

Jay Industries, Inc.

Hearing

Conservation

Program

Administration

Jay Industries, Inc. maintains an occupational hearing conservation program to prevent any temporary or permanent noise-induced hearing loss to employees, and to comply with the federal OSHA standard found at 29 CFR 1910.95.

This program is for the protection of the hearing of all workers in the company. The audiometric testing program is available at no cost to all affected employees to ensure that noise exposures are kept at proper levels.

Elements of the hearing conservation program include:

- Noise Monitoring
- Audiometric Testing Program
- Hearing Protection
- Training and Information
- Recordkeeping

The Environmental, Health and Safety Department has the overall responsible for the Hearing Conservation Program. The program will be reviewed annually and updated as necessary. Copies of the written program may be obtained from the EHS office located at 1595 W. Longview Avenue, Mansfield, Ohio 44906, or by downloading materials from the internal training website at www.jayindustriestraining.com.

Monitoring

The monitoring program is an ongoing measurement which determines employee exposure to noise, in order to protect employees based on excessive exposure. When information indicates that employee exposures may equal or exceed an 8-hour time-weighted average of 85 decibels, the company develops and implements appropriate monitoring programs, in order to identify all employees for inclusion in the hearing conservation program and to select proper hearing protection.

Noise monitoring is conducted by a Certified Occupational Hearing Conservationist or by an Industrial Hygienist with the Ohio Bureau of Workers Compensation. Measuring equipment is calibrated as required. Monitoring is repeated whenever a change in production, process, equipment or controls increases noise exposures to the extent that additional employees may be exposed at or above the action level or the hearing protection being used by employees may be rendered inadequate to meet the requirements of noise reduction.

The company will post the results of noise monitoring on internal bulletin boards. Noise monitoring reports and noise measurements are available upon request from the EHS Office.

The Noise Monitoring Report will be used by management to select the proper Personal Protective Equipment for employees affected by noise. PPE will be selected based on noise levels, type of application, and employee fit and comfort.

Audiometric Testing Program

The program ensures that a valid base line audiogram is established for new exposed employees within six months of their first exposure. If the employee works in an affected area, they will repeat their test annually. If a standard threshold shift has occurred when test results are compared to the base line hearing test, it is reviewed by a Professional Medical Supervisor for possible medical evaluation.

Hearing Protection

Hearing protection is available to all employees exposed to an 8-hour TWA of 85 decibels or greater, at no cost to the employees. Hearing protection can be obtained through the supervisor, line leader, tool crib clerk or from stations located around the shop. Hearing protection is also available to other employees as needed

If employee noise exposures increase to the extent that current hearing protectors no longer provide adequate attenuation, alternative hearing protection will be made available.

Training and Information

A hearing protection training program is available for all employees exposed to noise at or above an 8-hour TWA of 85 decibels. New employees will receive hearing protection training during new employee orientation. Training materials will be reviewed and updated regularly. Training will include:

- The effects of noise on hearing;
- The purpose of hearing protection;
- The advantages, disadvantages, and use of hearing protection;
- Instructions on selection, fitting, use and care;
- The purpose of audiometric testing and an explanation of procedures.

Training and informational materials pertaining to the OSHA Occupational Noise Exposure standard are available by contacting the EHS Office (listed above) or by downloading materials from the internal training website at jayindustriestraining.com.

Recordkeeping

Recordkeeping is an essential element of the hearing conservation program, since it is the means by which hearing levels are tracked and assessed over a period of years. Individual hearing test records will be maintained in the employee's HR file and will be available to the employee or their representative upon their request. Hearing test records are exempt from HIPPA regulations, but they are kept confidential.

The EHS Department retains noise exposure measurement records and audiometric test records as required by OSHA. All new audio testing survey results will be posted internally and are available from the EHS Department, upon request.

Jay Industries, Inc. provides access to Hearing Conservation testing records to employees, former employees, representatives designated by the individual employee, and OSHA, upon request.

In addition, when an employee experiences a standard threshold shift that is work related, exceeding a loss that equals or exceeds 25 dB from audiometric zero in the same ear(s) as the standard threshold shift, then the employee will be referred to a Professional Medical Advisor for review and possible additional testing. All hearing loss cases that meet requirements will be recorded on the OSHA 300 Log, in accordance with 29 CFR 1904.

Action	By Whom	Date
Policy, Procedure, & Program Established	Ken Bower	8/5/08
Policy revised	Marijan Grogova	09/12/16
Minor corrections	Marijan Grogova	08/15/19