

TOOLBOX TALK — HEARING PROTECTION — WORN PROPERLY OR NOT AT ALL

TOOLBOX TALK

Five to ten minutes at the workplace, spoken by the supervisor, recorded below — and two-way, or it is not a talk

KD-TBT-HP-042 Rev A0

WHY THIS TALK: Hearing protection that is on your head but not sealed is doing almost nothing, and the noise talk already told you the damage is permanent. This talk is about the five seconds of fitting that decide whether the plugs work.

1 THE SESSION

SITE / PROJECT

DELIVERED BY

DATE

TIME

2 THE POINTS TO MAKE — TICK AS COVERED, IN YOUR OWN WORDS

- ☐ Foam plugs: roll it thin, pull the top of the ear up and back, push it in and hold it while it expands — a plug sitting in the bowl of the ear is decoration
- ☐ Muffs: cushions sealing all the way round, no beanie, hood or glasses arm breaking the seal, and the headband not stretched out
- ☐ On before the noise starts and on until it stops — taking them off to talk in the loud spot loses most of the day's protection
- ☐ Match the protection to the noise: the RAMS says which rating; too much attenuation and you cannot hear the shout or the alarm
- ☐ Clean hands for plugs and clean plugs every day — a dirty plug is an ear infection and a reason people stop wearing them
- ☐ Check the muffs: cracked cushions, hardened foam, loose cups get replaced — they have a life and it is shorter than you think
- ☐ Hearing checks are for you: attend the audiometry when it is offered, and say if your hearing has changed

MADE SPECIFIC TO THIS SITE

3 ASK THE CREW — AND WRITE DOWN WHAT COMES BACK

- Show me how you fit a foam plug — roll it, pull the ear, hold it?
- What else do you wear on your head that gets between the muff and the seal?
- When was your last hearing test, and did it say anything?

WHAT THE CREW RAISED, AND WHAT HAPPENS ABOUT IT

4 WHO WAS THERE

NAME	COMPANY	SIGNATURE

RECORD COMPLETED BY

SIGNATURE

DATE

FILED WHERE

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.