

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

<p><b>5 Monitoring the health effects of noise (audiometry)</b></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"> <li>▪ Base-line testing at start and end of employment</li> <li>▪ Audiometric tests at least once a year</li> </ul>	<p>ACoP 27 s10</p>	<ul style="list-style-type: none"> <li>▪ Testing results (note privacy)</li> <li>▪ Scheduled testing</li> <li>▪ Verbal assertions from employees</li> </ul>
<p><b>6 Serious harm and investigations</b></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"> <li>▪ Accident register</li> <li>▪ Noise induced hearing loss is serious harm. Notify WorkSafe NZ</li> <li>▪ Investigation (review) into how and why hearing damage has occurred and putting in place controls to prevent further harm</li> </ul>	<p>AcoP 35 s25 s7 (2)</p>	<ul style="list-style-type: none"> <li>▪ Accident register</li> <li>▪ Corrective actions taken</li> <li>▪ Investigation reports</li> </ul>
<p><b>7 Information</b></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"> <li>▪ Signage</li> <li>▪ Information on use of PPE</li> <li>▪ ACoP</li> </ul>
<p><b>8 Training and supervision</b></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"> <li>▪ Workers understanding and observed use of safe procedures</li> <li>▪ Persons responsible for cleaning and storage of PPE</li> <li>▪ Signage in/around designated areas</li> <li>▪ Monitoring by managers and supervisors of proper fit and use</li> </ul>	<p>ACoP 30 s13</p>	<ul style="list-style-type: none"> <li>▪ Observation</li> <li>▪ Assertions from workers, supervisors and managers</li> <li>▪ Training invoices</li> </ul>
<p><b>9 Worker participation</b></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"> <li>▪ Provision of reasonable opportunities</li> <li>▪ Talking point sessions</li> <li>▪ Involvement in hazard ID and assessment</li> </ul>	<p>AcoP 18 s19B</p>	<ul style="list-style-type: none"> <li>▪ Verbal</li> <li>▪ Assertions from workers</li> <li>▪ Meeting minutes</li> </ul>