F10b

Hearing Conservation Program
For
City of Hiawatha

Adopted: June 18, 2013

Amended July 13, 2017

Hearing Conservation Program

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Purpose

This program was created to provide our employees with procedures and policies to properly protect them against the effects of noise exposure. This program was prepared in accordance with OSHA regulation Section 1910.95 Occupational Noise Exposure.

Copies of this program will be located at each site ~~or with each piece of equipment~~ where the sound levels exceed the recommended limits established in Table G-16 of Section 1910.95.

Program Administrator

The program administrator with guidance from the safety committee will be responsible for annual review of the program, coordination of employee training, baseline hearing test, noise audits and the selection of noise control procedures.

Employees should refer questions or comments about this program to the program administrator.

The program administrator is Kelly Kornegor, City Clerk

Annual Review

The program shall be evaluated ~~each June~~ annually with the assistance of the Safety Committee to determine the effectiveness of this program.

~~See evaluation form page 9.~~ Not using this form.

Noise Audits

All locations and equipment must be audited ~~annually~~ to determine if it exceeds 90 decibels (db). An initial noise audit of existing equipment shall be conducted by a qualified agency such as St. Luke's Hearing Conservation Services. After the initial noise audit is complete, additional noise audits will be required at the time new equipment is purchased.

All locations and equipment that exceed the 85 db limit shall be conspicuously marked with a label to notify employees of the risk.

A list of all locations and equipment that exceeds the limit shall be maintained by the program administrator.

Noise audits will be conducted using any of the following tools/processes as deemed necessary by the qualified agency performing the audit :

- Sound level meter (multiple samples taken throughout workday)
- Noise dosimeter (for employees working in numerous locations)
- Equipment manufacturer's noise specifications

Employees will be given the opportunity to observe noise audits monitoring and will be notified of noise audit results.

Audiometric Testing

1. Audiometric testing will be performed on all employees whose exposures equal or exceed an 8-hour time-weighted average time weighted average (TWA) of 85 decibels (Action level).
2. Audiometric testing will be provided at no cost to employees.
3. Audiometric testing will be performed by a licensed or certified audiologist, otolaryngologist, or other physician, or by a technician who is certified by the Council of Accreditation in Occupational Hearing Conservation, or who has satisfactorily demonstrated competence in administering audiometric examinations. A technician who performs audiometric tests must be responsible to an audiologist, otolaryngologist or physician.

Name of audiometric testing consultant

Name	Address	Telephone
MercyCare Occupational Health	5264 Council Street NE STE 700, Cedar Rapids, IA 52402	319-558-0303

4. Baseline Audiogram
   A. A baseline audiogram will be conducted within six months of an employee's first exposure at above the action level in order to establish a valid baseline audiogram against which subsequent audiograms can be compared.
   B. Mobile test van exception. Where mobile test vans are used to meet the audiometric testing obligation, the ~~(administrator)~~program administrator will obtain a valid baseline audiogram within one year of an employee's first exposure at or above the action level. Where baseline audiograms are obtained more than six months after the employee's first exposure at or above the action level, employees will wear hearing protectors for any period exceeding six months after first exposure until the baseline audiogram is obtained.
   C. Testing to establish a baseline audiogram will be preceded by at least 14 hours without exposure to workplace noise. Hearing protectors may be used as a substitute for the requirement that baseline audiograms be preceded by 14 hours without exposure to workplace noise.

D. The ~~administrator~~ audiometric testing consultant from the testing facility will notify employees of the need to avoid high levels of non-occupational noise exposure during the 14-hour period immediately preceding the audiometric examination.

5. Audiograms will be conducted at least annually after obtaining the baseline audiogram for each employee exposed at or above an eight hour time-weighted average of 85 decibels.

~~5.~~6. The ~~(administrator)~~program administrator will maintain a record of all employee audiometric test records. This record will include:

A. Name and job classification of the employee.
B. Date of the audiogram.
C. The examiner's name.
D. Date of the last acoustic or exhaustive calibration of the audiometer.
E. Employee's most recent noise exposure assessment.

Engineering Controls

Whenever possible and feasible, every effort will be made to purchase reduced noise equipment. When practical, equipment may be modified to reduce noise to a level below the 85 db threshold.

Administrative Controls

Table G-16(a) indicates the total time of exposure permitted at each noise level without hearing attenuation. Supervisors must make sure employees are not exposed to noise beyond the permitted total time of the sound level.

Permissible Noise Exposures
29CFR 1910.95 Table G-16(a)

Duration (Hours)		Sound Level Slow Response
16.0		85
13.9		86
12.1		87
10.6		88
9.2		89
8.0		90
7.0		91
6.2		92
5.3		93
4.6		94
4.0		95
3.5		96
3.0		97
2.6		98
2.3		99
2.0		100
1.7		101
1.5		102
1.4		103
1.3		104
1.0		105

Hearing Protectors

~~The administrator~~ Department supervisors shall ensure the hearing protectors are worn:

1. By any employee who is subjected to sound levels equal to or exceeding an eight-hour TWA of 90 db.
2. By any employee who has experienced a persistent standard threshold shift and who is exposed to eight-hour TWA of 85 db or greater.
3. By any employee who has not had an initial baseline audiogram and who is exposed to eight-hour TWA of 85 db or greater.

Employees will be given the opportunity to select their hearing protectors from a variety of suitable hearing protectors at no cost to them.

Employees will be held accountable for properly using and maintaining the equipment furnished.

Employee Information and Training

Training will include:

a. The effects of noise on hearing
b. The purpose and use of hearing protectors
c. Advantages and disadvantages of various types of hearing protectors
d. Instruction in the selection, fitting, use and care of protectors
e. The purpose of the audiometric testing and an explanation of testing procedures
f. Who to contact for more information

Training should be conducted by a competent person or organization as demonstrated by knowledge and experience. The name of the trainer, qualifications, training materials used, course content and date of training shall be documented.

~~See employee training form page 12.~~ Don't use.

Employees will be given a test to determine their understanding of the program. New hires and transfers will be tested prior to beginning their duties. Employees who do not receive 100 percent on the test will be retrained in those areas that were answered incorrectly. The frequency of training for existing employees will be determined by the department supervisor and shall be included on the training schedule .

The ~~test~~ training certificate will be retained as proof of training.

Record Keeping

Noise exposure records will be retained for two years. Audiometric tests records will be retained for the duration of the affected workers' employment.

~~Outside Contractors~~

~~The program administrator shall inform all contractors of the elements of this program. Contractors must also make a copy of their hearing conservation program available to the program administrator. Contractors who fail to follow the program requirements will be asked to leave the premises. Contractors with an insufficient program will not be allowed to begin work until their program meets or exceeds the requirements of this program.~~ Anything required of outside contractors would need to be included in the project agreement.

Violation of Hearing Conservation Program

Employees who violate the hearing conservation program procedures will be disciplined according to the personnel policy. Employees will also be required to attend retraining on the procedures or policies that were violated.

~~Annual Program Evaluation~~

~~Program Name:~~

~~Evaluation Date~~

~~**Evaluation Team:**~~

~~Name~~ ~~Title~~ ~~Department~~

~~Hearing Conservation Employee Training~~

~~Course Outline:~~

~~List of employees receiving training~~

~~*Employee Name*~~ ~~*Signature*~~

~~Noise Audit Worksheet~~

~~Location:~~

~~Last updated:~~

~~Updated by:~~

~~Location or Equipment~~	~~Noise Monitoring Method~~	~~Noise Level~~

~~Page: _____ of _____~~

Appendix A

To view and download the Section 1910.95 ~~hearing conservation~~Occupational Noise Exposure regulations including standard and mandatory appendices from the OSHA web site, go to:

https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=9735~~http://www.osha-slc.gov/OshStd_data/1910_95.html~~

~~Print out a copy of the standard and mandatory appendices to include with your program.~~

DRAFT

RESOLUTION NO. 17-
City Council

RESOLUTION APPROVING
AMENDED HEARING CONSERVATION PROGRAM

WHEREAS, the Safety Committee reviewed and determined it necessary to amend the Hearing Conservation Program to reflect current processes as outlined in the attached Exhibit "A," and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, IOWA, to concur with the Safety Committee recommendation and said Hearing Conservation Program is hereby amended, approved and adopted.

AYES:
NAYS:
ABSENT:

PASSED AND APPROVED this 19th day of July, 2017.

_____
Bill Bennett, Mayor

ATTEST:

_____
Kelly Kornegor, City Clerk