

Westchester County  
Department of Parks, Recreation & Conservation

**HEARING CONSERVATION  
WRITTEN PROGRAM**

# HEARING CONSERVATION PROGRAM & PROCEDURES

## TABLE OF CONTENTS

1.0	PURPOSE
2.0	APPLICATION
3.0	REFERENCES
4.0	PERMISSIBLE NOISE EXPOSURE LIMITS
5.0	NOISE CONTROL MEASURES
6.0	IDENTIFICATION OF HIGH NOISE AREAS
7.0	WORK PLACE NOISE MEASUREMENTS
8.0	EMPLOYEE NOISE EXPOSURE MONITORING (DOSIMETRY)
9.0	NOISE CONTROL (ENGINEERING)
10.0	EQUIPMENT CALIBRATION
11.0	BACKGROUND NOISE MEASUREMENTS
12.0	HIGH NOISE AREA INSPECTIONS
13.0	WARNING SIGNS
14.0	PERSONAL PROTECTION DEVICES
15.0	AUDIOMETRIC TESTING
16.0	EMPLOYEE EDUCATION
17.0	RECORDKEEPING
18.0	ACCESS TO INFORMATION & TRAINING MATERIALS
19.0	NOISE CONTROL (ENGINEERING)
20.0	COMPLIANCE
21.0	ADVICE & COUNSEL
22.0	ADMINISTRATIVE RESPONSIBILITY

## APPENDICES:

- A - Employee Hearing Form
- B - Training - Attendance Sheet, Training Agenda & Employee Sign off
- C - Approved Hearing Protection Equipment
- D - United States Department of Labor, Occupational Safety and Health  
Administration (OSHA/NYS PESH), Hearing Conservation Standard, 29 CFR  
1910.95

## Introduction

Westchester County's employees are our most important asset - their safety and health our greatest responsibility.

It is the policy of this Department that every employee is entitled to a safe and healthful place to work.

When employee enters our employ, they have a right to know about the noise levels they work in or could be exposed to, and what they can do to avoid hearing loss due to noise exposure when working in high noise areas. We provide information and training in order to reduce the possibility of exposure and to comply with the OSHA/NYS PESH Hazard Communication Standard.

### 1.0 PURPOSE

The Occupational Safety and Health Administration (OSHA/NYS PESH), Hearing CONSERVATION Standard (29 CFR 1910.95) requires that all employers develop and implement a "written Hearing Conservation program." Our program, is designed to implement the OSHA/NYS PESH Hearing Conservation Standard requirements.

OSHA/NYS PESH's primary intent in issuing this standard is to ensure that employees will receive as much information as needed concerning the noise hazards in their work place. This information will be presented to our employees prior to starting work, when changing jobs assignments which change the levels of noise they are exposed, or when new equipment is introduced into their work area which changes their noise exposure.

**The purpose of the program is to ensure that:**

- 1.1 All employees are aware of our Hearing Conservation Program and that it is available to all employees, their designated representatives, and OSHA/NYS PESH requirements.
- 1.2 To explain the rules and standards for the control of employee exposure to occupational noise.

- 1.3 To explain the employer's responsibility for conducting a Hearing Conservation Program, educating affected employees and to enforce the Program.

## 2.0 APPLICATION

Applies to all Westchester County Department of Parks, Recreation and Conservation employees who are required to work with equipment or work in areas where noise levels equal or exceed an 8-hour time-weighted average (TWA) of 85 dBA. These levels are measured on the A scale of the sound level meter, "slow response" as per ANSI, Specification S1.1-1971 (R1976).

## 3.0 REFERENCES

The following references were used in the preparation of this policy:

- United States Department of Labor Occupational Safety & Health Act (OSHA/NYS PESH), 29 CFR 1910.95;
- American National Standard Institute, "Specification for Sound Level Meters", S1.4-1971 (R1976);
- American National Standard Institute, "Specification for Audiometers", S3.6-1969.

## 4.0 PERMISSIBLE NOISE-EXPOSURE LIMITS:

- 4.1 The basic permissible employee noise exposure for an eight-hour day is 90 dBA TWA. However, the permissible exposure for employees who have experienced a decrease in hearing sensitivity is an eight-hour TWA of 85 dBA.
- 4.2 Table I indicates the duration of exposure to higher sound levels which will result in no more damage to hearing than that produced at 90 dBA for eight hours per day. Employees must not be exposed to a steady noise level above 115 dBA or impact noise greater than 140 dBA peak.

TABLE I  
PERMISSIBLE NOISE-EXPOSURE GUIDELINES

<u>Duration per Day/Hours</u>	<u>Sound Level/dBA</u>
8 **	85 **
8	90
6.1	92
4	95
3	97
2	100
1.5	102
1	105
0.76	107
0.50	110
0.33	112
0.25	115

\*\* 85 dBA/8 Hours - Level at which a hearing conservation program is put into effect.

## 5.0 NOISE-CONTROL MEASURES:

5.1 When noise levels equal or exceed a time-weighted average of 85 dBA for an eight-hour day, a hearing conservation program is required to prevent occupational loss of hearing. An effective hearing conservation program consists of:

- \* Work Place Noise Measurements (Noise Survey)
- \* Employee Noise (Dosimetry) Monitoring
- \* Noise Control
- \* Hearing Protection
- \* Employee Education

- 5.2 When employees are subjected to noise levels exceeding an eight-hour TWA of 90 dBA, feasible engineering, administrative and/or hearing protection controls must be taken to reduce employee exposure to noise.
- 5.3 Hearing Protection will be utilized by employees to limit their exposure to the equivalent of an eight-hour TWA of 90 dBA while noise control measures are being investigated.

## 6.0 IDENTIFICATION OF HIGH-NOISE AREAS:

- 6.1 The Commissioner of Parks, Recreation & Conservation and or her designated representative will provide guidance in identifying the high noise areas.

## 7.0 WORK PLACE NOISE MEASUREMENTS (NOISE SURVEYS):

- 7.1 A noise survey will be performed to determine all areas where sound levels equal or exceed 85 dBA TWA. The noise survey shall be repeated periodically to make certain that sound levels have not increased above those originally existing. Noise levels will be measured within thirty (30) working days in all areas where a change in equipment or type of operation has occurred.
- 7.2 Noise surveys of specific equipment will be made at the request of each Facility Manager.
- 7.3 The Commissioner of Parks, Recreation & Conservation or her designated representative will make arrangements to conduct the OSHA/NYS PESH required noise surveys biennially or when otherwise deemed appropriate.
- 7.4 Facility Managers are responsible for examining and utilizing the biennial noise surveys of their areas. Comparisons should be made with past surveys to note any changes in the noise levels.
- 7.5 If a change in either equipment or operation occurs, each facility shall request that additional area noise surveys be conducted.

8.0 EMPLOYEE NOISE EXPOSURE MONITORING (DOSIMETRY):

- 8.1 Dosimetry studies will be performed as required to determine employee noise dose.
- 8.2 Dosimetry studies will be conducted at the direction of Commissioner of Parks, Recreation & Conservation or her designated representative.
- 8.3 The Commissioner of Parks, Recreation & Conservation or her designated representative will make arrangements to conduct the required dosimetry studies.

9.0 NOISE CONTROL (ENGINEERING)

- 9.1 When Westchester County of Parks, Recreation & Conservation employees are exposed to levels of noise in excess of the OSHA/NYS PESH Standards management will investigate the possibility of utilizing feasible engineering and administrative controls.
- 9.2 Administrative controls will only be permitted upon the approval of the Commissioner of Parks, Recreation & Conservation (See Section 14.4)

10.0 EQUIPMENT CALIBRATION:

10.1 Audiometers:

- 10.1.1 The Commissioner of Parks, Recreation & Conservation or her designated representative will be responsible to insure that all audiometers have been calibrated.
- 10.1.2 Audiometers will be acoustically calibrated annually.
- 10.1.3 An exhaustive calibration will be performed on audiometers biennially.

- 10.1.4 If and when hearing tests are provided by a vendor it is the responsibility of the contractor to provide adequate records of the calibration on their audiometers.
- 10.1.5 Daily field calibrations will be performed by those technicians operating the equipment.
- 10.1.6 All audiometric calibration records will be kept on file in the office of the Department's Director of Human Resources.

10.2 Sound Level Meters:

- 10.2.1 Sound Level Meters will be calibrated before and after each day's use by the operator.
- 10.2.2 Sound Level Meters will be sent annually to the appropriate vendor for complete calibration.
- 10.2.3 Labels will be affixed to all audiometers and sound level meters indicating the last date of calibration.
- 10.2.4 Contractors will supply the necessary records for calibration of their equipment.
- 10.2.5 All sound level meter calibration records will be kept on file in the office of the Department's Director of Human Resources.



#### 11.0 BACKGROUND NOISE MEASUREMENTS:

- 11.1 Background noise measurements of the audiometric testing areas will be conducted at each hearing test location, under the direction of the Commissioner of Parks, Recreation & Conservation or her designee (Joseph Simoncini, Director of Parks).
- 11.2 The acceptability of these levels will be noted on the hearing test form.
- 11.3 The records of these measurements will be kept on file in the office of the department's Director of Human Resources.

#### 12.0 HIGH NOISE AREA INSPECTIONS:

- 12.1 Routine inspections of high noise areas by the Commissioner of Parks, Recreation & Conservation or her designee (Joseph Simoncini, Director of Parks) and/or Facility Managers will be performed to monitor the use of hearing protection, the posting of warning signs, and changes in area noise levels.
- 12.2 The Commissioner of Parks, Recreation & Conservation will be notified by Facility Managers of problem areas so that a further evaluation can be made.

#### 13.0 WARNING SIGNS:

- 13.1 Signs or other markings indicating equipment and areas of high noise should be posted conspicuously to ensure that employees will be aware where hearing protection must be worn. This is the responsibility of the respective Facility Manager. Refer to the most recent noise surveys which indicate equipment or areas where signs must be posted. Advice and counsel can be obtained from the Commissioner of Parks, Recreation & Conservation or her designee (Joseph Simoncini, Director of Parks) who in any case will be the final Arbiter of where warning signs shall be posted.
- 13.2 To ensure complete visibility, signs must be kept clean and unobstructed.
- 13.3 To obtain additional warning signs, contact the Commissioner of Parks, Recreation & Conservation or her designee (Joseph Simoncini, Director of Parks).

#### 14.0 PERSONAL PROTECTION DEVICES:

- 14.1 "Personal Hearing Protective Devices" will be used to provide hearing protection to employees in the Westchester County Department of Parks, Recreation & Conservation Hearing Conservation Program.
- 14.2 Westchester County Department of Parks, Recreation & Conservation shall make hearing protectors available to all employees exposed to an eight-hour TWA of 85 dBA or greater.
- 14.3 Hearing Protection must be worn in all posted areas or within ten (10) feet of operating equipment known to produce noise levels of an eight-hour TWA of 90 dBA or greater.
- 14.4 "Administrative Controls" are not acceptable as a substitute for wearing hearing protection except for special limited situations and only with prior written approval of the Commissioner of Parks, Recreation & Conservation. A copy of the written approval will be maintained in the employee's personnel and medical records. (See Section 9.2)
- 14.5 The Westchester County Department of Parks, Recreation & Conservation approved (Appendix D) hearing protective devices are only those devices which meet the American National Standards purchase and test specifications.
- 14.6 A variety of hearing protection devices has been approved to allow for physical differences, individual preferences and varying job requirements. Employees shall be given the opportunity to select their hearing protectors from those approved by the Commissioner of Parks, Recreation & Conservation or her designee (Joseph Simoncini, Director of Parks) and/ or the appropriate Facility Manager.
- 14.7 It is permissible to briefly remove hearing protective devices off the ear for communication and understanding while in high-noise areas. The hearing protection otherwise must be properly fitted and worn by all employees whenever they are working in or passing through posted areas or within ten (10) feet of high noise equipment.
- 14.8 The Facility Managers are responsible to distribute approved hearing protection devices to noise-exposed employees. It is also this individual's

responsibility to train employees in the proper use and care of hearing protectors.

- 14.9 The Facility Managers will be notified in writing of those employees who for medical reasons have been provided special counsel and instruction by the Commissioner of Parks, Recreation & Conservation to use hearing protection. It is the Facility Managers responsibility to ensure that after the employee receives the necessary additional retraining in the care and use of hearing protective devices, the requirements for proper use are carried out.
- 14.10 Only those hearing protectors approved by the Commissioner of Parks, Recreation & Conservation may be worn in Westchester County Department of Parks, Recreation & Conservation facilities. Facility Managers are responsible to ensure that all unauthorized hearing protective devices are removed from the Westchester County of Parks, Recreation & Conservation premises.
- 14.11 It is the direct responsibility of Facility Managers to ensure that employees and visitors to their work areas properly use hearing protection whenever passing through or working in high noise areas or working with or around high-noise equipment.
- 14.12 Deputy Commissioners and Directors will make note of any Facility Managers or employees not wearing their hearing protection while passing through or working in high noise areas or working with or around high noise equipment.
- 14.13 The Westchester County Department of Parks, Recreation & Conservation employee escorting a visitor will insure that the visitor is issued and utilizes hearing protection while in high noise areas or around high noise equipment.
- 14.14 Employees who complain that they cannot wear hearing protection equipment for medical reasons, eg; headaches, pains, etc., must be referred to the Commissioner of Parks, Recreation & Conservation or her designee (Joseph Simoncini, Director of Parks) for further medical evaluation.

15.0 AUDIOMETRIC TESTING:

- 15.1 The Commissioner of Parks, Recreation & Conservation or her designee (the department's Director of Human Resources) will be responsible for all audiometric testing.
- 15.2 All new full time employees assigned to job titles and locations where noise levels are a concern will be given a hearing screening as a standard part of the employment examination.
- 15.3 Employment hearing screening will be performed in a designated medical clinic or arranged to take place at one of our Department facilities.
- 15.4 The Commissioner of Parks, Recreation & Conservation and the employee's supervisor must identify those employees who may be exposed to noise levels of 85 dBA TWA for eight hours or greater.
- 15.5 Annual audiometric examinations will be given to all employees working regularly or infrequently in areas where the noise level is at or above 85 dBA TWA for eight hours. Adequate test facilities will be used to perform on-site audiometric tests for affected employees.
- 15.6 Follow-up Audiometric Testing will be performed as frequently as may be required at the direction of the Commissioner of Parks, Recreation & Conservation or her designee (the department's Director of Human Resources).
- 15.7 Noise-exposed employees will be notified in writing by the Commissioner of Parks, Recreation & Conservation or designee (the department's Director of Human Resources) of a decrease in their hearing sensitivity and/or the need for a follow-up examination.
- 15.8 The Department's Director of Human Resources will be notified should an employee fail to report as directed for a required follow-up evaluation appointment. The Director of Human Resources will be responsible to reschedule the appointment.
- 15.9 The schedule for annual hearing testing will be arranged, where possible, to coincide with the other training and/or safety requirements.
- 15.10 In the case where an employee requests a hearing test for some special

reason, the employee's supervisor should contact the Commissioner of Parks, Recreation & Conservation or the Director of Human Resources for an appointment. When possible, the hearing test will be given at the annual scheduled times.

- 15.11 On the day a hearing test is scheduled, it is the responsibility of the direct line supervisor to ensure that employees continuously use hearing protection while actually at work prior to testing.

#### 16.0 EMPLOYEE EDUCATION:

- 16.1 A training program will be administered under the guidance of the Commissioner of Parks, Recreation & Conservation to all employees exposed to noise levels at or above an eight-hour TWA of 85 dBA. This program will be repeated annually.
- 16.2 The Commissioner of Parks, Recreation & Conservation or her designee (Joseph Simoncini, Director of Parks) or the department's Director of Human Resources is responsible to insure the actual training is performed.
- 16.3 Names of employees trained in Hearing Conservation must be maintained by the Department's Director of Human Resources for a period of seven (7) years.

#### 17.0 RECORDKEEPING

- 17.1 Records of audiograms will be retained for the duration of the affected employee's employment plus 30 years by the Department's Human Resources Division and will be available for inspection by authorized persons.
- 17.2 The Commissioner of Parks, Recreation & Conservation or the designated County Department will maintain the original copies of the OSHA/NYS PESH compliance noise surveys.

#### 18.0 ACCESS TO INFORMATION & TRAINING MATERIALS

- 18.1 A copy of Westchester County of Parks, Recreation & Conservation Hearing Conservation Program will be available in the office of the Commissioner of

Parks, Recreation & Conservation and be available for review. Employees should contact their Facility Manager to arrange for an appointment.

- 18.2 The Commissioner of Parks, Recreation & Conservation or her designee (Joseph Simoncini, Director of Parks) and or the department's Director of Human Resources must have on hand a copy of the OSHA/NYS PESH Hearing Conservation Amendment 1910.95. This standard shall be made available to and/or discussed with any employee requesting it. Employees should contact their Facility Manager to arrange for an appointment.
- 18.3 Employees will be able to review their audiometric test records by contacting the Director of Human Resources for an appointment.
- 18.4 Employees will be able to review the noise surveys of their work area by contacting their Facility Manager who will make an appointment with the Commissioner of Parks, Recreation & Conservation or her designee (Joseph Simoncini, Director of Parks).
- 18.5 Training and education materials shall be provided to each employee at the time of training and be made available upon request to authorized persons.
- 18.6 Facility Managers will provide a periodic update of the list of those employees working in high noise area requiring annual hearing testing and hearing conservation training to the Commissioner of Parks, Recreation & Conservation or her designee (Joseph Simoncini, Director of Parks).

#### 19.0 EMPLOYEE COMPLAINT EVALUATION:

- 19.1 The Commissioner of Parks, Recreation & Conservation will respond to employee complaints regarding noise.
- 19.2 The Commissioner of Parks, Recreation & Conservation or her designee (Joseph Simoncini, Director of Parks) will perform an evaluation and determine the action necessary to resolve the problem.
- 19.3 The employee's Facility Manager will be notified in writing of recommendations and required action.
- 19.4 The Commissioner of Parks, Recreation & Conservation or her designee (Joseph Simoncini, Director of Parks) will maintain a record of all employee

noise complaints and required action.

20.0 COMPLIANCE

20.1 The laws creating these standards require compliance by both full time and hourly employees.

20.2 Employees who refuse to cooperate with compliance requirements will be subject to disciplinary action.

20.3 Facility Managers are required to support and implement this program. Those who do not will be subject to disciplinary action.

21.0 ADVICE & COUNSEL:

Advice and counsel on this program may be obtained from:

Commissioner of Parks, Recreation & Conservation and/or  
Westchester County's Office of Risk Management

22.0 ADMINISTRATIVE RESPONSIBILITY

22.1 The Commissioner of Parks, Recreation & Conservation is responsible to see that all aspects of the Westchester County of Parks, Recreation & Conservation Hearing Conservation Program are complied with.

22.2 All department managers will provide the assistance necessary to insure compliance with the appropriate federal and state regulations.

22.4 In the absence of the Commissioner of Parks, Recreation & Conservation, the Director of Human Resources will provide the necessary assistance to both the Facility Managers and employees.

Appendix A

**AUDIOMETRIC TEST RECORD**

**NAME** \_\_\_\_\_

**JOB CLASSIFICATION** \_\_\_\_\_

**CURRENT WORK LOCATION** \_\_\_\_\_

**DATE OF AUDIOGRAM** \_\_\_\_\_

**EXAMINER'S NAME** \_\_\_\_\_

**DATE OF THE LAST  
ACOUSTIC OR EXHAUSTIVE  
CALIBRATION OF THE AUDIOMETER** \_\_\_\_\_

**EMPLOYEE'S MOST RECENT  
NOISE EXPOSURE ASSESSMENT** \_\_\_\_\_

**EXPOSURE MEASUREMENTS** \_\_\_\_\_



## Appendix B

### Westchester County Department of Parks, Recreation & Conservation

#### **HEARING CONSERVATION PROGRAM**

#### **TRAINING AGENDA**

Facility Managers are required to review this program with all employees assigned to their facility and all seasonal staff.

1. Review the Personal Protective Equipment Assessment for the location, with emphasis on the tasks that require hearing protection.
2. Review the proper use of the hearing protective devices available to the employee.
3. Review this plan, which is prepared for the employee's protection, when they are asked to perform tasks or operate equipment that have noise levels that are equal to or exceed an 8-hour time weighted average (TWA) of 85 dBA.
4. Review the equipment or tasks that fall under this plan, at the assigned location. Ie. chain saw
5. Remind the employees where this Hearing Conservation Program Plan is kept at this site. (Red Book)
6. Have all employees print and sign their names indicating that they have received the training and they are aware of the location of the plan at this site. The original stays in the Red Book at this location and a copy goes to Joseph Simoncini, Director of Parks in the Ardsley office.

## Appendix C

### Westchester County Department of Parks, Recreation & Conservation

#### List of Approved Hearing Protection

1. MSA Sound Level Blocker – Combination Hard Hat/Muffs – (BRP)  
Noise Reduction Rating 26 decibels
2. Howard and Leight & Associates, Inc. – (BRP,Maple Moor)  
Max – Combination Hard Hat/Muffs  
Noise Reduction Rating 33 decibels
3. ELVEX Muff NRR – (Dunwoodie, Muscoot)  
Noise Reduction Rating 25 decibels
4. Aearo Ear Plaugs NRR - (Dunwoodie)  
Noise Reduction Rating 32 decibels
5. Tasco Soft Seal Foam Ear Plugs  
Model SP-29 29 decibels – (Sprain Lake)
6. E.A.R. Ear Muffs Model 330 – 3001 22 decibels (Croton Point)
7. NORTH Disposable Ear Plugs Model 28-02-50  
29 decibels (Croton Point)
8. 3M Foam Ear Plugs 1100 NRR  
29 decibels (Sportsman Ctr, Blue Mtn)
9. E.A.R. Ear Muff Cabot Safety Model 820  
22 decibels (Sportsman Ctr)
10. Stihl Ear Muff  
22 decibels (Lasdon)
11. 3M 1435 Ear Muff  
23 decibels (Saxon G.C., General Mtce)
12. 3M 1440 Ear Muff  
24 decibels (Saxon G.C.)
13. Stihl 6035-1 Hard Hat Muff  
Class G & C (Saxon G.C.)

14. **ERN Industries Maverick II**  
Helmet & Ear Muff (Maple Moor)
15. **Max Lite Ear Plugs**  
NRR 30/SNR 34 CE (Maple Moor)
16. **NORTH Ear Muff**  
NRR 25/24/23 decibels (Ridge Rd, Sprain Ridge, Tibbetts)
17. **DeciGuard AB Disposable Ear Plugs**  
29 decibels NRR (Tibbetts)
18. **Aero Model 1000 Ear Muffs**  
20 decibels (Ward Pound Ridge, Merestead)
19. **North EM4155 Ear Muff** (Willson's Woods)
20. **E.A.R. Carboflex 600 Hearing Protector**  
20 decibels (Glen Island)
21. **Peltor H7 Deluxe Ear Muff**  
27 decibels (Saxon Woods Park, Glen Island)
22. **Howard Leight Max -1 200X Ear Plug**  
33 decibels (Mtn Lakes, General Mtce, Sprain Ridge)
23. **Stihl 886-0102 Forestry Helmet**  
24 decibels (Mtn Lakes)
24. **Peltor G413B Ear Muff**  
22 decibels (Sprain Ridge)
25. **Max-30 Ear Plugs**  
33 decibels (Ridge Rd)
26. **Elvex Ear Plugs**  
29 decibels (Ridge Road)
27. **AO Safety Economy Ear Muff**  
#90540 20 decibels (County Center)
28. **AO Safety Band Style Ear Protector**  
#90537 25 decibels (County Center)

Appendix D

**OSHA/NYS PESH Regulations (Standards)**

**Updated 2/2013**

Westchester County  
Department of Parks, Recreation & Conservation

**HEARING CONSERVATION PROGRAM**  
**Employee Acknowledgement**

The following employees at **Your Facility Here** facility are aware of the Hearing Conservation Program and recognize the responsibility they have to utilize and maintain the personal protective equipment provided by the Department.

<u><b>DATE</b></u>	<u><b>NAME (print)</b></u>	<u><b>SIGNATURE</b></u>

Make and keep a copy of this form in the **yellow binder** along with a copy of the written Hearing Conservation Program. Your copies should be kept at your respective facilities and available for inspection upon request. The original signed forms are to be sent via interoffice mail to Joe Simoncini, Director of Parks and will be kept on file in the administration office.