UNIVERSITY OF CENTRAL FLORIDA

SAFETY POLICIES & PROCEDURES

SUBJECT: Hearing Conservation Operating Procedures

Effective Date: 12/10/02
Number: SPP0007
Supersedes: 06/25/98
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I. GENERAL:

This policy establishes the procedure for the Physical Plant Hearing Conservation Program. It identifies which departments are participating in the program and department required actions. This is a coordinated procedure with Physical Plant (PP) and Environmental Health and Safety (EH&S), and includes employees classified as OPS and USPS.

II. PROCEDURES:

1. The director’s coordinator for Physical Plant (DCPP) or their designee is responsible for implementation of this policy.

2. Upon the hiring of a new employee, the Physical Plant Payroll/Personnel area will schedule the baseline hearing test for the new employee. This test should occur within 30 days of the employee’s date of hire.

3. Physical Plant personnel assigned to positions in HVAC, Grounds, and Maintenance will participate in the Hearing Conservation Program.

4. The DCPP or their designee will provide EH&S and the office of Communicative Disorders with a list of personnel participating in the program. This list will be by department and will be updated each August.

5. The office of Communicative Disorders will be performing the hearing test. Hearing tests will be scheduled during the month of October of each year. The DCPP or their designee will confirm the appointment times with the affected supervisors during the first week of September. These times are provided to the DCPP by the office of Communicative Disorders.
6. The DCPP will provide the times to the appropriate staff supervisors for scheduling their personnel. The times will be assigned to accommodate department shifts to the maximum extent possible.

7. Supervisors shall notify the employees of the need to avoid high levels of occupational or non-occupational noise exposure during the 14 hours immediately preceding the hearing tests. Hearing protectors must be used, if on the job, to ensure that there is no exposure to high levels of workplace noise.

8. The office of Communicative Disorders will submit individual written results to EH&S department within 10 working days following the tests. The result will show the comparison between the annual audiogram and the baseline audiogram. An EH&S representative will review the audiologist's report for compliance with OSHA requirements. If the audiologist's report indicates that an employee has a standard threshold shift in their hearing, EH&S representative will inform the employee through the DCPP within 21 days of the test. The office of Communicative Disorders will retest these individuals. These retest must be completed within 30 days of the initial test. The DCPP or their designee will coordinate rescheduling with the department supervisors.

9. The DCPP or their designee will provide each participant with a copy of the test results and a copy will be retained in EH&S files. The office manager in the Payroll/Personnel area will update the personnel records. The records will identify completion of the annual test.

10. The office of Communicative Disorders will submit invoices for billing to the PP Accounting area. The Accounting area will process an Interdepartmental Transfer to pay for the tests. The accountant will charge account 24-20-000 Supervision.

III. TRAINING:

1. EH&S representative will provide initial hearing protection training to PP personnel participating in the program. New employees should be scheduled for testing within 30 days of hiring. DCPP will coordinate the scheduling of this training with EH&S.

2. EH&S will conduct any hearing training identified as a result of the hearing tests with the employee and their supervisor, and will conduct annual hearing conservation training for those PP employees needing such training.
This policy has been recommended and approved by a quorum of the Physical Plant Safety Committee:

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12/1/02
Date

12-10-02
Date