



## City of St. John's Corporate and Operational Policy

**Policy:** 03-07-33 Hearing Conservation Policy

**Status:**

**Issued By:** Human Resources

**Revision No:** 1

**Revision Date:** 2009/11/09

**Date of Original Council  
Approval:**

2005/10/31

**Rescind Date:**

**Index:** 03 Human Resources

**Section:** 07 Health and Safety

**Title:** 33 Hearing Conservation Policy

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### **Purpose**

To identify work environments where exposure to noise could be harmful to Employees and ensure preventive measures are implemented to minimize damage to hearing.

### **Policy Statement**

#### **Background:**

A Hearing Conservation Program shall be developed in accordance with CSA Z94-2 "Hearing Protection Devices - Performance, Selection, Care and Use" and CSA Z107.56 "Procedures for the Measurement of Occupational Noise Exposure. This program will consist of:

- Noise testing - Documentation is available through the Employee Wellness Division;
- Employee audiograms;
- Employee education;
- Program evaluation;

#### **Policy Statement:**

- A Hearing Conservation Program shall be developed and implemented.

#### **Responsibilities:**

#### **Managers shall:**

- include a requirement for the submission of baseline noise levels by the successful bidder in

- tender specifications for new equipment or facilities;
- implement engineering controls where practical;
- implement administrative controls where engineering controls are not practical;
- post noise level warning signs in high noise areas and on equipment;
- supply hearing protection where engineering and administrative controls aren't practical;
- arrange for the completion of noise testing of their facilities and equipment every 3 years.

**Supervisors shall:**

- monitor and enforce the Hearing Conservation Program.

**Employees shall:**

- participate in the Hearing Conservation Program;
- report areas where high noise levels are experienced.

**Employee Relations Division shall:**

- ensure that all Employees have baseline audiograms completed with their pre-employment medicals;
- administer a *Noise Exposure Questionnaire* to seasonal Employees upon re-hire;
- ensure exit audiograms are completed on all Employees who have worked in high noise areas.

**Employee Wellness Division shall:**

- ensure that Employees working in environments with documented high noise levels have audiograms every two years;
- conduct education sessions on the Hearing Conservation Program.

**Application**

**Responsibilities**

All employees.

**Definitions**

**References/Appendix**

**Monitoring and Contravention**

**Approvals**

Finance and Administration Standing Committee report - October 27, 2005; Regular Meeting of Council - October 31, 2005; Finance and Administration Standing Committee report - October 28, 2009; Regular Meeting of Council - November 9, 2009.

**Review Period**

**Available to Public**

- ☐ Yes
- ☐ No