



POLICY	
Policy Number: HS2020-019	Date Approved: January 2013
Department: Health and Safety	Date Reviewed: October 2020
Hearing Loss Prevention	

**1. Policy Statement**

It is the policy of the Corporation to ensure that mandatory hearing protection is worn by all employees, Supervisors, Department Heads, visitors, contractors and consultants who may be working in areas where the noise level is regularly above 85dB.

Class “A” hearing protection is required by all individuals present within the designated work areas, and all employees and other individuals shall be trained in the use of the proper personal protective equipment (PPE).

The Corporation will ensure the control of noise exposures by eliminating or substituting noisy equipment, or implementing engineering, administrative or PPE controls for the protection of all employees and other individuals in the Corporation’s workplaces. The Corporation will assess and apply the most effective control measures and will evaluate both the methods of noise exposure controls and the program as a whole periodically, at least annually.

**2. Purpose**

The purpose of this program is to identify the potential for noise hazards in the Town of Kirkland Lake’s (the Corporation) workplaces that could damage the hearing of employees, provide safety education and training for employees who could be exposed to high noise levels, control noise exposure levels in the workplace and to ensure that the measures taken for the protection of all workers are adequate.

**3. Scope**

This policy applies to all employees of the Corporation that may be exposed to high noise levels.

#### 4. Definitions

Not Applicable

#### 5. Policy & Procedures

##### **Responsibilities:**

##### **CAO**

- Be responsible for the purchasing and replacement of PPE, the costs of engineering and/or administrative controls, and for any costs associated with audiometric testing.
- In conjunction with the health and safety committee, determine the timing of future Occupational Noise Surveys. The Corporation will bear the full cost of those surveys.

##### ***Department Head/Supervisors***

- Train on and monitoring the use of PPE for hearing protection in their work area.
- Ensure proper PPE is worn.
- Keep written records of training, the type of training provided, and the dates when training occurred.

##### ***Employees***

- Attend the required training, wear and maintain the appropriate PPE to protect their own hearing.

All employees will be provided hearing protection when working in high noise areas, such as earplugs, and are required to wear hearing protection as a precautionary measure in higher noise areas of the workplace.

##### ***Safety Committee/Coordinator***

- Recommends the specific training to ensure compliance with this policy and with legislative requirements for the protection of workers from noise hazards.
- Performs workplace inspections to identify any hazards present and notifies management.

### **Measuring and Monitoring Sound Levels:**

Sound levels within the workplace will be measured by a competent person and hazardous areas for excessive sound levels will be identified. As the necessary controls are applied, there is provision to conduct periodic noise surveys particularly with the introduction of new equipment, perceived changes with old equipment, changes in work practices or procedures, or with employee complaints.

### **Posting of Signs:**

Highly visible signs are required in work areas to warn employees and other individuals of high sound levels and informing all that hearing protection is required. Signs are required where noise levels are expected to exceed 85dB.

### **Control of Noise Exposures:**

The most effective methods of noise abatement are normally engineering controls, or at the source. Administrative controls may include rotation of work schedules; these can be effective in limiting worker exposures. Mandatory hearing protection is required where noise levels remain excessive, and care must be taken to ensure that requirements are met.

### **Hearing Protection Devices:**

Hearing protectors must meet the requirements in CSA Standard Z94.2-02, Hearing Protection Devices – Performance, Selection, Care and Use. Muffs and earplugs have been recommended as Class “A”. Any devices must be maintained in good order and worn to ensure effectiveness.

### **Conducting Audiometric Testing:**

Employees who are exposed to excessive noise levels must undergo audiometric testing. The purpose of the testing is to have a baseline measurement of an employee’s hearing and to monitor changes at regular intervals. This testing also affords a technician the opportunity to check an employee’s hearing protection to ensure a good fit and an adequate level of protection.

## **6. Summary**

### **Training**

All employees who have the potential to be exposed to excessive noise levels in the workplace will require education as to the adverse health effects of high noise levels

and the measures that can be taken to reduce noise exposures. This training can be delivered by Department Heads/Supervisors or the Safety Coordinator. Records of training will be maintained. Training will include the proper use of PPE, and other individuals will also be oriented with respect to the specific high noise hazards present and the proper use of hearing protection.

### **Evaluation**

This policy will be reviewed at least annually, and additional reviews may be undertaken with changes in workplace procedures or operations, or addition of new equipment or machinery that could impact plant noise levels. This policy is also applicable to other areas of the workplace where excessive noise levels may be detected in the future.

### **Legislation/Standards/Regulations**

Occupational Health and Safety Act

Workplace Safety and Insurance Act