

# Town of Windham

## Hearing Conservation Policy

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### I. Purpose:

It is the purpose of the Hearing Conservation Plan to reduce occupational hearing loss by protecting affected employees from noise levels which have the potential to contribute to hearing loss; and to establish and implement practices, procedures, training, and regular audiology evaluations that support this effort.

### II. Governance

OSHA Standard 29 CFR, Section 1910.95, (*Attachment A*) requires that employees be placed in a hearing conservation program if they are exposed to a time weighted average (TWA) sound level of 85 dB or greater during an 8 hour workday.

### III. Application

This policy applies to all employees that work in the Department of Public Works and any other employee who may, in the course of his/her work duties, use equipment that is maintained by Public Works.

### IV. Responsibilities

- a. Management/Human Resources Responsibilities
  - i. Providing proper training on hearing conservation to affected employees within 30 days of hire and annually thereafter.
  - ii. Providing adequate hearing protection for affected employees.
  - iii. Posting signs and warnings for all high noise areas.
  - iv. Conducting noise surveys when new high noise producing equipment is added.
  - v. Conduct annual hearing tests for employees.
  - vi. Make available to affected employees or their representatives copies of OSHA standard 1910.95 and post a copy of the standard in each workplace where the program is required.
  - vii. Retain records of exposure measurements as well as baseline/initial audiograms.
- b. Employee Responsibilities
  - i. To use department provided, approved hearing protection in designated high noise areas or while using high noise equipment.
  - ii. To request new hearing protection when needed.
  - iii. To exercise proper care of issued hearing protection.
- c. Use of Hearing Protection
  - i. All affected employees shall properly wear the prescribed hearing protectors while working with high noise equipment or traveling through high noise areas.
  - ii. At least two types of hearing protection (one type of ear plugs and 1 type of muff) will be provided and maintained by the Town.
- d. Training

- i. The Office of Human Resources will schedule training to all affected employees at the time of hire.
  - ii. Annual refresher training will be required of all affected employees and will be scheduled by the Office of Human Resources.
- e. Hearing Conservation Testing
  - i. Should a job task require exposure to 85dB(A) or greater level, as an 8-hour time-weighted average, the department will enter the employee(s) into a hearing conservation program that will be managed by Industrial Hearing or another qualified agency.
  - ii. OSHA standards are minimum standards. Management reserves the right to protect employees at a higher level and can send employees for hearing conservation testing on job tasks which deems to warrant such testing. Management also can mandate employees to use PPE it feels will protect the employee(s) from injury; i.e., all employees that use any of the ride-on mowers are required to use hearing protection.
  - iii. Annually thereafter, employees that fall under the mandatory testing program will be required to participate in an evaluation to monitor any changes from the baseline audiogram.
- f. Policy Review
  - i. The Human Resources Director will review this policy annually; or
  - ii. Whenever OSHA policy regarding hearing conservation is amended.

APPROVED:  Date: 10/26/2020

Barry A. Tibbetts  
Town Manager

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