



SAN JOSÉ STATE
UNIVERSITY

Hearing Conservation Program

San José State University
One Washington Square
San José, California

Facilities Development and Operations Department
Environmental Health and Safety

July 10, 2012

Hearing Conservation Program

1) Purpose and Scope

The University is dedicated to the protection of employees potentially exposed to the hazards of excessive noise. Hearing Protection is required when there is the potential exposure to excessive noise levels greater than 85 dB(A) averaged over an eight hour work day.

2) Standards, Regulations and References

CCR, Title 8, Subchapter 7. General Industry Safety Orders
Group 15. Occupational Noise, Article 105. Control of Noise Exposure
Section §5097. Hearing Conservation Program.

3) Roles and Responsibilities

a) The University

The University is committed to and has a duty to provide a safe and healthful work environment for employees from the hazards exposure to excessive levels of noise.

b) Environmental Health and Safety

Environmental Health and Safety will ...

- i) Establish, implement and maintain the Hearing Conservation Program that is designed to eliminate or minimize employee exposure to excessive noise levels.
- ii) Perform an employee exposure assessment to identify the employees who are at risk with the collaboration of each department's management and document the findings.
- iii) Develop and implement campus-wide training requirements and materials. Employee information and training are provided at the time of initial assignment and annually thereafter.
- iv) Maintain a record of training given to employees. Records will be maintained for three years.
- v) Maintain a record of Employee Audiometric testing for the term of employment plus 30 years.
- vi) Review and update the Hearing Conservation Program annually.

c) Department Management

Each affected Department will ...

- i) Collaborate with Environmental Health and Safety in the employee exposure assessment process to identify employees who are potentially exposed to excessive noise levels.
- ii) Ensure that affected employees received proper training prior to beginning work that exposes them to potentially excessive noise levels.
- iii) Develop and enforce work practices and methods designed to control or eliminate the risk of working in excessive noise environments.
- iv) Provide the necessary work implements, such as hearing protectors, tools, gloves, and personal protective equipment to employees that will enable employees to perform their work safely.

- v) Ensure that employees enrolled in the Hearing Conservation Program are afforded the opportunity to receive audiometric testing each year.

d) Employees

Every employee who is at risk of working in excessive noise environments will ...

- i) Receive training.
- ii) Be provided with the necessary work implements, such as hearing protectors, tools, gloves, and personal protective equipment, and to use them to perform their job safely.
- iii) Follow the prescribed work practices and methods designed to control or eliminate exposure to excessive noise hazards.
- iv) Report unsafe conditions and work practices to their supervisor.

4) Program Audit

Environmental Health and Safety will perform an annual program audit and make improvements to the Hearing Conservation Program as conditions change.

5) Document History and Control

The San José State University Hearing Conservation Program described herein supersedes all prior written documents.

<i>Rev #</i>	<i>Document Revision History</i>	<i>Author</i>	<i>Reviewer</i>	<i>Date</i>
00	Revision No Change	David Krack, Director		July 10, 2012
	Initial Document	Environmental Health and Safety		
01				

The Hearing Conservation Program

The University is committed to and has a duty to provide a safe and healthful work environment for all employees from the hazards of working in excessive noise environments.

1) The Hearing Conservation Program.

The Hearing Conservation Program is designed to eliminate or minimize the hazards of working in excessive noise environments greater than 85 dB(A) averaged over an eight hour work day and includes the following key elements:

- a) Determination of employee exposure
- b) Implementation of Control Methods including:
 - i) Engineered Control Methods
 - ii) Provide Personal Protective Equipment
 - iii) Medical Monitoring
- c) Employee Training.
- d) Recordkeeping

2) Exposure Determinations

An exposure determination was made of staff positions by Environmental Health and Safety. It was determined that the following classes of employees have an occupational exposure to working in excessive noise environments and are subject to the SJSU Hearing Conservation Program.

#	<i>Department Building Location</i>	<i>Job Title of Employees at Risk of Exposure</i>	<i>Nature of Exposure Risk</i>
	Facilities Development & Operations	Grounds Keepers Central Plant Operators Carpenters Plumbers Electricians Painters Auto Shop	Noisy Equipment Gasoline engine powered leaf blowers, string trimmers, saws and other equipment.
	University Police Department	Police Officers	Weapons Firing Range

3) Methods of Implementation and Control

a) Eliminate Noise Sources

Where possible, use engineered controls to eliminate excessive noise levels to below 85 dB(A) over an eight hour work shift.

b) Provide Personal Protective Equipment

When engineered control measures are not feasible, provide personal protective equipment, i.e. hearing protective devices.

c) Medical Monitoring

- i) An audiometric testing program is established by making audiometric testing available to all employees whose exposures equal or exceed the action level of 85 dB(A) averaged over an eight hour work day.
- ii) The program is provided at no cost to employees.
- iii) Audiometric testing is performed by a licensed health care provider.
- iv) A baseline audiogram is provided against which subsequent audiograms can be compared.
- v) Testing to establish a baseline audiogram is preceded by at least 14 hours without exposure to workplace noise. This requirement may be met by the employee wearing hearing protectors which will reduce the employee's exposure to a sound level of 80 dBA or below. Employees are notified of the need to avoid high levels of non-occupational noise exposure during the 14-hour period immediately preceding the audiometric examination.
- vi) Audiometric tests are made available to employees within 6 months of an employee's first exposure at or above the action level, except that where a mobile test van is used to conduct the audiometric test, the test is made available within one year of an employee's first exposure at or above the action level.
- vii) A new audiogram is obtained at least annually after obtaining the baseline audiogram.
- viii) Each employee's annual audiogram shall be compared to that employee's baseline audiogram to determine if the audiogram is valid and if a standard threshold shift has occurred.
- ix) If the annual audiogram shows that an employee has suffered a standard threshold shift, the employee may be retested within 30 days and consider the results of the retest as the annual audiogram.
- x) An audiologist, otolaryngologist or physician will review problem audiograms and determine whether there is a need for further evaluation.

4) Employee Information and Training

All employees who work in noise environments with noise levels greater than 85 dB(A) averaged over an eight hour work day receive initial training at the time of assignment and annual refresher training.

- a) The key training elements include:
 - i) Classroom instructions and practical training which consists of the following.
 - ii) The effects of noise on hearing;
 - iii) The purpose of hearing protectors, the advantages, disadvantages, and attenuation of various types, and instructions on selection, fitting, use, and care; and
 - iv) The purpose of audiometric testing, and an explanation of the test procedures.
- b) Access to Information and Training Materials. A copy of the Hearing Conservation standard in Article 105 of the California CCR T8 General Industry Safety Orders will be made available to affected employees or their representatives and also posted in the workplace.
- c) Training is coordinated by San José State University, Environmental Health and Safety.

5) Recordkeeping

- a) Training Records
 - i) Records are retained for each employee upon completion of training. These documents will be kept for three years by Environmental Health and Safety, Industrial Studies, Room 134 B.
 - ii) The training records include:
 - (1) The dates of the training sessions.
 - (2) The contents or a summary of the training sessions.
 - (3) The names and qualifications of persons conducting the training.
 - (4) The names and job titles of all persons attending the training sessions.
 - iii) Employee training records are provided upon request to the employee or the employee's authorized representative. Such requests should be addressed to San José State University, Environmental Health and Safety.
- b) Employees Enrolled In the Hearing Conservation Program.
 - i) A record will be maintained of employees enrolled in the Hearing Conservation Program to ensure that annual training and audiometric testing is provided to eligible employees.
 - ii) Medical records are maintained by the licensed health care provider. A copy of the audiogram may be given to the employee by the licensed health care provider.

End