

FREE MANUFACTURING SAFETY TEMPLATE

Hearing Protection Checklist

Use this 60-point checklist to assess occupational-noise controls, hearing protectors, audiometric testing, threshold-shift follow-up, employee training, records, and corrective-action closure.

Facility / area

Inspection date

Inspector / reviewer

Department / task

Internal manufacturing safety template. Apply current OSHA 29 CFR 1910.95 requirements, current exposure data, medical guidance, site procedures, and manufacturer instructions as controlling references.

1. Hearing conservation programme scope, ownership, and review

1

Confirm a documented hearing conservation programme is implemented for employees whose noise exposure equals or exceeds an 8-hour time-weighted average of 85 dBA.

CRITICAL

HEARING

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Start with the current noise survey, exposed-employee list, programme ownership, and recent changes rather than assuming the...

2

Verify programme responsibilities are assigned for noise monitoring, audiometry, hearing protectors, training, records, corrective action, and management review.

HEARING

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Start with the current noise survey, exposed-employee list, programme ownership, and recent changes rather than assuming the...

3

Confirm the programme identifies departments, job classifications, shifts, mobile employees, temporary work, and non-routine tasks with potentially hazardous noise exposure.

CRITICAL

HEARING

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Start with the current noise survey, exposed-employee list, programme ownership, and recent changes rather than assuming the...

4

Verify changes in equipment, production, processes, layout, staffing, work duration, or controls trigger review of hearing-conservation scope and exposure assumptions.

HEARING

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Start with the current noise survey, exposed-employee list, programme ownership, and recent changes rather than assuming the...

5

Check contractors and temporary workers with hazardous-noise exposure are addressed through site rules, coordination, access controls, and applicable employer responsibilities.

HEARING

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NA

Execution tip: Start with the current noise survey, exposed-employee list, programme ownership, and recent changes rather than assuming the...

6

Review hearing-loss incidents, standard threshold shifts, employee complaints, protector problems, noise-control failures, and overdue actions during periodic programme review.

HEARING

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Start with the current noise survey, exposed-employee list, programme ownership, and recent changes rather than assuming the...

2. Noise hazard identification, exposure monitoring, and reassessment

7

Confirm noise monitoring is performed when information indicates employee exposure may equal or exceed an 8-hour TWA of 85 dBA.

CRITICAL

HEARING

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Use representative personal exposure data for the actual shift and task mix; area readings alone can miss highly mobile workers, intermittent...

8

Verify sampling is representative of each exposed employee or job group, including highly mobile workers and situations where sound levels vary significantly.

CRITICAL

HEARING

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Use representative personal exposure data for the actual shift and task mix; area readings alone can miss highly mobile workers, intermittent...

9

Check instruments, dosimeters, sound-level meters, calibration status, settings, measurement duration, and sampling strategy are suitable for the exposure being evaluated.

CRITICAL

HEARING

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Use representative personal exposure data for the actual shift and task mix; area readings alone can miss highly mobile workers, intermittent...

10

Verify monitoring captures significant continuous, intermittent, and impulsive or impact-noise sources that contribute to employee exposure.

HEARING

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Use representative personal exposure data for the actual shift and task mix; area readings alone can miss highly mobile workers, intermittent...

11

Confirm affected employees or their representatives are given an opportunity to observe noise-exposure monitoring where required.

HEARING

C

PC

NC

NA

Execution tip: Use representative personal exposure data for the actual shift and task mix; area readings alone can miss highly mobile workers, intermittent...

12

Verify monitoring is repeated when production, process, equipment, or control changes may create new exposures at or above the action level or reduce protector effectiveness.

CRITICAL

HEARING

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Use representative personal exposure data for the actual shift and task mix; area readings alone can miss highly mobile workers, intermittent...

3. Engineering controls, administrative controls, and exposure reduction

13

Confirm feasible engineering or administrative controls are used where employee exposure exceeds applicable OSHA permissible noise limits.

CRITICAL

HEARING

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Inspect the source, path, and receiver: look for enclosure, isolation, damping, maintenance, distance, scheduling, and other controls before...

14

Verify noise-control measures such as enclosure, isolation, damping, barriers, silencers, maintenance, lower-noise tooling, or process changes are functioning as intended.

HEARING

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Inspect the source, path, and receiver: look for enclosure, isolation, damping, maintenance, distance, scheduling, and other controls before...

15

Check administrative controls such as task rotation, restricted duration, scheduling, distance, or controlled access are documented and do not create unassessed exposure for other employees.

HEARING

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Inspect the source, path, and receiver: look for enclosure, isolation, damping, maintenance, distance, scheduling, and other controls before...

16

Confirm identified noisy equipment is maintained to prevent avoidable increases caused by worn bearings, loose parts, leaks, vibration, damaged guards, or ineffective silencers.

HEARING

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Inspect the source, path, and receiver: look for enclosure, isolation, damping, maintenance, distance, scheduling, and other controls before...

17

Verify temporary or failed engineering controls are recorded, escalated, and supported by interim hearing-protection requirements until effective controls are restored.

CRITICAL

HEARING

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Inspect the source, path, and receiver: look for enclosure, isolation, damping, maintenance, distance, scheduling, and other controls before...

18

Review repeat high-exposure results and recurring protector dependence for opportunities to eliminate or further reduce noise at the source.

HEARING

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Inspect the source, path, and receiver: look for enclosure, isolation, damping, maintenance, distance, scheduling, and other controls before...

4. Hearing protector selection, availability, and attenuation

19

Confirm hearing protectors are made available at no cost to employees exposed at or above an 8-hour TWA of 85 dBA and are replaced as necessary.

CRITICAL

HEARING

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Match the protector to the measured environment and employee: verify attenuation, compatibility, comfort, communication needs, and a...

20

Verify employees can select from a variety of suitable hearing protectors so fit, comfort, compatibility, and task requirements can be addressed.

CRITICAL

HEARING

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Match the protector to the measured environment and employee: verify attenuation, compatibility, comfort, communication needs, and a...

21

Confirm protector attenuation is evaluated for the specific noise environment using an accepted method and the selected device provides adequate protection.

CRITICAL

HEARING

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Match the protector to the measured environment and employee: verify attenuation, compatibility, comfort, communication needs, and a...

22

Verify hearing protectors reduce exposure to at least the required level and provide additional attenuation where a standard threshold shift requires protection to 85 dBA TWA or below.

CRITICAL

HEARING

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Match the protector to the measured environment and employee: verify attenuation, compatibility, comfort, communication needs, and a...

23

Check hearing protectors are compatible with helmets, eye protection, respirators, face shields, communication devices, and other required PPE without defeating the seal or fit.

HEARING

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Match the protector to the measured environment and employee: verify attenuation, compatibility, comfort, communication needs, and a...

24

Where one protector does not provide adequate attenuation, verify an alternative or additional protective arrangement is selected and its combined protection is evaluated.

CRITICAL

HEARING

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Match the protector to the measured environment and employee: verify attenuation, compatibility, comfort, communication needs, and a...

5. Protector fit, observed use, hygiene, condition, and storage

25

Observe employees in designated noise-exposure tasks to confirm required hearing protectors are worn continuously and correctly during the exposure period.

CRITICAL

HEARING

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Observe employees during real work, not just at toolbox talks; poor insertion, lifted earmuffs, damaged cushions, and PPE interference can...

26

Verify earplugs are inserted and fitted according to their design and employee training, with no obvious loose, shallow, contaminated, or incorrect placement.

CRITICAL

HEARING

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Observe employees during real work, not just at toolbox talks; poor insertion, lifted earmuffs, damaged cushions, and PPE interference can...

27

Inspect earmuff cups, cushions, headbands, helmet attachments, seals, and tension for damage, contamination, hardening, deformation, or poor contact.

HEARING

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Observe employees during real work, not just at toolbox talks; poor insertion, lifted earmuffs, damaged cushions, and PPE interference can...

28

Confirm reusable protectors are cleaned, maintained, stored hygienically, and replaced when wear, contamination, loss, or damage can affect performance.

HEARING

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Observe employees during real work, not just at toolbox talks; poor insertion, lifted earmuffs, damaged cushions, and PPE interference can...

29

Check disposable plugs and replacement components are available close enough to noisy work areas that employees can obtain protection before exposure.

HEARING

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Observe employees during real work, not just at toolbox talks; poor insertion, lifted earmuffs, damaged cushions, and PPE interference can...

30

Verify supervisors correct non-use, poor fit, incompatible PPE, or damaged protectors promptly and record recurring failures for corrective action.

CRITICAL

HEARING

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Observe employees during real work, not just at toolbox talks; poor insertion, lifted earmuffs, damaged cushions, and PPE interference can...

6. Audiometric testing, baseline audiograms, and annual testing

31

Confirm audiometric testing is made available at no cost to employees whose exposures equal or exceed an 8-hour TWA of 85 dBA.

CRITICAL

HEARING

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Sample records from newly exposed employees and long-tenure employees; verify dates, quiet-period requirements, test quality, follow-up,...

32

Verify a valid baseline audiogram is established within the applicable OSHA timeframe after an employee first becomes exposed at or above the action level.

CRITICAL

HEARING

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Sample records from newly exposed employees and long-tenure employees; verify dates, quiet-period requirements, test quality, follow-up,...

33

Confirm employees are notified of the need to avoid high workplace noise before baseline testing and that the required pre-test quiet period or equivalent protective conditions are met.

HEARING

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Sample records from newly exposed employees and long-tenure employees; verify dates, quiet-period requirements, test quality, follow-up,...

34

Verify an annual audiogram is obtained for each employee required to participate in the hearing conservation programme.

CRITICAL

HEARING

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Sample records from newly exposed employees and long-tenure employees; verify dates, quiet-period requirements, test quality, follow-up,...

35

Check audiometric testing equipment, booths/rooms, calibration, technician qualifications, test frequencies, and test conditions meet the applicable programme requirements.

CRITICAL

HEARING

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Sample records from newly exposed employees and long-tenure employees; verify dates, quiet-period requirements, test quality, follow-up,...

36

Confirm annual audiograms are compared with the appropriate baseline and reviewed for significant changes requiring follow-up.

CRITICAL

HEARING

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Sample records from newly exposed employees and long-tenure employees; verify dates, quiet-period requirements, test quality, follow-up,...

7. Standard threshold shifts, follow-up, referral, and employee notification

37

Confirm annual audiograms are evaluated for a standard threshold shift using the OSHA criterion for average hearing-threshold change at 2000, 3000, and 4000 Hz in either ear.

CRITICAL

HEARING

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Do not stop at identifying a threshold shift; verify prompt employee notification, protector reassessment, refitting or retraining, medical...

38

Verify employees are informed in writing within the required timeframe when a standard threshold shift is determined, unless a physician determines it is not work-related or aggravated by occupational noise.

CRITICAL

HEARING

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Do not stop at identifying a threshold shift; verify prompt employee notification, protector reassessment, refitting or retraining, medical...

39

Where a standard threshold shift occurs, confirm employees who are not using hearing protectors are fitted with protectors, trained in their use and care, and required to use them.

CRITICAL

HEARING

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Do not stop at identifying a threshold shift; verify prompt employee notification, protector reassessment, refitting or retraining, medical...

40

For employees already using hearing protectors after a standard threshold shift, verify devices are refitted and retrained and higher attenuation is provided if necessary.

CRITICAL

HEARING

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Do not stop at identifying a threshold shift; verify prompt employee notification, protector reassessment, refitting or retraining, medical...

41

Confirm employees are referred for clinical audiological or otological evaluation or other examination when testing or symptoms indicate a medical or ear condition requiring further assessment.

HEARING

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Do not stop at identifying a threshold shift; verify prompt employee notification, protector reassessment, refitting or retraining, medical...

42

Verify persistent threshold shifts, revised baselines, work-related hearing-loss cases, and associated corrective actions are reviewed and documented by authorized personnel.

HEARING

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Do not stop at identifying a threshold shift; verify prompt employee notification, protector reassessment, refitting or retraining, medical...

8. Training, communication, signage, and employee understanding

43

Confirm employees included in the hearing conservation programme receive training at least annually.

CRITICAL

HEARING

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Ask employees to demonstrate protector fitting and explain why protection is required; training records alone do not prove the worker can...

44

Verify training covers the effects of noise on hearing and the purpose, advantages, disadvantages, and attenuation of the hearing protectors provided.

CRITICAL

HEARING

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Ask employees to demonstrate protector fitting and explain why protection is required; training records alone do not prove the worker can...

45

Confirm training includes selection, fitting, use, care, inspection, replacement, and limitations of the hearing protectors employees are expected to use.

CRITICAL

HEARING

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Ask employees to demonstrate protector fitting and explain why protection is required; training records alone do not prove the worker can...

46

Verify employees understand the purpose of audiometric testing, what the test involves, why baseline and annual comparisons matter, and how results are followed up.

HEARING

C

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NC

NA

Execution tip: Ask employees to demonstrate protector fitting and explain why protection is required; training records alone do not prove the worker can...

47

Check employees can identify noise-controlled areas, task-specific protection requirements, escalation routes, and where replacement hearing protectors are obtained.

HEARING

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Ask employees to demonstrate protector fitting and explain why protection is required; training records alone do not prove the worker can...

48

Confirm current copies or accessible information about the occupational-noise standard and relevant programme materials are available to affected employees or representatives as required.

HEARING

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Ask employees to demonstrate protector fitting and explain why protection is required; training records alone do not prove the worker can...

9. High-risk tasks, non-routine work, contractors, and change control

49

Identify non-routine tasks such as maintenance, troubleshooting, testing, blow-off, grinding, impact work, startup, or emergency response that can create elevated noise exposure.

CRITICAL

HEARING

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Sample shutdowns, maintenance, compressed-air work, grinding, testing, blow-off, startup, and other short-duration high-noise tasks that...

50

Verify task risk assessments and permits define hearing-protection requirements for short-duration or intermittent high-noise work before the job begins.

HEARING

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Sample shutdowns, maintenance, compressed-air work, grinding, testing, blow-off, startup, and other short-duration high-noise tasks that...

51

Confirm temporary workers, contractors, visitors, and supervisors entering noise-exposure areas receive applicable hearing-protection instructions and suitable devices.

HEARING

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Sample shutdowns, maintenance, compressed-air work, grinding, testing, blow-off, startup, and other short-duration high-noise tasks that...

52

Verify new or modified machines, tools, production rates, enclosures, compressed-air systems, alarms, and maintenance practices are reviewed for noise impact before or after commissioning.

CRITICAL

HEARING

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Sample shutdowns, maintenance, compressed-air work, grinding, testing, blow-off, startup, and other short-duration high-noise tasks that...

53

Check hearing protectors used during communication-intensive, alarm-dependent, vehicle, or machinery tasks do not create an unmanaged inability to hear critical warning signals.

CRITICAL

HEARING

C

PC

NC

NA

Execution tip: Sample shutdowns, maintenance, compressed-air work, grinding, testing, blow-off, startup, and other short-duration high-noise tasks that...

54

Confirm unusual high-noise events, failed silencers, emergency repairs, or temporary process changes are reported and trigger immediate reassessment of exposure and protection.

CRITICAL

HEARING

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Sample shutdowns, maintenance, compressed-air work, grinding, testing, blow-off, startup, and other short-duration high-noise tasks that...

10. Records, corrective actions, verification, and management sign-off

55

Confirm noise-exposure measurement records are retained for the required period and remain legible, identifiable, protected, and retrievable.

HEARING

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Use records to prove control effectiveness: link monitoring, audiograms, protector selection, training, incidents, owners, due dates, and...

56

Verify employee audiometric test records are retained for the duration required by OSHA and contain the information needed to interpret and compare results.

CRITICAL

HEARING

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Use records to prove control effectiveness: link monitoring, audiograms, protector selection, training, incidents, owners, due dates, and...

57

Check training, protector issue/selection, fit or attenuation evaluations, calibration, programme reviews, medical referrals, and corrective-action evidence are maintained according to site requirements.

HEARING

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Use records to prove control effectiveness: link monitoring, audiograms, protector selection, training, incidents, owners, due dates, and...

58

Assign every hearing-conservation finding to a named owner with priority, due date, interim control, required evidence, and escalation route.

HEARING

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Use records to prove control effectiveness: link monitoring, audiograms, protector selection, training, incidents, owners, due dates, and...

59

Verify closure through repeat observation, new monitoring, protector reassessment, training evidence, repaired controls, audiometric follow-up, or other objective proof appropriate to the finding.

CRITICAL

HEARING

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Use records to prove control effectiveness: link monitoring, audiograms, protector selection, training, incidents, owners, due dates, and...

60

Record the final inspection result, unresolved critical noise risks, repeat findings, next review date, responsible manager, inspector, reviewer, date, and sign-off.

CRITICAL

HEARING

INSPECTION RESULT | Enter

REVIEWER | Enter

APPROVAL | Enter

Execution tip: Use records to prove control effectiveness: link monitoring, audiograms, protector selection, training, incidents, owners, due dates, and...