

DEPARTMENT HEARING CONSERVATION PLAN



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1.1.0 POLICY

1.1.1 The [Insert Department Name Here] Department has established department specific procedures that adhere to the requirements set forth by the Hearing Conservation Program and comply with Title 8 (T8) of the California Code of Regulations (CCR), Section 5097, California State (State) Hearing Conservation Program.

1.1.2 Noise Abatement

- A. Whenever possible, the [Insert Department Name Here] shall help prevent occupational disease and injury by conducting engineering control technology evaluations and developing practical, solutions-oriented control technology interventions as suggested by the National Institute for Occupational Safety and Health (NIOSH).
 1. [If the Department has implemented engineering control measures to address excessive noise exposure, [List Department Locations and Control Measures Here]. If the Department has not implemented engineering controls, omit this line.]
- B. Whenever the use of effective engineering controls cannot feasibly reduce noise levels below 85 dBA, or while engineering controls are being instituted, appropriate hearing protection devices shall be used.

1.3.0 PROCESS/PROCEDURES

1.3.1 Noise Monitoring

- A. [Insert Department Name Here] shall conduct area or personal noise monitoring to identify employees for inclusion in the hearing conservation program and to identify Department locations where average noise levels exceed Cal/OSHA's Action Level.
 1. [If the Department has conducted area noise monitoring, [List Department Locations Here]. If the Department has not conducted area noise monitoring, omit this line.]
 2. [If the Department has conducted personal noise monitoring, [List Job Classifications that Have Been Monitored Here]. If the Department has not conducted personal noise monitoring, omit this line.]
- B. Employees covered by this program shall inform their supervisor of any changes in workplace conditions that may require a change in the use of hearing protection. In addition, employees may submit a request for area or personal noise monitoring to their supervisor.

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- C. Area or personal noise monitoring shall be repeated whenever there is a change in equipment or processes that may reasonably be expected to increase noise exposure to levels near or beyond the Cal/OSHA action level of 85 dBA.
- D. The [Insert Department Name Here] Department has determined that employees in the following job classifications may be reasonably expected to be exposed to noise levels exceeding the Cal/OSHA action level of 85 dBA.
 - 1. [List Department Job Classifications Here]
- E. The [Insert Department Name Here] Department has identified the following high noise locations:
 - 1. [If the Department has identified high noise locations, [List Department Locations Here]. If the Department has no high noise locations, omit this line and Section 1.3.1.D.]

1.3.2 Department Hearing Conservation Administrator

- A. The Department Hearing Conservation Administrator shall be responsible for scheduling the following:
 - 1. Area or personal noise monitoring
 - 2. Initial and annual hearing exams
 - 3. Annual hearing conservation training
- B. The [Insert Department Name Here] has designated the following individual as the Department Hearing Conservation Administrator:
 - 1. [List the Department Hearing Conservation Administrator here]

1.3.3 Safety Signs and Labels

- A. High noise areas where average noise levels exceed the Cal/OSHA 85 dBA action level shall be clearly identified by signs located at their entrances or boundaries.
 - 1. [List Department Name Here] has installed signage indicating high noise levels at the following locations:
 - a. [If the Department has installed signage indicating high noise levels, [List the Locations Here]. If no signage has been installed, omit this line and Section 1.3.3.A.1.]

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- B. Equipment producing high hazard noise levels shall be clearly marked to alert personnel, unless the equipment is stationary and within an identified high noise area.
 - 1. [If the Department has identified equipment producing high hazard noise levels, [List the Locations Here]. If no signage has been installed, omit Section 1.3.3.A.1.]

1.3.4 Personal Protective Equipment (PPE)

- A. Hearing protection devices shall be provided, free of cost, to employees enrolled in the Hearing Conservation Program. Employees must wear appropriate hearing protection devices while exposed to noise at or above the Cal/OSHA 85 dBA action level.
- B. In the [Insert Department Name Here] Department, the following types of hearing protection devices are available:
 - 1. [List Department Hearing Protection Devices Here]
- C. The use of hearing protection devices is required when:
 - 1. [List Activities that Require the Use of Hearing Protection Devices]
- D. The use of hearing protection devices is required when entering:
 - 1. [List Areas in which Hearing Protection Devices are Required]

1.3.5 Training

- A. Employees enrolled in the Hearing Conservation Program must complete annual training that includes the following:
 - 1. Effects of noise on hearing
 - 2. Purpose of hearing protection devices
 - 3. Advantages and disadvantages of hearing protection devices
 - 4. Attenuation of various hearing protection devices
 - 5. Purpose of Audiometric testing
 - 6. Explanation of test procedures

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B. [List type of hearing conservation training offered by the Department. Ex: Target Solutions Online Hearing Conservation Training]

1.3.6 Recordkeeping

- A. The Department's written Hearing Conservation Program shall be made available to employees upon request.
- B. Audiometric data shall be retained for the duration of the employee's employment.
- C. Noise exposure data shall be retained for a minimum of two (2) years.
- D. The [Insert Name of Department Here] shall retain hearing conservation records at the following locations:
 1. [List where the Department maintains departmental hearing conservation records]