

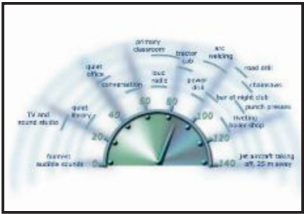



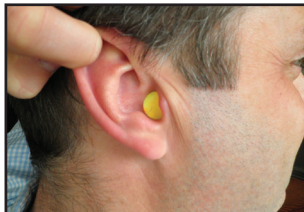


Cloth	N/A
PPE	• Ear plugs 
Chemicals	N/A
Reference	<ul style="list-style-type: none"> • Safety policies • Risk Assessment Manual • A4 Handwash Poster • Noise at work eLearning - Documentation (WIS)
Equipment	<ul style="list-style-type: none"> • Ear plugs • Ear plug dispenser

Step 1	 	<ul style="list-style-type: none"> • The Duty Manager must ensure there is a supply of ear plugs for use by employees when music is being played. • When music is being played above 85dB the wearing of ear plugs is mandatory. • An indicator of 85dB or above is when it becomes difficult to communicate without raising your voice. • Duty Managers must ensure employees are trained on how to insert ear plugs correctly prior to use.
Step 2		<ul style="list-style-type: none"> • Managers must ensure employees have been trained on how ear plugs are inserted to ensure they are effective. • Employees must complete Noise at work eLearning prior to working on shifts where music is played.
Step 3	 	<ul style="list-style-type: none"> • Wash hands thoroughly. Refer to Handwash poster. • Twist the lower section of the dispenser to dispense two ear plugs.

**Step
4**

To wear ear plugs:

- Step 1 - Roll the thin end of the plug until it resembles a golf tee i.e. becomes longer and thinner. This allows the ear plug to enter into the ear canal.
- Step 2 - Using one hand, pull the top of the ear back to expose the ear opening. This allows the plug to be fully inserted. With the other hand, insert the rolled ear plug fully into the ear. The foam is soft and will not damage the ear.
- Step 3 - Place a finger on the ear plug and hold in place for 45-60 seconds. This allows for the foam plug to expand inside the ear. After a short period of time, the plug will have taken the shape of the ear and filled the ear canal. This prevents noise from reaching the inner ear and damaging hearing.
- Step 4 - Repeat with the other ear.
When correctly inserted, the ear plug will not be visible to others when face on.

**Step
5**

- A stock of ear plugs must be maintained. These must be checked to ensure that they are not out of date.
- Order supplies of ear plugs via the non-consumables order.
- The Duty Manager must ensure that ear plugs are worn during shifts where loud music is played.
- Any employee not wearing ear plugs must be asked immediately to put them in.
- Dispose of ear plugs in the general waste bin after each shift.