

1.1 PURPOSE

- 1.1.1 The purpose of this policy is to provide guidelines for TERRY R PITT CONSTRUCTION employees exposed to occupational noise, to protect the hearing of those employees exposed to noise levels in excess of 85 dBA and to comply with the OSHA occupational noise exposure standard. For operations and duties defined as construction under this policy, the applicable 29 CFR 1926 regulation will supersede this policy and be applied.

1.2 INITIAL DETERMINATION

- 1.2.1 TERRY R PITT CONSTRUCTION will utilize the services of a third party with expertise in noise monitoring to measure the noise levels at various jobsites where employees are exposed to levels in excess of 85 dBA. In the absence of such measurement, the company will make hearing protection available to employees at no cost with the mandate that they be worn in all instances where noise levels are a nuisance and/or employees are unable to verbally communicate when they are two feet or less apart. Hearing protectors will be replaced as necessary.
- 1.2.2 TERRY R PITT CONSTRUCTION will use information obtained through testing to establish operational procedures and issue hearing protection right for the noise levels.
- 1.2.3 TERRY R PITT CONSTRUCTION will consider the input of supervisory personnel when making a determination to implement this program in areas where any of the below applies:
- 1.2.3.1 Exposure measurements taken indicate noise levels at or above 85 decibels.
 - 1.2.3.2 Complaints of working conditions that may be attributable to exposure to noise.
 - 1.2.3.3 A change in production, equipment, controls, or personnel results in the exposure to noise levels which were not evident before.

1.3 MONITORING

- 1.3.1 When any information obtained in the initial determination conducted indicates employee exposure to noise levels at or above that required by the standard, equals/exceeds the 8-hour time weighted average of 85 decibels, TERRY R PITT CONSTRUCTION will have all exposed employees individually tested within sixty days of the finding.
- 1.3.2 TERRY R PITT CONSTRUCTION will consider areas where intermittent noise fluctuations of 80 dBA to 130 dBA as warranting procedural changes to comply with components of this program.
- 1.3.3 TERRY R PITT CONSTRUCTION may obtain representative samples from specific jobsites by having a single employee from the department wear a personal monitoring device. This will help determine the exposure for other employees who work in the area.
- 1.3.4 TERRY R PITT CONSTRUCTION may utilize a dosimeter to be worn by a selected employee to measure noise level exposure in a selected test area.
- 1.3.5 Upon submittal of the analysis of the test instrumentation, TERRY R PITT CONSTRUCTION may then require the selected employee to wear a personal dosimeter to determine if employee exposure to noise

levels exceed 85 decibels over an 8-hour period.

- 1.3.6 TERRY R PITT CONSTRUCTION will use an outside audiometric specialist to monitor noise levels in a designated area, when necessary, to determine the type of hearing protection required to offer maximum protection for employees who work in the area.
- 1.3.7 Monitoring will be repeated whenever a change in production, process, equipment, or controls increases noise exposures to the extent that additional employees may be exposed at or above the action level or the attenuation provided by hearing protectors being used by workers may be rendered inadequate.

1.4 EMPLOYEE NOTIFICATION

- 1.4.1 An employee who is being individually monitored will be provided the opportunity to observe any measurements collected during the test.
- 1.4.2 Supervisors will explain monitoring procedures to employees and how test results will be interpreted.
- 1.4.3 TERRY R PITT CONSTRUCTION will conspicuously post notices throughout the workplace, notifying employees of the need to wear hearing protection in a specific area.

- 1.4.4 TERRY R PITT CONSTRUCTION will make copies of the noise exposure procedures available to affected employees, the assistant secretary, and the director and will also post a copy in the workplace.

1.5 MEDICAL SURVEILLANCE

- 1.5.1 TERRY R PITT CONSTRUCTION will rely on expert assessment of the compared audiograms to determine if an employee has experienced a threshold shift of 10 decibels or greater. If such is the case, the company will refer the employee for medical evaluation at a company approved medical facility, within 30 days of the finding.
- 1.5.2 TERRY R PITT CONSTRUCTION will rely on the treating physician to provide medical evaluation and surveillance to its employees in accordance with the requirements of this program.
- 1.5.3 TERRY R PITT CONSTRUCTION will provide information concerning the respective employee's job functions in an effort to assist medical professionals with this evaluation.
- 1.5.4 TERRY R PITT CONSTRUCTION will rely upon the advice of an authorized physician or the employee's treating physician regarding hearing protection for employees whose ears are chronically draining or those who have active ear pathology. Such individuals may be removed from the exposed position at the recommendation of the physician.

1.6 NOISE CONTROL

- 1.6.1 The most desirable method of noise control is to apply engineering principles designed to reduce sound levels either at the source or within the hearing zone of the employee. This application can usually reduce noise to a desired level, however operational necessities can make these controls

impractical. It is TERRY R PITT CONSTRUCTION's policy to utilize engineering controls whenever feasible and practical to reduce employee noise exposures.

- 1.6.2 Whenever engineering controls are not feasible or practical, the use of administrative controls should be explored. Administrative controls may be used in conjunction with engineering controls. Administrative controls include any administrative decision that results in lower noise exposures; including complying with purchase agreements that specify maximum noise levels for machinery.
- 1.6.3 Administrative controls may include rotating jobs so that exposure times are reduced. This includes such measures as transferring employees from a location with high noise levels to one with a lower level in order to reduce the daily exposure below the *action level*. When administrative controls are not feasible with regard to job rotation, other alternatives, including hearing protection, will be utilized to reduce the daily noise exposure.
- 1.6.4 In areas of continuous high noise levels or where noise levels result from more than one source simultaneously, TERRY R PITT CONSTRUCTION may adjust schedules to reduce the degree of prolonged exposure.
- 1.6.5 A continuing effective hearing conservation program will be administered when employees are exposed to sound levels greater than 85 dBA on an 8-hour time weighted average basis.
- 1.6.6 TERRY R PITT CONSTRUCTION will require hearing protection for any employee who:
 - 1.6.6.1 Has not yet had a baseline audiogram established
 - 1.6.6.2 Has experienced a standard threshold shift
 - 1.6.6.3 Is exposed to an 8-hour TWA of 85 decibels or more

1.7 PERSONAL PROTECTIVE EQUIPMENT

- 1.7.1 Employees must wear hearing protection when necessary.
- 1.7.2 TERRY R PITT CONSTRUCTION will provide hearing protection for all employees working in areas and who are exposed to an 8-hour TWA of 85 decibels. TERRY R PITT CONSTRUCTION will allow employees to select hearing protection (and replacements, when needed) from a variety of those provided at no cost to them which:
 - 1.7.2.1 Provides to them a comfortable fit
 - 1.7.2.2 Provides proper attenuation (shielding)
 - 1.7.2.3 Reduces the level of the noise being heard
- 1.7.3 For the protection to be effective, the right hearing protector for the job must be used. This is determined by several factors such as noise hazard, noise reduction rating, exposure, work area, and fit. TERRY R PITT CONSTRUCTION will evaluate hearing protection attenuation for the specific noise environments in which the protector will be used.

- 1.7.4 Earplugs reduce noise when properly fitted in the outer part of the ear canal. Properly fitted earplugs help to protect against high intensity noise.
- 1.7.5 To compare products, check the noise reduction rating (NRR) on the package. The higher the rating, the better the protection.
- 1.7.6 For comfort and protection, plugs must be the right size for a snug fit and be properly positioned.
 - 1.7.6.1 Formable fits all ears and may be disposable or semi-disposable. These earplugs should be made of waxed cotton or acoustical fibers.
 - 1.7.6.2 Pre-molded of soft silicone, rubber, or plastic are re-usable. They are available in universal and multi-size type for a better fit.
 - 1.7.6.3 Custom molded earplugs are made of silicone rubber or plastic molding compound and are placed in the ear and allowed to set.
- 1.7.7 Canal caps close off ear canal at the opening. Caps are made of a soft, rubber-like substance with a light band under tension to keep them in position. They may reduce noise levels up to five dBA.
- 1.7.8 Earmuffs fit over the whole ear to seal out the noise. Earmuffs protect against moderate and high intensity noise. They can help reduce noise levels by 15 - 25 decibels. The headband pressure should not be too tight or too slack and the cups should not pinch the ears or lobes at any point.
- 1.7.9 Earmuffs and earplugs can be used together for areas of extreme noise exposures.
- 1.7.10 Follow manufacturer instructions. Have repairs or replacements made promptly when necessary.
- 1.7.11 Affected employees must be trained in the selection, use, care, and fitting of hearing protection.

1.8 AUDIOMETRIC TESTING

- 1.8.1 An audiometric testing program must be established and maintained by making audiometric testing available to all employees whose exposures equal or exceed an 8-hour TWA of 85 decibels.
- 1.8.2 Within 6 months of an employee's first exposure at or above the action level of 85 dBA taken as an 8-hour time weighted average (TWA), TERRY R PITT CONSTRUCTION will have new employees audiometric tested prior to assignment to a job function where the employee will be exposed to excessive noise levels. Such testing will represent a valid *baseline* audiogram, for the purpose of comparing the present hearing range capability with future audiograms.
- 1.8.3 TERRY R PITT CONSTRUCTION will have audiometric testing conducted on its employees at least annually, whenever they work in environments where noise levels remain continuous or intermittent, above an 85 dBA, daily TWA. Testing will be preceded by at least 14 hours of workplace activity without exposure to detectable noise levels. Employees participating in audiometric testing, whether baseline, monitoring, or annual, will be at no cost to the employee.

- 1.8.4 Whenever TERRY R PITT CONSTRUCTION has additional testing conducted after a baseline audiogram has been performed, it will use such test results to measure the extent of hearing loss to the employee by comparing the current result to the baseline. The company hopes to conclude:
- 1.8.4.1 That the audiogram was valid with initial testing, meets all requirements for equipment, test conductor location, and recordkeeping/document preparation.
 - 1.8.4.2 If a significant threshold shift has occurred in the employee's hearing range:
 - 1.8.4.2.1 The employee will be informed in writing within 21 days of test.
 - 1.8.4.2.2 The employee will be refitted while being allowed to select, at no cost, from a variety of hearing protectors, as recommended by the attending physician, which will provide a better degree of attenuation.
 - 1.8.4.2.3 Employee may be referred for medical treatment under the medical surveillance program at no cost to the employee.
- 1.8.5 Audiometric testing, when performed, will be conducted by a licensed or certified audiologist, physician, or other technician who is certified by the Council of Accreditation in Occupational Hearing Conservation, or another individual who has demonstrated competency in administering audiometric examinations, obtaining valid audiograms, and properly using, maintaining, and checking calibration and proper functioning of the audiometers being used.
- 1.8.5.1 Unless a physician determines that the standard threshold shift is not work related or aggravated by occupational noise exposure, TERRY R PITT CONSTRUCTION will ensure that the following steps are taken when a standard threshold shift occurs: 1. Company employees not using hearing protectors will be fitted with hearing protectors, trained in their use and care, and required to use them. 2. Company employees already using hearing protectors will be refitted and retrained in the use of hearing protectors and provided with hearing protectors offering greater attenuation if necessary. 3. Company employees will be referred for a clinical audiological evaluation or an ontological examination, as appropriate, if additional testing is necessary or if the company suspects that a medical pathology of the ear is caused or aggravated by the wearing of hearing protectors.
- 1.8.6 Employees who infrequently visit areas posted *Hearing Protection Required* will not be subject to the testing requirements of this program. However, the employee will be required to wear required hearing protection whenever he/she will enter such an area.
- 1.8.7 TERRY R PITT CONSTRUCTION will provide for retesting of any employee who complains of hearing loss at any time within ten days of notification. Employees should report any suspected hearing loss to the respective supervisor immediately.

1.9 RECORDKEEPING

- 1.9.1 TERRY R PITT CONSTRUCTION will retain accurate employee exposure and medical records, including the results of the most recent noise exposure assessment, in a confidential file, located at the corporate office, for the duration of employment plus thirty years.

1.9.2 TERRY R PITT CONSTRUCTION will also retain these additional records for five years, unless there is medical data sufficient to justify retaining them for a longer period:

1.9.2.1 Name and job classification of the employee

1.9.2.2 Date of the examination

1.9.2.3 The examiner's name

1.9.2.4 The date of the last acoustic or exhaustive calibration of the audiometer

1.9.2.5 Accurate records of the measurements of the background sound pressure levels in audiometric test rooms

1.10 TRAINING

1.10.1 TERRY R PITT CONSTRUCTION will rely on company approved training facilities to conduct its employee training. The company will supplement this training by providing adequate hearing protection.

1.10.2 TERRY R PITT CONSTRUCTION will train each affected company employee who is exposed to noise at or above the action level of the Occupational Safety and Health Administration (OSHA) of 85 dBA as calculated as an eight-hour time weighted average (TWA) in the company's hearing conservation training program annually.

1.10.3 TERRY R PITT CONSTRUCTION will provide training to affected employees annually and training will be updated consistent to changes in PPE and work processes. At a minimum:

1.10.3.1 Identifying noise

1.10.3.2 The effects of noise on hearing

1.10.3.3 Anatomy of the ear

1.10.3.4 Defining industrial noise (machine and process identification)

1.10.3.5 Controlling noise exposure

1.10.3.6 How testing is performed and how the results are interpreted

1.10.3.7 Work practice and engineering controls

1.10.3.8 Personal protective equipment

1.10.3.9 Responsibilities under the program

1.10.3.10 Proper use and fit of hearing protectors

1.10.4 Under the policy guidelines, supervisory personnel will receive this additional training:

1.10.4.1 Identifying noise hazard areas

- 1.10.4.2 Evaluation and analysis
- 1.10.4.3 Monitoring employee use of hearing protectors and other protective equipment
- 1.10.4.4 How to initiate engineering and work practice controls which will control noise level exposure in an area and limit employee long term exposure
- 1.10.4.5 How to maintain proper documentation
- 1.10.4.6 Instructing employees in the proper selection, fitting, and use of ear protection
- 1.10.4.7 How to evaluate the results of personal monitoring devices
- 1.10.5 Whenever TERRY R PITT CONSTRUCTION employees work on temporary jobsites where the exposure to hazard(s) is non-routine in nature, training will be conducted to address changes associated with a change in personal protective equipment or work procedure.

