

Hearing Conservation Program Checklist

1. Noise measurement:

Representative noise exposure levels determined for all noise-exposed job classifications in accordance with CSA Standard Z107.56-94
Warning signs posted in noisy areas, noting that hearing protection is required
A record of the noise survey findings available for review

2. Education and Training:

Noise-exposed workers receive education on:

the results of noise exposure measurements
effects of noise on hearing
proper use and maintenance of hearing protection
purpose of hearing testing

Staff responsible for administering the program receive education about hearing loss and hearing conservation to understand goals and policies, and training in use and fitting of hearing protection
A record of training available for review

3. Noise control:

Major noise sources and options for engineered noise control identified
Where practicable, noise control solutions implemented
Noise control maintenance plan exists
Equipment noise purchase specifications exist
New facility planning includes noise control

4. Hearing protection:

Hearing protection use where required strictly and consistently enforced
Hearing protection selected in accordance with criteria in CSA Standard Z94.2-02
Each worker individually fitted with hearing protectors and trained in use and care
Hearing protection replaced on regular basis
Each worker's hearing protection rechecked during annual hearing test for condition, fit, and correct placement

Hearing Conservation Program Checklist, cont'd

5. *Hearing tests:*

For firms using a hearing test contractor:

Suitably quiet location selected to locate the mobile hearing test facility
Hearing test contractor provided with a list of the hearing protection available to workers at the firm

For firms with in-house programs *or* firms using a hearing test contractor:

Workers advised to bring their hearing protection with them to the hearing test
Workers privately and individually counselled regarding the hearing test results and use and care of hearing protection
Records of hearing tests maintained in a confidential manner by the employer
All noise-exposed workers tested annually
Test results submitted to the WCB
A record of tests available for review

6. *Program review:*

Program is in writing and addresses all components
Effectiveness of the program reviewed at least annually
Results of the review shared with the safety committee

Review addresses:

need for further noise measurement
education/training
adequacy of noise control measures
selection/use of hearing protection
hearing test data on rate and extent of noise-related hearing loss

Identified deficiencies addressed by an action plan
Action plan implemented and documented