**HEARING CONSERVATION PROGRAM**

To assure safe and healthful working conditions for all Library employees, Library Administration shall enforce a Hearing Conservation Program following guidelines from the Ohio Public Employer’s Risk Reduction Program (PERRP).

General workplace conditions found within a public library do not expose most employees to noise levels that would cause concern. However, it has been determined that risk exists for employees involved in maintaining the facilities and grounds of the library.

This program shall apply to all employees that, as part of their routine and ongoing job duties, are exposed to noise levels at or above an 8-hour time weighted average sound level of 85 decibels. This program shall cover all employees working in the Maintenance Department.

* Supervisors shall be responsible for training of employees in affected positions upon hire and upon purchase of any equipment that generates excessive noise.
  + Annual reviews shall be conducted at routine departmental meetings.
  + Training shall cover noise identification, task allocation to avoid long durations of exposure, and the practical, safe and effective use of hearing protection equipment.
* The Administrator on site shall continually evaluate work areas and equipment to assess noise hazards and shall notify affected employees in process, materials, or equipment that may alter noise exposure.
* All affected employees shall use employer-provided hearing protection each and every time they are engaged in using noise-generating equipment including but not limited to: lawn mowers, leaf blowers, snow blowers, power tools, table saws, circular saws, commercial vacuum cleaners, residential vacuum cleaners (when in use for more than 15 minutes in one day), etc.

* Administration shall enforce the use of hearing protection equipment. Failure to comply with the requirement to always use hearing protection equipment will be considered an offense (failure to follow written or verbal directions of a supervisor) of the existing Employee Discipline Policy.

HEARING CONSERVATION PROGRAM

PAPERWORK AND TRAINING LOG

All Custodians or Maintenance employees shall:

1. Wear employer-provided hearing protection any time they are using power equipment.
2. Report defective hearing protection immediately so that the equipment can be replaced in a timely fashion.
3. Participate in annual departmental-level discussions on the health effects of noise, the purpose of hearing protection, and the selection and fitting of hearing protection.
4. Follow the requirements of this Hearing Conservation Program. Compliance will be a part of every affected employee’s annual evaluation under the category of Safety.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Above signature of Affected Employee acknowledging receipt and understanding of this form and of the entire Hearing Conservation Program (document kept in personnel file).

Departmental-Level Documentation

Date of Environmental Monitoring? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Routine (January or July) or New Equipment Added?

Any new findings of risk? \_\_\_\_

Date of Annual Departmental Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Initials of those at annual review \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved by the Harris-Elmore Public Library Board of Trustees on**

**February 8, 2021**