

## EXAMPLE NOTIFICATION LETTER - - EXPOSURE AT or ABOVE AL

*This is not an official MSHA form. Part 62 does not specify the format for notification letters.  
Mine operators may use any format they wish for such letters.*

Date

John Jones  
Employee Number 24689753  
Loader Operator

RE: Your Workplace Noise Exposure

On Thursday, May 10, 2001, you were sampled for noise exposure while you operated the #4 Cat loader feeding the plant hopper. Your full shift noise exposure did not exceed MSHA's Permissible Exposure Level, however your noise dose of 82% did exceed MSHA's Action Level for noise exposure. The Action Level for noise exposure is one-half of the Permissible Exposure Limit.

Because of this noise exposure, you have been enrolled in the company's Hearing Conservation Program (HCP). By following the provisions of the HCP, your chances of sustaining a serious hearing loss as a result of on-the-job noise exposure will be greatly reduced. Within the next 30 days, you will be provided with specialized hearing conservation training, and you will shortly be offered both audiometric testing and your choice of either ear muffs or ear plugs.

If you have any questions, please feel free to contact me or your supervisor.

Sincerely,

John Smith  
General Manager

NOTE: Miners exposed at or above the Action Level, Permissible Exposure Level, or Dual Hearing Protection Level must be notified in writing within 15 days of:

1. The exposure determination, and
2. The corrective action being taken.

The mine operator must maintain a copy of the miner notification, or a list on which the relevant information is recorded for the duration of the miner's exposure at or above the Action Level plus 6 months.

## EXAMPLE NOTIFICATION LETTER - - EXPOSURE ABOVE PEL

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Mine operators may use any format they wish for such letters.*

Date

John Jones  
Employee Number 24689753  
Loader Operator

RE: Your Workplace Noise Exposure

On Thursday, May 10, 2001, you were sampled for noise exposure while you operated the #4 Cat loader feeding the plant hopper. Your full shift noise dose was 171%, which exceeds MSHA's Permissible Exposure Level for noise exposure.

Because of this noise exposure, you have been enrolled in the company's Hearing Conservation Program (HCP). By following the provisions of the HCP, your chances of sustaining a serious hearing loss as a result of on-the-job noise exposure will be greatly reduced. Within the next 30 days, you will be provided with specialized hearing conservation training, and you will shortly be offered both audiometric testing and your choice of either ear muffs or ear plugs. Until engineering and/or administrative controls are implemented to reduce your noise exposure below the Permissible Exposure Level, you will be required to wear hearing protection while you are operating the loader or exposed to any other noise sources in the mine or plant area.

If you have any questions, please feel free to contact me or your supervisor.

Sincerely,

John Smith  
General Manager

NOTE: Miners exposed at or above the Action Level, Permissible Exposure Level, or Dual Hearing Protection Level must be notified in writing within 15 days of:

1. The exposure determination, and
2. The corrective action being taken.

The mine operator must maintain a copy of the miner notification, or a list on which the relevant information is recorded for the duration of the miner's exposure at or above the Action Level plus 6 months.