Workplace Health Surveillance (WHS+) Audit Report Hearing Conservation Programme

for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Workplace name and Workplace Number)

**Details of workplace**

|  |  |
| --- | --- |
| Workplace Name: |  |
| Workplace No: |  |
| Workplace address: |  |
| Person-in-charge: |  |
| Designation: |  |
| Email: |  |
| Telephone: |  |

To be submitted to MOM at [OSHD\_OH@mom.gov.sg](mailto:OSHD_OH@mom.gov.sg).

**COMPETENT PERSON DECLARATION FORM**

**COMPLETION OF WHS+ GAP ANALYSIS REPORT AND IMPLEMENTATION PLAN**

The Gap analysis checklist (Annex A) and Implementation plan (Annex B1, B2) was completed by

|  |  |
| --- | --- |
| Name: |  |
| Designation: |  |
| Company: |  |
| Email: |  |
| Telephone: |  |

Declaration by competent person

Please declare by signing on this form that the following

1. the Gap analysis checklist (Annex A) and Implementation plan (Annex B1, B2) for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was conducted to the best of my knowledge.

(Company name)

1. I am qualified to conduct the Gap analysis checklist (Annex A) and Implementation plan (Annex B1, B2). (example RIH, SAC accredited WSH auditor, WSHO, Noise control Specialist etc)

Signature of competent person Date

**AUDITOR DECLARATION FORM**

**COMPLETION OF WHS+ AUDIT REPORT**

The Audit finding (Annex C) was completed by

|  |  |
| --- | --- |
| Name: |  |
| Designation: |  |
| Company: |  |
| Email: |  |
| Telephone: |  |

Declaration by competent person

Please declare by signing on this form that the following

1. the Audit finding (Annex C) for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was conducted to the best of my knowledge. (Company name)
2. I am satisfied with the evidence provided in the Gap analysis Checklist (Annex A)
3. I am satisfied with the evidence provided in Implementation plan (Annex B1, B2)
4. I am qualified to conduct the Audit finding (Annex C). (example SAC accredited WSH auditor etc)

Signature of Auditor Date

Submission of completed audit report shall include the following documents:

1. Annex A Gap analysis checklist
2. Annex B1 Noise Control plan
3. Annex B2 Action plan list
4. Annex C Audit findings
5. New noise monitoring report

**Annex A**

**Gap analysis checklist**

Questions are based on elements in the Hearing Conservation Programme (HCP)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Identification of Noise Hazard** | | | | |
| **S/no** | **Areas of concern** | **What have been done** | **Evidence** | **Gaps** |
| 1 | Has risk assessment been conducted and documented for all noisy processes? | *(example , Risk assessment has been conducted for extrusion process, stamping process and grinding process)* | *(example , Attach Risk Assessment document)* | *(example , Risk assessment has not been conducted for blowing (with air gun) and hammering process)* |
| 2 | Is the risk assessment reviewed and revised at least once every three years; and upon occurrence of any bodily injury or significant change in work practices or procedures? | *(example , last revision date is within 3 years if no NID case, for companies with NID case RA should be reviewed after the )* | *(example , Attach Risk Assessment document, and past NID cases)* |  |
| 3 | Is the noise monitoring performed once every three years or when there are changes in the conditions which are likely to cause any persons in the workplace to be exposed to excessive noise (more than 85 dB(A) over eight hours)? (For workplaces with 10 or more persons exposed to excessive noise.) | *(example , Noise Monitoring report was within the past 3 years )* | *(example , Attach Noise monitoring report)* |  |
| 4 | Is the noise monitoring conducted by a competent person? | *(example , Noise monitoring report includes certificate of competent person for noise monitoring )* | *(example , Attach certificate of competent person)* |  |
| 5 | Is the noise measuring equipment used for noise monitoring calibrated before use? | *(example , Noise monitoring report includes certificates of calibration for noise measuring equipment )* | *(example , Attach certificate of calibration)* |  |
| 6 | Is a copy of the noise monitoring report submitted to the Ministry of Manpower, and kept available for at least 10 years? | *(example , acknowledgement Letter from MOM regarding monitoring; able to produce noise monitoring report for the past 10 years )* | *(example , attach copies of report and acknowledgement letter )* |  |
| 7 | Are the contents of the report communicated to all persons exposed to excessive noise not later than 14 days after preparation of the report? | *(example , Email communications to the staff regarding the noise monitoring report; small group meeting for SEG found to be exposed to excessive noise)* | *(example , Photos of email, meeting records etc )* |  |
| 8 | Is the latest noise monitoring result compared with the previous report to determine if there is any significant change in noise levels? | *(example , Comparison of past reports to determine areas which noise levels have gradually increased; Comparison of personal exposure levels in the Same SEG regarding large variations in exposed noise levels)* | *(example , photos of follow-up actions/ investigations )* |  |
| 9 | Have appropriate steps been taken to include or exclude workers in the HCP whose exposures have changed significantly? | *(example ,based on the latest noise monitoring results, the workers identified for audiometry is updated, the excessive noise area is updated etc )* | *(example , photos of follow-up actions after receiving the noise monitoring report )* |  |
|  |  |  |  |  |
| **Noise Control** | | | | |
| **S/no** | **Areas of concern** | **What have been done** | **Evidence** | **Gaps** |
| 1 | Are all practicable measures taken to reduce or control noise from any machinery, equipment or processes such that no employees are exposed to excessive noise? | *(example ,noise isolation booths; noise barriers; vibration control etc)* | *(example , photos of noise controls implemented))* |  |
| 2 | Is a competent person appointed to advise the management on proper noise control measures? (For workplaces with 50 or more persons exposed to excessive noise.) | *(example ,Appointed competent person in charge of noise control measures )* | (*example ,Letter of appointment; Certificate of competent person )* |  |
| 3 | Are employees encouraged to participate in the development of noise control measures? | *(example ,Employees feedback is sought regarding the proposed noise control solutions )* | (*example ,Meeting minutes of discussions; employees represented in hearing conservation programme team )* |  |
| 4 | Are noise emission levels considered during the selection and procurement of new machines? | *(example ,the sound level produced by the equipment is one of the consideration when purchasing new machines )* | *(example , sound level of machines is a criteria under the companies purchasing criteria )* |  |
| 5 | Is a noise control plan to reduce the excessive noise through engineering controls established? | *(example ,Noise control plan is established )* | *(example , Attach Noise control plan)* |  |
| 6 | Is the noise control plan implemented? | *(example ,Review past Noise control plan regarding implementation of control )* | *(example , Attach past noise control plan and photos of implemented noise control)* |  |
| 7 | Is the noise control plan reviewed at least once every three years after noise monitoring is conducted? | *(example ,Last revision date of the Noise control plan is within 3 years )* | *(example , Attach Noise control plan)* |  |
| 8 | Are the noise control projects monitored to ensure timely completion? | *(example ,Review past Noise control plan regarding implementation of control )* | *(example , Attach past noise control plan and photos of implemented noise control)* |  |
| 9 | When the implementation of engineering controls is not reasonably practical, are the administrative controls implemented to reduce employees’ exposure to excessive noise? | *(example ,Workers are rotated to reduce exposure to excessive noise processes )* | *(example ,provide rotation schedule of employees and duration at each process )* |  |
| 10 | Is noise monitoring performed after noise control to evaluate the residual risk? | *(example , New personal Noise monitoring report after the implementation of administrative measures )* | *(example , Attach Noise monitoring report)* |  |
| 11 | Is a maintenance programme established to ensure that all noise control systems or devices remain effective and do not deteriorate over time? | *(example , Visual inspection of vibration dampers; replacement program of damping material; visual inspection of noise absorbing material and sound booths etc )* | *(example , Attach maintenance programme)* |  |
| 12 | Are suitable hearing protectors provided to all persons exposed to excessive noise? | *(example , Workers are given free access to request for new earplugs; Hearing protectors provide sufficient noise attenuation to the workers )* | *(example , Photo of NNR of hearing protectors after derating; evidence of provisions of earplugs to all workers exposed to excessive noise.)* |  |
| 13 | Are procedures established and implemented to ensure that: - Hearing protectors are properly issued and maintained; | *(example , SWP on issuance and maintenance of hearing protectors )* | *(example , Photo of properly maintained hearing protectors used by the workers; SWP document)* |  |
| 14 | - Persons exposed to excessive noise use hearing protectors; and | *(example , SWP on usage of hearing protectors )* | *(example , Photo of employees using hearing protectors in excessive noise areas)* |  |
| 15 | - Such persons are instructed on the proper use of hearing protectors? | *(example , Training done on proper use of hearing protectors )* | *(example , Training records and training slides )* |  |
| 16 | Are employees provided with a range of appropriate hearing protectors to allow them to choose the ones which fit them comfortably? | *(example , Different hearing protectors are available for eployees )* | *(example , photos of hearing protectors available )* |  |
| 17 | Are the hearing protectors checked regularly for wear and defects and replaced immediately when necessary? | *(example , Hearing protectors are checked daily before use by the employees and replaced upon damage/ dirtied )* | *(example , photos of hearing protectors used by workers )* |  |
| 18 | Are replacements for hearing protectors readily available to employees who are using the disposable hearing protectors? | *(example , Hearing protectors dispensers available on site; SWP includes procedures for replacement )* | *(example , Photo of hearing protector dispenser; attach document on replacement of Hearing protector )* |  |
| 19 | Are warning signs indicating the use of hearing protectors placed at all entrances to areas where persons are or are likely to be exposed to excessive noise? | *(example , Warning signs at entrances a well as near noisy machinery )* | *(example , Photos of warning sign )* |  |
| 20 | Are regular inspections conducted to ensure that employees wear hearing protectors correctly and consistently in designated areas? | *(example , Site safety inspections includes checking that workers are wearing protectors correctly and consistently )* | *(example , Documents of past inspection findings )* |  |
| 21 | Is there a policy in place to encourage employees to put on hearing protection? | *(example , incentive scheme for workers proactively reminding other workers to wear their hearing protectors )* | *(example , Documentation of policy )* |  |
|  |  |  |  |  |
| **Training and Education** | | | | |
| **S/no** | **Areas of concern** | **What have been done** | **Evidence** | **Gaps** |
| 1 | Is a training programme implemented and conducted every year for all persons exposed to excessive noise? | *(example , Annual noise training and periodic noise training for newly join employee )* | *(example , Training records and training material)* |  |
| 2 | Is training provided to all new employees within three months of commencing work? | *(example , Annual noise training and periodic noise training for newly join employee )* | *(example , Training records and training material)* |  |
| 3 | Does the training programme include instructions in: - Relevant provisions of the WSH Act, WSH (Risk Management) Regulation, WSH (Noise) Regulations and WSH (Medical Examinations) Regulations; - Effects of noise on hearing; - Purpose of hearing protectors and its proper use and maintenance; and - Purpose and procedure of audiometric examinations? | *(example , noise training slides; posters and small team meetings )* | *(example , training material)* |  |
| 4 | Is the training content reviewed periodically? | *(example , records of review of training content )* | *(example , past training material)* |  |
| 5 | Does the management demonstrate commitment to HCP by personal example, such as wearing hearing protectors in designated areas and participating in the training programme? | *(example , HCP policy acknowledge and signed by management; management participation in training program )* | *(example , Photo of HCP policy displayed; photo of management during ground walks )* |  |
|  |  |  |  |  |
| **Audiometric Examinations** | | | | |
| **S/no** | **Areas of concern** | **What have been done** | **Evidence** | **Gaps** |
| 1 | Are all employees who are exposed to excessive noise medically examined by a designated workplace doctor and certified fit to work in the occupation before commencement of work? | *(example , Pre-placement medical examination includes audiometric assessment )* | *(example , records of pre-placement medical examination )* |  |
| 2 | Are yearly audiometric examinations conducted for all persons exposed to excessive noise? | *(example , Yearly audiometric conducted )* | *(example , records of yearly audiometric assessment)* |  |
| 3 | Are the audiometric examinations performed by competent persons who are properly trained? | *(example , audiometric assessment done by a competent person who have underdone training in industrial audiometry )* | *(example , certificate of competent person)* |  |
| 4 | Are records of audiometric examinations kept for at least five years from the date of examination? |  | *(example , records of past audiometric examination)* |  |
| 5 | Are the audiometric examination results evaluated to determine information such as identification of high risk group, etc? | *(example , Results of audiometry is reviewed, and additional attention given to workers with worsening hearing loss )* | *(example , evidence of evaluation of audiometric results)* |  |
| 6 | Are the results of the audiometric examinations communicated to the employees? | *(example , Results of audiometry is sent to individual workers )* | *(example , evidence of communication of audiometric results via email/ chat etc)* |  |
| 7 | Is counselling provided to employees who show significant threshold shifts and are they informed of the preventive measures they can take to avoid further hearing loss? | *(example , Counselling provided to employees who are concerned with hearing loss and employees identified with NID)* | *(example , Evidence of counselling sessions)* |  |
| 8 | Are follow up actions arising from the evaluation of the audiometric results implemented and documented? | *(example , follow-up action plan available for workers at various stages of NID )* | *(example , evidence of follow -up action and implementation records)* |  |
|  |  |  |  |  |
| **Record Keeping** | | | | |
| **S/no** | **Area of concern** | **What have been done** | **Evidence** | **Gaps** |
| 1 | Are all records related to the HCP activities (such as noise monitoring records, risk assessment forms, training records, noise control plans, documents on hearing protector issue and fitting, audiometric related records, etc) properly documented, maintained and available for review? | *(example , Management is able to produce records for any staff exposed to excessive noise)* | *(example , photos of records managed by management)* |  |
|  |  |  |  |  |
| **Programme Evaluation** | | | | |
| **S/no** | **Areas of concern** | **What have been done** | **Evidence** | **Gaps** |
| 1 | Is a thorough evaluation of the HCP conducted on a periodic basis to determine the effectiveness of the programme in preventing noise-induced hearing loss? | *(example , HCP is evaluated every 3 years or when there is a NID case or change in process)* | *(example , Evidence of evaluation of HCP))* |  |
| 2 | Does the evaluation involve a team effort? | *(example , Evaluation committee should include employee, supervisor, NMO, NCO feedback)* | *(example , Member list of HCP evaluation committee)* |  |
| 3 | Are audiometric database analysis used to evaluate the programme’s overall effectiveness in preventing noise-induced hearing loss? | *(example , Audiometric results used in determining the rates of NID and effectiveness of noise control)* | *(example , Evaluation outcome arising form audiometric assessment)* |  |
| 4 | Are employees encouraged to provide feedback on the merits or shortcomings of the programme and to offer suggestions on possible improvements to the HCP? | *(example , Feedback policy in place regarding improvements to HCP)* | *(example , documents of feedback received)* |  |
| 5 | Are appropriate steps taken to address the deficiencies identified promptly? | *(example , Implementation timeline regarding deficiency identified in HCP)* | *(example , records of past deficiencies and how they were addressed)* |  |

**Annex B1**

**Noise control plan**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S/no** | **Work location** | **Machine, Equipment or Process with excessive noise** | **Equivalent Sound Pressure Level dB(A)** | **Possible Control Measures in the market (upstream risk controls only)\*** | **Control measures to be implemented (upstream risk controls only)\*** | **Reasons for not choosing other control measures** |
| *eg* | *Factory level 1* | *Stamping machine* | *90dB(A)* | *1. Replacement of stamping machine with a new machine that is quieter 2. Installation of full enclosure of stamping machine* | *Installation of full enclosure of stamping machine* | *To replace all the stamping machine is too costly ($100,000) and is not reasonably practicable.* |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**\* (Elimination, Substitution & Engineering controls measures only)**

**Annex B2**

**Action plan list**

Include all item(s) from gap analysis that require follow up(Annex A) and the upstream risk control(s) (Annex B) to be implemented

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Issues identified** | **Planned action** | **Related goals/ outcomes** | **Planned Resources/ support** | **Deliverables** | **Proposed Deadline** | **Priority level** | **Person in-charge** | **Signature of person in charge** |
| *example* | *Workers working near the stamping machines were exposed to excessive noise levels (90dB(A))* | *Installation of enclosure for stamping machines* | *Lower workers exposure to excessive noise generated by stamping machine to below PEL (85dB(A))* | *1. $5000 to be set aside for installation of enclosure. 2. Scheduling of work to allow the installation of enclosure* | *Noise monitoring results of workers working near the stamping machine to be reduced by 5 dB(A) at least.* | *31-May-21* | *1* | *Mr Tan Lee Lee* | *Tan Lee Lee* |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**Annex C**

**Audit Findings**

All actions items in Annex B2 must be completed

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **Issues identified** | **Corrective action performed** | **Verification by the auditor** | **Auditor** | **Signature of Auditor** |
| *example* | *Workers working near the stamping machines were exposed to excessive noise levels (90dB(A))* | *Installation of enclosure for stamping machines* | *Noise monitoring results of SEG for workers working near the stamping machine are all below 80dBA* | *Mr Tan Lee Lee* | *Tan Lee Lee* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |