

**ADMINISTRATIVE  
PROCEDURE**

**SUBJECT: HEARING CONSERVATION  
PROGRAM**

**1.0 POLICY:**

Noise is one of the most common occupational health problems in the work force today. The City of Winona is concerned for their employees hearing preservation and is committed to avoiding or reducing job exposure to noise levels that have the potential for noise induced hearing loss. The City of Winona will require all employees to be in a hearing conservation program when their exposure to noise equals or exceeds an eight hour time-weighted average (TWA) of 85 decibels. The determination of permissible noise exposure will be according to the standards set forth in OSHA 1910.95 following measurement of job induced noise (see appendix A). This program will include: a) periodic noise monitoring and control b) employee notification and training c) audiometric testing annually d) hearing protection availability and usage and e) maintenance of all records pertaining to this regulation. This program will be administered through the Safety Department and reviewed annually by the City of Winona's Safety Team.

**2.0 ORGANIZATIONS AFFECTED:**

All departments/divisions.

**3.0 NOISE MONITORING**

The City of Winona's safety and health coordinator supervises a comprehensive program for monitoring employee's noise exposure. Noise measurement will consist of both intermittent and time weighted levels of equipment generated noise. Employees exposed to levels of noise over 85 decibels TWA will be notified and expected to participate in the hearing conservation program. Periodic hazardous risk assessments for all city departments will be conducted annually with the aid of the city's safety team.

Appendix B will provide documentation of all monitoring results. Employees have the responsibility of sharing their knowledge about work environments; equipment and specific operations with individual measuring noise or requesting noise measurement.

**4.0 AUDIOMETRIC EVALUATION**

To determine whether noise-induced hearing loss is prevented by the prescribed hearing conservation actions baseline and annual audiometric testing will be done. The results of the tests will be reviewed by the CITY OF WINONA'S physician to determine if any standard threshold shifts, as defined by 1910.95 has occurred. A competent audiometric technician

<b>DEPARTMENT:</b> SAFETY & HEALTH COORDINATOR	<b>SUPERSEDES:</b> 11/17/2000	<b>PREPARED BY:</b> SKP	<b>APPROVED BY:</b> EBS	<b>DATE:</b> 1/17/02
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and/or consultant will be utilized to perform required audiometric tests and provide records of the audiometric testing as required by OSHA. Employees will be required to provide information about ear problems, prior noise exposure and problems they encounter while taking the audiometric test. They will also be required to follow up on any recommendation for treatment or further evaluation. The safety department will be required to establish testing times and notification of testing requirements for employees in the program.

**5.0 HEARING PROTECTION DEVICES**

In the absence of feasible engineering or administration controls, hearing protection devices will be required for all employees working in jobs that have been identified as having hazardous noise levels. The safety department in the City of Winona will be responsible for providing appropriate protective devices, educating employees on the proper use and care of the devices and to monitor enforcement of use by the supervisors of each department that are required to use protection. All employees required to wear protective hearing devices and found non-compliant may be subject to disciplinary action.

**6.0 TRAINING**

A successful Hearing Conservation Program takes commitment, communication and cooperation. The City of Winona's Safety Coordinator will provide annual training sessions to provide program participants information that will educate and motivate. Employees will be encouraged to ask questions and provide information to enhance compliance with this program. Information will be provided on the effects of noise on hearing, purpose of hearing protection, explanation of audiometric testing, how to use and care for hearing protection, and record retention and availability. All employees in the Hearing Conservation program will be required to attend training annually.

**7.0 RECORDKEEPING**

The City of Winona's Safety Coordinator will maintain records generated by this program including but may not be limited to: noisy survey forms, noise monitoring results, audiograms, medical histories, and training attendance documents. Confidentiality of all personal data will be maintained, information to government inspectors will be provided and access to the employee's individual files will be granted. The Safety Coordinator will ensure that records are accurate, legible, complete and self-explanatory.

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CITY OF WINONA  
WINONA, MINNESOTA

NUMBER:  
112-6

REVISED:  
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**8.0 EVALUATION**

A thorough evaluation of the Hearing Conservation Program will be done annually by the City of Winona safety team and problems identified and corrected. These problems will be communicated to department heads and they will be expected to participate in the solutions prescribed. All employee participants will be expected to provide feedback on both the merits and shortcomings of the program.

DEPARTMENT:  
SAFETY & HEALTH  
COORDINATOR

SUPERSEDES:  
11/17/2000

PREPARED BY:  
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1/17/02

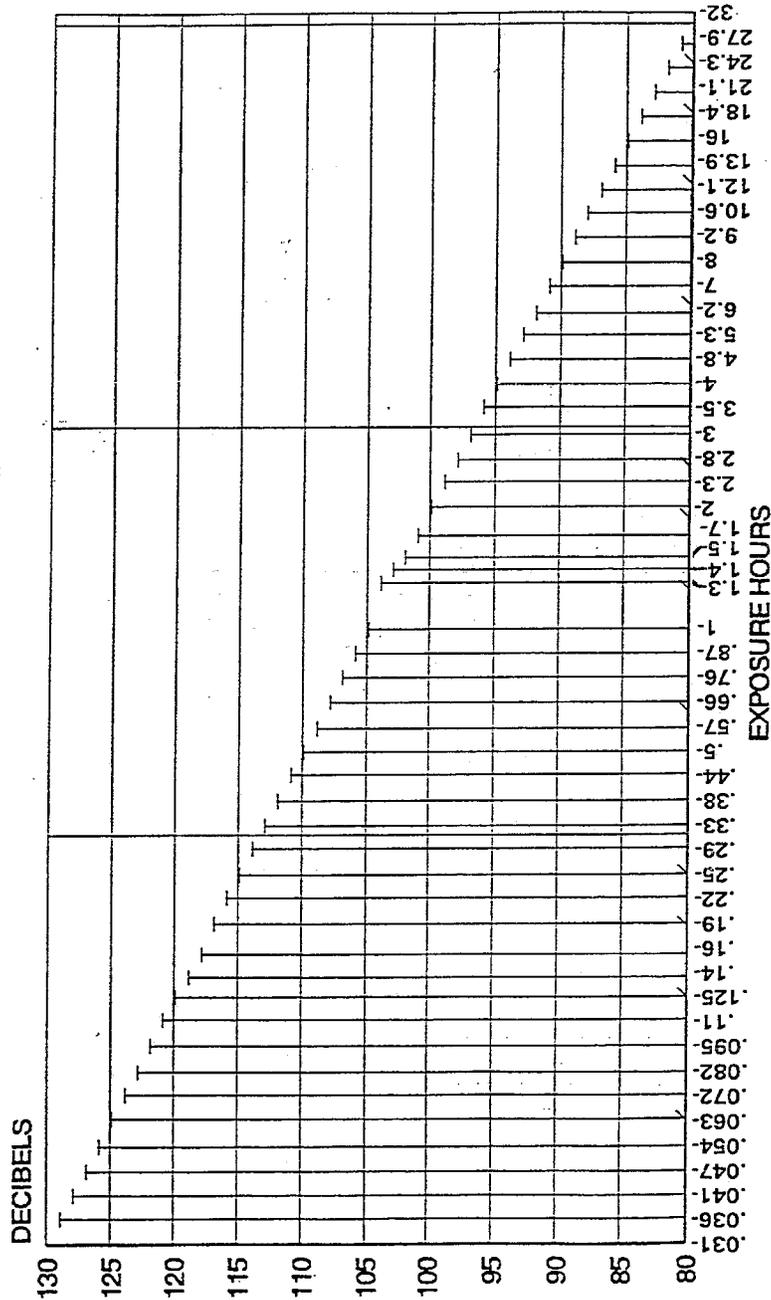
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**APPENDIX "A"**

**Maximum Allowable Noise Exposure**

To find maximum exposure, enter chart at left, read across and down to time



BEYER HEARING LOSS CONTROL

DEPARTMENT:  
SAFETY & HEALTH  
COORDINATOR

SUPERSEDES:  
11/17/2000

PREPARED BY:  
SKP

APPROVED BY:  
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**APPENDIX B**

**CITY OF WINONA  
Noise Exposure Table**

<b>Department</b>	<b>Job Task</b>	<b>TWA Sound Level</b>
Street	Dump truck driving W/WO belly scrapers	82-85dB wo scrapers w scrapers
Park Main./ Tree Crew	Long mowing & high noise equipment*	80.2dB mowing 90 dB to 100 dB tree removal
Wastewater	High frequency noise equipment rooms	
Water	High frequency noise equipment rooms and during back washing	_____
Police	Firearm Range Practice	_____
Fire	Around noisy power equipment	_____

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