



-PERFICUT SITE MANAGEMENT-

Hearing Conservation Program

1/3/22

PURPOSE

Perficut Companies, Inc. Hearing Conservation Program is designed to protect employees from hearing loss caused by uncontrolled exposure to hazardous noise by reducing employee noise exposures and providing appropriate hearing protection where this noise cannot be controlled.

SCOPE

The program includes the identification and control of hazardous noise within all work areas through the use of engineering and administrative controls combined with the selection and use of hearing protection. It also details the areas of responsibility for managers/department heads, supervisors, and employees within the company. Additionally, the program includes requirements for noise exposure surveys, audiometric testing, training in the selection and use of hearing protection, recordkeeping, and program evaluation.

This program applies to all employees whose noise exposure levels equal or exceed an 8-hour time-weighted average (TWA) noise level of 85 dBA. All employees are required to follow the minimum procedures outlines in this program. Any deviations from this program must be immediately reported to the Program Administrator.

RESPONSIBILITIES

Management - The management of Perficut Companies, Inc. is committed to the safety and health of its workers. Management supports the efforts of the Program Administrator by pledging financial and leadership support for the identification and mitigation of noise hazards. Management will regularly communicate with employees about this program.

Program Administrator - The Program Administrator reports directly to upper management and is responsible for conducting the hazard assessments, and the implementation, training, and administration of the program. The Program Administrator will monitor the results of the program to determine needed focus areas. The Program Administrator will also:

- Coordinate and supervise any noise exposure monitoring.
- Identify employees to be included in the program.
- Designate areas where hearing protection must be worn.
- Coordinate and supervise audiometric testing.
- Develop hearing protection policies.
- Supervise employee training.
- Coordinate and supervise recordkeeping.
- Evaluate the program annually.
- Update the program whenever new equipment is introduced.

Supervisors - Supervisor's responsibilities include:

- Notifying the Program Administrator if a change in the workplace results in higher noise exposure levels.
- Ensuring that employees properly use and maintain their hearing protection.
- Ensuring that employees comply with the requirements of this program.

Employees - All employees working in designated noise areas with noise exposures equal or exceeding the action level (85 dBA for 8-hour shift, 84 for 10-hour & 82 for 12-hour) will be included in the program. Employee responsibilities include:

- Notify their supervisor if a change in the workplace results in exposure to higher noise levels.
- Use noise control measures as required.
- Use hearing protection as required.



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- Attending all training and audiometric testing.
- Notify their supervisor of any complicating medical problems as soon as possible.

PROCEDURES

Noise Monitoring - Noise Monitoring will be conducted to:

- Determine whether hearing hazards exist.
- Determine whether noise presents a safety hazard by interfering with speech communication or recognition of audible warning signals.
- Identify employees for noise control efforts and establish hearing protection practices.
- Identify specific noise sources that require engineering and administrative controls.
- Evaluate the success of noise control efforts.

The Program Administrator will determine, with the assistance of department managers, which areas need monitoring. Monitoring will be conducted by an outside consulting firm. Monitoring will be conducted whenever there is a change in equipment, process or controls that may affect the noise levels. If the results of any monitoring equals or exceeds the action level (85 dBA TWA), the Program Administrator will:

- Notify all employees working in areas at or above the action level.
- Provide appropriate hearing protection for exposed employees.
- Work with managers/supervisors to ensure hearing protection is utilized.
- Investigate and implement feasible engineering and administrative controls.

Noise Control – Perficut will first attempt to control existing noise hazards by implementing engineering and administrative controls. When these controls are not feasible or do not eliminate the hazardous noise, hearing protection will be required. Employees will be provided with an appropriate selection of hearing protection free of charge. The selection will include three distinct types: molded earplugs, foam earplugs, and earmuffs. The protection selection must:

- Reduce all employee exposures to a level below 85 dBA TWA.
- Include various sizes and shapes to fit ear canals.
- Be appropriate for different working conditions that make hearing protection difficult to wear.
- Be available to all employees, including those not working in areas at or above action level.

Audiometric Testing Program – Employees in this program will be provided baseline and annual audiometric testing at no cost to determine if a standard threshold shift has occurred. The test will take place within 6 months of an employees first exposure at or above the action level. Annual audiograms will be conducted within one year of the baseline and every year thereafter if an employee continues to be exposed to noise levels at or above action level. The baseline and annual audiograms will be evaluated to establish a hearing threshold and annual retests will be compared to the baseline to determine if a standard threshold shift (STS) has occurred. Employees who have experienced an STS will be referred to a clinical audiologist for further examination. All testing will comply with the requirements of the OSHA standard on hearing conservation including location, equipment calibration and recordkeeping requirements.

Standard Threshold Shift (STS) – Any STS will be evaluated by a Perficut designated physician to determine if it is work-related. This evaluation will be done at no cost to the employee. If the annual audiogram shows that an employee experienced an STS, a retest may be conducted within 30 days and the results of the retest will be used as the annual audiogram. If an STS has occurred:

- The employee's hearing protection will be refitted.
- The employee will be retrained in the use of hearing protection.
- The employee will be notified in writing within 21 days.



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Employee Training – Employees included in the program will be required to attend initial and annual training on noise exposure and the Hearing Conservation Program. Topics will include:

- Effects of hazardous noise on hearing.
- Purpose of hearing protection.
- Advantages, disadvantages, and attenuation of various types of hearing protection.
- Instruction on selection, fitting, use and care of hearing protection.
- When and where hearing protection is required.
- Explanation of audiometric testing.
- Review of the OSHA hearing protection standard.
- Company policy and procedures concerning hearing protection and requirements for hazardous noise areas.

Training of employees will be documented using the Employee Training Record and kept on file.

Periodic Program Review – At least annually, the Program Administrator will conduct a program review to assess the progress and success of the program. Annual reviews will be documented and kept on file.

Recordkeeping – The following records for the Hearing Conservation Program will be maintained by the Program Administrator.

- Noise exposure monitoring – retained for 2 years.
- Audiometric evaluation – retained for 30 years after employment termination.

The record should include:

- Name and job classification of employee.
 - Date of the audiogram.
 - Examiners name.
 - Date of last acoustic or exhaustive calibration of audiometer.
 - Employees most recent noise exposure assessment.
- Training documentation – retained for 7 years.
 - Implemented controls – retained for 2 years.
 - Selected hearing protection – retained for 2 years.