

Checklist for Workplace Noise

TOPIC / QUESTION	YES	NO	OBSERVATION / EVIDENCE
1. Company Policies and Procedures			
1.1. Is there a written company policy on hearing conservation?			
2. Information and Training			
2.1. Is information and training on noise provided to all workers at risk of NIHL?			
2.2. Is refresher training conducted annually?			
2.3. Are training records kept?			
2.4. Is training efficacy evaluated?			
3. Assessment of Exposure			
3.1. Are noise exposure levels assessed by an AIA at least every two years?			
3.2. Are personal noise exposure levels measured?			
4. Noise Control			
4.1. Have the recommendations provided in the AIA report been actioned?			
4.2. Are engineering controls methods used to reduce exposures to noise?			
4.3. Are noise zones signposted?			
4.4. Are hearing protectors used correctly by all exposed workers?			
5. Medical Surveillance			
5.1. Are baseline, periodic and exit audiograms conducted as prescribed?			
5.2. Is reassessment and training conducted when employees' PLH equals or exceeds 10%?			
5.3. Are cases where PLH equals or exceeds 10% reported to the DoL?			
6. Hearing Protection Equipment (HPE)			
6.1. Is there a written HPE programme / procedure?			
6.2. Are employees trained in the correct use and care of the HPE?			
6.3. Were employees consulted during the HPE selection process?			
7. Communication and reporting			
7.1. Are the records of noise assessments and measurements available to H&S representatives and workers?			
7.2. Are hearing conservation related matters reported and discussed during H&S meetings and safety talks?			

Notes:

1. Workers must be familiar with the company policy, which should include a management commitment towards reduction of NIHL and continuous improvement
2. Training records – should include employee's name, date, type of training, name of trainer, employee's signature
3. Evidence for efficacy of training might be obtained from test results, from questioning employees on matters related to NIHL, and from actual reduction in cases of NIHL
4. Action plans following survey recommendations must include names of responsible persons and due dates for completion
5. Engineering controls may include: enclosures, silencers, acoustic absorption materials, vibration controls, equipment repair and maintenance, etc.
6. Periodic audiogram – for the first 3 years annually, thereafter may be extended to a maximum of 2 years, provided no referral threshold shift is evident; for employees with noise exposure equal or exceeding 105 dB(A) every 6 months until it is established that no referral threshold shift is evident, thereafter interval may be extended to a maximum of 1 year
7. Hearing protection programme meaning written procedures / standards dealing with: training and refresher training, consultation, selection, fitting, issuing, medical examinations, maintenance and storage of HPDs