



HEARING CONSERVATION PROGRAM

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DOCUMENT CONTROL

Any changes to products, services, processes, procedures or legislative requirements are to be reflected in this hearing conservation program and the revision details are to be recorded below.

Document Control			
Document:	Hearing Conservation Program		
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This hearing conservation program is reviewed to ensure it is continuing relevant to the systems and processes that it describes. A record of content additions or omissions is given below.			
Amendment Record			
Version	Date	Comments	Summary of Amendments
1.0	Insert Date	To prevent the occurrence of or reduce the duration of noise induced hearing loss	Original
The latest revision of this document is on the Insert Your Company intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this plan is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.			
Document Title:		Rev:	1.0
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1. INTRODUCTION

Hearing conservation is an essential aspect of workplace safety and health, particularly where employees are regularly exposed to high levels of noise. Occupational hearing loss is one of the most common workplace injuries, affecting millions of workers globally. It is a preventable condition that can be addressed through the implementation of an effective hearing conservation program. Accordingly, the purpose of this hearing conservation program is to provide practical guidance on how noise affects hearing, how to identify and assess noise exposure and how to control health and safety risks arising from hazardous noise to ensure that all workplace noise is assessed, monitored and controlled and to ensure compliance with statutory requirements.

This hearing conservation program applies to all areas where workers are required to work. This program will also be relevant to contractors who are working on behalf of **Insert Your Company**.

The red text in this document is example text only and you will need to update your own situation.

2. TERMS AND DEFINITIONS

Term	Definition
Administrative Noise Control Measures	Work systems designed to potentially reduce noise exposure (e.g. job rotation, design or rosters which are designed to reduce noise exposure).
Audiometric Testing	Medical examination and measurement of the hearing threshold levels of a person by means of pure tone audiometry and/or speech audiometry tests.
The A-weighted Scale	A decibel measurement scale that measures the human ear response to noise.
C-weighted Scale	A decibel measurement scale is used to measure peak sound pressure level.
dB(A)	Stands for decibels on the A-weighted scale.
dB(C)	Stands for decibels on the C-weighted scale.
Sound Pressure Level	A measurement of sound pressure or noise level.
Control Measure	Is any engineering procedure that reduces the sound level, either at the source of the noise or in its transmission.
Environmental Noise	Is sound emitted that is transmitted through the atmosphere and is audible or has an impact at a neighboring receiver location. Environmental noise is invasive by nature and is generally considered a form of pollution or nuisance and has the potential to be an operational constraint.
Excessive Noise	Is that which exceeds the maximum daily exposure limit. It is the noise that either may cause hearing loss because of its intensity, duration and/or frequency distribution, or that which disturbs cognitive or physiological functions.

Term	Definition
Exposure standard for noise	Means in relation to a person: <ul style="list-style-type: none"> • LAeq,8h of 85 dB(A); or • LC, peak of 140 dB(C).
Hazard	Is anything that may result in harm to the health of a person.
Nuisance Noise	Is that which is perceived as annoying, irrespective of daily exposure.
Occupational Noise Induced Hearing Loss	Is hearing impairment arising from excessive exposure to noise at work.
Ototoxic	Is a chemical that can damage hearing or cause systems with balance. Examples include toluene, xylenes, ethylbenzene and naphthalene, n-hexane, lead and carbon monoxide. Exposure to ototoxic chemicals in addition to noise has been found to have synergistic effects on hearing loss.

3. ROLES AND RESPONSIBILITIES

Managers are responsible for:

- Implementation of the hearing protection program and the ongoing evaluation and improvement of the program's effectiveness.
- Developing and implementing noise control strategies in accordance with the risk management standards of control.
- Ensuring that newly purchased or leased equipment does not emit more than 80 dB(A) measured one (1) meter from the equipment unless prior agreement is acknowledged between management and the affected personnel.

Supervisors are responsible for:

- The supplying of appropriate personnel protective equipment (PPE) to meet the requirements to protect against the applicable noise exposure.
- Ensuring that workers wear prescribed hearing protection in the identified hearing protection areas.

Workers are responsible for:

- Wearing hearing protection in areas where the noise level is, or exceeds, 85dB(A).
- Participating in hearing assessments.
- Report any concerns about noise to their supervisor.
- Cooperating with management and working in a manner consistent with safe working practices in relation to noise management.

4. COMPONENTS OF THE HEARING CONSERVATION PROGRAM

This document defines the **eight key components** of **Insert Your Company** hearing conservation program. The table below lists these components and the position title of who is responsible for each component.

Component		Who's responsible
1.	Components of the hearing conservation program.	Manager
2.	Noise assessment and noise exposure survey.	Manager
3.	Controls to reduce noise.	Manager
4.	The use of hearing protection devices.	Supervisor and workers
5.	Hearing tests and evaluations.	Manager
6.	Education and training.	Manager
7.	Evaluation of overall program effectiveness.	Auditor
8.	Record keeping.	Office Administrator

5. NOISE ASSESSMENT AND NOISE EXPOSURE SURVEY

The following sound level measurement is used by **Insert Your Company** to assess noise levels.

Insert the details of your sound level measurement e.g.

- Digitech Sound level meter
- Level Range: Low: 30-100 dB, High: 100-130 dB +/- 1.5dB
- Frequency Range: 31.5 to 8000 Hz
- Frequency weighting: A
- Time Weighting: Slow

The noise measurement is conducted on the **insert date** between the hours of e.g. 10:00-12:00. The weather conditions with a e.g. slight S/E breeze between 2-4 mph.

Insert assessment details here e.g. The 'maximum daily exposure' noise from hammering detailed below are not continuous, as impacts from hammering occur approximately 30 minutes per 8-hour work shift.