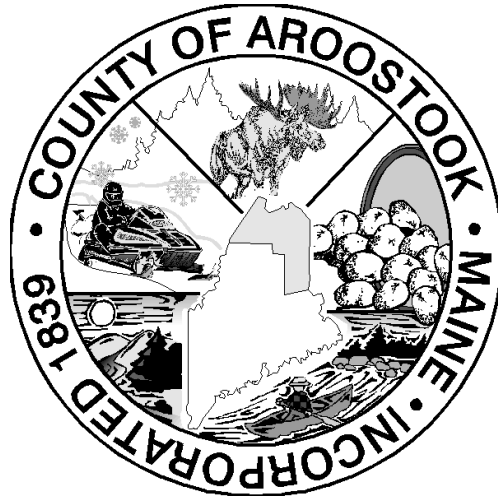


County of Aroostook  
Maintenance Department

Hearing Conservation Policy  
OSHA Standard 1910.95



Christina Theriault, Human Resources Director  
Bryan Jandreau, Facilities & IT Director

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County of Aroostook  
Maintenance Department  
Hearing Conservation Policy  
OSHA STANDARD 1910.95

Prepared by  
Bryan Jandreau, Facilities & IT Director

The purpose of this policy is to establish a program and procedures for employee hearing protection and conservation for the County of Aroostook.

This policy supports compliance with Occupational Safety and Health Administration 29 CFR 1910.95 Occupational Noise Exposure. The plan includes requirements for personal protective equipment, housekeeping, training and a procedure for reporting exposures.

This policy applies to all applicable full and part time department employees.

The Policy Administrator is Christina Theriault, Human Resources Director  
The office phone number is 207-493-3318. E-mail address is [christina@aroostook.me.us](mailto:christina@aroostook.me.us) .  
Assisting with administrator responsibilities is Bryan Jandreau, Facilities & IT Director, phone (207)493-3318. E-mail address is [bryan.jandreau@aroostook.me.us](mailto:bryan.jandreau@aroostook.me.us) .

**The Administrator is responsible for the following:**

Issuing and administering this policy and making sure that the plan satisfies the requirements of all applicable federal, state and local hearing conservation regulations.

Identifying which employees that are likely to be exposed to noise levels above 85dB.

Developing procedures for noise abatement and hearing conservation.

Assuring that employees are provided Personal Protective Equipment (PPE) and that they are trained on its' proper use and care.

Maintaining medical records of exposure monitoring, training records and hearing exam records.

Completing exposure incident reports and notifying affected individuals.

Evaluating and updating the policy annually. (12 Month period)

Coordinating the annual audiometric testing of applicable employees.

Supervision of hearing protector selection  
Supervision of employee training.

Coordination and supervision of record keeping.

Evaluation of overall program.

**Emergency Medical Care Providers:**

The medical care providers for this policy and the County of Aroostook shall be the following:

Your Local Fire and Rescue, Dial “911”

**Houlton Fire/Ambulance Department**, 99 Military Street, Houlton, Maine, 04730, Fire Department Phone (207) 532-1320, Ambulance Phone (207) 532-1315.

Your Local Medical Center

**Houlton Regional Hospital**, Address: 20 Hartford St, Houlton, ME 04730 Phone: (207) 532-2900

**Cary Medical Center**, 163 Van Buren Rd, Caribou, ME 04736 Phone: (207) 498-1129

**Northern Maine Medical Center**, 194 E Main St, Fort Kent, ME 04743 Phone: (207) 834-3155

Other Healthcare providers

**Pines Presque Isle Family Health Center**, Address: 66 Spruce St, Presque Isle, ME 04769, Phone: (207) 769-2025

**The required elements of the program are:**

**Monitoring**--Noise exposure levels must be measured wherever they may reasonably be expected to be above an eight hour time weighted average of 85 dBA.

For the County of Aroostook Houlton Building Complex Maintenance Department the following operations are known to be loud and until measured, assume levels are in excess of 85 dBA: List Task Below:

- **Push mowing – 90 dB**
- **Ride mowing – 98 dB**
- **Ride Snowblowing – 91.9 dB**
- **Walk snowblowing – 91.5 dB**
- **Weed-wacking – 96.2 dB**

**Monitoring** - A qualified third-party provider and/or a representative of the Maine Department of Labor will conduct monitoring. Where possible, historic data (previous similar monitoring) that was conducted will be used for particular operations.

\*\* Employees or employee representatives will have the opportunity to observe the monitoring in a manner that does not disrupt daily operations.

**Noise Controls** - must be evaluated and implemented wherever employee exposures are at or above an eight-hour time weighted average of 90 dBA.

For County of Aroostook Maintenance Department, the following controls will be utilized to reduce noise levels to the greatest extent possible:

- Use of Personal Protective Equipment (PPE)
- Disposable earmuffs and or plugs.
- Utilization of temporary barriers or other approved noise-reducing materials.
- Utilization devices that will place away from the noise source. (Extension cords, air hoses etc.)

**Protective Hearing Devices** - The County of Aroostook will provide multiple types of hearing protection for all employees that have an eight-hour time weighted exposure of 85 dBA or above, who have any continuous exposure at or above 115 dBA, or who have an exposure to any impulse noise levels above 140 dB.

**Audiometric Testing Program** - all employees with an eight-hour time weighted exposure of 85 dBA or above is included in an audiometric testing program.

The Program Administrator will ensure that all affected employees participate in the company Audiogram Program that includes baseline testing as soon after orientation as possible but within 6 months of first exposure. Annual audiograms will be taken to compare to baselines and assess whether employee(s) have experienced measurable hearing loss. Exposure to noise will be minimized for 14 hours prior to obtaining this baseline exam and subsequent annual tests.

**Your Medical Care provider**, or a qualified third-party medical provider who will review all audiogram and refer employees with questionable audiograms will perform annual Audiograms. Testing will be conducted per ANSI S3.6-1969 and in accordance with OSHA 29CFR1910.95.

If a standard threshold shift (an average shift in either ear of 10 dB or more at 2000, 3000, or 4000 Hz and hearing levels are greater than 25dB) is identified:

**Training** - The Program Administrator, or a qualified third-party individual must provide annual training to all employees exposed to noise at or above an eight-hour time weighted average of 85 dBA. Training must include the effects of noise on hearing, information on hearing protection and their use, information on audiometric testing and its purpose, and review of this policy.

- The employer must maintain a written description of the training program.
- The employer must provide a copy of the most recent audiogram result to the employees and explain the result to them.

- The attached training record will be included as part of this written program.
- Posting of the Hearing Conservation Standard 29CFR1910.95 Appendix A

**Record keeping** - Audiometric test need to contain the following information:

- Name and job classification of employee
- Baseline audiograms
- Date of audiogram
- Examiner’s name
- Date of last calibration of the audiometer
- Employees most recent noise exposure assessment
- Employer shall maintain accurate records of the measurements of the background sound pressure levels in the audiometric test rooms if done onsite.

**Records Retention:**

Audiometric test records will be retained for the duration of the affected workers employment.

All copies of records will be provided to employee upon their request.

Reviewed by _____	Date _____
Reviewed by _____	Date _____
Reviewed by _____	Date _____
Reviewed by _____	Date _____
Reviewed by _____	Date _____
Reviewed by _____	Date _____
Reviewed by _____	Date _____

- **Part Title:** Occupational Safety and Health Standards
- **Subpart:** G
- **Subpart Title:** Occupational Health and Environment Control
- **Standard Number:** 1910.95
  - **Title:** Occupational noise exposure.
  
- **Appendix:** A, B, C, D, E, F, G, H, I

Protection against the effects of noise exposure shall be provided when the sound levels exceed those shown in Table G-16 when measured on the A scale of a standard sound level meter at slow response. When noise levels are determined by octave band analysis, the equivalent A-weighted sound level may be determined as follows:

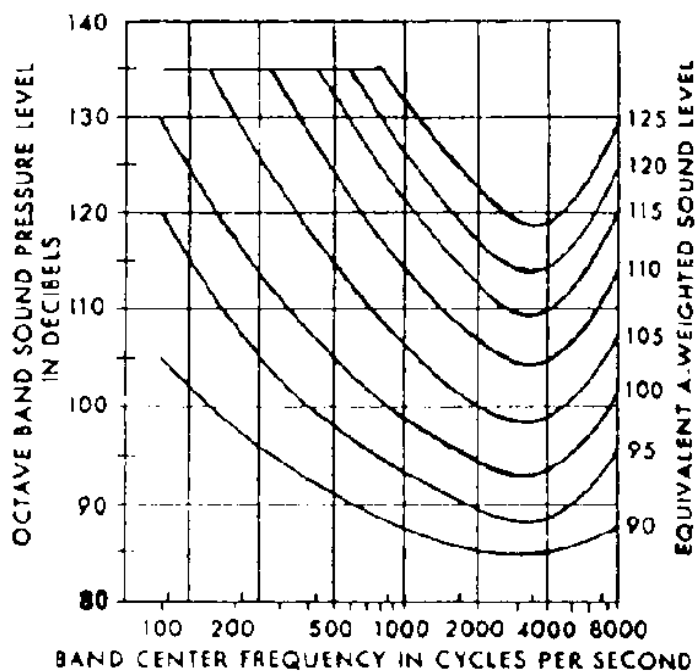


FIGURE G-9

Equivalent sound level contours. Octave band sound pressure levels may be converted to the equivalent A-weighted sound level by plotting them on this graph and noting the A-weighted sound level corresponding to the point of highest penetration into the sound level contours. This equivalent A-weighted sound level, which may differ from the actual A-weighted sound level of the noise, is used to determine exposure limits from Table 1.G-16.

[1910.95\(b\)\(1\)](#)

When employees are subjected to sound exceeding those listed in Table G-16, feasible administrative or engineering controls shall be utilized. If such controls fail to reduce sound levels within the levels of Table G-16, personal protective equipment shall be provided and used to reduce sound levels within the levels of the table.

[1910.95\(b\)\(2\)](#)

If the variations in noise level involve maxima at intervals of 1 second or less, it is to be considered continuous.

TABLE G-16 - PERMISSIBLE NOISE EXPOSURES (1)

utilized. If such controls fail to reduce sound levels within the levels of Table G-16, personal protective equipment shall be provided and used to reduce sound levels within the levels of the table.

**1910.95(b)(2)**

If the variations in noise level involve maxima at intervals of 1 second or less, it is to be considered continuous.

TABLE G-16 - PERMISSIBLE NOISE EXPOSURES (1)

Duration per day, hours	Sound level dBA slow response
8.....	90
6.....	92
4.....	95
3.....	97
2.....	100
1 1/2 .....	102
1.....	105
1/2 .....	110
1/4 or less.....	115

Footnote(1) When the daily noise exposure is composed of two or more periods of noise exposure of different levels, their combined effect should be considered, rather than the individual effect of each. If the sum of the following fractions:  $C(1)/T(1) + C(2)/T(2) + \dots + C(n)/T(n)$  exceeds unity, then, the mixed exposure should be considered to exceed the limit value. Cn indicates the total time of exposure at a specified noise level, and Tn indicates the total time of exposure permitted at that level. Exposure to impulsive or impact noise should not exceed 140 dB peak sound pressure level.

**1910.95(c)**

"Hearing conservation program."

**1910.95(c)(1)**

The employer shall administer a continuing, effective hearing conservation program, as described in paragraphs (c) through (o) of this section, whenever employee noise exposures equal or exceed an 8-hour time-weighted average sound level (TWA) of 85 decibels measured on the A scale (slow response) or, equivalently, a dose of fifty percent. For purposes of the hearing conservation program, employee noise exposures shall be computed in accordance with appendix A and Table G-16a, and without regard to any attenuation provided by the use of personal protective equipment.

**1910.95(c)(2)**

For purposes of paragraphs (c) through (n) of this section, an 8-hour time-weighted average of 85 decibels or a dose of fifty percent shall also be referred to as the action level.

**1910.95(d)**

"Monitoring."

**1910.95(d)(1)**

When information indicates that any employee's exposure may equal or exceed an 8-hour time-weighted average of 85 decibels, the employer shall develop and implement a monitoring program.

[1910.95\(d\)\(1\)\(i\)](#)

The sampling strategy shall be designed to identify employees for inclusion in the hearing conservation program and to enable the proper selection of hearing protectors.

[1910.95\(d\)\(1\)\(ii\)](#)

Where circumstances such as high worker mobility, significant variations in sound level, or a significant component of impulse noise make area monitoring generally inappropriate, the employer shall use representative personal sampling to comply with the monitoring requirements of this paragraph unless the employer can show that area sampling produces equivalent results.

All continuous, intermittent and impulsive sound levels from 80 decibels to 130 decibels shall be integrated into the noise measurements.

[1910.95\(d\)\(2\)\(ii\)](#)

Instruments used to measure employee noise exposure shall be calibrated to ensure measurement accuracy.

[1910.95\(d\)\(3\)](#)

Monitoring shall be repeated whenever a change in production, process, equipment or controls increases noise exposures to the extent that:

[1910.95\(d\)\(3\)\(i\)](#)

Additional employees may be exposed at or above the action level; or

[1910.95\(d\)\(3\)\(ii\)](#)

The attenuation provided by hearing protectors being used by employees may be rendered inadequate to meet the requirements of paragraph (j) of this section.

[1910.95\(e\)](#)

"Employee notification." The employer shall notify each employee exposed at or above an 8-hour time-weighted average of 85 decibels of the results of the monitoring.

[1910.95\(f\)](#)

"Observation of monitoring." The employer shall provide affected employees or their representatives with an opportunity to observe any noise measurements conducted pursuant to this section.

[1910.95\(g\)](#)

"Audiometric testing program."

[1910.95\(g\)\(1\)](#)

The employer shall establish and maintain an audiometric testing program as provided in this paragraph by making audiometric testing available to all employees whose exposures equal or exceed an 8-hour time-weighted average of 85 decibels.

[1910.95\(g\)\(2\)](#)

The program shall be provided at no cost to employees.

[1910.95\(g\)\(3\)](#)

Audiometric tests shall be performed by a licensed or certified audiologist, otolaryngologist, or other physician, or by a technician who is certified by the Council of Accreditation in Occupational Hearing Conservation, or who has satisfactorily demonstrated competence in administering audiometric examinations, obtaining valid audiograms, and properly using, maintaining and checking calibration and proper functioning of the audiometers being used. A technician who operates microprocessor audiometers does not need to be certified. A technician who performs audiometric tests must be responsible to an audiologist, otolaryngologist or physician.

[1910.95\(g\)\(4\)](#)

All audiograms obtained pursuant to this section shall meet the requirements of Appendix C: "Audiometric Measuring Instruments."

[1910.95\(g\)\(5\)](#)

"Baseline audiogram."

[1910.95\(g\)\(5\)\(i\)](#)

Within 6 months of an employee's first exposure at or above the action level, the employer shall establish a valid baseline audiogram against which subsequent audiograms can be compared.

[1910.95\(g\)\(5\)\(ii\)](#)

"Mobile test van exception." Where mobile test vans are used to meet the audiometric testing obligation, the employer shall obtain a valid baseline audiogram within 1 year of an employee's first exposure at or above the action level. Where baseline audiograms are obtained more than 6 months after the employee's first exposure at or above the action level, employees shall wear hearing protectors for any period exceeding six months after first exposure until the baseline audiogram is obtained.

[1910.95\(g\)\(5\)\(iii\)](#)



Testing to establish a baseline audiogram shall be preceded by at least 14 hours without exposure to workplace noise. Hearing protectors may be used as a substitute for the requirement that baseline audiograms be preceded by 14 hours without exposure to workplace noise.

[1910.95\(g\)\(5\)\(iv\)](#)

The employer shall notify employees of the need to avoid high levels of non-occupational noise exposure during the 14-hour period immediately preceding the audiometric examination.

[1910.95\(g\)\(6\)](#)

"Annual audiogram." At least annually after obtaining the baseline audiogram, the employer shall obtain a new audiogram for each employee exposed at or above an 8-hour time-weighted average of 85 decibels.

[1910.95\(g\)\(7\)](#)

"Evaluation of audiogram."

[1910.95\(g\)\(7\)\(i\)](#)

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 as defined in paragraph (g)(10) of this section has occurred. This comparison may be done by a technician.

[1910.95\(g\)\(7\)\(ii\)](#)

If the annual audiogram shows that an employee has suffered a standard threshold shift, the employer may obtain a retest within 30 days and consider the results of the retest as the annual audiogram.

[1910.95\(g\)\(7\)\(iii\)](#)

The audiologist, otolaryngologist, or physician shall review problem audiograms and shall determine whether there is a need for further evaluation. The employer shall provide to the person performing this evaluation the following information:

[1910.95\(g\)\(7\)\(iii\)\(A\)](#)

A copy of the requirements for hearing conservation as set forth in paragraphs (c) through (n) of this section;

[1910.95\(g\)\(7\)\(iii\)\(B\)](#)

The baseline audiogram and most recent audiogram of the employee to be evaluated;

[1910.95\(g\)\(7\)\(iii\)\(C\)](#)

Measurements of background sound pressure levels in the audiometric test room as required in Appendix D: Audiometric Test Rooms.

[1910.95\(g\)\(7\)\(iii\)\(D\)](#)

Records of audiometer calibrations required by paragraph (h)(5) of this section.

[1910.95\(g\)\(8\)](#)

"Follow-up procedures."

[1910.95\(g\)\(8\)\(i\)](#)

If a comparison of the annual audiogram to the baseline audiogram indicates a standard threshold shift as defined in paragraph (g)(10) of this section has occurred, the employee shall be informed of this fact in writing, within 21 days of the determination.

[1910.95\(g\)\(8\)\(ii\)](#)

Unless a physician determines that the standard threshold shift is not work related or aggravated by occupational noise exposure, the employer shall ensure that the following steps are taken when a standard threshold shift occurs:

[1910.95\(g\)\(8\)\(ii\)\(A\)](#)

Employees not using hearing protectors shall be fitted with hearing protectors, trained in their use and care, and required to use them.

[1910.95\(g\)\(8\)\(ii\)\(B\)](#)

Employees already using hearing protectors shall be refitted and retrained in the use of hearing protectors and provided with hearing protectors offering greater attenuation if necessary.

[1910.95\(g\)\(8\)\(ii\)\(C\)](#)

The employee shall be referred for a clinical audiological evaluation or an otological examination, as appropriate, if additional testing is necessary or if the employer suspects that a medical pathology of the ear is caused or aggravated by the wearing of hearing protectors.

[1910.95\(g\)\(8\)\(ii\)\(D\)](#)

The employee is informed of the need for an otological examination if a medical pathology of the ear that is unrelated to the use of hearing protectors is suspected.

[1910.95\(g\)\(8\)\(iii\)](#)

If subsequent audiometric testing of an employee whose exposure to noise is less than an 8-hour TWA of 90 decibels indicates that a standard threshold shift is not persistent, the employer:

[1910.95\(g\)\(8\)\(iii\)\(A\)](#)

Shall inform the employee of the new audiometric interpretation; and

[1910.95\(g\)\(8\)\(iii\)\(B\)](#)

May discontinue the required use of hearing protectors for that employee.

[1910.95\(g\)\(9\)](#)

"Revised baseline." An annual audiogram may be substituted for the baseline audiogram when, in the judgment of the audiologist, otolaryngologist or physician who is evaluating the audiogram:

[1910.95\(g\)\(9\)\(i\)](#)

The standard threshold shift revealed by the audiogram is persistent; or

[1910.95\(g\)\(9\)\(ii\)](#)

The hearing threshold shown in the annual audiogram indicates significant improvement over the baseline audiogram.

[1910.95\(g\)\(10\)](#)

"Standard threshold shift."

[1910.95\(g\)\(10\)\(i\)](#)

As used in this section, a standard threshold shift is a change in hearing threshold relative to the baseline audiogram of an average of 10 dB or more at 2000, 3000, and 4000 Hz in either ear.

[1910.95\(g\)\(10\)\(ii\)](#)

In determining whether a standard threshold shift has occurred, allowance may be made for the contribution of aging (presbycusis) to the change in hearing level by correcting the annual audiogram according to the procedure described in Appendix F: "Calculation and Application of Age Correction to Audiograms."

[1910.95\(h\)](#)

"Audiometric test requirements."

[1910.95\(h\)\(1\)](#)

Audiometric tests shall be pure tone, air conduction, hearing threshold examinations, with test frequencies including as a minimum 500, 1000, 2000, 3000, 4000, and 6000 Hz. Tests at each frequency shall be taken separately for each ear.

[1910.95\(h\)\(2\)](#)

Audiometric tests shall be conducted with audiometers (including microprocessor audiometers) that meet the specifications of, and are maintained and used in accordance with, American National Standard Specification for Audiometers, S3.6-1969, which is incorporated by reference as specified in Sec. 1910.6.

[1910.95\(h\)\(3\)](#)

Pulsed-tone and self-recording audiometers, if used, shall meet the requirements specified in Appendix C:

"Audiometric Measuring Instruments."

[1910.95\(h\)\(4\)](#)

Audiometric examinations shall be administered in a room meeting the requirements listed in Appendix D:

"Audiometric Test Rooms."

[1910.95\(h\)\(5\)](#)

"Audiometer calibration."

[1910.95\(h\)\(5\)\(i\)](#)

The functional operation of the audiometer shall be checked before each day's use by testing a person with known, stable hearing thresholds, and by listening to the audiometer's output to make sure that the output is free from distorted or unwanted sounds. Deviations of 10 decibels or greater require an acoustic calibration.

[1910.95\(h\)\(5\)\(ii\)](#)

Audiometer calibration shall be checked acoustically at least annually in accordance with Appendix E: "Acoustic Calibration of Audiometers." Test frequencies below 500 Hz and above 6000 Hz may be omitted from this check. Deviations of 15 decibels or greater require an exhaustive calibration.

[1910.95\(h\)\(5\)\(iii\)](#)

An exhaustive calibration shall be performed at least every two years in accordance with sections 4.1.2; 4.1.3.; 4.1.4.3; 4.2; 4.4.1; 4.4.2; 4.4.3; and 4.5 of the American National Standard Specification for Audiometers, S3.6-1969. Test frequencies below 500 Hz and above 6000 Hz may be omitted from this calibration.

[1910.95\(i\)](#)

"Hearing protectors."

[1910.95\(i\)\(1\)](#)

Employers shall make hearing protectors available to all employees exposed to an 8-hour time-weighted average of 85 decibels or greater at no cost to the employees. Hearing protectors shall be replaced as necessary.

[1910.95\(i\)\(2\)](#)

Employers shall ensure that hearing protectors are worn:

[1910.95\(i\)\(2\)\(i\)](#)

By an employee who is required by paragraph (b)(1) of this section to wear personal protective equipment; and

[1910.95\(i\)\(2\)\(ii\)](#)

By any employee who is exposed to an 8-hour time-weighted average of 85 decibels or greater, and who:

**1910.95(i)(2)(ii)(A)**

Has not yet had a baseline audiogram established pursuant to paragraph (g)(5)(ii); or

**1910.95(i)(2)(ii)(B)**

Has experienced a standard threshold shift.

**1910.95(i)(3)**

Employees shall be given the opportunity to select their hearing protectors from a variety of suitable hearing protectors provided by the employer.

**1910.95(i)(4)**

The employer shall provide training in the use and care of all hearing protectors provided to employees.

**1910.95(i)(5)**

The employer shall ensure proper initial fitting and supervise the correct use of all hearing protectors.

**1910.95(j)**

"Hearing protector attenuation."

**1910.95(j)(1)**

The employer shall evaluate hearing protector attenuation for the specific noise environments in which the protector will be used. The employer shall use one of the evaluation methods described in Appendix B:

"Methods for Estimating the Adequacy of Hearing Protection Attenuation."

**1910.95(j)(2)**

Hearing protectors must attenuate employee exposure at least to an 8-hour time-weighted average of 90 decibels as required by paragraph (b) of this section.

**1910.95(j)(3)**

For employees who have experienced a standard threshold shift, hearing protectors must attenuate employee exposure to an 8-hour time-weighted average of 85 decibels or below.

**1910.95(j)(4)**

The adequacy of hearing protector attenuation shall be re-evaluated whenever employee noise exposures increase to the extent that the hearing protectors provided may no longer provide adequate attenuation. The employer shall provide more effective hearing protectors where necessary.

**1910.95(k)**

"Training program."

**1910.95(k)(1)**

The employer shall train each employee who is exposed to noise at or above an 8-hour time weighted average of 85 decibels in accordance with the requirements of this section. The employer shall institute a training program and ensure employee participation in the program.

**1910.95(k)(2)**

The training program shall be repeated annually for each employee included in the hearing conservation program. Information provided in the training program shall be updated to be consistent with changes in protective equipment and work processes.

**1910.95(k)(3)**

The employer shall ensure that each employee is informed of the following:

**1910.95(k)(3)(i)**

The effects of noise on hearing;

**1910.95(k)(3)(ii)**

The purpose of hearing protectors, the advantages, disadvantages, and attenuation of various types, and instructions on selection, fitting, use, and care; and

**1910.95(k)(3)(iii)**

The purpose of audiometric testing, and an explanation of the test procedures.

**1910.95(l)**

"Access to information and training materials."

**1910.95(l)(1)**

The employer shall make available to affected employees or their representatives copies of this standard and shall also post a copy in the workplace.

**1910.95(l)(2)**

The employer shall provide to affected employees any informational materials pertaining to the standard that are supplied to the employer by the Assistant Secretary.

**1910.95(l)(3)**

The employer shall provide, upon request, all materials related to the employer's training and education program pertaining to this standard to the Assistant Secretary and the Director.

**1910.95(m)**

"Recordkeeping" -

**1910.95(m)(1)**

"Exposure measurements." The employer shall maintain an accurate record of all employee exposure measurements required by paragraph (d) of this section.

[1910.95\(m\)\(2\)](#)

"Audiometric tests."

[1910.95\(m\)\(2\)\(i\)](#)

The employer shall retain all employee audiometric test records obtained pursuant to paragraph (g) of this section:

[1910.95\(m\)\(2\)\(ii\)](#)

This record shall include:

[1910.95\(m\)\(2\)\(ii\)\(A\)](#)

Name and job classification of the employee;

[1910.95\(m\)\(2\)\(ii\)\(B\)](#)

Date of the audiogram;

[1910.95\(m\)\(2\)\(ii\)\(C\)](#)

The examiner's name;

[1910.95\(m\)\(2\)\(ii\)\(D\)](#)

Date of the last acoustic or exhaustive calibration of the audiometer; and

[1910.95\(m\)\(2\)\(ii\)\(E\)](#)

Employee's most recent noise exposure assessment.

[1910.95\(m\)\(2\)\(ii\)\(F\)](#)

The employer shall maintain accurate records of the measurements of the background sound pressure levels in audiometric test rooms.

[1910.95\(m\)\(3\)](#)

"Record retention." The employer shall retain records required in this paragraph (m) for at least the following periods.

[1910.95\(m\)\(3\)\(i\)](#)

Noise exposure measurement records shall be retained for two years.

[1910.95\(m\)\(3\)\(ii\)](#)

Audiometric test records shall be retained for the duration of the affected employee's employment.

[1910.95\(m\)\(4\)](#)

"Access to records." All records required by this section shall be provided upon request to employees, former employees, representatives designated by the individual employee, and the Assistant Secretary. The provisions of 29 CFR 1910.1020 (a)-(e) and (g)-

[1910.95\(m\)\(4\)\(i\)](#)

apply to access to records under this section.

[1910.95\(m\)\(5\)](#)

"Transfer of records." If the employer ceases to do business, the employer shall transfer to the successor employer all records required to be maintained by this section, and the successor employer shall retain them for the remainder of the period prescribed in paragraph (m)(3) of this section.

[1910.95\(n\)](#)

"Appendices."

[1910.95\(n\)\(1\)](#)

Appendices A, B, C, D, and E to this section are incorporated as part of this section and the contents of these appendices are mandatory.

[1910.95\(n\)\(2\)](#)

Appendices F and G to this section are informational and are not intended to create any additional obligations not otherwise imposed or to

detract from any existing obligations.

[1910.95\(o\)](#)

"Exemptions." Paragraphs (c) through (n) of this section shall not apply to employers engaged in oil and gas well drilling and servicing operations.

[39 FR 23502, June 27, 1974, as amended at 46 FR 4161, Jan. 16, 1981; 46 FR 62845, Dec. 29, 1981; 48 FR 9776, Mar. 8, 1983; 48 FR 29687, June 28, 1983; 54 FR 24333,

June 7, 1989; 61 FR 5507, Feb. 13, 1996; 61 FR 9227, March 7, 1996; 71 FR 16672, April, 3, 2006; 73 FR 75584, Dec. 12, 2008]

**Site Specific review of equipment-specific and/or task-specific hazard exposures for hearing conservation:**

**All maintenance employees at all locations of the County of Aroostook are required to:**

- Review the County of Aroostook Hearing Conservation Plan.
- Complete annual hearing conservation training.
- Wear hearing protection when using push lawn mowers, riding lawn mowers, tractors, weed whackers, leaf blowers and snow blowers.
- County of Aroostook hearing protection provided and proper use:
  - Disposable ear plug hearing protection that is to be rolled with clean hands into its smallest diameter; inserting tapered end quickly into ear canal; and holding until fully expanded.

- Roped ear plug hearing protection. Using your hands press the ear pads well into the ear canal using an inward motion; protection levels are improved by pulling ear up and back when fitting.
- Ear muffs; the ears should be completely enclosed by the ear cups. Adjust the cups up or down to fit the headband securely at the crown of the head. Protection is obtained when the cushions form a tight seal against the head. Regularly check cushions for wear and clean them often with a damp cloth. Check them for wear. If the cushions become hard, damaged or deteriorated, they should be replaced promptly.
- Hearing protection shall be worn at all times in noisy surroundings.
- Ear pads of hearing protection shall be inspected regularly for serviceability.
- Hearing protection shall be kept and returned to its packet when not in use.
- Hearing protection shall be cleaned by removing all ear wax and contaminants prior to reinsertion. Soiled pads may be wiped clean with a moist cloth. It is not recommended to use solvents, disinfectants or chemicals.
- Disposable hearing protection is not to be reused.
- Read and follow all use instructions that come with personal protective equipment (PPE).

**I have read and understand the County of Aroostook Hearing Conservation Plan:**

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**Signature**

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**Print Name**

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**Date**

**Training Participant Registration**

<b>Sign Name</b>	<b>Print Name</b> <small>Print Neatly. Illegible names will not receive completion cards.</small>
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Date: \_\_\_\_\_ Course Title: \_\_\_\_\_ Instructor: \_\_\_\_\_

Description of Training and Source Material Used:

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## How to Use Hearing Protection

### Disposable Ear Plug Fitting Instructions

Hold the earplug between your thumb and forefinger. Roll and compress the entire earplug to a small, crease-free cylinder.

While still rolling, use your other hand to reach over your head and pull up and back on your outer ear. This straightens the ear canal, making way for a snug fit.

Insert the earplug and hold for 20 to 30 seconds. This allows the earplug to expand and fill your ear canal. Test the fit. In a noisy environment, and with earplugs inserted, cup both hands over your ears and release. You should not notice a significant difference in the noise level. If the noise seems to lessen when your hands are cupped over your ears, your earplugs are probably not fitted properly. Remove and refit following instructions

Always remove earplugs slowly, twisting them to break the seal. If you remove them too quickly, you could damage your eardrum.

### Ear Muff Fitting Instructions



Earmuffs offer excellent protection if the cups are fitted and adjusted properly. Your ears should be completely enclosed by the ear cups.

Adjust the cups up or down to fit the headband securely at the crown of your head. The best performance is obtained when the cushions form a tight seal against your head.

Test the fit. In a noisy environment, place the palms of your hands on both cups and push the cushions towards your head and release. You should not notice a significant difference in the noise level. If the noise seems to lessen when you press the cups, your earmuff is probably not fitted properly.

Regularly check cushions for wear and clean them often with a damp cloth. Check them for wear. If the cushions become hard, damaged or deteriorate, they should be replaced promptly.

### **Hearing Bands Fitting Instructions**

Position the band under your chin. Use your hands to press the ear pads well into the ear canal, using an inward and up and down motion.

One at a time, reposition each ear pad by reaching over your head and pulling up and back over your outer ear. This straightens out the ear canal, making way for a snug fit. Then guide the pads into the ear canal and test the fit.

Test the fit. In a noisy environment, lightly touch the bands with your fingertips, pressing slightly inward. You should not notice a significant difference in the noise level. If the noise seems to lessen when you press the bands, your ear pads are probably not fitted properly.

Banded hearing protection products are made of washable materials and should be cleaned and stored carefully. Inspect regularly for tears or hardening. Damaged pads should be replaced immediately. until you feel it sealing and the fit is comfortable.

Test the fit. In a noisy environment, and with earplugs inserted, cup both hands over your ears and release. You should not notice a significant difference in the noise level. If the noise seems to lessen when your hands are cupped over your ears, your earplugs are probably not fitted properly. Remove and refit following instructions.

Always remove earplugs slowly, twisting them to break the seal. If you remove them too quickly, you could damage your eardrum.

Reusable earplugs should be inspected and cleaned often in soapy water. If they become hard, torn or deformed, they should be replaced.

### **Reusable Ear Plug Fitting Instructions**

Reach around your head and pull up and back on your outer ear. This straightens out the ear canal, making way for a snug fit.

Hold the stem end of the earplug and insert it well inside your ear canal until you feel it sealing and the fit is comfortable.

Test the fit. In a noisy environment, and with earplugs inserted, cup both hands over your ears and release. You should not notice a significant difference in the noise level. If the noise seems to lessen when your hands are cupped over your ears, your earplugs are probably not fitted properly. Remove and refit following instructions.

Always remove earplugs slowly, twisting them to break the seal. If you remove them too quickly, you could damage your eardrum.

Reusable earplugs should be inspected and cleaned often in soapy water. If they become hard, torn or deformed, they should be replaced.

# How to Use Hearing Protection

## Hearing Bands Fitting Instructions

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Banded hearing protection products are made of washable materials and should be cleaned and stored carefully. Inspect regularly for tears or hardening. Damaged pads should be replaced immediately.

## Reusable Ear Plug Fitting Instructions

Reach around your head and pull up and back on your outer ear. This straightens out the ear canal, making way for a snug fit.

Hold the stem end of the earplug and insert it well inside your ear canal until you feel it sealing and the fit is comfortable.

Test the fit. In a noisy environment, and with earplugs inserted, cup both hands over your ears and release. You should not notice a significant difference in the noise level. If the noise seems to lessen when your hands are cupped over your ears, your earplugs are probably not fitted properly. Remove and refit following instructions.

Always remove earplugs slowly, twisting them to break the seal. If you remove them too quickly, you could damage your eardrum.

Reusable earplugs should be inspected and cleaned often in soapy water. If they become hard, torn or deformed, they should be replaced.

**[www.CHSL.org](http://www.CHSL.org)**

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