1. **SMS DOCUMENT HIERARCHY**

![Diagram of SMS document hierarchy]

2. **PURPOSE**
To outline the minimum key compliance requirements for activities that generate noise to ensure arrangements at each Queensland Urban Utilities (QUU) controlled worksite are in place, effective and meet QUU’s Safety Management System (SMS) requirements.

This quick guide has been developed as information and planning resource only and is not to be used as a Work Health and Safety (WHS) inspection or audit tool. WHS audits and inspections must be undertaken using the relevant WHS audit or inspection tool as outlined in *WHS Audit and Inspection Procedure (PRO366)*.

3. **QUU RELATED DOCUMENTS**
- Noise Standard Operating Procedure (PRO421)
- Plant Risk Assessment (FOR290)
- WHS Hazard and Risk Management Procedure (PRO363)

4. **FURTHER INFORMATION**
For further information, contact your Health and Safety Representative or the QUU Safety Team.
## 5. PROCESS ACTIONS TO ACHIEVE COMPLIANCE

### AT ALL TIMES

<table>
<thead>
<tr>
<th>1. IDENTIFY NOISE HAZARDS</th>
<th>REFERENCE</th>
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</thead>
<tbody>
<tr>
<td>(a) Risk assessments have been conducted to identify noise hazards in the workplace using the <strong>Plant Risk Assessment (FOR290)</strong> and generic risk assessment (WRAP).</td>
<td>Section 7.1 (FOR290)</td>
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<table>
<thead>
<tr>
<th>2. NOISE CONTROL MEASURES</th>
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<tr>
<td>(a) Where possible, risks have must be eliminated or minimised so far as is reasonably practicable by implementing control measures in accordance with the hierarchy of controls.</td>
<td>Section 7.2 (PRO363)</td>
</tr>
</tbody>
</table>

**Eliminate**

(b) Can the noisy plant or equipment be eliminated from the workplace?

(c) Can the work process be carried out so that hazardous noise is not produced?

**Substitute**

(d) When purchasing new equipment, consider items that are able to operate more quietly.

**Engineering**

(e) Modify plant and work processes to reduce the noise.

(f) Design changes to plant to enclose noise or isolate it from the work area.

(g) Undertake regular maintenance of plant, equipment and tools.

(h) Use sound absorption and attenuation devices such as sound proofing booths and partitions.

(i) Minimise metal to metal impact or suppress vibrating surfaces in circumstances where these occur.

**Administration**

(j) When determining work schedules consider where noisy work is undertaken to limit the number of people exposed to the noise.

(k) Keep workers out of noisy areas if their work does not require them to be there.

(l) Restrict access and signpost areas exposed to high noise levels.

(m) Provide workers exposed to noisy work conditions with quiet areas for rest breaks.

(n) Ensure safety signs are displayed to alert people to the possibility of noise in the area, including the requirement to wear PPE;

(o) Ensure adequate training is provided to workers on the use of PPE;

(p) Use appropriate Personal Protective Equipment (PPE) such as Class 5 ear plugs or ear muffs.

(q) Undertake ongoing monitoring of condition and usage of noise control equipment.

### 3. PERSONAL PROTECTIVE EQUIPMENT

(a) If personal protective equipment (PPE) is to be used, it is important that the most suitable hearing protection is used for the task. | Section 7.3 |
### AT ALL TIMES

| (b) When selecting personal hearing protectors the degree of attenuation required in the worker’s environment should be considered. |
| (c) Personal hearing protectors should be selected and maintained in accordance with AS/NZS 1269.3 Occupational Noise Management – Hearing Protector Program. |

### 4. NOISE MONITORING

#### Monitoring the Workplace

| (a) In workplaces where it is suspected excessive or nuisance noise is being generated, noise levels will be assessed as a minimum every five years. |
| (b) Noise levels will be assessed/reviewed: when significant changes are made to the work area/workers’ tasks/equipment, upon request from an HSR or after an incident is reported involving noise exposure. |
| (c) Monitoring will be undertaken by a competent person with the necessary skills, training and experience in accordance with the procedures of AS/NZS 1269.1 Measurement and Assessment of Noise Emission and Exposure. |

#### Audiometric Testing

| (a) All new workers who may be required to work in or in the vicinity of excessive noise are required to undergo a hearing test within the first three months of appointment to establish a baseline as a reference for future audiometric testing. |
| (b) Once baseline monitoring has been undertaken, monitoring is to be undertaken at least every two years or as appropriate as outlined in the code of practice. |
| (c) Audiometric testing is to be undertaken in accordance with the procedures in AS/NZS 1269.4:2005 – Occupational Noise Management – Auditory Assessment. |
| (d) Any changes to hearing levels shall be investigated to ensure effective controls are in place in the workplace. |

### 5. TRAINING

| (a) Instruction on noise risks must be provided to workers and contractors. This is achieved at induction and tool box talks. |
| (b) Site induction must communicate: the location of mandatory hearing protection zones, how to identify which activities are mandatory hearing protection activities, and the availability of hearing protection at the worksite. |
| (c) Tool box talks must communicate: when and how to use the personal hearing protection device, any defects in the plant or workplace likely to cause exposure to excessive noise, and the purpose and nature of audiometric testing. |

### 6. REVIEW PROCESS

This document is to be reviewed every 12 months or earlier if:
- There is an identified risk to business,
- A significant safety event occurs,
• Incident investigation or audit results show that application of the Quick Guide fails to deliver the required outcomes,
• There are changes in associated legislation, and
• There is evidence that the Quick Guide is not having a positive impact on safety-related KPIs.