSafe NZ Investigation (review) into how and why hearing damage has occurred and putting in place controls to prevent further harm 	<p>AcoP 35 s25 s7 (2)</p>	<ul style="list-style-type: none"> Accident register Corrective actions taken Investigation reports
<p>7 Information</p> <p>Are you satisfied that employees have been provided with information about noise hazards and hearing protection in a format they can understand?</p>	<p>ACoP 30 s12</p>	<ul style="list-style-type: none"> Signage Information on use of PPE ACoP
<p>8 Training and supervision</p> <p>Are you satisfied that all workers exposed to excessive noise have been provided adequate training and are supervised until competent?</p> <p>Are you satisfied that those responsible for purchasing plant and design of the workplace are aware of noise issues and take noise into account?</p> <p>Consider:</p> <ul style="list-style-type: none"> Workers understanding and observed use of safe procedures Persons responsible for cleaning and storage of PPE Signage in/around designated areas Monitoring by managers and supervisors of proper fit and use 	<p>ACoP 30 s13</p>	<ul style="list-style-type: none"> Observation Assertions from workers, supervisors and managers Training invoices
<p>9 Worker participation</p> <p>Are you satisfied that the employer actively tries to involve employees in health and safety?</p> <p>Consider:</p> <ul style="list-style-type: none"> Provision of reasonable opportunities Talking point sessions Involvement in hazard ID and assessment 	<p>AcoP 18 s19B</p>	<ul style="list-style-type: none"> Verbal Assertions from workers Meeting minutes