

Sample Written Hearing Conservation Program
29 CFR 1910.95

Designed For: _____
(Name and address of Company)

Established: _____
(Date)

Hearing Conservation Vendor: Industrial Hearing Testing
19 Midstate Drive, Suite 220
Auburn, MA 01501

ADMINISTRATION

The administration of this program will be the responsibility of

(Name of Safety Director or Plant Manager)

Administrative responsibilities include:

1. Satisfying the requirements of 29 CFR 1910.95, paragraphs (a) – (m).
2. Coordination and supervision of noise exposure monitoring.
3. Reporting results of noise level monitoring within the facility.
4. Identifying employees to be included in the Hearing Conservation Program.
5. Coordination and supervision of audiometric testing programs.
6. Individually providing, as appropriate, records of audiometric examinations to employees.
7. Supervision of hearing protector selection.
8. Developing policies relating to the use of hearing protectors.
9. Supervision of employee-training programs.
10. Coordination and supervision of record keeping methods.
11. Posting a copy of the Occupational Safety Health Act, Section 1910.95 in an area always accessible to employees.
12. Monitoring and evaluation of the Hearing Conservation Program.

TO OUR EMPLOYEES

This hearing conservation program has been established to identify areas of high noise levels, take measures to reduce the noise, and to prevent hearing loss due to noise exposure. This program is mandatory for our facility in areas of operation that equal or exceed an 85dBA time weighted average for 8 hours.

Employees have the right to know this information and management wants you to understand your rights. It is company policy to continually provide this information to you as you undergo instruction and training.

This company is committed to conserving the hearing of employees by encouraging and requiring you to become more safety conscious. Practicing safe habits in order to protect you from exposure to harmful noise levels, and providing hearing tests for those who regularly work where high noise levels exist, is the purpose of this program.

OUR MISSION

It is the policy of this company to approach its hearing conservation program as a safety preventative program. The primary goal of this program is the prevention of hearing loss. Other goals include compliance with the Occupational Safety and Health Administration (OSHA) Guidelines and limitation of worker's compensation liability.

COMPONENTS OF A HEARING CONSERVATION PROGRAM

Ø Identification of high noise areas

Noise sampling shall be done every two years or whenever a change in process or equipment takes place, or a change of building location occurs. General sampling shall be performed with a sound level meter, which meets Type II specifications. For areas in excess of 80 dBA, or where noise levels change frequently, personal dosimetry will be performed as needed.

Exposure Limits:

<u>Duration per day hours</u>	<u>Sound Level DBA slow response</u>
8	90
6	92
4	95
3	97
2	100
1 ^{1/2}	102
1	105
1/2	110
1/4 or less	115

Ø Sound level output

Requirements for sound level output will be incorporated into specifications and design for new equipment so that such equipment, when in place, shall not exceed 85 dBA or contribute greatly to the noise levels in the chosen area.

Ø Engineering controls

It shall be determined which areas will be candidates for noise reduction through engineering or acoustical means, and, where technically and economically feasible, such noise control procedures will be instituted.

Ø Supervision

An audiologist, or an otolaryngologist or a physician will review problem audiograms and determine need for further evaluation.

Ø Education Program

Every employee will be instructed as follows:

At the time of employment, company policy on hearing conservation and specific departmental policy on the use of hearing protectors will be explained to each new employee. A hearing protector will be issued and its use and care explained. Employee participation in the audiometric testing/hearing conservation program is a condition of employment.

Employees will participate in a yearly education program, consisting of films, tapes, slides, pamphlets, and or any other educational audio-visual aids. Any employee questions will be addressed at that time.

Ø Periodic audiometric examination

- 1- Baseline Audiogram – A baseline audiogram is obtained on each present employee. All new employees will receive a baseline test as soon as possible when hired, minimally within one year from date of hire via mobile test van.
- 2- Annual Audiogram – Employees with uninterrupted employment will be given annual audiometric re-evaluations to determine if a “standard threshold shift” exists.

Any employee demonstrating a “standard threshold shift” of 10 dB from baseline shall be so notified in writing within 21 calendar days of this determination. The employee will be refitted and retrained in the use and care of hearing protection and provided hearing protection offering greater protection if necessary. Any employee with a “standard threshold shift” and a 25dB HTL or greater average hearing loss for the frequencies of 2,3, and 4kHz will be identified and entered on the OSHA 300 Log.

- 3- Hearing Protectors – Hearing protector use will be required for all employees who work in the manufacturing facility of (company name). Supervisors and management will monitor compliance. Hearing protectors shall be evaluated annually to ensure that the attenuation afforded is sufficient for the noise level of each employee. A variety of hearing protection is provided including a choice of at least two types of ear inserts and an earmuff.

MORE INFORMATION FOR YOU TO KNOW

A – Noise Survey

(Name of Company) has been surveyed in order to determine what noise levels exist in the areas where you work. The results show that in some of those areas, noise exceeds 85 dB and, in others, it exceeds 90 dB. Administration will take measures to reduce those levels where feasible, but, until that has been successfully accomplished, hearing conservation measures will be in effect for employees who work in those areas. Additional noise surveys may be taken in the future. If so, affected employees will be advised and some of you may be asked to participate in the noise survey. The employee cooperation is important and appreciated.

The following information reflects the documented noise level measurements for each department established by a recent noise level measurement survey.
(List departments and exposures)

B – Hearing Testing

Industrial Hearing Testing will provide audiometric testing for each employee whose noise exposures equal or exceed an 8-hour time-weighted average of 85 dBA We will notify these employees and they will be REQUIRED to undergo hearing testing. The test is simple, does not take much time, and is not painful. Results of each hearing test will be available to you. If the test result indicates that you have sustained a potential hearing loss as defined in OSHA regulations, we will provide you with written notice. This program is annual, so testing will be conducted at least once a year.

C – Hearing Protection

TYPES
(Names of Plugs Offered)
(Names of Muffs Offered)

NRR
(List NRR ratings for each)

FOR YOU TO KNOW:

How to Calculate NRR:

NRR is located on package or box of hearing protector

Subtract 7 from the NRR rating given

Divide that number by 2

Subtract resulting number from noise exposure of department employee is working in.

Example

NRR 29

$29 - 7 = 22$

$22 / 2 = 11$

Dept A has noise exposure of 90 TWA. $90 - 11 = 79$

79 dB is the exposure for the employee in Dept A with use of a hearing protector with a NRR of 29.

GLOSSARY OF TERMS

<i>A Scale:</i>	The setting on a sound level meter that most closely resembles the way the human ear hears
<i>Audiogram:</i>	A test of an individual's hearing threshold level as a function of frequency
<i>Baseline Audiogram:</i>	The audiogram against which future audiograms are compared
<i>dBA:</i>	Decibel level using the A scale
<i>Decibel (dB):</i>	Unit of measurement of sound level
<i>Dosimeter:</i>	Equipment specialized in measuring noise measurements
<i>Frequency:</i>	The "practical range" of human hearing. Frequencies are pure tones, measured in Hertz, of 500, 1000, 2000, 3000, 4000, 6000 Hz.

Hearing Loss Categories:

<i>Normal Hearing:</i>	The level of sound that a person can hear 50% of the time with a threshold response of 0-25 dB
<i>Mild Hearing Loss:</i>	The level of sound that a person can hear 50% of the time with a threshold response of 26-40 dB
<i>Moderate Hearing Loss:</i>	The level of sound that a person can hear 50% of the time with a threshold response of 41-55 dB
<i>Moderate Severe Hearing Loss:</i>	The level of sound that a person can hear 50% of the time with a threshold response of 56-70 dB
<i>Severe Hearing Loss:</i>	The level of sound that a person can hear 50% of the time with a threshold response of 71-90 dB

<i>Mixed Hearing Loss:</i>	The level of sound that a person can hear 50% of the time with a threshold response of >90 dB
<i>Hertz (Hz):</i>	Unit of measurement of frequency, numerically equal to cycles of a sound wave per second
<i>Persistent Threshold Shift:</i>	A Standard Threshold Shift that has occurred in two consecutive audiograms in one ear
<i>Standard Threshold Shift:</i>	Known as STS, this represents a change on one's hearing threshold at the frequency of 2000, 3000, 4000 Hz (2K, 4K, and 3K) when compared to the baseline audiogram
<i>Temporary Threshold Shift:</i>	Usually caused by exposure to a noisy workday, the ear becomes fatigued and test results demonstrate a reduction in hearing
<i>Time Weighted Average (TWA):</i>	Weighted average sound level over a given amount of time, usually 8 hours