

1. Purpose

To describe the process of identification and control of risks associated with management of noise at workplaces / sites at the Greater Dandenong City Council (GDCC).

2. Scope

This procedure applies to all employees, contractors and volunteers at GDCC workplaces.

3. Definitions

Audiometric testing: The testing of a person's ability to hear various sound frequencies, using an audiometer.

Decibel (dB): The unit used to indicate the relative magnitude of sound pressure level and other acoustical quantities, measured on a logarithmic scale.

Health and Safety Representative (HSR): An employee elected by the Designated Work Group (DWG) to represent them on matters relating to OHS.

Noise Exposure Standard: A level established by the OHS regulations 2017 that, when exceeded, indicates the workplace is too noisy. The current standard is 85 dB (A) averaged over an eight hour period, and a maximum or peak noise level of 140 dB (C).

Personal Protective Equipment (PPE): Clothing and equipment designed to be worn that can provide a level of protection from injury or illness from workplace hazards.

Risk Assessment: The process of determining the likelihood and consequence of injury, disease, illness, or damage arising from exposure to a hazard. If there are existing risk controls already in place, an assessment of risk considers the reliability and robustness of these controls when determining the inherent residual risk level or score.

4. Responsibilities

For general OHS responsibilities refer to the GDCC OHS Responsibility Procedure:

Manager People, Culture & Innovation is responsible for:

- ensuring the procedure is implemented and reviewed as required.

Managers are responsible for:

- implementing the procedure in their area of responsibility;
- ensuring persons comply with noise control requirements.

5. Procedure

5.1 Identification of Noise Hazards

All noise sources must be identified, assessed and controlled.

Identification can occur through:

- health and safety audits and inspections;
- risk assessments / task analysis. Refer to the GDCC OHS Risk and Change Management Procedure / task analysis template;
- hazard identification and reporting from employees, contractors etc.

5.2 Noise Assessment

Once a noise source has been identified it must be assessed to determine if it exceeds the noise exposure standard.

Assessment must be conducted by a suitably qualified person taking into consideration the following factors:

- duration and regularity of exposure;
- workplace layout;
- frequency and level of noise;
- existing noise control measures.

Further assessments should be conducted when changes to work environment or process occurs that may impact on the noise exposure, or at 5 year intervals.

5.3 Control of Noise Risk

The Manager and/or Supervisor in consultation with the HSR and employees are to ensure suitable controls are selected and implemented where noise risks are identified, refer to the GDCC OHS Risk and Change Management Procedure.

High noise risk areas should be identified through signage requirements to use appropriate PPE, e.g. hearing protection. Refer to the GDCC OHS Signage Procedure.

New equipment with the potential for high noise emissions shall be suitably assessed prior to purchasing as per the GDCC OHS Purchasing Goods Procedure.

5.4 Audiometric testing and assessment of and provision of suitable PPE – Hearing protection

Where the Manager has identified hearing protection is required to control noise exposure, audiometric testing shall be conducted.

Testing will occur for all:

- new employees exposed to noisy operations - within 3 months of commencing;
- employees required to wear hearing protection - at 2 year intervals.

Records of testing are retained as per the GDCC Records Management Manual.

5.5 Training

At GDCC the blend of information and training required will be determined based on the frequency and type of noise exposure, as well as existing knowledge of noise management.

5.6 Reviewing Risks

Control measures should be reviewed by the Manager at regular intervals to ensure that they have the desired effectiveness in reducing noise risk to an acceptable level.

6. References

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

Code of practice Worksite Safety – Traffic Management, Road Management Act 2004

7. Related Documents

GDCC OHS Responsibility Procedure
 GDCC OHS Risk and Change Management Procedure
 GDCC OHS Safety in Design Procedure
 GDCC OHS Document Control Procedure
 OHS Consultation and Communication Procedure
 OHS Issue Resolution Procedure

8. Document History

Version Number	Issue Date	Description of Change
0.1		1 st Draft from MAV/JLT
0.2	10.10.2019	Accepted by OHS Policy Sub-Committee
0.3	18.11.2019	14 Day Employee Consultation completes
1.0	November 2019	Approved by OHS Oversight Team
1.1	May 2023	2 nd Draft from OHS Unit
1.2	May 2023	Accepted by OHS Policy Sub-Committee
1.3	June 2023	14 Employee Consultation completed
2.0	June 2023	Approved by OHS Committee