Company Name

Hearing Conservation Policy

OSHA STANDARD 1910.95

Prepared by

Program Manager **(Name Here)**

 The purpose of this policy is to establish a program and procedures for employee hearing protection and conservation at the **(Your Company Name)**

 This policy supports compliance with Occupational Safety and Health Administration 29 CFR 1910.95 Occupational Noise Exposure. The plan includes requirements for personal protective equipment, housekeeping, training and a procedure for reporting exposures.

 This policy applies to all applicable full and part time department employees.

The Policy Administrator is **(Your Name)**

The office phone number is **207-000-0000**.

E-mail address is \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Administrator is responsible for the following:**

* Issuing and administering this policy and making sure that the plan satisfies the requirements of all applicable federal, state and local hearing conservation regulations.
* Identifying which employees who are likely to be exposed to noise levels above 85dB.
* Developing procedures for noise abatement and hearing conservation.
* Assuring that employees are provided Personal Protective Equipment (PPE) and that they are trained on its’ proper use and care.
* Maintaining medical records of exposure monitoring, training records and hearing exam records.
* Completing exposure incident reports and notifying affected individuals.
* Evaluating and updating the policy annually. (12 Month period)
* Coordinating the annual audiometric testing of applicable employees.
* Supervision of hearing protector selection
* Supervision of employee training.
* Coordination and supervision of record keeping.
* Evaluation of overall program.

The required elements of the program are:

## Monitoring

Noise exposure levels must be measured wherever they may reasonably be expected to be above an eight-hour time weighted average of 85 dBA.

For **(Your Company Name)** the following operations are known to be loud and until measured, assume levels are in excess of 85 dBA:

List Task Below:

**(Samples)**

* **Excessive operation of the high-capacity mower – 95dB**
* **Excessive use of a jack-hammer- 100dB**
* **Excessive use of an air-operated chisel – 105dB**
* **Excessive operation of weed trimmers, air blowers and chain saws – 95bB**

A qualified third-party provider and/or a representative of the Maine Department of Labor will conduct monitoring. Where possible, historic data (previous similar monitoring) that was conducted will be used for specific operations.

\*\* Employees or employee representatives will have the opportunity to observe the monitoring in a manner that does not disrupt daily operations.

## Noise Controls

Noise controls must be evaluated and implemented wherever employee exposures are at or above an eight-hour time weighted average of 90 dBA.

For **(Your Company Name),** the following controls will be utilized to reduce noise levels to the greatest extent possible:

* Use of Personal Protective Equipment (PPE)
* Disposable earmuffs and or plugs.
* Utilization of temporary barriers or other approved noise-reducing materials.
* Utilization devices that will place away from the noise source. (Extension cords, air hoses etc.)

## Protective Hearing Devices

The (**Your Company Name)** will provide multiple types of hearing protection for all employees that have an eight-hour time weighted exposure of 85 dBA or above, who have any continuous exposure at or above 115 dBA, or who have an exposure to any impulse noise levels above 140 dB.

## Audiometric Testing Program

All employees with an eight-hour time weighted exposure of 85 dBA or above is included in an audiometric testing program.

The Program Administrator will ensure that all affected employees participate in the company Audiogram Program that includes baseline testing as soon after orientation as possible but within 6 months of first exposure. Annual audiograms will be taken to compare to baselines and assess whether employee(s) have experienced measurable hearing loss. Exposure to noise will be minimized for 14 hours prior to obtaining this baseline exam and subsequent annual tests.

**Your Medical Center**, or a qualified third-party medical provider who will review all audiogram and refer employees with questionable audiograms will perform annual Audiograms. Testing will be conducted per ANSI S3.6-1969 and in accordance with OSHA 29CFR1910.95.

## Training

The Program Administrator, or a qualified third-party individual must provide annual training to all employees exposed to noise at or above an eight-hour time weighted average of 85 dBA. Training must include the effects of noise on hearing, information on hearing protection and their use, information on audiometric testing and its purpose, and review of this policy.

* The employer must maintain a written description of the training program.
* The employer must provide a copy of the most recent audiogram result to the employees and explain the result to them.
* The attached training record will be included as part of this written program.
* Posting of the Hearing Conservation Standard 29CFR1910.95 Appendix A.

## Recordkeeping

Audiometric test need to contain the following information:

* Name and job classification of employee
* Baseline audiograms
* Date of audiogram
* Examiner’s name
* Date of last calibration of the audiometer
* Employees most recent noise exposure assessment
* Employer shall maintain accurate records of the measurements of the background sound pressure levels in the audiometric test rooms if done onsite.

**Records Retention**:

 - Audiometric test records will be retained for the duration of the affected workers employment.

 - All copies of records will be provided to employee upon their request.

Reviewed by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_

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## Training Participant Registration

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| **Print Name** | **Signature** |
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Date: Course Title: Instructor:

Description of Training and Source Material Used: \_\_\_\_\_\_\_\_ \_\_\_\_

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