**NOISE IDENTIFICATION CHECKLIST**

This template is intended to assist member businesses develop their own workplace checklist. The following information should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the checklist. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced health, safety and wellbeing and workplace relations advisors can assist members with a range of health, safety, wellbeing, employment, human resources and industrial relations issues.

Our experienced health, safety and wellbeing and workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide health, safety and wellbeing consulting and training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Advice Line on **(03) 8662 5222.**

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NOISE IDENTIFICATION CHECKLIST

**Instruction:**Use the checklist to identify noisy areas and equipment that need further assessment and/or control

|  |  |
| --- | --- |
| **Date checklist completed:** |  |
| **Date checklist to be reviewed:** |  |
| **Name of person completing the checklist:** |  |
| **Work area:** |  |
| **Plant & equipment used in work area/work activities:** |  |

| YES’ to any of these statements indicates further assessment/control is required | | | **Yes** | **No** |
| --- | --- | --- | --- | --- |
| 1. Is a raised voice needed to communicate with someone about one meter away? | | | ❒ | ❒ |
| 1. Do workers complain that there is too much noise? | | | ❒ | ❒ |
| 1. Do workers say that they can’t hear each other or hear instructions or warning signals? | | | ❒ | ❒ |
| 1. Do people working in the area notice a reduction in hearing over the course of the day? (This reduction might not be noticed until after work.) | | | ❒ | ❒ |
| 1. Do workers experience any of the following: **[Ask workers]** | | | ❒ | ❒ |
| * 1. ringing in the ears (tinnitus); | | | ❒ | ❒ |
| * 1. the same sound having a different tone in each ear; | | | ❒ | ❒ |
| * 1. muffled hearing? | | | ❒ | ❒ |
| 1. Long-term workers are hard of hearing | | | ❒ | ❒ |
| 1. There are **NO** personal hearing protectors provided | | | ❒ | ❒ |
| 1. There are **NO** signs indicating that personal hearing protectors should be worn, posted at the entrance or in the work area | | | ❒ | ❒ |
| 1. Have there been any workers compensation claims for noise-induced hearing loss? | | | ❒ | ❒ |
| 1. When plant and equipment is assessed for purchase/alteration, potential noise levels are NOT taken into consideration | | | ❒ | ❒ |
| 1. Equipment has manufacturer’s noise information (including labels) that indicates noise levels equal or greater than any of the following: | | | ❒ | ❒ |
| * 1. (a) 85 dB(A) | | | ❒ | ❒ |
| * 1. (b) 140 dB(A) peak noise level | | | ❒ | ❒ |
| * 1. (c) 88 dB(A) decibels sound pressure level? | | | ❒ | ❒ |
| 1. If Personal Protective Equipment (PPE) is required to be worn due to exposure to levels above the exposure standard, is audiometric screening carried out? This needs to be undertaken within 3 months for new employees/workers and at two yearly intervals for all exposed employees/workers.) | | | ❒ | ❒ |
| 1. Audiometric screening results indicate that past or present employees have hearing loss | | | ❒ | ❒ |
| 1. Does noise in any part of the workplace sound as loud as or louder than 85(A) decibels using the scale Decibel Levels of Common Sounds? (see below for the list of Decibel Levels of Common Sounds) | | | ❒ | ❒ |
| 1. Persons working in the area **DO NOT** receive audiometric testing on a regular basis. | | | ❒ | ❒ |
| 1. There are **NO** signs indicating areas with high noise levels | | | ❒ | ❒ |
| 1. Sound insulation & absorbing materials **DO NOT** exist/are **NOT** maintained in a good condition | | | ❒ | ❒ |
| 1. Worn or loose parts on plant are **NOT** replaced when they become too noisy | | | ❒ | ❒ |
| 1. Noise controls include administrative controls and/or PPE | | | ❒ | ❒ |
| List Administrative and PPE controls: | | | | |
| 1. Staff have **NOT** been trained in the correct use of PPE | | | ❒ | ❒ |
| 1. Noise overflow from adjacent business operations (including neighbours / construction work, etc.) is considered in risk assessments | | | ❒ | ❒ |
| **Action Plan [to address where ever you answered “YES”. List the actions required to reduce the noise levels.**  **Apply the Hierarchy of Control when developing controls (Eliminate or effectively control to a minimum)** | | | | |
| **Problem identified:** | **Corrective action to be taken:** | **Due Date** | | |
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**Completed form to be returned to [INSERT NAME/POSITION]**