Company Hearing Conservation Program

Instructions for filling out Generic Company Hearing Conservation Program Policy

Page 1: General company information.
It is not necessary to fill out this page if this HCP Policy will be included as a subpart in a larger Company Policy Manual.

Page 2: 62.110 – Noise Exposure Assessment
Noise Exposure Assessment – Place a check mark by those noise assessment methods that will be used at your company.

Page 3: 62.160 – Hearing Protectors
Check off and fill in the information on the various types of hearing protectors that will be used at your mine.

Page 4: 62.170 thru 62.175 – Audiometric Testing
Check off whether your mine requires audiometric testing or not. Check off method your company will use to do audiometric testing.

Hearing Conservation Program Check-List
This checklist is provided to aid you in assuring full compliance with the standard.

Forms
The following forms are suggested for use in your HCP. In the standard, MSHA does not specify the types of forms to be used. Some of these example forms would be better suited to large companies – others, to small companies. These forms may be downloaded from our web site at: www.mine-safety.mtu.edu.
(Note: If you have downloaded the forms from the Noise Monitoring & HCP section of our website, then you already have these forms.)

1. Hearing Conservation Program Training Record – Used to record the HCP Training for single individuals.
2. Hearing Conservation Program Training Class Roster – can be used as a record of HCP training for a large group.
3. Record Of Baseline Audiometric Testing – Lists those employees who have been baseline tested.
4. Record of Annual Audiometric Testing – Lists the annual audiometric tests done on company employees.
5. Hearing Conservation Program Employee Enrollment Record (Comprehensive) – A form that can be used to track all HCP aspects of employees enrolled in HCP.
6. Employee Noise Exposure Record – A form used to track Noise exposure of a large number of employees.
30 CFR Part 62 Hearing Conservation Program

GENERAL COMPANY INFORMATION

MSHA ID Number: ______________
Company Name: _______________________________________________________
Company Address: _____________________________________________________
City, State & Zip Code: _________________________________________________
Mine Name: ___________________________________________________________

Person responsible for health and safety training at the mine (Name and Position)

Responsible Person: ____________________________________________________
Position/Title: _________________________________________________________
Phone Number: _________________________________________________________
E-mail (optional): _______________________________________________________

The attached Hearing Conservation Program complies with the following subparts of CFR 30:
62.110 – Noise Exposure Assessment
62.160 – Hearing Protectors
62.170 thru 62.175 – Audiometric Testing
62.180 – Training
62.190 – Records
Company Hearing Conservation Program

62.110 – Noise Exposure Assessment

Noise Exposure Assessment

At least one of the following method(s) will be used to assess employee exposure to noise (All that apply are checked):


___  3. Mine Safety & Health Administration (MSHA) compliance sampling data.
   (Copies of all such data will be included in records kept for this Hearing Conservation Program.)

___  4. Equipment manufacturer's noise specifications. (Copies of all such data will be included in records kept for this Hearing Conservation Program.)

Observation of Monitoring

This mine will provide the miners and their representatives with an opportunity to observe noise exposure monitoring and will give them prior notice of the date and time monitoring will take place.

Miner Notification of Exposure

This mine will notify a miner in writing within 15 days when his or her noise exposure equals or exceeds the action level, permissible exposure level or dual hearing protection level (provided this mine has not notified the miner of a similar exposure within the prior 12 months.) A record of notification will be kept at the mine for at least 6 months or until the overexposure situation is corrected.
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62.160 – Hearing Protectors

Hearing Protectors

The following two Hearing Protection Devices will be routinely offered (at no cost) to employees requiring such devices at this company.

Hearing protection Device #1
Type:
___ In-Ear (Ear Plug)  ___ Over-the-Ear (Ear Muff)  ___ Ear Canal Cap
___ Other (Describe:)
Manufacturer: _______________________________________________________
Ordering Information: _______________________________________________

Hearing Protection Device #2
Type:
___ In-Ear (Ear Plug)  ___ Over-the-Ear (Ear Muff)  ___ Ear Canal Cap
___ Other (Describe:)
Manufacturer: _______________________________________________________
Ordering Information: _______________________________________________

In the event that the employee has a medical condition that prevents the use of the original choices offered the following additional choices will be made available.

Hearing Protection Device – Alternate #1
Type:
___ In-Ear (Ear Plug)  ___ Over-the-Ear (Ear Muff)  ___ Ear Canal Cap
___ Other (Describe:)
Manufacturer: _______________________________________________________
Ordering Information: _______________________________________________

Hearing Protection Device – Alternate #2
Other devices recommended by the physician who determined that the original choices were not suitable.

Hearing Protector Training

Training will be done on provided hearing protectors within 30 days of enrollment in the Hearing Conservation Program and thereafter, during annual refresher training.
Company Hearing Conservation Program

62.170 thru 62.175 – Audiometric Testing

Audiometric testing will be offered to employees whose noise exposure is at or above the Action Level. The choice checked below reflects this mine's policy on requiring audiometric testing.

___ This mine requires baseline audiometric testing as a condition of employment.
___ This mine does not require a baseline audiometric test as a condition of employment.

Baseline audiometric testing will be provided within 6 months of enrollment in the Hearing Conservation Program (12 months if mobile lab is used.) The choice checked below reflects this mine's policy on audiometric testing.

___ Audiometric testing will be performed by our mine operation. The following is the name of the qualified Audiometric testing person:

__________________________________________________________________

___ The following Audiometric Testing Service will be used for testing of our employees.
Name of Audiometric Testing Service: _______________________________
Address: ___________________________________________________________________
Other Contact information: ____________________________________________

Audiometric testing will be offered annually to all employees who have been baseline tested.

Employee Notification
(Sample Notification Letters are in the Forms Appendix.)

Within 10 working days of receiving the results of an audiogram, or of a follow-up evaluation required under § 62.173 of Part 62, this mine will notify the miner in writing of the following:
1. The results and interpretation of the audiometric test, including any finding of a standard threshold shift or reportable hearing loss; and
2. The need and reasons for any further testing or evaluation, if applicable.

Note: When evaluation of the audiogram shows that a miner has incurred a reportable hearing loss as defined in Part 62, this mine will report such loss to MSHA as a noise-induced hearing loss in accordance with part 50 of 30 CFR. (Unless a physician or audiologist has determined that the loss is neither work-related nor aggravated by occupational noise exposure.)
Company Hearing Conservation Program

62.180 – Training

Within 30 days of a miner's enrollment into the Hearing Conservation Program, this mine will provide the miner with training. This mine operation will give training every 12 months thereafter if the miner's noise exposure continues to equal or exceed the action level. Training will include:

1. The effects of noise on hearing.
2. The purpose and value of wearing hearing protectors.
3. The advantages and disadvantages of the hearing protectors to be offered.
4. The various types of hearing protectors offered by the mine operator and the care, fitting, and use of each type.
5. The general requirements of this standard.
6. The mine operator's and miner's respective tasks in controlling the miner's exposure to noise.
7. The purpose and value of audiometric testing and a summary of the procedures.

This mine will certify the date and type of training given each miner, and maintain a record of this training for as long as the miner is enrolled in the Hearing Conservation Program, and for at least 6 months thereafter.

(Sample Training Certificates are in the Forms Appendix.)
62.190 – Records

A person's access to this mine operations Part 62 records will be in accordance with 30 CFR Part 62.190.
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Hearing Conservation Program Check-List

Any miner found to have a noise exposure on the 80 to 130dB scale of greater than or equal to 66% (50% with 2dBA error factor) will be included in a Hearing Conservation Program that meets the requirements established by 62.150.

Miner's Name: _____________________________________________ AL %Dose: ______
Mine ID: ______________________ Event Number: ________________ Date Sampled: ______

62.150 - Hearing Conservation Program Review

NOTE: After completion of this review or if you have any questions about compliance with any part of the "Hearing Conservation Program" requirements consult with the District Industrial Hygienist or Health Specialist.

62.110- Noise Exposure Assessment

YES / NO 62.110(a) Has the miner's noise exposure been evaluated by the mine operator? Note: If the operator has included the miner in a hearing conservation program without assessing exposure to the "Action Level" a citation may not be warranted.
YES / NO 62.110(d) Has the mine operator informed the miner in writing within the last twelve months of exposure determination?

62.160 - Hearing Protectors

YES / NO 62.160(a) Has the mine operator provided the miner with a selection of hearing protection at no cost.

62.170 through 62.175-Audiometric Testing

YES / NO 62.170 Has the mine operator offered to the miner an audiometric test at no cost?
YES / NO 62.170 Has audiometric testing been conducted every 12 months.
YES / NO 62.171 Is an audiometric test record maintained for the miner that documents: 1) name and job classification, 2) copy of all audiograms, 3) evidence that the audiogram is scientifically valid, 4) any exposure determination, and 5) results of follow-up exams.
YES / NO 62.175(a) Has the mine operator provided, within 10 working days, the miner with a written record of the results of the audiogram.
YES / NO 62.170(b) Has a reportable hearing loss been incurred by the miner (25dBA reduction) and has a 7000-1 been filed with MSHA?

Date of Baseline Audiometric Test: ____________________________
Date of Last Audiometric Test: ________________________________

62.180 - Training

YES / NO 62.180(a) Has the mine operator trained the miner on 1)effects of noise on hearing, 2)use, care, fitting of, advantages, disadvantages, and types of hearing protection devices 3)requirements of Part 62,4)noise controls and 5)purpose and value of audiometric testing.
YES / NO 62.180(a) Has training been provided within 12 month of last HCP training.
YES / NO 62.180(b) Has the mine operator certified the date and type of training.

Date of Training: ________________________________