

# Sample Written Program

For

## *Hearing Conservation*



## **1910.95**

### **Hearing Conservation Program**

**The following hearing conservation program is provided only as a guide to assist employers and employees in complying with the requirements of OSHA's Hearing Conservation Standard, 29 CFR 1910.95, as well as to provide other helpful information. It is not intended to supersede the requirements of the standard. An employer should review the standard for particular requirements which are applicable to their individual situation and make adjustments to this program that are specific to their company. An employer will need to add information relevant to their particular facility in order to develop an effective, comprehensive program.**

**1910.95**  
**Hearing Conservation Program**  
**Table of Contents**

- I. Objective
- II. Assignment of Responsibility
  - A. Management
  - B. Employees
- III. Procedures
  - A. Noise Monitoring
  - B. Employee Training
  - C. Hearing Protection
  - D. Audiograms/Hearing Tests
- IV. Attachments
  - A. Hearing Conservation Training Log
  - B. Record of Hearing Protection Needs

## Hearing Conservation Program For (Company Name)

### I. OBJECTIVE

The objective of the (COMPANY NAME) Hearing Conservation Program is to minimize occupational hearing loss by providing hearing protection, training, and annual hearing tests to all persons working in areas or with equipment that have noise levels equal to or exceeding an eight-hour time-weighted average (TWA) sound limit of 85 dBA (decibels measured on the A scale of a sound level meter). A copy of this program will be maintained by all affected departments. A copy of OSHA's Hearing Conservation Standard, 29 CFR 1910.95, can be obtained from Responsible Person. A copy of the standard will also be posted in areas with affected employees.

### II. ASSIGNMENT OF RESPONSIBILITY

#### A. Management

1. Use engineering and administrative controls to limit employee exposure.
2. Provide adequate hearing protection for employees.
3. Post signs and warnings in all high noise areas.
4. Conduct noise surveys annually or when new equipment is needed.
5. Conduct annual hearing test for all employees.
6. Conduct hearing conservation training for all new employees.
7. Conduct annual hearing conservation training for all employees.

#### B. Employees

1. Use company-issue approved hearing protection in designated high noise areas.
2. Request new hearing protection when needed.
3. Exercise proper care of issued hearing protection.

### III. PROCEDURES

#### A. Noise Monitoring

1. Monitoring for noise exposure levels will be conducted by Responsible Person. It is the responsibility of the individual departments to notify Responsible Person when there is a possible need for monitoring. Monitoring will be performed with the

use of sound level meters and personal dosimeters at the discretion of **Responsible Person**.

2. Monitoring will also be conducted whenever there is a change in equipment, process or controls that affect the noise levels. This includes the addition or removal of machinery, alteration in building structure, or substitution of new equipment in place of that previously used. The responsible supervisor must inform **Responsible Person** when these types of changes are instituted.

#### B. Employee Training

1. Affected employees will be required to attend training concerning the proper usage and wearing of hearing protection. The training will be conducted by **Responsible Person**, or a designated representative, within a month of hire and annually thereafter.

2. Training shall consist of the following components:

- a. how noise affects hearing and hearing loss;
- b. review of the OSHA hearing protection standard;
- c. explanation of audiometric testing;
- d. rules and procedures;
- e. locations within company property where hearing protection is required; and
- f. how to use and care for hearing protectors.

3. Training records will be maintained by **Responsible Person** (see Attachment A).

#### C. Hearing Protection

Management, supervisors, and employees shall properly wear the prescribed hearing protection while working or traveling through any area that is designated as a high noise area.

1. Hearing protection will be provided at no cost to employees who perform tasks designated as having a high noise exposure and replaced as necessary. It is the supervisor's responsibility to require employees to wear hearing protection when noise levels reach or exceed 85 dBA. Those employees will have the opportunity to choose from at least two different types of hearing protection.

2. Personal stereo headsets, or “Walkman,” are not approved for hearing protection and are not permitted in any operating area of company property.
3. Signage is required in areas that necessitate hearing protection. It is the responsibility of **Responsible Person** to provide signage to the appropriate areas.
4. Preformed earplugs and earmuffs should be washed periodically and stored in a clean area. Foam inserts should be discarded after each use. Hands should be washed before handling preformed earplugs and foam inserts to prevent contaminants from being placed in the ear.
5. **Responsible person** will keep a log of the areas or job tasks designated as requiring hearing protection, as well as the personnel affected by this Hearing Conservation Program (see Attachment B).

#### D. Audiograms/Hearing Tests

1. Employees subject to the Hearing Conservation Program who have time-weighted average (TWA) noise exposures of 85 dBA or greater for an eight (8) hour work shift will be required to have both a baseline and annual audiogram. The audiograms will be provided by the **Company Name** and conducted by **Responsible Company** with no cost to the employee.
2. The baseline audiogram will be given to an employee within one (1) month of employment with **Company Name** and before any exposure to high noise levels. Annual audiograms will be performed within one year from the date of the previous audiogram. It is the responsibility of the individual and **Responsible person** to schedule the annual audiogram.
3. If an annual audiogram shows that an employee has suffered a standard threshold shift, the employee will be retested within thirty (30) days of the annual audiogram. If the retest confirms the occurrence of a standard threshold shift, the employee will be notified in writing within twenty-one (21) days of the confirmation. Employees who do experience a standard threshold shift will be refitted with hearing protection and provided more training on the effects of noise.

The information and suggestions contained in this material have been developed from sources believed to be reliable. However, Frankenmuth accepts no legal responsibility for the correctness or completeness of this material, or its application to specific factual situations.

Attachment A

**Hearing Conservation Training Log**

Training Date: \_\_\_\_\_

Topic: \_\_\_\_\_

Training Conducted by: \_\_\_\_\_

<b>Employee Name (printed)</b>	<b>Employee Signature</b>	<b>Job Title</b>

## Attachment B

### Record of Hearing Protection Needs

<u>Company Name</u> <b>Personnel in Hearing Conservation Program</b> <u>Date</u>				
Hearing protection is required for and has been issued to the following personnel:				
Employee Name	Department	Job Description/ Equipment Being Used	Type of Hearing Protection Issued	Date Issued

The information and suggestions contained in this material have been developed from sources believed to be reliable. However, Frankenmuth accepts no legal responsibility for the correctness or completeness of this material, or its application to specific factual situations.