

Revision Number _____
Revision Date _____

Policy Number _____

BACHMAN MACHINE COMPANY CORPORATE POLICY

Effective _____ Supersedes Policy No. _____ Date: _____
Date

SUBJECT: HEARING CONSERVATION PROGRAM / POLICY

Objective: The objective of this policy is to establish the guidelines and procedures for the Hearing Conservation Program needed to comply with the Occupational Safety and Health Regulation under 29 CFR 1910.95, Occupational Noise Exposure.

Scope: The scope of this program / policy applies to all Bachman Machine Company locations and subsidiary operations that may have employees exposed to actual and/or potential noise levels in excess of an 85-dBA time weighted average.

Policy Statement: The Occupational Safety and Health Regulation 29 CFR 1910.95, Occupational Noise Exposure, Hearing Conservation Amendment, requires all employees exposed to time-weighted average (TWA) noise levels of 85 decibels (dBA) or greater during an eight (8) hour workday be included in a hearing conservation program. It is the policy of Bachman Machine Company to establish and enforce such a program and to develop the procedures to monitor the noise levels within the workplace. An outside Consultant company and/or a member from our worker's compensation insurance loss control company shall conduct a noise survey and shall identify the noise levels to which employees are exposed in the different departmental areas of the plant. Monitoring shall be repeated whenever there is a change in the production process, equipment or control or the addition of new machinery into an area.

The hearing conservation program shall include baseline and annual audiograms for all employees under the program. Employees shall be provided with hearing protection in various types and styles and trained annually on the effects of noise and how to protect themselves. Hearing protection shall be required in all areas of the plant where the noise level exposures are equal to or greater than 90-dBA for an eight-hour period. Employees who are exposed to noise level exposure at or above the 85-dBA level for eight hours will be included in the hearing conservation program.

Definitions:

A Scale: The setting on a sound level meter that most closely resembles the way the human ear hears sound.

Audiogram: A test of an individual's hearing threshold level as a function of frequency.

Baseline Audiogram: The audiogram against which future audiograms are compared to in order to establish any shift in the hearing levels of an individual.

Decibel (dBA): A unit of measurement of sound.

dBA: Decibel level using the A scale.

Hertz (Hz): A unit of measurement of frequency, numerically equal to cycles of a sound wave per second.

Time-weighted Average Sound Level (TWA): A weighted average sound level over a given amount or period of time, usually an eight (8) hour time frame.

Attenuation: To weaken the amount, force or value of, to reduce the severity of the sound.

Training: All employees who are exposed to noise levels at or above 85-dBA shall receive hearing conservation training. For new hires, training shall take place during the new hire orientation training session and a baseline audiogram will be part of their initial pre-employment physical examination. Training shall also be provided annually by the hearing tester vendor, chosen by the Company, for all employees included within the Hearing Conservation Program.

Topics that shall be presented and discussed with all employees during training sessions shall include the effects of noise on the employees' hearing; the purpose of audiometric testing and how tests are administered; the purpose of hearing protectors including the types available and the relative advantage/disadvantage of each type; and the proper selection, fitting, usage and care of hearing protectors;

The Program Administration: The Human Resources Department, (Safety) shall be responsible for administering this program and for the following activities:

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- Ensuring that the program satisfies the requirements of all applicable federal, state, or local hearing programs;
- Arranging for the appropriate sound level measurements and determining noise levels and/or individual noise exposures via dosimeter testing;
- Making available to affected employees or their representatives copies of the Occupational Safety and Health Act, Section 1910.95 and for posting a copy of the standard on employee bulletin boards in the facilities that may have high noise areas;
- Answering questions and, when requested, reviewing information concerning noise exposure levels and the hearing conservation program;
- Setting up the Annual audiometric testing time and dates;
- Providing, upon request, records of audiometric examinations to employees, former employees, representatives designated by the individual employee and the Department of Labor;
- Notifying the employee of the results of the hearing tests and of sound level surveys;
- Retaining and/or storing of sound level survey data for at least two (2) years; and retaining the records of each affected employees' audiometric tests for the duration of the employees' employment. If the Company ceases to do business, records shall be transferred to any successor employer.
- Reviewing the effectiveness of the hearing conservation program and making recommendations for changes.

Supervisor's Responsibility: It shall be the responsibility of the departmental supervisor, or his/her designee, to enforce the wearing of any chosen, and/or issued hearing protectors by employees required to wear them. He/she shall also be responsible for administrative and engineering controls within the department to limit employee noise.

Employee's Responsibility: It shall be the responsibility of each individual employee to wear hearing protection in all areas designated and/or signed at all times or wherever necessary.

Hearing Protection: Upon the recommendation of the OSHA guidelines, employee's working in areas where they might be exposed to noise greater than 85-dBA shall be required to wear hearing protection. Employees who are required and fail to wear hearing protection will be subject to disciplinary action by the Company. Three types of hearing protectors shall be available to all employees. Choice of protection shall be made according to individual comfort, ease of use and attenuation. All hearing protectors shall attenuate to or below exposure levels required by the regulation.

Testing: New employees shall be given a hearing test during the required pre-employment physical examination. This test shall establish a valid baseline audiogram against which subsequent audiograms will be compared. After obtaining the baseline audiogram, all employees included in the hearing conservation program shall be retested again in the future to obtain new audiograms and test results. The most recent audiogram shall be compared to the employee's baseline audiogram to determine if a Standard Threshold Shift (STS) has occurred. A (STS) is defined as a change in the hearing threshold relative to the baseline audiogram of an average of 10 decibels or more at the 2000, 3000, 4000 Hertz level of either ear.

If a STS has occurred, the employee shall be informed of the change in writing within twenty-one (21) days of the determination. Employees may be retested to verify the occurrence of an STS. If a Standard Threshold Shift is confirmed, the employee shall be refitted and retrained in the proper use of hearing protection and shall be provided hearing protection that offers greater attenuation, if necessary. The employee also shall be required to wear hearing protection in all work areas posted as "hearing protection required".

Effect: The effect of this policy shall be to:

- Establish the guidelines for the Bachman Machine Company Hearing Conservation program ;
- Define the terms associated with the hearing conservation testing and monitoring requirements;

- Establish the various levels of responsibility for compliance under the hearing conservation program;
- Identify the required training elements for educating the new hire and established employees;
- Make known the requirements and levels of plant noise(s) that mandate the wearing of hearing protection and the disciplinary action that employees' may be subject to should they not wear hearing protection in those areas required;
- Provide a system for follow-up for those employees who may have a standard threshold shift (STS) in their hearing level
- Establish an outside Consultant relationship to handle the needed sound surveys, the training and education of employees regarding hearing conservation, and for providing sound levels and reading for individual jobs added to any plant area.