



## Noise at the workplace Checklist

**What is the level of noise exposure in your company?**  
Noise is unwanted, annoying or harmful sound.

**The main risks are:**

- Fatigue, stress, error rate
- Communication problems
- Irreversible hearing damage (noise-induced hearing loss)

With this checklist you will get a better grip on such risks.

## 1. Fill in the check list

If you answer a question with «no» or «partially», you need to take action. Make a note of necessary actions to take on the last page. If a question is not applicable to your business, cross it out.

## 2. Take action



1 Wear ear protection.

### Determination of noise exposure

- 1 Is the level of noise exposure known for the individual workplaces and various jobs or various activities?  yes  
 partially  
 no
- 
- 2 Is it known which employees are exposed to noise levels above the occupational exposure limit?  yes  
 partially  
 no
- Occupational exposure limit value:  $L_{EX, 8h} \geq 85$  dB(A), based on one day. More details on this can be found in the noise level table for your sector. Directory of all tables: [www.suva.ch/86005.d](http://www.suva.ch/86005.d)



2 Insert ear protection correctly.

### Marking of noise zones, sources of noise

- 3 Are workstations, equipment and access to zones with a sound level exceeding 85 dB (A) marked with the mandatory sign «Wear ear protection»? (fig. 1)  yes  
 partially  
 no
- Order ear protection sign: [www.suva.ch/1729-5](http://www.suva.ch/1729-5)

### Information and instruction

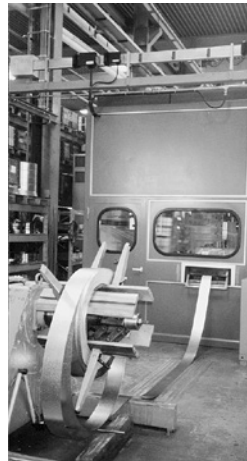
- 4 Do company-internal regulations clearly regulate for which activities ear protection must be worn?  yes  
 partially  
 no
- 
- 5 Have the employees concerned been instructed about noise hazards, the required protective measures and the correct use of ear protection devices? (fig. 2)  yes  
 partially  
 no
- Pregnant women must not work in areas with a sound pressure level of  $\geq 85$  dB(A) ( $L_{EX}$  8 hours) (Art. 11 of the Swiss Ordinance on Maternity Protection at Work).
- 
- 6 Have employees who are exposed to noise levels above the occupational exposure limit already had hearing checks in the Suva Audiobile? (fig. 3)  yes  
 partially  
 no
- If «no», please contact Suva's Acoustics team – tel.: 041 419 61 34. Suva's precautionary hearing tests are only for employees under the age of 40.



3 Employees under the age of 40, who are exposed to harmful noise, must attend precautionary check-ups in the Suva Audiobile.

### Noise reduction measures

- 7 Have you checked whether the noise-intensive machinery, tools or processes used by your company can be replaced?  yes  
 partially  
 no
- 
- 8 Have you determined whether it is possible to encapsulate noisy machinery used by your company? (fig. 4)  yes  
 partially  
 no



4 Fully enclosed punch press.

9 Are quiet and noisy workplaces separated?

- yes  
 partially  
 no

10 Are low-noise compressed-air nozzles and low-pressure blow guns used?

- yes  
 partially  
 no

Further information:

- «Druckluft» (Compressed air) checklist, [www.suva.ch/67054.d](http://www.suva.ch/67054.d)

11 Have appropriate measures been taken in reverberant rooms or in case of disturbances from distant noise sources?

- yes  
 partially  
 no

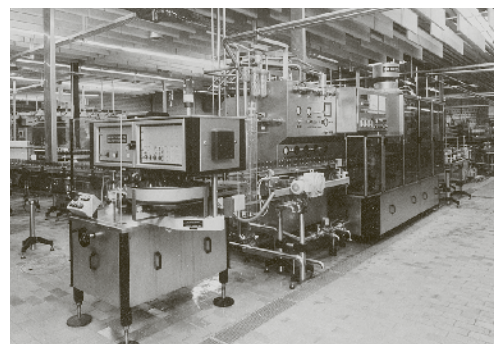
Possible application of a acoustic ceiling (fig. 5)

12 Are noise levels taken into account when purchasing new machinery and equipment?

- yes  
 partially  
 no

Further information:

- «Lärmbekämpfung an Maschinen und Anlagen» (Noise prevention for machinery and plants), [www.suva.ch/66076.d](http://www.suva.ch/66076.d)
- «Technische Lärmschutzmassnahmen» (Technical noise protection measures) checklist, [www.suva.ch/67171.d](http://www.suva.ch/67171.d)



5 Rockwool acoustic baffle plates in a beverage company (filling line).

### Hearing protection devices

13 Does the workforce have a selection of suitable hearing protection devices at hand?

- yes  
 no

14 Are hearing protection devices easily available at all times? (fig. 7)

- yes  
 no

15 Is the condition of ear muffs checked every year and are defective parts replaced?

- yes  
 partially  
 no

Further information:

- [www.suva.ch/gehoerschutz](http://www.suva.ch/gehoerschutz)
- [www.sapros.ch/gehoerschutz](http://www.sapros.ch/gehoerschutz)
- [www.suva.ch/psa](http://www.suva.ch/psa)

6 Overview: hearing protection products.



7 Earplug dispenser. Hearing protection products must be easily available at all times.

### Organisation, training and attitude

16 Have you determined whether your company can implement any organisational noise reduction measures?

- yes  
 no

Example: Performing noisy tasks outside regular working hours

17 Is regularly checked whether the hearing protection is being used correctly?

- yes  
 no

18 Does not wearing hearing protection have personal consequences for the employees concerned?

- yes  
 partially  
 no

19 Are employees sensitised at least once a year to hazards caused by forgetfulness, convenience and underestimation of the risks?

- yes  
 partially  
 no

Information for employees:

- «Wie bitte? Fragen und Antworten zum Thema Lärm» (Pardon? Questions and answers about noise), [www.suva.ch/84015.d](http://www.suva.ch/84015.d)



8 Care and maintenance of ear muffs.

The film «Napo – stop that noise!» is ideal for raising awareness and motivating employees.  
[www.suva.ch/laerm](http://www.suva.ch/laerm) >Material >Filme

Further risks may be identified in your company within the scope of this checklist. Please take the necessary actions if this is the case. Note them on the last page.

No.	To do	by (date)	Responsible	Done		Notes	Checked	
				Date	Signed		Date	Signed

Follow-up inspection on: \_\_\_\_\_

(Recommendation: every 6 months)



**Do you have any questions? Contact us at 041 419 58 51 or [kundendienst@suva.ch](mailto:kundendienst@suva.ch)  
Downloads and orders: [www.suva.ch/67009.e](http://www.suva.ch/67009.e)**