



## **WEEKLY SAFETY MEETING**

**All Euramax Subsidiaries**

### **HEARING PROTECTION**

#### **Safety Meeting Contents**

- Meeting Notice
- Leaders Guide
- Employee Handout
- Employee Quiz
- Meeting Sign-In Sheet
- Employee Puzzle

#### **PRIOR TO THE WEEKLY MEETING:**

- Post the meeting notice by the timeclock
- Read through the Leaders Guide and Employee Handout to familiarize yourself with the topic for the week
- Make copies of the employee handout (one for each employee)
- Make copies of the employee quiz (one for each employee)
- Make copies of the weekly puzzle (one for each employee)

#### **AT THE SAFETY MEETING:**

- Pass around the meeting sign-in sheet – ensure all employees present at the meeting print and sign their names
- Pass out the employee hand-out
- Pass out the employee quiz
- Pass out the weekly puzzle
- Keep the meeting simple
- Encourage discussion and questions

# WEEKLY SAFETY MEETING NOTICE

THIS WEEK, OUR SAFETY MEETING WILL COVER  
**HEARING PROTECTION**

TIME: \_\_\_\_\_

DATE: \_\_\_\_\_

PLACE: \_\_\_\_\_



## **WEEKLY SAFETY MEETING**

**All Euramax Subsidiaries**

### **HEARING PROTECTION**

#### **Leaders Guide**

##### **EURAMAX PROCEDURE REFERENCE:**

B-2.0: Hearing Conservation Program

##### **MEETING OBJECTIVE:**

Employees often take hearing for granted and only realize that they've suffered hearing loss when they find it hard to hear everyday sounds. That's because most hearing loss is gradual; the ability to hear well diminishes slowly. Although all exposure to noise can affect our hearing, including the ability to hear everyday sounds such as ringing telephones, a major factor in hearing loss is exposure to excessive noise on (and off) the job. The purpose of this meeting is to make sure that your employees are aware of the potential for hearing damage from noise exposure and are familiar with the available forms of hearing protection.

##### **MEETING PREPARATION:**

Read the Euramax procedure, understand the contents, and ensure compliance.

Collect samples of hearing protection used at your facility. Be prepared to discuss their proper use and application.

Review the employee handout to see if there are any other materials you wish to bring to the meeting.

Use a flip chart during the discussion to write key points and employee responses. This technique visually reinforces your instruction.

##### **MATERIALS CHECKLIST:**

Samples of the hearing protection used at your facility.

Flip chart and marking pens

##### **MEETING**

###### **INTRODUCTION**

Some of us are quick to claim that hearing protection is uncomfortable and ineffective. Yet those of us who protest are often the ones who fail to use the protection properly. But think about it: By not wearing protection, you are jeopardizing one of the most important senses you have. A cut can heal, a broken leg can mend... but once you've suffered permanent hearing damage, it's irreversible. That's why this meeting is so important. I want all of you to be aware of the need to use hearing protection whenever you're exposed to loud noise.

## **WEEKLY SAFETY MEETING**

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### **HEARING PROTECTION**

#### **Leaders Guide**

Most workers who suffer deterioration in their hearing aren't even aware of the loss because it happens gradually. Hearing loss can be either temporary or permanent. Short-term exposure to loud sounds usually results in a temporary loss. After a period of no exposure, normal hearing returns. Long-term exposure tends to lead to permanent hearing loss – damage that's irreversible.

Decibels measure the loudness of a sound. Normal conversation, which is comfortable to the ears, is about 60 decibels. A jackhammer, which can cause hearing loss when protection isn't worn, reaches up to 100 decibels. The sound of a jet taking off, which will immediately hurt the ear if proper protection isn't worn, can reach 120 decibels. At 125 decibels, you'll experience pain in your ears.

***Question:* How does loud noise damage hearing?**

*Answer:* Sound waves caused by loud noise damage the ear's "hair cells." These are the cells that help transmit sound waves inside the ear. When loud sounds push these cells beyond exhaustion, the cells can die as a result. When these cells die, hearing loss occurs.

***Question:* How long does it take the cells that die to be replaced?**

*Answer:* They'll never be replaced. You are born with only a certain number of the cells and once they die, they can't be replaced.

***Question:* What can you do to protect your hearing when working around loud noises?**

*Answer:* Wear hearing protection.

***Question:* What type of hearing protection is available?**

*Answer:* There are two basic types of protectors – earplugs (either expandable or fitted) and earmuffs.

## WEEKLY SAFETY MEETING

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### HEARING PROTECTION

#### Leaders Guide

**Question:** What's the difference between these two types of hearing protection?

**Answer:** Earplugs can be worn by almost anyone, but they provide limited protection. Earmuffs provide greater protection, but are not suitable in all situations. That's because they can interfere with other PPE, such as hard hats, that you may be required to wear.

**Demonstrate** proper fit and adjustment of earplugs and earmuffs, using the samples that you brought to the meeting.

- *Earplugs* are placed inside the ear canal.
- Before inserting, inspect the plugs to make sure they're clean and pliable.
- To properly insert, reach over your head and pull the top of your ear upward to straighten your ear canal.
- Use the other hand to insert the plug and hold the plug in place while you release the ear and it returns to its normal position.
- Repeat this process with the other ear.
- When both earplugs are properly in place, your own voice will sound louder to you.

**Explain** when hearing protection should be worn at your facility. Tell employees which type of protection should be worn in each situation.

**Remind** employees that after wearing, reusable hearing protection should be washed with soap and water, dried, and stored in a clean container. Do not reuse disposable earplugs.

**Question:** What about protecting your hearing off the job? What are some sources of noise exposure away from the job?

**Answer:** Lawn mowers, power tools, loud music, and target shooting

**Question:** What are symptoms that could indicate a possible noise-induced hearing problem?

**Answer:** Ringing in the ears  
Prolonged stuffiness in the ears  
People seem to be mumbling  
Complaints that you have the TV, stereo, radio, etc. too loud.



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### HEARING PROTECTION

#### Leaders Guide

**Question:** What should you do if you experience any of these symptoms?

**Answer:** See your doctor or an audiologist for a complete hearing test.

#### **SUMMARY:**

I hope this meeting has made a convincing case for taking hearing protection as seriously as other kinds of PPE. Remember that noise-induced hearing loss can be permanent. But also remember that it's preventable. Please use hearing protection as required here at work, and use it as needed at home, as well.

#### **EMPLOYEE HANDOUT**

- A. Employee Handout
- B. Hearing Protection Safety Quiz
- C. Hearing Protection Safety Puzzle

#### **QUIZ ANSWERS:**

- 1. False
- 2. False
- 3. True
- 4. C
- 5. Earmuffs
- 6. A
- 7. True
- 8. Permanent
- 9. D
- 10. False
- 11. True
- 12. True
- 13. True
- 14. B
- 15. False
- 16. A,B,D
- 17. True



## WEEKLY SAFETY MEETING

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### HEARING PROTECTION

#### Employee Handout

##### WHAT'S AT STAKE

It's hard to believe that noise can cause permanent damage to your hearing - but it can. It's important to protect yourself against noise hazards.

##### WHAT'S THE DANGER

Medicine or surgery cannot reverse noise-induced hearing loss. A hearing aid can't completely restore hearing either.

##### EXAMPLES

A sudden single loud sound of an explosion, jet engine or air tool can damage hearing. However, hearing loss usually occurs from lower doses of noise over time, with damage adding up.

##### HOW TO PROTECT YOURSELF

Your employer is responsible for figuring out the right hearing protection equipment for you to use, and keeping the workplace as free as possible from noise hazards. If you have suggestions, pass them to your supervisor.

##### Here's how to protect your hearing:

- *Reduce* the noise reaching your ears. Nothing can totally block sound, but some hearing protection devices block out part of the noise.
- *Electronic hearing protection* devices permit conversations and warnings to reach the ear, but prevent harmful sound-pressure levels. Other electronic hearing protectors pick up and amplify desirable sounds. Some earmuffs or earplugs combine with communication systems for use in noisy areas.
- *Earmuffs* - filled with liquid or foam - come in various styles for function and comfort. Earmuffs are fitted with a headband made of metal or plastic. Some headbands can be folded or put around the front or back of the neck in various positions. Cooling pads are even available for earmuffs worn in hot work environments.
- *Earplugs* can be pre-molded to fit all wearers, or custom molded to fit exactly. They can be made expandable or non-expandable, and may be either reusable or disposable. Earplugs are available on cords you can wear around your neck so you can take earplugs out and put them in easily.



## WEEKLY SAFETY MEETING

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### HEARING PROTECTION

#### Employee Handout

- *Ensure* your hearing protection is comfortable, fits properly and is compatible with other personal protective equipment (PPE) such as a hardhat.
- *Check out* specially-designed hearing protectors made to wear with other PPE. They attach to slots and brackets on hardhats or helmets for combined hearing, head and face protection.
- *Cooperate* with your workplace's hearing protection program. Take the regular hearing tests and wear recommended personal protective equipment. Take good care of your PPE by cleaning it according to the manufacturer's recommendations and replacing it as needed.

#### FINAL WORD

*Hearing damage is permanent, but it can be prevented. Take hearing protection seriously.*





## WEEKLY SAFETY MEETING

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### HEARING PROTECTION

#### Employee Quiz

Answer the following questions to see what you know about hearing protection safety.

1. Noise-induced hearing loss is reversible.  
True or False
2. Permanent hearing loss can only happen instantly.  
True or False
3. Even if your hearing is starting to fade, you can protect your ears from further damage  
True or False
4. Which of the following is a measure that can be taken to reduce workplace noises?
  - a. sound insulation
  - b. machinery maintenance
  - c. both a and b
5. Three types of available hearing protection include: disposable foam earplugs, molded plastic canal caps and \_\_\_\_\_.
6. Which hearing test is conducted first to measure subsequent deterioration?
  - a. baseline
  - b. frontline
  - c. clothesline
7. Difficulty picking out sounds from a noisy background is a sign of possible hearing damage.  
True or False
8. The inconvenience of hearing protection is temporary, but hearing loss is \_\_\_\_\_.
9. Which of the following reverses noise-induced hearing loss:
  - a. Medicine
  - b. Surgery
  - c. A hearing aid
  - d. None of the above



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### **HEARING PROTECTION**

#### **Employee Quiz**

10. Hearing loss most often is a result of a sudden single loud sound.  
True or False
11. Hearing loss usually occurs from harmful levels of noise over time.  
True or False
12. Some hearing protection devices are in the form of earmuffs.  
True or False
13. Manufacturers of hearing protection equipment provide helpful guidelines on cleaning it.  
True or False
14. The level of loudness is measured in:
  - a. decimeters
  - b. decibels
  - c. soundibels
15. Frequency refers to how often a noise occurs.  
True or False
16. These are some acceptable forms of protection against workplace noise:
  - a. Earmuffs
  - b. Canal caps
  - c. Cotton balls
  - d. Earplugs
17. Regular hearing tests are part of a workplace hearing protection program.  
True or False



# WEEKLY SAFETY MEETING

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## HEARING PROTECTION

### Meeting Sign In Sheet

LOCATION \_\_\_\_\_

MEETING DATE \_\_\_\_\_ MEETING CONDUCTED BY \_\_\_\_\_

CONTENTS OF MEETING \_\_\_\_\_  
(Attach Handouts, etc.) \_\_\_\_\_

#### ATTENDEES:

Name (Print)	Signature	Name (Print)	Signature
1 _____	_____	22 _____	_____
2 _____	_____	23 _____	_____
3 _____	_____	24 _____	_____
4 _____	_____	25 _____	_____
5 _____	_____	26 _____	_____
6 _____	_____	27 _____	_____
7 _____	_____	28 _____	_____
8 _____	_____	29 _____	_____
9 _____	_____	30 _____	_____
10 _____	_____	31 _____	_____
11 _____	_____	32 _____	_____
12 _____	_____	33 _____	_____
13 _____	_____	34 _____	_____
14 _____	_____	35 _____	_____
15 _____	_____	36 _____	_____
16 _____	_____	37 _____	_____
17 _____	_____	38 _____	_____
18 _____	_____	39 _____	_____
19 _____	_____	40 _____	_____
20 _____	_____	41 _____	_____
21 _____	_____	42 _____	_____

## WEEKLY SAFETY MEETING

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### HEARING PROTECTION

#### Employee Puzzle



Hearing protection is the subject of this word search. You'll find words about the hazards of excessive noise and how to prevent hearing damage.

T	E	S	T	R	L	P	O	G	X	S	Z	S	S	E	N	D	U	O	L
A	K	V	F	I	N	N	E	R	M	U	S	I	C	N	O	Q	K	N	E
E	C	X	S	P	N	X	D	L	O	H	S	E	R	H	T	B	A	H	V
W	S	C	L	A	U	C	F	R	E	Q	U	E	N	C	Y	A	L	E	E
A	X	N	M	U	R	D	R	A	E	N	O	S	H	H	Q	S	D	A	L
I	N	F	F	F	V	K	C	I	E	O	I	C	C	K	U	E	O	R	S
R	C	D	E	C	I	B	E	L	V	I	R	I	P	T	I	L	D	I	D
E	J	F	R	C	A	N	A	L	R	S	E	T	R	I	E	I	O	N	E
T	M	W	X	Z	Q	H	Y	N	E	E	T	S	E	N	T	N	S	G	A
E	Y	N	I	A	R	T	S	J	N	Q	U	U	P	N	N	E	I	V	R
M	T	E	M	P	O	R	A	R	Y	N	O	O	S	I	O	W	M	N	P
V	O	L	U	M	E	K	B	N	P	E	G	C	I	T	I	A	E	C	L
C	T	R	T	H	G	W	Z	X	L	P	N	A	H	U	T	E	T	O	U
D	S	L	O	A	U	D	I	T	O	R	Y	V	W	S	C	U	E	N	G
A	A	P	I	T	C	H	I	N	C	U	R	A	B	L	E	G	R	S	S
M	L	H	W	V	R	R	K	L	T	J	Z	M	W	O	T	I	E	T	L
A	B	I	H	E	A	D	P	H	O	N	E	S	F	S	O	T	D	A	O
G	S	O	U	N	D	E	A	F	T	I	N	J	N	S	R	A	U	N	S
E	E	D	F	O	A	E	G	E	L	D	D	I	M	E	P	F	C	T	I
F	P	E	R	M	A	N	E	N	T	I	T	Q	O	L	X	Z	E	W	A

ACOUSTICS  
AUDITORY  
BASELINE  
BLAST  
CANAL  
CONSTANT  
DAMAGE  
DEAF  
DECIBEL  
DOSIMETER  
EARDRUM

EARPLUGS  
FATIGUE  
FREQUENCY  
HEADPHONES  
HEARING  
INCURABLE  
INNER  
LEVELS  
LOSS  
LOUDNESS  
METER

MIDDLE  
MUSIC  
NERVE  
NOISE  
OUTER  
PERMANENT  
PITCH  
PROTECTION  
QUIET  
REDUCE  
SOUND

STRAIN  
TEMPORARY  
TEST  
THRESHOLD  
TINNITUS  
VOLUME  
WHISPER