



# HEARING CONSERVATION CHECKLIST

## USE CHECKLIST TO EVALUATE YOUR HEARING CONSERVATION PROGRAM

Here's a Checklist you can adapt and use to evaluate your own hearing conservation program. You should be able to answer YES to each listed measure. For any item to which you answer NO, include an explanation and/or corrective action in the far right box.

**According to** the OSHA Occupational Noise Exposure standard (Sec. 1910.95) it is required that employers to develop and implement a hearing conservation program providing for monitoring, audiometric testing, use of hearing protectors, training and record keeping, among other things. Once you establish your program, you need to periodically evaluate its effectiveness, identify shortfalls and implement improvements and corrective actions.

For More Information:

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**\_\_\_\_\_ COMPANY**  
**HEARING CONSERVATION PROGRAM CHECKLIST**

| <b>TRAINING &amp; EDUCATION</b>   |            |           |                                  |
|---|------------|-----------|----------------------------------|
| <b>Item</b>   | <b>Yes</b> | <b>No</b> | <b>Comment/Corrective Action</b> |
| Training conducted at least once a year   |            |           |                                  |
| Training provided by qualified instructor   |            |           |                                  |
| Effectiveness of each training program evaluated  |            |           |                                  |
| Contents of training program revised periodically and in response to new conditions, procedures, equipment or other aspects affecting noise exposure      |            |           |                                  |
| Managers and supervisors directly involved in training  |            |           |                                  |
| Training supplemented with visuals, posters, handouts, etc.   |            |           |                                  |
| Personal training provided to employees having problems with hearing protection equipment   |            |           |                                  |
| Personal training provided to employees showing hearing threshold shifts(1)   |            |           |                                  |
| <b>SUPERVISOR ENGAGEMENT</b>  |            |           |                                  |
| <b>Item</b>   | <b>Yes</b> | <b>No</b> | <b>Comment/Corrective Action</b> |
| Supervisors have knowledge necessary to supervise use and care of hearing protectors by employees they oversee  |            |           |                                  |
| Supervisors themselves wear and properly use and care for hearing protectors  |            |           |                                  |
| Supervisors report and receive guidance when employees refuse to wear hearing protectors  |            |           |                                  |
| Supervisors report and receive guidance when employees don't show up for hearing tests or training  |            |           |                                  |
| Supervisors trained to use discipline to enforce hearing conservation program requirements  |            |           |                                  |
| Supervisors receive retraining periodically and when necessitated by changes in conditions, equipment, procedures or other items affecting noise exposure |            |           |                                  |
| <b>NOISE MEASUREMENT</b>  |            |           |                                  |
| <b>Item</b>   | <b>Yes</b> | <b>No</b> | <b>Comment/Corrective Action</b> |
| All essential noise studies performed   |            |           |                                  |
| Purpose of each noise study clearly explained   |            |           |                                  |
| Employees exposed to noise notified of exposure and risks to hearing  |            |           |                                  |
| Results routinely transmitted to supervisors and other key individuals  |            |           |                                  |
| Results recorded in health records of exposed   |            |           |                                  |

|  |            |           |                                  |
|--|------------|-----------|----------------------------------|
| employee   |            |           |                                  |
| Noise maps created and properly used   |            |           |                                  |
| Noise measurement results used to select and procure appropriate hearing protection equipment  |            |           |                                  |
| Noise measurement results used to modify physical layout or design of facility   |            |           |                                  |
| Noise measurement results used to locate and relocate employees  |            |           |                                  |
| New or follow-up noise measurements taken in response to changes to work area, equipment, processes or other conditions affecting noise exposure |            |           |                                  |
| Are steps taken to include or exclude employees in hearing loss prevention programs when noise exposures change significantly                    |            |           |                                  |
| <b>ENGINEERING &amp; ADMINISTRATIVE CONTROLS</b>   |            |           |                                  |
| <b>Item</b>  | <b>Yes</b> | <b>No</b> | <b>Comment/Corrective Action</b> |
| Noise controls prioritized   |            |           |                                  |
| Cost-effectiveness of each option considered   |            |           |                                  |
| Employees and supervisors apprised of noise control measures taken or planned  |            |           |                                  |
| Employees and supervisors consulted on noise control measures taken or planned   |            |           |                                  |
| Employees and supervisors consulted on operation of noise control measures taken or planned  |            |           |                                  |
| Noise control measures monitored for effectiveness   |            |           |                                  |
| Full potential for administrative controls evaluated, including conducting noisy processes with fewer employees                                  |            |           |                                  |
| <b>MONITORING AUDIOMETRY &amp; RECORDKEEPING</b>   |            |           |                                  |
| <b>Item</b>  | <b>Yes</b> | <b>No</b> | <b>Comment/Corrective Action</b> |
| Audiometric technician who conducts testing adequately trained, certified and recertified  |            |           |                                  |
| On-the-job observations made to verify that technician performs thorough and valid audiometric tests   |            |           |                                  |
| On-the-job observations made to verify that technician instructs and consults employees effectively  |            |           |                                  |
| On-the-job observations made to verify that technician keeps appropriate records   |            |           |                                  |
| Follow-up actions taken and properly documented  |            |           |                                  |
| Hearing threshold levels reasonably consistent from test to test   |            |           |                                  |
| If hearing threshold levels are not reasonably consistent from test to test, prompt investigations are made to determine reason(s)               |            |           |                                  |
| Annual test results compared to employee's baseline to determine presence of a standard threshold shift(1)                                       |            |           |                                  |

|   |  |  |  |
|---|--|--|--|
| Annual incidence of standard threshold shift(1) is no greater than [fill in] percent  |  |  |  |
| If annual incidence of standard threshold shift(1) is greater than [fill in] percent, reasons are identified and corrective actions implemented   |  |  |  |
| Audiometric trends (deteriorations) identified in both individuals and groups of employees (NIOSH recommends that no more than 5% of workers show 15 dB Significant Threshold Shift, same ear, same frequency)                        |  |  |  |
| Records kept to document that appropriate audiometer calibration procedures followed  |  |  |  |
| Records kept to document that background sound levels in audiometer room were low enough to permit valid testing  |  |  |  |
| Results of audiometric tests communicated to supervisors  |  |  |  |
| Results of audiometric tests communicated to managers   |  |  |  |
| Results of audiometric tests communicated to employees  |  |  |  |
| Corrective action taken if rate of no-shows for audiometric test appointments is more than 5%   |  |  |  |
| Employees experiencing standard threshold shift(1) notified in writing within at least 21 days of determination (NIOSH recommends immediate notification if retest shows 15 dB Significant Threshold Shift, same ear, same frequency) |  |  |  |

**REFERRALS FOR MEDICAL TREATMENT**

| Item  | Yes | No | Comment/Corrective Action |
|---|-----|----|---------------------------|
| Referral procedures clearly explained   |     |    |                           |
| Letters of agreement between Company ABC and consulting physician or audiologist have been signed   |     |    |                           |
| Mechanisms in place, e.g., affecting transportation, scheduling, appointment reminders, to ensure employees needing evaluation or treatment actually receive it |     |    |                           |
| Employees referred for treatment understand the condition requiring treatment, the treatment needed and the methods of obtaining it                             |     |    |                           |

**HEARING PROTECTORS**

| Item  | Yes | No | Comment/Corrective Action |
|---|-----|----|---------------------------|
| Hearing protectors made available to employees whose 8-hour TWA(2) noise exposure is 85dBA or above |     |    |                           |
| Employees given opportunity to select from a variety of appropriate hearing protectors              |     |    |                           |

|  |            |           |                                  |
|--|------------|-----------|----------------------------------|
| Employees fitted carefully with special attention to comfort   |            |           |                                  |
| Employees receive thorough initial training  |            |           |                                  |
| Employees receive thorough training at least once a year   |            |           |                                  |
| Protectors checked regularly for wear or defects   |            |           |                                  |
| Protectors found to have wear or defect are immediately replaced   |            |           |                                  |
| Replacements readily available to employees that use disposable hearing protectors   |            |           |                                  |
| Employees understand and apply proper hearing protector hygiene practices  |            |           |                                  |
| Appropriate corrective actions are taken and treatment provided when employees develop ear infections or irritation as a result of using hearing protectors  |            |           |                                  |
| Alternative types of hearing protectors considered in response to problems with current equipment  |            |           |                                  |
| New types of potentially more effective hearing protectors considered as they become available   |            |           |                                  |
| Employees who experience noise-induced hearing loss receive appropriate counseling   |            |           |                                  |
| Individuals who fit and supervise wearing of hearing protectors are competent to perform these functions and deal with hearing protector problems that may arise   |            |           |                                  |
| Immediate action is taken in response to employee complaints about hearing protectors—including complaints about comfort, interference on ability to do the job, interference with ability to hear instructions, warning signals, etc. |            |           |                                  |
| Employees that engage in noisy activities outside the job encouraged to take their hearing protectors home   |            |           |                                  |
| Effectiveness of hearing protector program regularly evaluated   |            |           |                                  |
| At-the-ear protection levels evaluated to ensure that over or under protection is balanced according to anticipated ambient noise levels   |            |           |                                  |
| Each user of a hearing protector required to demonstrate understanding of how to use and care for the protector  |            |           |                                  |
| Records kept to show that each user of a hearing protector has demonstrated understanding of how to use and care for the protector   |            |           |                                  |
| <b>PROGRAM ADMINISTRATION</b>  |            |           |                                  |
| <b>Item</b>  | <b>Yes</b> | <b>No</b> | <b>Comment/Corrective Action</b> |
| Program modified in response to changes in OSHA, other federal or state regulations  |            |           |                                  |
| Copies of Program and related documents kept at ABC  |            |           |                                  |

|   |  |  |  |
|---|--|--|--|
| Company offices   |  |  |  |
| All individuals involved in implementing Program are aware of and properly trained and instructed to carry out their responsibilities                             |  |  |  |
| Performance of key Program personnel periodically evaluated   |  |  |  |
| Program regularly reviewed and in response to changes in equipment, operations and other conditions that affect or may potentially affect level of noise exposure |  |  |  |
| Corrective actions taken to address identified problems and improve Program effectiveness   |  |  |  |
| Records of Program review and corrective actions maintained   |  |  |  |

## NOTES

(1) A standard threshold shift means a change in hearing threshold relative to the baseline audiogram of an average of 10 dB or more at 2000, 3000 and 4000 Hz in either ear.

(2) TWA means a time-weighted average sound level in decibels measured on the A scale (slow response)

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