HEARING CONSERVATION **CHECKLIST**

Montana State Fund

Building & Room: _____ **Supervisor:** _____

Audit Performed By: _____

WHAT TO LOOK FOR — YES / NO

SOURCES OF NOISE

1. Equipment potentially capable of producing more than 85 dB all identified and monitored for noise levels ☐ **Yes** ☐ **No**

Comments: _____

2. High noise areas posted with warning signs ☐ **Yes** ☐ **No**

Comments: _____

3. Warning stickers on mobile high noise producing equipment ☐ **Yes** ☐ **No**

Comments: _____

NOISE REDUCTION

1. Engineering controls in place or considered to reduce noise ☐ **Yes** ☐ **No**

Comments: _____

2. Variety of hearing protectors available to employees ☐ **Yes** ☐ **No**

Comments: _____

3. Reusable hearing protectors are clean and in good condition ☐ **Yes** ☐ **No**

Comments: _____

4. Hearing protectors are worn where needed ☐ **Yes** ☐ **No**

Comments: _____

AUDIOMETRIC TESTING

1. Individuals working with high noise exposure receive audiometric (hearing) testing annually ☐ **Yes** ☐ **No**

Comments: _____

2. New workers with high noise exposure receive baseline audiogram within six months of employment ☐ **Yes** ☐ **No**

Comments: _____

3. Individuals leaving receive end-of-employment audiogram ☐ **Yes** ☐ **No**

Comments: _____

HEARING CONSERVATION **CHECKLIST**

WHAT TO LOOK FOR	YES / NO

TRAINING & INFORMATION

1. Training(s) attended annually ☐ **Yes** ☐ **No**

Comments: _____

2. Training is documented ☐ **Yes** ☐ **No**

Comments: _____

3. A copy of the OSHA Occupational Noise Exposure Standard is posted and/or available to all workers ☐ **Yes** ☐ **No**

Comments: _____

HEARING CONSERVATION
CHECKLIST KEY

Montana State Fund

SOURCES OF NOISE

- Equipment capable of producing noise at levels at or above 85 dB must be monitored by Environment, Health and Safety. Monitoring must be repeated whenever the operation changes substantially.
- Areas where noise measurements may be above 85 dB must be posted with a warning sign, such as CAUTION: High Noise Area, Hearing Protection Required.
- Mobile or portable equipment found to produce noise above 85 dB must bear a label stating CAUTION: Hearing protection must be worn when this equipment is in operation or equivalent language.

NOISE REDUCTION

- Engineering controls – such as enclosure, antivibration matting, acoustical materials, etc. – must be used, when possible, to reduce noise levels. If engineering controls cannot be used or are not capable of reducing noise to a safe level, hearing protectors may be used by exposed workers.
- If hearing protectors are needed, the department must supply a variety of protector types, free of charge, to exposed workers. Examples include disposable or reusable ear plugs, headband plugs, and earmuffs.
- Each hearing protector offered must provide an adequate level of protection, using the NRR or Noise Reduction Rating as a guide. To determine whether or not the hearing protector provides enough protection, find the NRR on the package of the hearing protector. Subtract 7 from the number to account for differences in weighting (dBA versus dBC) and fitting technique. The resulting number is the number of decibels by which the hearing protector will reduce the noise exposure. This value is further derated by 25% due to real-world usage. For example, if the exposure is to 95 dB and the hearing protector has a NRR of 25, the hearing protector will reduce exposure by 25 – 7 = 18 dB X 0.75 = 14dB, reducing the exposure to 81dB.
- Disposable plugs should be discarded after each use. Reusable hearing protectors should be cleaned per manufacturer's recommendations after each use.
- Hearing protection is recommended for exposures to noise levels at or above 85 dB, averaged over eight hours. Hearing protection is *mandatory* when noise exposure is at or above 90 dB, averaged over eight hours.

AUDIOMETRIC TESTING

- Individuals working in high noise areas (exposure at or above 85 dB, averaged over 8 hours) must undergo audiometric (hearing) testing each year.
- New workers who are exposed to noises that are at or above 85 dB in the course of the job must have a baseline audiogram (hearing test) within six months of starting work in a high noise environment.
- Individuals in the hearing conservation program who leave the company should have an end-of-employment audiogram done before leaving. All audiometric testing results may be forwarded to the worker's new employer, upon request.

TRAINING & INFORMATION

- Individuals in the hearing conservation program must attend training coordinated by EH&S every year.
- A record including the names of employees working in high noise areas and dates of hearing conservation training(s) must be maintained by the department .
- Copies of the OSHA Occupational Noise Standard may be obtained from EH&S.