

State of Arizona Risk Management Loss Prevention

HEARING CONSERVATION CHECKLIST

Each state agency is responsible for assuring that employees do not suffer hearing loss from exposure to excessive noise while performing their jobs. If a manager or supervisor suspects that noise is excessively loud, noise measurements should be obtained to determine the actual intensity.

When employee noise exposures equal or exceed an 8-hour time-weighted average (TWA) of 85 decibels (dba), the agency must administer a continuing, effective hearing conservation program. A TWA of 85 dba is known as the Action Level and a TWA of 90 dba is the Permissible Exposure Limit (PEL).

| | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| Have all work areas been evaluated to determine if noise monitoring is warranted? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have sound level measurements been taken in areas suspected of having noise levels that exceed those specified in Table G-16? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has a noise monitoring program been developed and implemented? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has 8-hour noise monitoring been done of employees performing jobs in noisy areas or working with loud equipment to identify which employees to include in a hearing conservation program? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has proper hearing protection been identified and provided at no cost to the employees? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is noise monitoring repeated when there is a change in equipment or controls? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are employees notified of the results of the noise monitoring? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is audiometric testing provided, at no cost, to all employees whose exposure is equal to or exceeds an 8-hour time weighted average of 85 dba? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are baseline audiograms given within 6 months of an employee's first exposure to noise levels equal or exceeding the action level? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are annual audiograms provided to employees in the hearing conservation program? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are audiograms administered, reviewed and evaluated by competent trained personnel? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are annual audiograms compared to the baseline to determine if a standard threshold shift has occurred in an employee's hearing? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are problem audiograms reviewed by an audiologist, otolaryngologist or physician to determine if further action is necessary? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the supervisor ensure that proper hearing protectors are worn by the affected employees? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is a variety of protectors provided for the employees to choose? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has a training program been instituted for all employees in the hearing conservation program? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

HEARING CONSERVATION CHECKLIST (cont.)

| | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| Is the training done annually? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the training include information on: | | | |
| • The effects of noise on hearing? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • The purpose, advantages and disadvantages of hearing protectors? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Instruction on selection, fitting and care of hearing protectors? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • The purpose of audiometric testing and an explanation of test procedures? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is a copy of the OSHA noise standard posted in the workplace? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is a copy of all noise exposure measurements retained for two years? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are audiometric test records retained for the duration of the affected employee's employment plus thirty years? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all records relating to an employees noise exposure provided to that employee or employee representative upon request? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have the employees been trained in the proper use and care of the protectors? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Note that this check list is to be used as a "tool" to assist in determining if the basic requirements of a hearing conservation program are in effect. The checklist is not all inclusive and OSHA Standard 29 CFR 1910.95, Occupational noise Exposure, should be used as a reference for additional requirements for hearing conservation and hazardous noise exposure. The OSHA internet website, www.OSHA.gov, is an excellent resource for all occupational related safety and health requirements.

Additional Comments: _____
