



All DeLong's Facilities

Procedure #:  
CS-024

Hearing Conservation  
Program

Rev 1

### 1. Purpose:

1.1 The purpose of the 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 have noise levels equal to or exceeding an eight-hour time-weighted average (TWA) sound limit of 85 dBA.

### 2. Responsibility:

2.1 The Environmental Health and Safety (EHS) Manager is the program coordinator, with overall responsibility for the program, including reviewing and updating this plan as necessary.

2.2 The EHS Manager and/or Supervisors are responsible for implementation of this procedure, and training of all employees with regard to this procedure.

### 3. References:

3.1 29 CFR 1910.95 Occupational Noise Exposure.

### 4. Procedure:

#### 4.1 Noise Monitoring

4.1.1 Monitoring for noise exposure levels will be conducted by the EHS Manager. It is the responsibility of the individual departments to notify the EHS Manager 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 the EHS Manager.

4.1.2 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 the EHS Manager when these types of changes are instituted.

#### 4.2 Employee Training

4.2.1 Affected employees will be required to attend training concerning the proper usage and wearing of hearing protection. The training will be conducted by the

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EHS Manager, or a designated representative, within a month of hire and annually thereafter.

**4.2.2** Training shall consist of the following components:

- how noise affects hearing and hearing loss;
- review of the OSHA hearing protection standard;
- explanation of audiometric testing;
- rules and procedures;
- locations within company property where hearing protection is required; and
- how to use and care for hearing protectors.

**4.2.3** Training records will be maintained by the EHS Manager.

### **4.3 Hearing Protection**

**4.3.1** All individuals, including management, supervisors, and employees, shall properly wear the prescribed hearing protection while working or traveling through any area of production.

**4.3.2** Hearing protection will be provided at no cost to employees who perform tasks designated as having a 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. Those employees will have the opportunity to choose from at least two different types of hearing protection.

**4.3.3** Personal stereo headsets are not approved for hearing protection and are not permitted in any operating area of company property.

**4.3.4** Signage is required in areas that necessitate hearing protection. It is the responsibility of the EHS Manager to provide signage to the appropriate areas.


**4.3.5** 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.

**4.3.6** The EHS Manager will keep a log of the areas or job tasks designated as requiring hearing protection, as well as the personnel affected by this Hearing Conservation Program.

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**4.4 Audiograms/Hearing Tests**

- 4.4.1 Employees subject to the Hearing Conservation Program who have time-weighted average (TWA) noise exposures of 85 dBA or greater for an eight hour work shift will be required to have both a baseline and annual audiogram.
- 4.4.2 The baseline audiogram will be given to an employee within one month of employment with DeLong's, Inc. 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 EHS Manager to schedule the annual audiogram.
- 4.4.3 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 twenty-one 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.

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