# Hearing Conservation Program

**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. This program sample is not intended to supersede the requirements of the standard. *All employers should review the OSHA standard for requirements that are applicable to their individual situations and adjust this program to the specific needs of their company.* Employers will need to add information relevant to their facility(s) in order to develop an effective and comprehensive program.

<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.95>

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**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 has noise levels equal to or exceeding an 8-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 fromResponsible Person. A copy of the standard will also be posted in areas with affected employees.

**II. ASSIGNMENT OF RESPONSIBILITY**

1. **Management**
2. Use engineering and administrative controls to limit employee exposure.
3. Provide appropriate hearing protection for employees.
4. Post signs and warnings in all high-noise areas.
5. Conduct noise surveys annually or when new equipment is needed or installed.
6. Conduct annual hearing tests for all employees.
7. Conduct hearing conservation training for all new employees as part of on-boarding.
8. Conduct annual hearing conservation training for all employees.
9. **Employees**
10. Use company-issued, approved hearing protection in designated high-noise areas.
11. Request new hearing protection when needed.
12. Exercise proper care of issued hearing protection.

**III. PROCEDURES**

1. **Noise monitoring**
2. 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.
3. 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.
4. **Employee training**
5. Affected employees will be required to attend training on the proper use and wearing of hearing protection. The training will be conducted by Responsible Person or a designated representative within one month of hire date and annually thereafter.
6. Training shall consist of the following components:
   1. How noise affects hearing and hearing loss.
   2. Review of the OSHA hearing protection standard.
   3. Explanation of audiometric testing.
   4. Rules and procedures.
   5. Locations within company property where hearing protection is required.
   6. How to use and care for hearing protection equipment.
7. Training records will be maintained by Responsible Person *(see Attachment A).*
8. **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.
9. Hearing protection will be provided at no cost to employees who perform tasks designated as having 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**. These employees can choose from at least two different types of hearing protection.
10. Personal headsets are not approved for hearing protection and are not permitted in any operating area of company property.
11. Signage is required in areas that necessitate hearing protection. It is the responsibility of Responsible Person to provide signage to the appropriate areas.
12. 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.
13. Responsible Person will keep a log of the areas and/or job tasks designated as requiring hearing protection, as well as the personnel affected by this Hearing Conservation Program *(see Attachment B).*
14. **Audiograms / hearing tests**
15. Employees subject to the Hearing Conservation Program who have time-weighted average noise exposures of 85 dBA or greater for an 8-hour work shift will be required to have both a baseline and annual audiograms. The audiograms will be provided by the and conducted by Responsible Person with no cost to theemployee.
16. The baseline audiogram will be given to an employee within one 1 month of employment with 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.
17. If an annual audiogram shows that an employee has suffered a standard threshold shift, the employee will be retested within 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 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.

**Hearing Conservation Training Log**

Training date:

Topic:

Training conducted by:

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| --- | --- | --- |
| **Employee Name (printed)** | **Employee Signature** | **Job Title** |
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**Record of Hearing Protection Needs**

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| **Hearing protection is required for and has been issued to the following personnel:** | | | | |
| **Employee Name** | **Department** | **Job Description  (include equipment used in job tasks)** | **Type of Hearing Protection Issued** | **Date Issued** |
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**Acknowledgement Form**

I have received and reviewed the Company Name Hearing Conservation Program, and I agree to comply with it as it pertains to my position.

Employee name

Date

Manager Name