(Name of Municipality)

**HEARING CONSERVATION PROGRAM POLICY**

Approved by:

Effective Date: January 1, 2018

It is the policy of the *(Name of Municipality)* to establish and provide a hearing protection and conservation program to all employees. At any workplace that a continuous level is generated in excess of 80dBA but not exceeding 85dBA, employees must be informed of the hazards of that noise level. When the noise level exceeds 85dBA, sound controls measures must be in place to reduce damage in the form of hearing protection. It is our policy to make sure that employees are receiving the best quality hearing protection for the task that they are performing. This is done through education and supplying the employees information about the selection, use and care of hearing protection. The *(Name of Municipality)* also conducts a free initial baseline audiometric test by a qualified audiologist followed by a further test at least one every year after the initial baseline test and these results are made available to all employees. It is our policy to retain the test record and the report for a period of at least 10 years from the date the report is prepared. It is also our policy to have posted to the entrance of any workplace or area where the noise level exceeds 85 dBA a warning sign indicating that any person entering the workplace or work area is a risk to exposure of a noise level that is harmful to hearing.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Name)*

Chief Administrative Officer

*(Name of Municipality)*

HEARING CONSERVATION PROCEDURE

Any employee who is exposed to sound levels in excess of 85 dBA should be made aware that the correct hearing protection should be used to protect workers from work-related hearing loss. It is the responsibility of the employer to supply these devices to employees at no cost and replace as necessary.

**TYPE OF HEARING PROTECTION**

There are two main types of hearing protection devices: ear plugs and earmuffs.

**Ear Plugs**

Earplugs are available in the following styles: roll-down foam; pre-molded; and semi-insert. Roll-down foam earplugs are rolled before each use and inserted into the ear canals. They conform to the shape of individual’s ear canals. One size of roll-down foam will fit most workers although workers with extremely small or large ear canals may need a different size. One disadvantage of roll-down foam earplugs is that workers need to roll them each time they wear them, thus making it harder to use if workers have to take earplugs out frequently during a work shift. Roll-down earplugs are disposable. They are not a good choice in dirty environments since they cannot be washed and a worker must roll them to insert into the ears. When using foam earplugs roll in a crease-free manner and shape into a very thin cylinder by squeezing lightly and rolling. Progressively apply greater pressure as the plug becomes more tightly compressed. Do not roll the plug into other shapes such as a cone or ball. Insert about ½ the length of the cylinder into the ear canal.

**Pre-molded earplugs** do not need to be rolled to conform to a worker’s ear canal but the right sized earplugs must be used. They are reusable, can be washed, require less handling, and come in a variety of sizes. Pre-molded earplugs do not need to be rolled. To insert them into the ear canal, the wearer should pull the ear outward and upward and insert the earplug tightly into the ear opening. Pre-molded earplugs can be readjusted while in the ear. When pre-molded earplugs are properly inserted, they will create a plugged or blocked up feeling due to an airtight seal. Pre-molded plugs are sized and a person may need a different sized plug for each ear.

**Ear Muffs**

Earmuffs consist of plastic ear cups that seal around the ear using foam filled cushions. The cups need to fit snug against the head without interference to achieve the full attenuation of the muff. They should not rest on the user’s ears. The headband should be adjusted so that it sits comfortably on the head.