



CITY PROCEDURE

SECTION: HUMAN RESOURCES

NO: HR – HS - 04

REFERENCE: HEALTH AND SAFETY

Date: JANUARY 01, 2003

CORPORATE RIGHTS & OBLIGATIONS

History: NEW

TITLE: HEARING CONSERVATION PROGRAM

1.0 MANAGEMENT

1.1 Management of the Hearing Conservation Program will be provided by the Human Resources Department.

2.0 NEW EMPLOYEES

2.1 All new employees who will be exposed to **84dBA** for any duration will be given a hearing test for the purpose of obtaining a baseline measurement.

3.0 PERIODIC TESTING

3.1 Periodic hearing testing will be provided to all employees exposed to noise levels of **84dBA** for any duration. Scheduling will be the responsibility of the Human Resources Department and will be conducted by qualified Audiometric Technicians.

4.0 DEPARTMENTAL RESPONSIBILITY

4.1 Departmental Managers and Supervisors must allow employees the required time away from their normal duties to attend hearing testing.

4.2 On the day of the test, Departmental Managers and Supervisors should also ensure the employees are not exposed to noise levels at or above **84dBA**.

5.0 RECORDS

- 5.1 The Human Resources Department will maintain a record of the audio history and hearing test results.

All records will be considered medically confidential and will be used only for the purpose of:

- (a) evaluating the Hearing Conservation Program;
- (b) counseling employees;
- (c) referring employees for medical consultation; and,
- (d) Workplace Safety and Insurance Board (WSIB) Claims Management.

6.0 HEARING PROTECTION DEVICES

- 6.1 All employees exposed to noise at or above **84dBA** will be required to wear hearing protection for the duration of the exposure.
- 6.2 Managers and Supervisors are responsible, by law, for ensuring that hearing protection is worn in areas where noise levels reach or exceed **84dBA**.
- 6.3 The employee's Department will provide hearing protection through City Stores.

City Stores will provide the following lines of hearing protection:

- (a) ear muffs - headband style;
- (b) ear muffs - hardhat mounted style;
- (c) disposable earplugs; and/or,
- (d) reusable earplugs;

The Human Resources Department, in consultation with the Department Managers and the Storekeeper will be responsible for selecting the lines of hearing protection stocked.

- 6.4 Selection of the appropriate hearing protection devices for particular work situations will be made by Managers and/or the Supervisors, taking into consideration any stated preference of the employee, the working conditions, and the attenuation properties required for the particular level of noise exposure. When there is any doubt regarding the selection of appropriate hearing protection, the Human Resources Department should be consulted.



CITY POLICY

SECTION: HUMAN RESOURCES

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TITLE: HEARING CONSERVATION PROGRAM

1.0 POLICY STATEMENT

- 1.1 The Corporation will provide hearing testing and conservation services to employees. All employees subjected to noise levels at or above 84dBA for any length of time, must participate.
- 1.2 The Corporation will provide hearing conservation program for employees to:
- (a) prevent occupational hearing loss for employees at risk through work;
 - (b) monitor current hearing levels and detect any deterioration;
 - (c) provide records for Workplace Safety and Insurance Board (WSIB) claims;
 - (d) serve as a monitoring device by which to gauge the success of existing noise control and hearing protection programs; and,
 - (e) provides opportunities to advise and counsel workers on hearing conservation.

This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.

Review By: January 1, 2005

Amendments: