



**Angelo State University**  
**Operating Policy and Procedure**

**OP 34.09: Hearing Conservation Program**

**ORIGIN**

**DATE:** September 1, 2007

**LAST**

**REVIEW:** November 4, 2011

**PURPOSE:** The purpose of the Hearing Conservation Program (HCP) is twofold: to identify university employees who are occupationally exposed to hazardous noise; and to perform medical surveillance to ensure that occupationally induced hearing loss is not occurring and that in-place controls are effective. To achieve these ends, the HCP will be administered by the Office of Environmental Health, Safety, & Risk Management (EHS&RM) in accordance with the written HCP on file in EHS&RM. Copies of the written HCP will be provided by EHS&RM to departments as personnel are identified for entry into the HCP.

**REVIEW:** This OP will be reviewed in June of odd numbered years by the director of environmental health, safety, and risk management with recommended revisions forwarded through the vice presidents to the president by July 15 of the same year.

**POLICY/PROCEDURE**

**1. Responsibilities**

- a. Deans, department heads, directors, and administrators will:
  - (1) Ensure that all provisions of the hearing conservation program, as they pertain to their area, are followed;
  - (2) Provide funds to purchase hearing protectors and to accomplish medical surveillance of employees identified as at-risk from occupational noise exposure; and
- b. Supervisors will:
  - (1) Ensure that employees use hearing protection as appropriate;
  - (2) Ensure that employees are scheduled for baseline, annual, and special audiometric testing as required;
  - (3) Report possible hazardous noise sources to EHS&RM for evaluation; and

- (4) Ensure that employees newly hired into positions identified as requiring entry into the HCP receive a baseline audiogram prior to starting duties.
- c. Employees will:
- (1) Wear recommended hearing protection whenever working in an environment where hazardous noise is present; and
  - (2) Comply with all provisions of the HCP and hazardous noise training.
- d. Environmental Health, Safety, and Risk Management will:
- (1) Identify hazardous noise producing equipment and hazardous noise areas and recommend appropriate posting;
  - (2) Recommend engineering controls and administrative practices to reduce or eliminate exposure to hazardous noise;
  - (3) Recommend appropriate hearing protection based on the sound pressure levels and frequencies determined;
  - (4) Train employees in the proper selection and use of hearing protection;
  - (5) Perform noise dosimetry to quantify hazardous noise exposure dose and identify employees for entry into the hearing conservation program;
  - (6) Periodically re-survey and perform noise dosimetry to check for changes in noise exposure levels and durations;
  - (7) Review medical surveillance data to identify problem areas to be addressed; and
  - (8) Perform recordkeeping for all documents related to noise surveys or noise dosimetry.
  - (9) Retain medical surveillance records related to occupational noise exposure for the term of employment plus 30 years.
- e. Contractors
- (1) Comply with all provisions of the HCP
  - (2) Submit a copy of hearing protection policy to EHS&RM for review within one week of starting work.
  - (3) Number of employees exposed to noise hazards must be identified and provided to EHS&RM.