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**Occupational Health And Safety Unit**

ASSOCIATE DIRECTOR  
Gary Chaplin

The University of Queensland  
Brisbane Qld 4072 Australia  
Telephone (07) 3365 2365  
International +61 7 3365 2365  
Facsimile (07) 3365 1577  
Email ohsunit@uq.edu.au  
Internet www.uq.edu.au/ohs

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**To:** Senior Executives  
Executive Officers  
Heads of Schools & Sections  
Workplace Health & Safety Officers  
Workplace Health & Safety Representatives

**Re: University of Queensland Hearing Conservation Program**

The University of Queensland has had a Hearing Conservation Program operating for some time as a part of its mandatory obligations under Workplace Health and Safety Legislation. It has become apparent recently that new staff in more exposed jobs and existing staff already enrolled are not either started on the program or monitored for attendance by their supervisor.

Could you please ensure:

- All new employees who may be required to work in or in the vicinity of excessive noise are required to undergo a hearing test within 2 months of their appointment.
- All current employees who work in or in the vicinity of excessive noise are also required to undertake a hearing test on (initially) a two year basis. These tests are conducted at the University's expense.
- To refer an employee for a hearing test, a Hearing Test Referral Form should be completed and forwarded to the Occupational Health and Safety Unit. These forms are attached to the Hearing Conservation Policy document at <http://www.uq.edu.au/ohs/hearin.pdf>.
- If you are not sure if your area is noisy please contact the Occupational Hygiene Adviser on 51517.
- Heads of Schools and Organisational Units are responsible for recognising noisy areas and ensuring that staff comply with the University of Queensland's Hearing Conservation Policy.
- Supervisors are responsible for ensuring that their staff understand and comply with the Hearing Conservation Policy. Supervisors should notify their Head of School or organisational unit if they are having difficulties achieving compliance with the Hearing Conservation Policy.
- Staff, students and visitors also have responsibilities to comply with the Hearing Conservation Policy. They have a responsibility to report excessive noise to their supervisors, to wear hearing protection where it is provided and to attend their hearing testing appointments.

Failure to comply with our existing policy would place supervisors and the University in breach of WH&S legislation.

Gary Chaplin  
Associate Director  
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