

## **AUTHORITY AND SCOPE**

**REGULATION:** 29 CFR 1910.95, Hearing Conservation Program (HCP), and 29 CFR 1904.10,

**SCOPE:** This program applies to all operations and work areas where employees and other personnel may be exposed to hazardous noise levels.

## **POLICY STATEMENT**

It is the policy of [company name] to protect the hearing of all workers whose noise exposures equal or exceed an action level of 85 decibels (dB) for an 8-hour day. In accordance with this policy, this organization has established a Hearing Conservation Program. This program applies to all people working in areas or with equipment that have noise levels of 85 decibels, A weighting (dBA) or higher.

## **PROGRAM ADMINISTRATION**

### **PROGRAM CONTACT INFORMATION**

<b><u>TASK</u></b>	<b><u>NAME, JOB TITLE OR DEPARTMENT</u></b>	<b><u>PHONE</u></b>
Program Administrator		Office: Mobile:
Audiometric Testing Coordinator		Office: Mobile:
Training Coordinator		Office: Mobile:

### **PROGRAM ADMINISTRATOR**

The Program administrator will:

- Administer the Hearing Conservation Program.
- Conduct and document noise surveys areas/activities where potential noise exposures may equal or exceed an 8-hour time-weighted average (TWA) of 85 dBA.
- When notified by the employee or employee supervisor, perform a sound-level survey in areas where a change in activity, process, equipment, or controls may have resulted in either an increase or a decrease in employee exposure.
- Identify noise hazard areas and post appropriate signs.
- Provide employees with access to noise survey and dosimetry records.

- Notify supervisors and affected employees when monitoring indicates an exposure at or above action level and participate in the Hearing Conservation Program when it becomes mandatory.
- Recommend appropriate engineering and/or administrative noise controls.
- Develop a training program and ensure annual training of employees enrolled in the HCP in hearing conservation issues and practices.
- Maintain access to sound-level meters, noise dosimeters, and field calibration equipment in accordance with manufacturers' instructions and perform or provide for required calibrations in accordance with the requirements of **29 CFR 1910.95**.
- Maintain records of all noise monitoring and instrument calibration.

## **AUDIOMETRIC TESTING COORDINATOR**

### **THE TESTING COORDINATOR WILL:**

- Conduct baseline audiograms and annual audiometric testing on employees enrolled in the hearing conservation program.
- Notify **[name]** of employee complaints of potential noise hazard exposures.
- Ensure the proper selection and fit of hearing protection devices (HPDs.)
- Ensure appropriate certification of those responsible for audiometric testing, interpretation of audiometric results, selection and fit of HPDs, and employee hearing conservation training.
- Identify employees with Standard Threshold Shift (STS), subsequent retesting, employee notification, management of those employees with STS, and possible referrals.
- Assist as needed with the annual training of employees in the Hearing Conservation Program.
- Maintain audiometric testing equipment in accordance with manufacturers' instructions and perform or provide for required machine calibrations in accordance with the requirements of **29 CFR 1910.95, Appendix E**.
- Maintain records of audiometric test results (audiograms), employee training, and noise monitoring results for the duration of employment for each employee plus 30 years.

## **SUPERVISOR**

The supervisor will:

- Notify **[name]** of potential noise hazard areas.
- Evaluate the feasibility of engineering and/or administrative noise controls.
- Identify employees exposed to sound levels equaling or exceeding the action level and report such information to **[name]**.

## **EMPLOYEES**

Employees will:

- Wear HPDs when entering or working in identified noise hazard areas in accordance with the posted warning.

- Report potential noise hazard exposures to the supervisor.
- Comply with Hearing Conservation Program requirements when identified as being exposed to sound levels equaling or exceeding the action level.

Employees who do not comply with the provisions of this program will be disciplined in accordance with our company policy of progressive discipline.

## **PROGRAM REVIEW AND UPDATE**

This program will be reevaluated:

- Annually, when the annual audiogram testing is done.
- Whenever there is a change in production, process, equipment, or controls that might have questionable noise levels.

## **DEFINITIONS**

**ACTION LEVEL**—A sound level equaling an 8-hour time-weighted average (TWA) of 85 decibels on an A-weighted level (dBA), or equivalently a noise dose of 50 percent, as specified in the **OSHA regulation at 29 CFR 1910.95**.

**AUDIOGRAM**—A chart, graph, or table that results from an audiometric test. An audiogram shows an individual's hearing threshold level as a function of frequency (hertz).

**AUDIOLOGIST**—A professional specializing in the study and rehabilitation of hearing who is certified by the American Speech-Language-Hearing Association or licensed by a state board of examiners.

**BASELINE AUDIOGRAM**—Reference audiogram against which future audiograms are compared.

**DECIBEL (DB)**—Unit of measurement of sound level.

**DBA (DECIBELS ON AN A-WEIGHTED LEVEL)**—A measurement of noise intensity obtained using a sound-measuring instrument commonly used to define degrees of auditory risk. The A-weighting is a measurement that closely parallels the auditory characteristics of normal human hearing.

**DOSIMETRY**—A technique of sound measurement that integrates cumulative noise exposure over time and directly indicates a noise dose.

**HEARING CONSERVATION PROGRAM (HCP)**—An annual audiometric testing and hearing conservation training program for employees exposed to sound levels equaling or exceeding the action level.