

## Approved hearing testers

## Fact sheet



It is compulsory for employers to arrange hearing tests for workers in prescribed noisy workplaces.

Registering accurate audiometric tests with WorkCover WA enables the determination of liability for noise induced hearing loss compensation claims.

### Booking a test

At the time of booking an initial hearing test, the employer must confirm:

- the test is for WorkCover WA purposes
- responsibilities are understood
- a completed Form 18 *Notice of Arrangement of Audiometric Test* has been given to the worker prior to the appointment.

Form 18 *Notice of Arrangement of Audiometric Test* can be found on the WorkCover WA website.

### Conducting a test

Under the *Workers' Compensation and Injury Management Act 1981*, only WorkCover WA approved audiometric officers, audiometrists, audiologists and medical practitioners are permitted to conduct and register audiometric tests.

WorkCover WA Online login details must not be shared with other parties.

### Employers' responsibilities

1. Complete the Form 18 *Notice of Arrangement of Audiometric Test*.

The form must include:

- full legal name of the worker and current address
- name of the person who will conduct the hearing test
- name and address of the clinic
- time and date of the test
- employer's full name and WorkCover WA number
- name of person arranging the test.

2. Provide the Form 18 *Notice of Arrangement of Audiometric Test* to the worker and ensure:

- the Form is taken to the test
- 16 hours of quiet is observed prior to the test.

If the test is part of a pre-employment medical, a *Notification of Employment* must be provided to the practice immediately following confirmation of employment.

### WorkCover WA Online

WorkCover WA Online is a platform for approved audiometric officers, audiometrists and audiologists to record hearing test results.

 Visit [online.workcover.wa.gov.au](https://online.workcover.wa.gov.au)

## Approved hearing testers' responsibilities

### 1. Register tests on Workcover WA Online

Test results must be submitted via WorkCover WA Online within one month of a test being conducted. Failure to do so may result in a fine of up to \$2,000 for each offence. This penalty does not apply to pre-employment tests subject to the 12 week employment timeframe.

A thorough search of the WorkCover WA Online database is required for each worker to avoid duplicated results and to determine whether the test is 'Baseline' or 'Subsequent'. Search criteria includes:

- first few characters of the first name
- full surname
- date of birth.

A tester who is leaving a practice must ensure all their test results have been registered on WorkCover WA Online prior to leaving.

### 2. Information to workers

Form 411 *Audiogram Results* is to be completed by the tester and provided to the worker within one month of the test being conducted.

On completion of baseline hearing tests, testers must review results and advise workers who meet the Waugh and Macrae criteria 1, 2 or 3, of the need for a full audiological assessment.

### 3. Information to employers when the criteria is met

When the Waugh and Macrae criteria 1, 2 or 3 is met, testers must provide the following to the employer:

- Form 18 *Notice of Arrangement of Audiometric Test*
- Form 409 *Worker Requires a Baseline Full Audiological Assessment*
- Form 410 *Request for Baseline Full Audiological Assessment*
- list of approved audiologists in metropolitan and country areas.

*The Noise Induced Hearing Loss Directory of Service Providers* can be found on the WorkCover WA website.

### 4. Releasing test results

Test results are strictly confidential. An employer may be provided with a worker's test results only where the worker has provided written permission via Form 406 *Authorisation to Release WorkCover WA Audiometric Test Results*.

A fine of up to \$1,000 may be imposed for each instance where test results are communicated to another person without the written consent of the worker.

### 5. Pre-employment tests – Notice of Employment

Where a *Notice of Employment* has not been received within 6 weeks, the employer is to be contacted.

Test results can be lodged if the worker was employed within 3 months of the test date.

Where a *Notice of Employment* has not been received within 3 months, the tester will notify the worker and employer that the test result has not been registered with WorkCover WA.

## Need further assistance?



Call Advice and Assistance **1300 794 744**  
(8am to 5pm, Monday to Friday)



Visit [workcover.wa.gov.au](http://workcover.wa.gov.au)



Email [noise@workcover.wa.gov.au](mailto:noise@workcover.wa.gov.au)