**Personal Issued Hearing Protection (HP) Maintenance Record**

Health & Safety Services

Version 1.0

It is recommended that reusable HP is inspected every six months, or more often if regularly used. If the HP is worn occasional, it is recommended the HP is examined before each use. HP should be suitable for the activity, fit the wearer, and be compatible with other PPE, spectacles, hair and hats. The selection should take into account the noise characteristics so that the correct sound attenuation is achieved. Earplugs should be handled with clean hands.

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| **School or Function:** | **HP issued to**: |
| **HP manufacturer, model, size**: | **HP issue date:** |
| **HP serial number:** | **HP Hygiene kit model:** |
|  |
| **Date of inspection** | **Reusable Ear Plugs** | **Ear Defenders**([How to use an hygiene kit video](https://www.3m.com.au/3M/en_AU/p/d/v000138893/)) | **Maintenance** **actions required**(cleaning, replacement of seals or foam inners, disposal) | **Date****actions completed** | **Fit for use Y/N** |
|  | Are the plugs clean? | Are cleaning materials available? | Are the plugs free of damage? | Is the storage container clean? | Cords or bands free from deformities? | Are the ear seals clean and dry? | Are cleaning materials available? | Are the seals cracked, misshaped, or torn? | Are the hard outer plastic cups cracked or have holes? | Does the headband retain good tension? - compare to new set | Is the HP storage container clean? | Is the correct hygiene kit available? |  |  |  |
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