

Earmuffs Worn Properly For Noise Control Risk Assessment

Business Name:		ABN:	
Business Address:			
Contact Person:	Phone:	Email:	

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THIS PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.

Full Name:		
Signature:	Title:	Date:

CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date Risk Assessment supplied to Project Manager:	

RISK MATRIX									
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE			Substitution Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE			Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE			Engineering Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH			Administrative Change	
						1L LOW	Monitor and keep records.	PPE	
Risk Rating & Required Action:								Notes on Hierarchy of Controls:	
4A Stop work. The risk is intolerable. Eliminate the hazard or redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or higher-level authorisation is required.								Remember to apply controls in the preferred order shown by the coloured pyramid:	
3H Review and approve additional controls before task starts. Senior supervisor sign-off needed.								1. Eliminate	
2M Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.								2. Substitute	
1L Proceed, following standard operating procedures. Monitor and keep records.								3. Isolate	
								4. Engineering	
								5. Administrative	
								6. PPE	
Consequence Scale:								Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable.	
Consequence	People (injury/illness)		Project / Assets		Compliance / Reputation		aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.		
Catastrophic	Fatality or permanent total disability		project shutdown		Significant regulator intervention; criminal prosecution				
Major	Serious injury/illness (hospital > 5 days)		critical delay		Improvement notice; major media coverage				
Moderate	Medical-treatment injury; lost-time > 1 day		moderate delay		Minor breach; adverse client comment				
Minor	First-aid only, no lost time		negligible delay		Isolated non-conformance				
Insignificant	No injury		no schedule impact		Deviation caught and corrected on site				

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	improper fit, absence of earmuffs	4A	<ul style="list-style-type: none"> - Ensure availability of PPE, including proper earmuffs - Train workers on the importance of wearing earmuffs - Provide a checklist to ensure earmuffs are included in PPE inventory - Conduct random checks to verify earmuffs are worn - Develop a policy for use of hearing protection - Perform monthly audits on PPE usage compliance - Provide visual aids on how to wear earmuffs properly - Ensure supervisors understand the role in enforcing PPE use - Include earmuff usage in site induction sessions - Maintain spare earmuffs on-site for replacements 	2M
2. Issuing Earmuffs	incomplete distribution, damaged earmuffs	3H	<ul style="list-style-type: none"> - Check earmuffs for damage before issuing - Maintain a log of distributed earmuffs - Train stock keepers in PPE inspection - Conduct pre-distribution checks by supervisors - Establish a routine for earmuff condition assessment - Set up a return policy for faulty earmuffs - Label earmuffs with issue date - Keep records of earmuff inspections - Educate workers on checking earmuffs for damage - Use colour-coded earmuffs for different noise levels 	1L
3. Fitting Instructions	incorrect positioning, loosely fitted earmuffs	3H	<ul style="list-style-type: none"> - Conduct demonstration sessions on fitting earmuffs - Provide step-by-step fitting instructions - Display fitting posters in break rooms - Train employees on fit-check tests - Use experienced workers to mentor new employees - Conduct fitting checks quarterly - Provide written instructions with graphics - Ensure bilingual instructions if required 	2M

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			<ul style="list-style-type: none"> - Establish a feedback system for fitting issues - Schedule fitting refresher courses annually 	
4. Monitoring Usage	non-compliance with usage, removal during exposure	3H	<ul style="list-style-type: none"> - Establish a feedback system for fitting issues - Schedule fitting refresher courses annually - Implement a monitoring system to ensure proper use - Provide training on correct usage and removal procedures - Conduct regular audits of equipment usage - Establish a protocol for reporting and addressing non-compliance - Implement a system for tracking equipment removal and replacement - Provide clear instructions and signage regarding proper use - Conduct regular maintenance and inspection of equipment - Establish a system for reporting and addressing equipment damage - Implement a protocol for replacing damaged equipment - Provide training on equipment maintenance and inspection - Conduct regular audits of equipment condition - Establish a system for tracking equipment condition and replacement - Provide clear instructions and signage regarding equipment maintenance - Implement a protocol for addressing equipment issues 	1L
5. Maintenance of Earmuffs	deterioration over time, insufficient cleaning	3H	<ul style="list-style-type: none"> - Establish a maintenance schedule for earmuffs - Implement a cleaning protocol for earmuffs - Provide training on proper cleaning and maintenance - Conduct regular audits of earmuff condition - Establish a system for tracking earmuff condition and replacement - Provide clear instructions and signage regarding earmuff maintenance - Implement a protocol for addressing earmuff issues - Establish a system for reporting and addressing earmuff damage - Implement a protocol for replacing damaged earmuffs - Provide training on earmuff replacement and disposal - Conduct regular audits of earmuff disposal - Establish a system for tracking earmuff disposal - Provide clear instructions and signage regarding earmuff disposal - Implement a protocol for addressing earmuff disposal issues 	2M
6. Reporting Issues	undocumented damage, lack of proper communication	3H	<ul style="list-style-type: none"> - Establish a reporting system for equipment issues - Implement a communication protocol for equipment issues - Provide training on reporting and communication - Conduct regular audits of equipment issues - Establish a system for tracking equipment issues and resolution - Provide clear instructions and signage regarding equipment issues - Implement a protocol for addressing equipment issues - Establish a system for reporting and addressing equipment damage - Implement a protocol for replacing damaged equipment - Provide training on equipment replacement and disposal - Conduct regular audits of equipment disposal - Establish a system for tracking equipment disposal - Provide clear instructions and signage regarding equipment disposal - Implement a protocol for addressing equipment disposal issues 	2M

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7. Evaluation	ineffective risk management, outdated control measures	3H		1L
8. Training	knowledge gap, inadequate skills	3H		1L
9. Stock Management	stock depletion, mismatched supply-demand	3H		2M

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10. Communication	misinformation, lack of awareness	3H		1L
11. Selection	mismatched earmuffs to noise levels discomfort leading to non-use	3H		1L
12. Compliance Checking	non-adherence to earmuff policies, unreported non-compliance	4A		2M

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13. Feedback Collection	unvoiced user concerns, low participation in feedback	3H		1L
14. Review of Incidents	preventable incidents not reviewed, recurrence of similar incidents	4A		2M
15. Technology Integration	lack of integration, obsolete technology	3H		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
16. Stock Disposal	improper disposal, contamination risk	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
17. Performance Reviewing	ineffective performance metrics, undocumented performance	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
18. PPE Accountability	loss of earmuffs, misuse by workers	3H	<div></div> <div></div> <div></div>	2M

incorrect response in

4A

SAMPLE

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES IF ANY STATE THAT ARE NOT APPLICABLE

Queensland & Australian Capital Territory

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

Legislation QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws>

Codes of Practice QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>

Legislation ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations>

Codes of Practice ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice>

Victoria

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

Legislation VIC: <https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>

Codes of Practice VIC: <https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice>

New South Wales

Work Health and Safety Act 2011

Work Health and Safety Regulations 2017

Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>

Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-codes-of-practice>

Western Australia

Work Health and Safety Act 2020

Work Health and Safety Regulations 2022

Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/legislation>

Codes of Practice WA: <https://www.commerce.wa.gov.au/worksafe/codes-practice>

Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulations 2011

Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>

Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/codes-of-practice>

Safe Work Australia Links

Law and Regulation (All States): <https://www.safeworkaustralia.gov.au/law-and-regulation>

Model Codes of Practice: <https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice>

Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

South Australia

Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations 2012 (SA)

Legislation for SA: <https://www.safework.sa.gov.au/resources/legislation>

Codes of Practice for SA: <https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs>

Tasmania

Work Health and Safety Act 2012

Work Health and Safety (Transitional and Consequential Provisions) Act 2012

Work Health and Safety Regulations 2012

Work Health and Safety (Transitional) Regulations 2012

Legislation for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations>

Codes of Practice for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice>

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.