

	WESTERN MILLCRAFT INC. 12506 – 128 STREET EDMONTON, AB, T5L 1C8	Effective Date: 1 OCTOBER, 2011	Revised by: JFK
	OCCUPATIONAL HEALTH & SAFETY MANUAL COMPANY RULES AND REGULATIONS HEARING CONSERVATION PROGRAM	Page 1 of 3	HSE: 5.49: 8.43 Revision: 00

HEARING CONSERVATION PROGRAM:

Western Millcraft Inc. has the responsibility to develop and implement a Hearing Conservation Program to protect all employees against excessive noise exposure according to OHS Act, Rules, and Regulations. The OHS Act, Rules and Regulations requires all employers to provide all employees with proper hearing protection against the effects of excessive noise exposure, which is sound levels exceeding 85 dBA over an 8-hour time period.

The objective of the Hearing Conservation Program is to prevent permanent noise induced hearing loss resulting from on-the-job noise exposure. All Supervisors at Western Millcraft Inc. are responsible to ensure that all employees that require Hearing Protection Equipment for their work are provided with and are using the proper Hearing Protection Equipment.

Western Millcraft Inc. employees are responsible to know which Hearing Protection Equipment they require for all areas they may work in. All employees are responsible for use, wear, and limitations of the Hearing Protection Equipment provided according to manufacturer instructions. All employees will be provided with the proper training and instruction of the Hearing Protection Equipment provided.

HEARING PROTECTION EQUIPMENT SELECTION:

Hearing Protection Equipment is selected and approved by Western Millcraft Inc. management. This selection is based on the excessive noise that Western Millcraft Inc. employees may be exposed to according to the corresponding Provincial Occupational Health and Safety Act, Regulation, and Code schedule.

Western Millcraft Inc. has implemented the following into the Hearing Conservation Program:

- Noise Monitoring
- Audiometric Testing
- Hearing Protection Equipment
- Responsibilities
- Employee Education and Training
- Record Maintenance and Keeping

NOISE MONITORING:

- Noise monitoring with a designated sample will be performed by Environmental Health and Safety to allow the identification of employees for inclusion in the Hearing Conservation Program and to enable the proper selection of Hearing Protection Equipment
- All continuous, intermittent and impulsive sound levels from 82 to 120 dBA shall be integrated into the Noise monitoring computation over an 8 hours' time period
- Noise monitoring shall be repeated when any changes occur in production processes, equipment or controls which might render the Hearing Protection Equipment inadequate or require additional employees to be included in the program
- All employees noise exposure shall be reassessed periodically to ensure they have proper Hearing Protection Equipment against the effects of excessive noise exposure

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AUDOMETRIC TESTING:

Audiogram Testing:

This is a hearing exam that measure the sensitivity of a person's hearing threshold in decibels as a function of frequency

Audiometer:

An instrument used for measuring the threshold or sensitivity of a person's hearing

Audiologist:

A professional specializing in the study and rehabilitation of hearing, which is certified by or licensed by a provincial board of examiners

Baseline Audiogram:

An audiogram test obtained after 14 hours without exposure to workplace noise, and is the test which future audiograms will be compared

Western Millcraft Inc. will ensure that audiometric database analysis (ADBA) procedures are completed to assess the effectiveness of the Hearing Conservation Program (hearing loss is being prevented). Employees shall be informed verbally and in writing within 30 days of an Audiogram Test when it indicates a standard threshold shift which is determined to be work related.

HEARING PROTECTION EQUIPMENT:

Western Millcraft Inc. employees are responsible to know which Hearing Protection Equipment they require for all areas they may work in. All employees are responsible for use, wear, and limitations of the Hearing Protection Equipment provided according to manufacturer instructions. All employees will be provided with the proper training and instruction of the Hearing Protection Equipment provided.

Western Millcraft Inc. will ensure the following:

- Employees exposed to noise levels at or above 85 dBA over and 8 hour time period shall wear Hearing Protection Equipment
- Employees exposed to noise levels at or above 85 dBA over and 8 hour time period and have a documented standard threshold shift or have not obtained a baseline audiogram test shall wear Hearing Protection Equipment
- Hearing Protection Equipment shall be available to all employees exposed to noise levels at or above 85 dBA over an 8 hour time period at no cost to the employees
- Employees will be provided with the proper training and instruction of the Hearing Protection Equipment provided
- Signs shall be posted where Hearing Protection Equipment is required

RESPONSIBILITIES:

OCCUPATIONAL HEALTH PROVIDER:

- Provide baseline Audiogram test on an employee and then every 2 years thereafter
- Communicate any identified work-related standard threshold shifts to the employee affected, his/her supervisor, and the HSE Manager
- Recommend appropriate Hearing Protection Equipment and fit as required
- Maintain and keep all Audiometric test records

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WESTERN MILLCRAFT INC.:

- Administer and implement the Hearing Conservation Program
- Administer workplace noise evaluations to determine hazard controls required
- Identify workplace areas and processes that require Hearing Protection Equipment and post signs stating this
- Perform periodic evaluations of noise exposure by job classification to ensure the Hearing Conservation Program is working efficiently
- Ensure that employees are provided with Hearing Protection Equipment and are trained on their use
- Ensure all employees are using the Hearing Protection Equipment provided
- Provide baseline Audiometric testing for all employees exposed to excessive noise and annually thereafter

EMPLOYEES:

- All Western Millcraft Inc. employee must follow and participate in the Hearing Conservation Program
- Must wear Hearing Protection Equipment provided
- Must report noise hazards and Hearing Protection Equipment problems to their supervisor or HSE Manager immediately

EMPLOYEE EDUCATION AND TRAINING:

Western Millcraft Inc. will ensure all employees will be provided with the proper training and instruction of the Hearing Protection Equipment provided.

Training and instruction shall cover the following:

- The effects of excessive noise exposure on hearing
- The purpose, advantages, and disadvantages of various types of Hearing Protection Equipment
- Instruction of the proper fit, care, and use of Hearing Protection Equipment
- The purpose and procedures for Audiometric testing

RECORD MAINTENANCE AND KEEPING:

- Noise exposure measurement records shall be retained for a period of not less than 10 years by the HSE Department
- Audiometric test records provided by the Occupational Health Provider will be maintained by the HSE Department with employees enrolled in the Hearing Conservation Program

The Hearing Conservation Program shall include:

- The name and job classification of the employee to whom the Audiometric test was conducted
- The date of the Audiogram test
- The examiner's name
- The employee's most recent Audiometric test
- The date of the last acoustic calibration of the audiometer and the measurement of the background sound pressure levels in the audiometric test rooms

Anyone who violates Health, Safety, and Environmental rules will face disciplinary action. Any individuals who do not fulfill their safety responsibilities will become accountable for any problems their negligence creates and may be liable under the law.

The Information in this policy does not take precedence over the OH&S Act, Regulation, Codes, or applicable Government Legislation

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