Hearing Conservation Program
Self-Audit Checklist

Building _____ Room _____ Supervisor _____ Date _____

Audit Performed by _____

	Y	N	NA	COMMENTS
A. Sources of Noise				
1. Equipment capable of producing more than 85 dB have been identified and monitored for noise levels				
2. High noise areas posted with warning signs				
3. Warning sticker on mobile high noise producing equipment				
B. Noise Reduction				
1. Engineering controls in place or considered to reduce noise				
2. Variety of hearing protectors available to employees				
3. Reusable hearing protectors are clean and in good condition				
4. Hearing protectors worn where needed				
C. Audiometric Testing				
1. Individuals working in high noise areas receive audiometric (hearing) testing annually				
2. New workers receive baseline audiogram within 6 months of employment				
3. Individuals leaving Princeton receive end-of-employment audiogram				
D. Training and Information				
1. Training attended annually				
2. Training is documented				
3. A copy of the OSHA Occupational Noise Exposure Standard is posted or available				

Key to Hearing Conservation Self-Audit Checklist

1. Equipment capable of producing noise at levels at or above 85 dB must be monitored by EHS regularly. The periodicity of the monitoring may be seasonal, annually or biannually, at the discretion of EHS.
2. 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.*
3. 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*. These stickers are available through EHS.

B. Noise Reduction

1. Engineering controls, such as enclosure, anti-vibration 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.
2. 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 ear muffs. Each of the hearing protectors 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). The resulting number is the number of decibels by which the hearing protector will reduce the noise exposure. 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 18 dB to 77 dB.
3. Disposable plugs should be discarded after each use. Reusable hearing protectors should be cleaned per manufacturer's recommendations after each use.
4. 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.

C. Audiometric Testing

1. Individuals working in high noise areas (exposure at or above 85 dB, averaged over 8 hours) must undergo audiometric (hearing) testing each year. This testing is provided, at no cost to the worker, by Occupational Medicine at the McCosh Health Center.
2. New workers must have a baseline audiogram (hearing test) by Occupational Medicine within 6 months working in a high noise environment.
3. Individuals leaving Princeton University must have an end-of-employment audiogram done before leaving. All audiometric testing results may be forwarded to the worker's new employer, upon request.

D. Training and Information

1. Individuals in the Hearing Conservation Program must attend training given by EHS every year.
2. A record including the names of employees working in high noise areas and dates of Hearing Conservation training must be maintained by the department.
3. Self-explanatory. Copies of the OSHA Occupational Noise Standard may be obtained from EHS.