

Noise control and hearing conservation program

Template

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# Noise control and hearing conservation program

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| --- | --- |
| your company name |  |

## Introduction

This document describes the eight components of the company name noise control and hearing conservation program. The following table lists these components and who’s responsible for each one.

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| --- | --- |
| **Component** | **Who’s responsible** |
| 1. Noise measurement | name and job title |
| 2. Education and training | name and job title |
| 3. Noise control | name and job title |
| 4. Hearing protection | name and job title |
| 5. Posting of noise hazard areas | name and job title |
| 6. Hearing tests | name and job title |
| 7. Program review | name and job title |
| 8. Record keeping | name and job title |

company name will cover all costs associated with the noise control and hearing conservation program, including the following:

* Providing hearing tests and time for workers to attend the tests
* Providing a variety of hearing protection devices
* Implementing other elements of the program as outlined below
* list any additional examples of costs to be covered

Workers must take part in the hearing conservation program. Their responsibilities include the following:

* Wear hearing protection in all areas where it’s required.
* Attend safety meetings or crew talks (as applicable) and learn how to use hearing protection properly.
* Participate in annual hearing tests.
* Report any concerns about noise to their supervisor.
* list any other responsibilities if needed

company name will educate workers on their responsibilities and the basics of hearing loss prevention. (See the “Education and training” section below for more information.)

## 1. Noise measurement

### Exemption from noise-exposure measurement

company name is exempt from the requirement to measure worker noise exposures because data shows that some or all of our workers are routinely exposed to levels above 85 dBA Lex (i.e., 85 decibels, averaged over 8 hours or equivalent). Thus, we will proceed with the remaining elements of the hearing conservation program.

### Noise-exposure measurement necessary

In year, company name or person carried out a noise-exposure survey of the following areas. The report is attached, and a summary of the results follows.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area surveyed (name or description)** | **Date of survey (month and year)** | **Sound level (in dBA)** | **Comments** | **Measurements conducted by (name or job title)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

In year, company name or person carried out a noise-exposure survey of the following work tasks or job titles.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Work task or job title** | **Leq,t (dBA)** | **Dose (%)** | **Description of tasks during monitoring** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Measurements were conducted as per *CSA Standard Z107.56-18, Measurement of Noise Exposure*, using the following noise-measuring equipment.

|  |  |  |
| --- | --- | --- |
| **Types of sound level meters (SLMs) or dosimeters used (include make, model, and serial #)** | **Date of calibration** | **SLM/dosimeter settings (e.g., thresholds, exchange rates)** |
|  |  |  |
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Personal exposure measurements (dosimetry) were conducted on the following workers:

* list worker names and/or job titles

The following workers were found to have noise levels that exceed 85 dBA Lex (i.e., 85 decibels averaged over 8 hours or equivalent):

* list noise levels measured and worker names and/or job titles

If there’s a change in equipment or process, or the duration of exposure changes, name and/or job title will measure the noise levels with a hand-held integrating sound level meter in the affected work areas within timeline of the change being brought to their attention. If the levels have increased, name and/or job title will conduct dosimetry on workers who may be affected by the change to determine their new exposure levels.

Also, name and/or job title will reassess identified noisy areas every number of years.

## 2. Education and training

All new hires receive the following information as part of their safety orientation:

* Noise levels in our workplace
* The effects of noise on hearing
* How to select, use, and maintain hearing protection
* The purpose of hearing testing
* list other noise-related topics covered in the safety orientation

name and/or job title delivers this information using the following resources:

* list publications, websites, and/or videos provided

For existing employees, name and/or job title will review this information provide timeline.

## 3. Noise control

company name has implemented the following noise controls.

|  |  |  |
| --- | --- | --- |
| **Noise control description** | **Date implemented(month and year)** | **Further details or action required** |
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## 4. Hearing protection

company name will provide hearing protection to all workers upon hiring. Workers must wear hearing protection at all times when operating equipment or working near any noise sources.

We will provide workers with several hearing protection options, including a selection of styles and sizes. Supplied hearing protection devices include the following:

* list of hearing protection devices provided

When hearing protection is provided, workers will be instructed in proper fit and maintenance of their selected hearing protection. name and/or job title will provide this education and training.

When industrial audiometric technicians (IATs) conduct hearing tests, we will provide the IATs with samples of the hearing protection we supply. The IATs will check the fit and condition of workers’ hearing protection and advise whether it’s still suitable.

After annual hearing tests, the IATs will provide feedback to name and/or job title about hearing protection. For example, feedback might include whether workers are satisfied with their current hearing protection devices, as well as whether the devices fit and are being properly worn and maintained. The IATs will also recommend any necessary changes.

During site inspections, name and/or job title will monitor and enforce the use of hearing protection by workers.

## 5. Posting of noise hazard areas

Workers in posted noise hazard areas must wear hearing protection. In all areas with noise levels greater than 85 dBA Lex, posted warning signs state that hearing protection is required.

Warning signs are posted in the following areas:

* list of sign locations

name and/or job title checks the condition of these signs during inspections and replaces them as needed.

## 6. Hearing tests

Based on the measurements we have taken, company name has identified jobs with noise-exposed workers. Workers who are not exposed to noise are not tested.

Upon hiring, new workers are tested within timeline by industrial audiometric business (hearing-test provider) and location — either their facility or on site.

Following the initial test, an annual test is conducted by specify test provider, date, and location.

name and/or job title creates the schedule for annual tests and ensures all workers attend their tests.

### You don’t have an on-site facility and hire an IAT

Our written contract with hearing-test provider states that its testing of our workers will comply with Part 7 of the Occupational Health and Safety Regulation. It states that the results will be submitted to WorkSafeBC within specify timeline. It also states that enough time will be allowed for counselling on the test results and on the use and maintenance of hearing protection. The time will be about 20 minutes for each annual retest and 30 minutes for each new hire.

### You have an in-house IAT

Our in-house IATs have current WorkSafeBC authorization to conduct hearing tests. Hearing testing, counselling, and record keeping are conducted as per Part 7 of the Occupational Health and Safety Regulation.

## 7. Program review

name and/or job title reviews the hearing-test results in WorkSafeBC’s Industrial Audiometric System (IAS) hearing conservation report and follows up with workers who show signs of noise-induced hearing loss.

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| --- | --- |
| **Job title** | **Actions taken** |
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|  |  |

company name will distribute a summary report of our hearing conservation program review as follows: describe distribution process

The summary report includes an analysis of the following:

* Our early warning and early warning change percentage (to determine if noise-related hearing loss is occurring)
* Hearing-test participation
* Education and training of workers, including safety meeting or crew talk (as applicable) participation
* The adequacy of noise-control measures
* Any changes to equipment or processes that could alter noise levels
* Hearing protection use trends and suggestions for improvement
* list other review items, as necessary

##  8. Record keeping

company name maintains records of the following:

* Education and training provided to workers
* Results of noise-exposure measurements (if applicable)
* Annual hearing-test results for each worker

We will keep the test results confidential. We will not make copies or release them to anyone except with the written permission of the worker or as otherwise required by law. Any hard copies obtained during testing will be shredded in a confidential shredder.

# Hearing conservation program checklist

|  | Completed or checked by | Date |
| --- | --- | --- |
| 1. Noise measurement |
| [ ]  Representative noise-exposure levels have been determined for all noise-exposed workers, as specified in *CSA Standard Z107.56-18.* | name and job title | date |
| [ ]  Warning signs stating that hearing protection is required are posted in noisy areas. | name and job title | date |
| [ ]  A report of the noise-survey findings is available for review, unless an exception applies. | name and job title | date |
| 2. Education and training |
| **Noise-exposed workers have received education on:** |
| [ ]  The results of noise-exposure measurements | name and job title | date |
| [ ]  Effects of noise on hearing | name and job title | date |
| [ ]  Proper fit, use, and maintenance of hearing protection | name and job title | date |
| [ ]  The purpose of hearing testing | name and job title | date |
| **Staff responsible for administering the program have:** |
| [ ]  Received education on hearing loss to understand the program goals and policies | name and job title | date |
| [ ]  Received training in the use and fitting of hearing protection | name and job title | date |
| 3. Noise control |
| [ ]  Major noise sources and options for engineering and administrative controls have been identified. | name and job title | date |
| [ ]  Where practicable, noise-control solutions have been implemented. | name and job title | date |
| [ ]  There is a noise-control maintenance plan. | name and job title | date |
| [ ]  There are specifications for purchasing noise-control equipment. | name and job title | date |
| [ ]  New facility planning includes noise control. | name and job title | date |
| [ ]  If possible, shifts have been altered to reduce the duration of noise exposure. | name and job title | date |
| 4. Hearing protection |
| [ ]  The use of hearing protection is consistently enforced. | name and job title | date |
| [ ]  Hearing protection is selected as specified in *CSA Standard Z94.2‑14*. | name and job title | date |
| [ ]  Each worker is individually fitted with hearing protection and trained in its use and care. | name and job title | date |
| [ ]  Hearing protection is replaced regularly. | name and job title | date |
| [ ]  Hearing protection is inspected for condition, fit, and correct placement. | name and job title | date |
| 5. Posting of noise hazard areas |
| [ ]  Warning signs are posted in all areas where noise hazards exist. | name and job title | date |
| [ ]  Signs state that all workers must wear hearing protection in these areas. | name and job title | date |
| 6. Hearing tests |
| **Employers who contract an industrial audiometric business** |
| [ ]  The mobile hearing-test facility is in a suitably quiet location. | name and job title | date |
| **Employers using an in-house program or a contracted industrial audiometric business** |
| [ ]  Workers are privately and individually counselled on the hearing-test results, as well as the use and care of hearing protection. | name and job title | date |
| [ ]  The employer maintains confidential records of hearing tests. | name and job title | date |
| [ ]  All noise-exposed workers are tested annually. | name and job title | date |
| [ ]  Test results are submitted to WorkSafeBC. | name and job title | date |
| 7. Program review |
| [ ]  The hearing conservation program addresses the eight elements specified in the Regulation. | name and job title | date |
| [ ]  The effectiveness of the program is reviewed at least annually. | name and job title | date |
| [ ]  An action plan addresses identified deficiencies. | name and job title | date |
| [ ]  The action plan is put in place and documented. | name and job title | date |
| [ ]  Review results are shared with the joint health and safety committee (or worker health and safety representative). | name and job title | date |
| **The review addresses the following:** |
| [ ]  Need for further noise measurement | name and job title | date |
| [ ]  Education and training | name and job title | date |
| [ ]  Adequacy of noise-control measures | name and job title | date |
| [ ]  Selection and use of hearing protection | name and job title | date |
| [ ]  Hearing-test data on rate and extent of noise-related hearing loss | name and job title | date |
| 8. Record keeping |
| [ ]  Records are kept of education and training provided to workers. | name and job title | date |
| ☐ Records are kept of the results of noise-exposure measurements (if applicable). | name and job title | date |
| ☐ Records are kept of annual hearing-test results for each worker for as long as each worker remains an employee. | name and job title | date |
| ☐ Test results are kept confidential and are not copied or released to anyone without the written permission of the worker, or as otherwise required by law. | name and job title | date |