(Your Company)

PURPOSE OF MANUAL

The purpose of this manual is to assist (Your Company) in the development of a company specific Hearing Conservation Program.

The material in this manual was collected and assembled from a wide variety of safety resources. The recommendations, standards and/or safe work practices are not necessarily all-inclusive. This manual should be used as a guide only. The standards contained herein are overviews and not in a complete form. For more detailed information or clarification (Your Company) should refer to the applicable OSHA, Manufacturer or Industry Standards and recommendations.

For this manual to be effective, it should be modified by (Your Company) to address the site-specific safety concerns, tasks and projects of the company.

NOTICE

This manual is designed for all workers providing services for (Your Company).

The term (Your Company) refers to the company in control of the working conditions of the "employee".

The term "Supervisor" includes any person directing the actions of the "employee" while providing services for (Your Company).

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HEARING CONSERVATION PROGRAM

I. Purpose

This program establishes procedures and guidelines for the hearing safety of employees and the use of hearing protection equipment while performing certain functions at (Your Company). It should be used to ensure the safety of employees while performing any of their normal duties when working for (Your Company).

II. Designation of Program Administrator and Responsibilities

The Hearing Conservation Program will be administered by (The President). His responsibility as Program Administrator will be to make decisions and implement changes in the Hearing Conservation Program as needed. In addition, (The President) will also be charged with the following responsibilities:

A. Establishment of a periodic inspection program for monitoring the conditions that may require the use of hearing protection equipment.

B. Supervision of hearing protection equipment selection procedure.

C. Establishment of training programs pertaining to the use, care and inspection of hearing protection equipment and the importance of hearing protection and the OSHA standards that apply.

D. Establish a program for the cleaning and inspection of hearing protection equipment.

E. Establishment and issuance of accounting procedures for employees assigned to wear hearing protection equipment.

F. Implementing a program for notifying employees that are exposed to noise at or above an 8-hour time weighted average of 85 decibels or higher.

G. Establishing a program for Audiometric testing for all employees with exposure levels above the established limits.

H. Establish a recordkeeping system for exposure limits and testing results and allow affected employees access to those records.
III. Policy Statements

A. Evaluation of the Hazard

The Supervisor will make an evaluation of each operation before employees are allowed to commence work. This evaluation will be done to determine what noise exposure hazards, if any, the employee may be exposed to. The evaluation will involve the use of an analog sound level meter. When it is determined the employee noise level exposure levels equal or exceeds 85 decibels in an 8-hour time weighted average, the Hearing Conservation Program shall be utilized.

B. Implementation of Engineering and/or Administrator Controls

Upon completion of the hazard evaluation, the Supervisor shall review the results and determine the feasibility of engineering and/or administrative control techniques. These controls shall be administered before commencing work.

C. Selection of Hearing Protection Equipment

If it is determined at this point the administrative and/or engineering controls aren't feasible, the Supervisor shall determine the appropriate personal protective measures to be implemented. It shall be the responsibility of (The President) to purchase and distribute the appropriate hearing protection equipment for each job.

D. Training Exposed Employees

The Supervisor will be responsible for training on an annual basis, in at least the following:

1. The importance of the Hearing Conservation Program.
2. The OSHA Standard 1910.95 and 1926.52 as it applies to them.
3. The effects of noise on hearing.
4. The purpose of hearing protectors, including the advantages and disadvantages.
5. Attenuation of various types of hearing protection equipment.
6. Selection, fitting, uses and care of hearing protection equipment.
7. The purpose of audiometric testing and an explanation of the test procedures.
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E. Training of Other Employees

All other employees not directly exposed to these noise levels but may have occasional contact with the hazard area, will be trained in the following on at least an annual basis:

1. The importance of the Hearing Conservation Program.
2. The effects of noise on hearing.
3. The purpose of hearing protectors.
4. Attenuation of various types of hearing protection equipment.
5. Selections, fitting, use and care of hearing protection equipment.

F. Care and Inspection

1. Only the person to whom they were issued shall use insert type earplugs.
2. The disposable type earplugs shall not be used for more than one week.
3. All other insert type plugs will be cleaned at least weekly with a solution of mild soap and warm water or follow specific manufacturers recommendations.
4. Muff type hearing protection equipment will be cleaned at least weekly or before being used by another employee.
5. All hearing protection equipment will be inspected before each use for any defects that may alter its effectiveness.

G. Compliance Accounting

An inspection program will be implemented by (The President) and carried out by the Supervisor. The inspections will be carried out on a random basis and without warning. The inspector will check to see that all employees required to wear hearing protective equipment are wearing the appropriate equipment. The inspection forms will be filed and kept in the main office for a period of 1 year.

H. Notification of Excessive Noise Exposure
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Before commencing work, all effected employees shall be notified by the **Supervisor** of the anticipated or measured noise levels involved in the job and instructed in the appropriate hearing protective equipment to be worn.

I. Audiometric Testing

The following guidelines are to be followed for audiometric testing at **(Your Company)** for employees with noise exposure levels equal to or greater than 8-hour time weighted average of 85 decibels:

1. The program shall be free to employees.

2. Audiometric tests will be performed by a person certified in the administration of audiometric testing or someone who has satisfactorily demonstrated competence in administering audiometric examinations.

3. Baselines audiograms will be given within 6 months of the time of first exposure.

4. Audiograms will be given to all effected employees.

5. Annual audiograms results will be compared with baseline tests to determine if standard threshold shift has occurred.

6. If it is determined a standard threshold shift has occurred, the employee maybe re-tested within 30 days.

7. For requirements on follow up testing procedures, refer to the **OSHA** Standard 1910.95(g)(8) through (10).

8. Audiometric testing requirements can be found in the **OSHA** Standard 1910.95(h).

J. Recordkeeping

1. **(Your Company)** will maintain records of initial exposure measurements and new exposure limits conducted whenever any of the following takes place:

   a. There is a change in processes; equipment or controls that increase noise exposure to the extent those additional employees are exposed at or above the action level.

   b. When the effectiveness of the hearing protection equipment is not sufficient to reduce employee exposure.
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2. Records of exposure level measurements will be kept for a period of 2 years.

3. All audiometric test results will be retained for the duration of the affected employee's employment.

4. All records will be provided upon written request to employees, employee-designated representatives and OSHA.

5. If for some reason, (Your Company) were to cease doing business, all records required by this program will be transferred to NELCO.
(Your Company) Audiometric Testing Form

Employee Name: _______________________________________________________

Job Classification: _____________________________________________________

Date of Audiogram: _____________________________________________________

Examiner’s Name: _____________________________________________________

Date of Last Calibration of Audiometer: _________________________________

Date of Employee’s Most Recent Noise Exposure Assessment: ______________

Background Sound Pressure Levels in the Audiometric Test Room: ___________
Hearing Conservation Program (Your Company)

Hearing Conservation Program Inspection Form

Date of Inspection: ________________________________

Inspections Name: ________________________________

Job Site Address: __________________________________

Has monitoring been done to determine exposure? _ yes _ no

If engineering or administrative controls are required are they in place? _ yes _ no

Is appropriate hearing protective being worn? _ yes _ no

Is hearing protection equipment in good condition? _ yes _ no
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(Your Company) Noise Exposure Form

Date: ____________________________________________________________

Job Address: ______________________________________________________

Inspector: _________________________________________________________

Job or Task: _________________________________________________________

Noise Level after Protection: _________________________________________

Recommended Measures of Protection: ________________________________