

HEARING CONSERVATION PROGRAM

This is a sample written Hearing Conservation Program. A written program is not required by law. This program is provided only as a guide to assist in compliance. It is not intended to supersede the requirements detailed in the standards but only as an aid in developing your procedures so they meet the requirements. You need to review the standard for particular requirements which are applicable to your specific situation and then tailor this program to fit your facility.

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- A. POLICY STATEMENT.** Our policy is to protect employee's hearing and effectively manage or eliminate hazardous noise exposures. Based upon monitoring results, a continuing Hearing Conservation Program (HCP) is established to meet these objectives.
- B. RESPONSIBILITIES.** The **enter name or title** has been designated to administer the overall HCP. Administrative responsibilities include:

- Coordination and supervision of noise exposure monitoring.
- Identification of employees to be included in the HCP.
- Coordination and supervision of audiometric program.
- Supervision of hearing protector selection.
- Development of policies relating to the use of hearing protectors.
- Supervision of employee training programs.
- Coordination and supervision of record keeping.
- Evaluation of overall program.

All employees being assigned or working in designated noise areas, whose noise exposures equal or exceed the action level of 85 dBA (8-hour time weighted average) will be included in the program. These exposures will be determined by actual monitoring or with representative data. Employees are required to fully participate in the program outlined in this policy as a condition of employment. Employees must wear the provided ear protection devices when working in posted noise areas. Each employee exposed to sound levels in excess of 85, will be:

- Given a baseline audiogram prior to assignment and an annual audiogram there after. The testing is provided at no cost to the employee.
- Provided with a choice of suitable ear protectors, fitted and encouraged to use them. Wearing of ear protection is mandatory for employees working in areas where noise exposure exceeds 90 dBA (8-hour time-weighted average).
- Notified of the results of noise exposure monitoring when their exposure is determined to be 85 dBA (8 hour time weighted average) or greater.
- Notified of any abnormal audiogram indicating a standard threshold shift.
- Provided annual training and information.

C. PROGRAM REQUIREMENTS

1. **Noise Monitoring.** A noise survey indicated that noise levels exceeding 85 dBA were measured on specific jobs. The noise exposure levels and areas/sources are summarized below.

Additional noise monitoring will be conducted whenever employee exposures are expected to change (equipment changes, plant modifications, engineering control installations, etc.)

Employees in the following areas will be included in the Hearing Conservation Program **enter information**.

Affected employees or employee representatives will be notified of planned monitoring by the program administrator and permitted to observe. Employee observation of monitoring will not disrupt normal work activities.

2. **Audiometric Testing.** Baseline and annual audiometric testing will be performed. A copy of the standard will be provided to the testing center. The testing center will provide or make available records regarding the background sound pressure levels in their audiometric testing rooms.

New employees in noisy areas positions listed above will be provided with appropriate audiometric examinations (baseline or annual) within ___ days of employment. Exposure to workplace noise is not allowed for 14 hours prior to baseline examinations (ear protectors may be used in lieu of 14 hours noise-free). Audiometric testing results provided by the testing center will be reviewed to ensure the appropriate follow-up actions are taken.

If a standard threshold shift (an average shift in either ear of 10 dB or more at 2,000, 3,000 or 4,000 Hz) is identified, the employee will:

- be notified of the threshold shift within 21 days of this determination.
 - be informed of the need for further evaluation or retesting if a medical problem is suspected.
 - be required to wear hearing protection.
 - be refitted or retrained in the use of hearing protection.
 - be referred for additional audiological or medical testing, if appropriate, and informed of the need for this testing, the purpose and outcome, and whether shift may not be related to use of hearing protectors.
3. **Hearing Protection.** Hearing protection is required to be worn by employees in the following job positions (exposure exceeds 90 dBA, 8-hour-time weighted average):
 4. **Noise Signs.** Company policy requires all work areas where noise exposures may exceed 85dBA to be posted with noise warning signs at all entrances to these areas. All employees in the HCP will wear ear protection when working in posted areas.
 5. **Employee Training.** Participation in an annual training program is required for employees exposed to noise at or above 85 dBA. The training will include information on:
 - The effects of noise on hearing.
 - The purpose and use of hearing protectors, the advantages and disadvantages of the various types.
 - Instructions in selection, fitting, use and care of hearing protectors.
 - The purpose of audiometric testing and an explanation of test procedures.
 - Contents of 29 CFR 1910.95, Occupational Noise Exposure.
 - Contents of 29 CFR 1910.20, Access to Medical & Exposure Records.

A copy of the noise standard and the written training and instructional materials are attached and are made available to employees upon request. Records of training will be maintained.

6. **Record keeping.** Audiometric program records are maintained in the employee's personnel file and will be provided to employees upon request. Records applicable to employee monitoring and exposure records will be retained as follows:
 - Employee audiometric test records (baseline and annual audiogram, retests, test room background levels, and audiometer calibration records) are maintained for the duration of affected employees employment.
 - Noise exposure measurement records are maintained for 2 years.

