



HEARING CONSERVATION PLAN

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DOCUMENT CONTROL

Any changes to products, services, processes, procedures or legislative requirements are to be reflected in this hearing conservation program and the revision details are to be recorded below.

Document Control			
Document:	Hearing Conservation Plan		
Version:	1.0		
Released:	Insert Date		
Review Date:	+ 1 year		
Prepared By:	Insert Person	Position:	Insert Position
Reviewed By:	Insert Person	Position:	Insert Position
Approved By:	Insert Person	Position:	Insert Position
This hearing conservation plan will be reviewed to ensure continuing relevance to the systems and processes that it describes. A record of control and additional revisions is given below.			
Amendment Record			
Version	Date	Comments	Summary of Amendments
1.0	Insert Date	To prevent occurrence or reduce the probability of noise induced hearing loss	All Original
The latest revision of this document is on the Insert Your Company intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this plan is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.			
Document Title:	Hearing Conservation Plan	Rev:	1.0

1. INTRODUCTION

Hearing conservation is an essential aspect of workplace safety and health, particularly where employees are regularly exposed to high levels of noise. Occupational hearing loss is one of the most common workplace injuries affecting millions of workers globally. It is a preventable condition that can be addressed through the implementation of an effective hearing conservation program. Accordingly, the purpose of this hearing conservation plan is to provide practical guidance on how noise affects hearing, how to identify and assess noise exposure and how to control health and safety risks arising from hazardous noise, to ensure all workplace noise is assessed, monitored and controlled to ensure compliance with statutory requirements.

This hearing conservation plan applies to all areas where workers are regularly exposed to noise. This plan will also be relevant to contractors while completing work on the premises of **insert Your Company**.

The red text in this document is example text and will need to be adapted to your own situation.

2. TERMS AND DEFINITIONS

Term	Definition
Administrative Noise Control Measures	Work systems designed to substantially reduce noise exposure (e.g. job rotation, job redesign or rosters which are designed to reduce noise exposure).
Audiometric Test	A test to measure the measurement of the hearing threshold level in each ear of a person by means of pure tone audiometry.
The A-weighted Scale	A measurement scale that measures the human ear's response to noise.
The C-weighted Scale	A measurement scale is used to measure peak sound levels.
dB(A)	stands for decibels on the A-weighted scale.
dB(C)	stands for decibels on the C-weighted scale.
Decibel	Is a measurement of sound pressure or noise level.
Engineering Noise Control Measures	Is any engineering procedure that reduces the sound level, either at the source of the noise or in its transmission.
Environmental Noise	Is sound emitted that is transmitted through the atmosphere and is audible or has an impact at a neighbouring receiver location. Environmental noise is invasive by nature and is generally considered a form of pollution or nuisance and has the potential to be an operational constraint.

Term	Definition
Excessive Noise	Is that which exceeds the maximum daily exposure limit. It is the noise that either may cause hearing loss because of its intensity, duration and/or frequency distribution, or that which disturbs cognitive or physiological functions.
Exposure standard for noise	Means in relation to a person: <ul style="list-style-type: none"> • LAeq,8h of 85 dB(A); or • LC, peak of 140 dB(C).
Hazard	Is anything that may result in harm to the hearing of a person.
Nuisance Noise	Is that which is perceived as annoying, irrespective of daily exposure.
Occupational Noise Induced Hearing Loss	Is hearing impairment arising from exposure to noise at work.
Ototoxic	Is a chemical that can damage hearing or cause problems with balance. Examples include toluene, xylol, ethylbenzene and n-hexane, arsenic, lead and carbon monoxide. Exposure to ototoxic chemicals in addition to noise has been shown to have synergistic effects on hearing loss.

3. ROLES AND RESPONSIBILITIES

Managers are responsible for:

- Implementation of this hearing protection policy and the ongoing evaluation and improvement of its effectiveness.
- Developing and implementing noise reduction strategies in accordance with the management hierarchy of noise.
- Ensuring that newly purchased lubricated equipment does not emit more than 80 dB(A) maximum noise (measured 1m from the equipment unless prior agreement is acknowledged with management and the affected personnel).

Supervisors are responsible for:

- The issue of personnel protective equipment (PPE) to meet the requirements to protect against the applicable noise exposure.
- Ensuring workers wear prescribed hearing protection in the identified hearing protection areas.

Workers and employees are responsible for:

- Wearing hearing protection in areas where the noise level is, or exceeds, 85dB(A).
- Participate in hearing assessments.
- Report any concerns about noise to their supervisor.
- Cooperating with management and working in a manner consistent with safe working practices in relation to noise management.

4. COMPONENTS OF THE HEARING CONSERVATION PLAN

This document defines the **eight key components** of **Insert Your Company** hearing conservation plan. The table below lists these components and the position title of who is responsible for each component.

Component		Who's responsible
1.	Components of the hearing conservation plan.	Manager
2.	Noise assessment and noise exposure survey.	Manager
3.	Controls to reduce noise.	Manager
4.	The use of hearing protection devices.	Supervisor and employees
5.	Hearing tests and evaluations.	Manager
6.	Education and training.	Manager
7.	Evaluation of overall plans effectiveness.	Manager
8.	Record keeping.	Office Administrator

5. NOISE ASSESSMENT AND NOISE EXPOSURE SURVEY

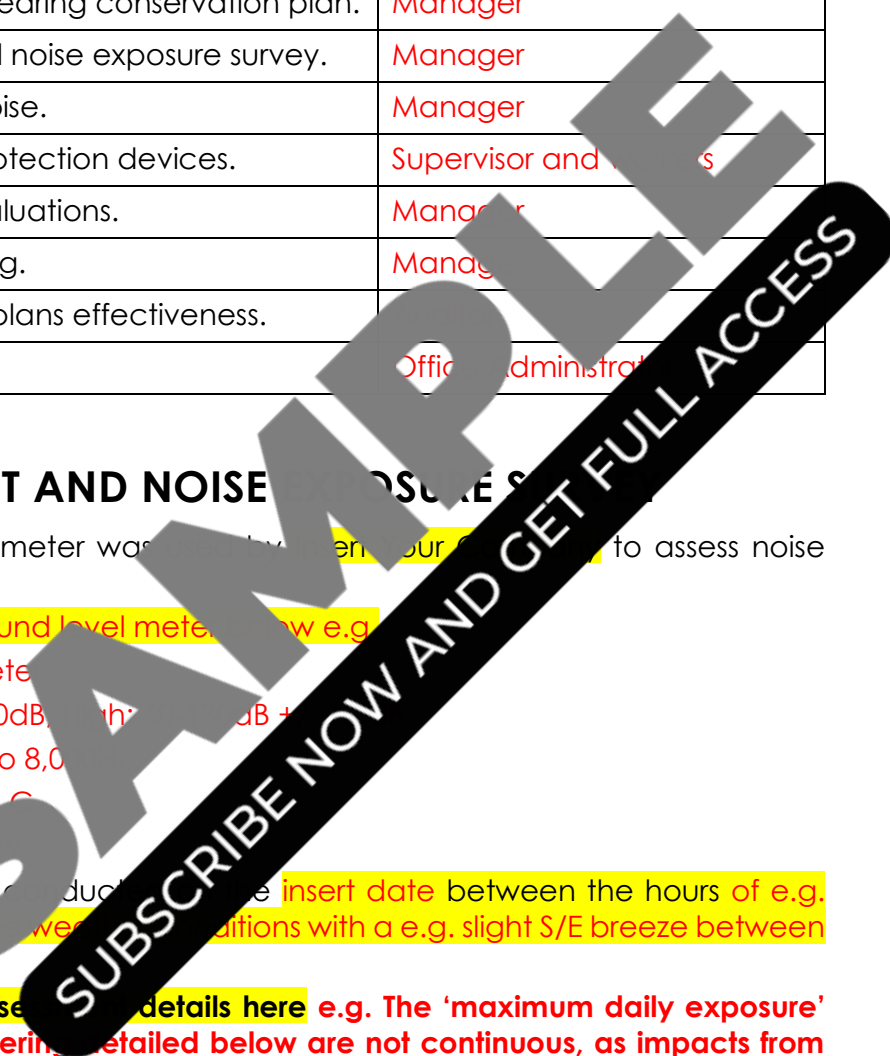
The following sound level meter was used by **Insert your name** to assess noise levels.

Insert the details of your sound level meter. For example e.g.

- Digitech Sound Level Meter
- Level Range: Low: 30-100dB with 1dB resolution
- Frequency Range: 20 to 8,000 Hz
- Frequency Weighting: A, C
- Time Weighting: Fast, Slow

The noise assessment was conducted on **insert date** between the hours of e.g. 9am - 3pm in e.g. **insert location** under conditions with a e.g. slight S/E breeze between 1-3 knots.

Insert all relevant noise assessment details here e.g. The 'maximum daily exposure' noise level **insert value** occurring **insert duration** detailed below are not continuous, as impacts from **insert source** occur for approximately 30 minutes per 8-hour work shift.



Location and Distance from Source	Noise Levels		Test Time	Daily Exposure (Maximum)	Approx. Persons Exposed
	LAeq	LC, peak			
7m from hammering	102	106	3 minutes	6 hours	0
21m from hammering	98	102	3 minutes	6 hours	2-4
34m from hammering	95	98	3 minutes	6 hours	3-6
53m from hammering	92	95	3 minutes	6 hours	3-6
61m from hammering	87	91	3 minutes	6 hours	3-6
200m from hammering	75	78	3 minutes	6 hours	6-10
Inside the crane cab	73	76	5 minutes	6 hours	1
Inside lunchroom	63	65	5 minutes	6 hours	3
Blasting – inside encapsulation	105	107	1 minute	6 hours	1
Blasting outside encapsulation	85	88	5 minutes	2 hours	2-3
Hopper exhaust	95	98	5 minutes	6 hours	1
Entry point from roadway	83	85	5 minutes	6 hours	*10-20

Employees must be notified of the results of noise assessments and noise exposure surveys. Whether written or verbal, notification is used. Documentation must be maintained. It is also recommended that the results of noise measurements and noise exposure surveys be posted in a central location.

Please note: you may wish to refer to the noise assessment checklist in section 12 before undertaking a noise assessment or noise exposure survey.

6. CONTROLS

6.1 Engineering Controls

Where practicable, engineering controls will be implemented to manage excessive noise in the workplace:

- **Enclosure** – Enclosures to enclose or isolate noisy equipment or processes. Enclosures of materials that absorb or block sound, such as concrete or brickwork.
- **Acoustic treatments** – Acoustic treatments such as acoustic foam, ceiling tiles, and wall panels can be used to absorb sound and reduce the overall noise level in a space.
- **Machinery equipment modifications** to reduce noise levels, such as the use of mufflers on exhaust systems or the installation of noise-reducing blades on fans.

6.2. Administrative Controls

When engineering control measures cannot reduce noise to an acceptable level, administrative methods may be used to minimize employee exposure, such as worker rotation from high noise levels to lower noise level areas.