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*Occupational Safety & Health   Environmental Health   Laboratory Safety   Industrial  
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# Hearing Conservation Program

Administered by

**Environmental Health and Safety Office**

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## **VII. Training and Information**

The Hearing Conservation Program Coordinator shall conduct training for employees exposed to noise at or above an 8-hour (TWA) of 85 dB and to employees who have suffered a STS. Supervisors shall contact the Hearing Conservation Program Coordinator to arrange for training of their employees. Employees shall demonstrate understanding of the training by successfully completing a written test with a score of 70 percent or better. An employee who does not successfully complete the written test shall attend a personal training session that focuses on the aspects of the training not understood by the employee.

The training shall cover at minimum the following:

- The effects of noise on hearing
- The purpose of hearing protectors, the advantages, disadvantages, and attenuation of various types, and instruction on selection, fitting, use and care
- The purpose of audiometric testing, and an explanation of the test procedures
- Employee responsibilities as they pertain to this program

The Hearing Conservation program Coordinator shall make copies of the VOSH standard 1910.95 and this program available to employees, their supervisors and their representatives. Supervisors shall post a copy of the standard in the workplace. A copy of the standard is in **Appendix B** of this program.

## **VIII. Recordkeeping**

The Hearing Conservation Program Coordinator shall maintain written information regarding employee exposure monitoring, audiometric tests and other related medical evaluations and training. The records shall be kept at the Environmental Health and Safety Office and shall be made available in a reasonable time, place and manner upon request from an employee, former employee, employee's representative or from the Assistant Secretary.

### **Employee Exposure Monitoring Records**

The following records shall be retained for at least two years:

- Employee noise exposure monitoring results
- Calibration Records for monitoring equipment

### **Audiometric Testing Records**

Audiometric testing records shall be retained indefinitely. Records obtained from an employee's previous employer shall also be retained indefinitely regardless of whether or not the employee was placed in this program during their period of employment at Old Dominion University.

Audiometric testing records shall include:

- Name, age, gender, social security number and job classification of employee
- Employees most recent noise exposure assessment
- Date and time of audiogram
- Name and credentials of audiometric technician
- Audiometer make, model, serial number, and date of last acoustic or exhaustive calibration
- Measurements of the background sound pressure levels in audiometric test rooms
- Name and credentials of CAOHC-certified technicians, audiologists or physicians that review audiograms
- Reviewer's follow-up recommendations
- Documentation of employee's written notification of STS

**Training Records:**

- Outline of annual training program content



## Appendix A

### Definitions

**Action Level:** The sound level of 85 dBA, based on an 8 hour time weighted average, at which when reached or exceeded necessitates implementation of activities to reduce the risk of noise-induced hearing loss.

**Audiogram:** A chart, graph, or table resulting from an audiometric test showing an individual's hearing threshold levels as a function of frequency.

**Audiologist:** A professional specializing in the study and rehabilitation of hearing, who is certified by the American Speech-Language-hearing Association or licensed by a state board of examiners.

**A -Weighted:** The A-weighting, expressed as dBA, is the scale used for most occupational noise measurements. The A-weighting approximates the range of human hearing as it filters out lower frequency noises, which are not as damaging as the higher frequencies.

**Baseline Audiogram:** The audiogram against which future audiograms are compared.



## Appendix B

### Occupational Noise Standard

Occupational Noise Exposure (1910.95): [Occupational noise exposure. - 1910.95](#)