

Sample Hearing Conservation Plan

Objective

Organization Name _____

The objective of the *Hearing Conservation Plan* for this organization/practice 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 master). A copy of OSHA's Hearing Conservation Standard, 29 CFR 1910.95, can be obtained at OSHA.gov.

Responsibilities

Employer

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

Employees

1. Use hearing protection provided by their employer.
2. Request new hearing protection when needed.

Procedures

Noise Monitoring

1. Monitoring for noise exposure levels will be conducted by_____.
2. Monitoring will be performed with the use of _____.
3. Monitoring will also be conducted whenever there is a change in equipment, process, or controls that affect noise levels.

Employee Training

1. Training will be conducted by_____ for those employees required to wear hearing protection. Training will be performed within 30 days of hire and annually thereafter.
2. Training will consist of:
 - A. How noise affects hearing and hearing loss.
 - B. Review of OSHA Standard 29 CFR 1910.95.
 - C. Explanation of testing used.
 - D. Rules and procedures.
 - E. Location of hearing protection.
 - F. How to use and care for hearing protectors.
3. Training records will be maintained for 3 years.

Hearing Protection

All employees shall wear the prescribed hearing protection while working or traveling through any designated high noise area.

1. Hearing protection will be provided at no cost to employees who perform tasks with high noise exposure and replaced, as necessary.
2. Personal ear buds or headsets are not approved for hearing protection.
3. Signage is required in areas that necessitate hearing protection.
4. Preformed earplugs and earmuffs should be washed after each use and stored in a clean area.
5. Disposable foam inserts are discarded after each use.
6. Wash hands before handling preformed and disposable foam inserts.
7. A log of areas or job tasks requiring hearing protection will be maintained by _____ . (see form B).

Audiograms/Hearing Tests

1. Employees subject to the *Hearing Conservation Program* who have TWA noise exposure of 85 dBA or greater for an eight-hour work shift will be required to have both a baseline and annual audiogram. These tests will be provided by _____ with no cost to the employee.
2. The baseline audiogram will be given within 30 days of starting employment and before any exposure to high noise levels. Annual audiograms will be performed within one year from the date of the previous audiogram.
3. If an annual audiogram shows that an employee has suffered a standard threshold shift, the employee will be retested in thirty days of the annual audiogram. If the second test confirms the standard threshold shift, the employee will be notified within twenty-one 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.

Noise Exposure Training Log

Training Date: _____

Topic: _____

Training Conducted by: _____

Employee Name (printed)	Employee Signature	Job Title

Record of Hearing Protection Needs

Hearing protection is required for and has been issued to the following employees:

Employee Name	Job Title	Type of Hearing Protection	Date Issued