Hearing loss prevention self-Audit Form

**Audit date**:

**Department/unit:**

**Name of manager/supervisor performing audit:**

**Purpose**: The purpose of this form is for University units to audit their compliance with the [Hearing Loss Prevention Program](https://www.ehs.washington.edu/workplace/hearing-loss-prevention-program).

**Scope**: This form applies if the unit has personnel enrolled in the Hearing Loss Prevention Program or has identified high noise areas that require signage.

**Instructions**: The audit will require an annual review of your workspace, processes, equipment, and communication with personnel working in the space. The completed form and any attachments should be kept on file and be provided to Environmental Health & Safety (EH&S) when requested.

## Noise Evaluations

| **Question** | **Yes** | **No** |
| --- | --- | --- |
| 1. Have you identified all potential noise hazards in your [Job Hazard Analysis (JHA)](https://www.ehs.washington.edu/resource/job-hazard-analysis-template-248)?   **If yes, please attach the job hazard analysis.** |  |  |
| 1. Have there been any changes (new, modification, removal) to tools, procedures, or noise controls since the last noise evaluation conducted by EH&S? |  |  |
| 1. Have all noisy areas been evaluated by EH&S? |  |  |
| 1. Have all job titles exposed to noise been evaluated by EH&S in the last 3 years?   *(Note: representative monitoring may be used where several personnel perform the same tasks in similar conditions, where one person is representative of a job title.)* |  |  |

## Program Enrollment

| **Question** | **Yes** | **No** |
| --- | --- | --- |
| 1. Do you have a list of names of personnel enrolled in the Hearing Loss Prevention Program?   **If yes, please attach list of personnel.**  *(Note: personnel are enrolled in the program if they are exposed to ≥ 85 dBA TWA8.)* |  |  |

## Training

| **Question** | **Yes** | **No** |
| --- | --- | --- |
| 1. Have personnel enrolled in the program completed their annual online hearing conservation training? |  |  |
| 1. Have you maintained training completion records?   **If yes, please attach the** [**training records**](https://www.ehs.washington.edu/training/training-records) **for all personnel enrolled in the Hearing Loss Prevention Program.** |  |  |

## Audiometric Testing

***(skip to question 11 if only temporary personnel are enrolled)***

| **Question** | **Yes** | **No** |
| --- | --- | --- |
| 1. Have personnel been scheduled for their baseline, annual, or termination audiograms? |  |  |
| 1. Have scheduled employees attended their audiograms?   **If yes, please attach list of personnel and attended audiogram dates.** |  |  |
| 1. Have personnel who did not attend their scheduled audiogram been rescheduled? |  |  |
| 1. Have you conducted a hearing protection audit in place of audiometric testing?   *(Note: hearing protection audits replace audiometric testing when enrolled personnel are temporary workers, defined as personnel who work for a period of less than one year.)* |  |  |

## Noise Controls

| **Question** | **Yes** | **No** |
| --- | --- | --- |
| 1. Are two distinct types of appropriate hearing protection available to personnel at no cost?   **If yes, please indicate brand, model, and NRR of available devices:** Click or tap here to enter text. |  |  |
| 1. Have you inspected hearing protection for damage or soiling?   **If damaged or soiled hearing protection are identified, you must replace them.** |  |  |
| 1. Have you ensured personnel are wearing hearing protection in areas when required? |  |  |
| 1. Are personnel wearing appropriate dual hearing protection where required?   *(Note: dual hearing protection should only be worn where noise levels exceed 115 dBA.)* |  |  |
| 1. Are personnel properly wearing hearing protection? |  |  |
| 1. Are warning signs posted in required areas?   *(Note: noise warning signs are required in areas where equipment produces noise over 115 dBA and in areas where hearing protection is required.)* |  |  |

**Additional comments:**