



SAN DIEGO
Community College District

**San Diego Community College
District
Risk Management Office**

**Hearing Conservation
Program**



PROGRAM AUTHORIZATION

_____ Chancellor	
_____ Trustee	_____ Trustee
_____ Trustee	_____ Trustee
_____ Trustee	
_____ Vice Chancellor, Facilities	_____ Vice Chancellor, Human Resources
_____ Risk Manager	
Date: _____	

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I. PURPOSE

The San Diego Community College District, recognizing that the health, safety, and well-being of its employees are of paramount importance in the management of the District, affirms its commitment to create and maintain a safe and healthful working environment.

The San Diego Community College District’s *Hearing Conservation Program* provides guidance to reduce the long-term effects of potentially damaging noise in the workplace. Continual exposure to elevated levels of occupational noise not only contributes to long-term hearing loss, but is also known to cause stress and anxiety. The objective of this *Program* is to prevent occupational noise-induced hearing loss and other health-related issues in District employees.

The District does not typically engage in work or processes where employees interact with machinery that generates high levels of noise throughout the work shift. The majority of the activities that involve occupational noise exposure are intermittent or of limited duration, such as the use of gas-powered equipment or using loud tools, which allow for hearing to recover from exposure and avoid long-term degradation.

Regardless, this *Program* outlines means to protect employees’ hearing to relatively brief exposures to occupational noise as well as provides a method to identify and address any potentially damaging noise sources.

II. REGULATORY CITATIONS

- California Code of Regulations, Title 8, § 5095
- California Code of Regulations, Title 8, § 5096
- California Code of Regulations, Title 8, § 5097
- California Code of Regulations, Title 8, § 5098
- California Code of Regulations, Title 8, § 5099
- California Code of Regulations, Title 8, § 5100
- Code of Federal Regulations, Title 29, § 1910.95

III. DISTRICT POLICIES AND PROCEDURES

SDCCD Board Policy 6800

IV. AUTHORITY

The Chancellor has ultimate authority and responsibility for the health and safety programs within the District. Creating broad-based safety accountability is the responsibility of the Chancellor and District leadership.

The Chancellor has designated the Vice Presidents of Administrative Services and the Regional Facilities Officers to act as the *Hearing Conservation Program* administrators at



each College within the District. At the District Office, the designees are the Risk Manager and District Architect while at the District Facilities Services Center; it is the Director of Facilities.

To ensure effective implementation of this *Program*, all personnel with designated specific responsibilities are expected to understand and implement the procedures outlined in this document, together with the specific contents of this *Hearing Conservation Program* for their assigned facility.

A. Chancellor’s Designees

The Vice Presidents of Administrative Services and Facility Directors have the authority and are responsible for the implementation and maintenance of this *Program*, including:

1. Developing or adopting the necessary policies and programs to adequately maintain a safe and healthful work and learning environment at the facilities of their responsibility
2. Providing equipment and monitoring as specified in this *Program*
3. Recommending to the Site Safety Committee any additions or changes to the *Hearing Conservation Program*
4. Assisting supervisors in conducting workplace hazard assessments to identify, evaluate, and control noise hazards
5. Providing for training to those employees required to abide by this *Program*
6. Assigning designees to fulfill all aspects of this *Program*.

B. Risk Management Office

The District Risk Management Office is responsible for the oversight and maintenance of this *Program*, including:

1. Reviewing the *Program* annually and updating, as necessary
2. Evaluating the adequacy and consistency of hearing conservation training in the District
3. Providing technical expertise to all Chancellor’s Designees, as requested and required
4. Conducting noise assessments to determine the application of this *Program*
5. Monitoring Cal/OSHA and NFPA standards for relevant regulatory changes
6. Conducting periodic program audits and inspections at District facilities to evaluate compliance with all Federal, State, County, District, Facility, and College hearing conservation regulations
7. Reviewing site-specific programs drafted by the independent Colleges to ensure compliance and consistency with regulations, this *Program*, and District policy.

C. Facilities Services

The Facilities Services Department is responsible for the implementation of this



Program, including:

1. Evaluating new machines, tools, and equipment for their noise levels prior to procurement
2. Evaluating, selecting, installing, and maintaining engineering controls for identified noise sources
3. Properly maintaining equipment to reduce the potential for generating hazardous noise
4. Posting and maintaining signs that identify areas where hearing protection is required
5. Maintaining the records of inspections, hazard abatements, equipment repair, and training.

D. Supervisors

Supervisors are responsible for implementing and enforcing the provisions of this *Program*, including:

1. Identifying activities and locations and work with Risk Management to determine which, if any, fall under the scope of this *Program*
2. Training employees in the proper use of hearing protection devices
3. Develop and implement administrative controls to reduce employee noise exposure
4. Ensure employees use hearing protection, as required
5. Maintaining and stocking appropriate hearing protection devices
6. Properly maintaining equipment to reduce the potential for generating hazardous noise
7. Providing technical expertise to employees
5. Assigning designees to fulfill all aspects of this *Program*.

E. Employees

Employees are responsible for

1. Completing all necessary training
2. Complying with all relevant aspects of the *Hearing Conservation Program*
3. Identifying tasks that may potentially fall under the scope of this *Program*
4. Using hearing protective devices correctly and when required
5. Reporting any *Program* deficiencies to their supervisor or the Risk Management Office.

F. Students

While students are not specifically covered under the provisions of the regulations due to their non-employee status, students shall be made aware of noise hazards they may encounter during the course of their studies. Blatant disregard for the provisions of this *Program* could result in administrative action.



V. HEARING PROTECTION DEVICES

The District shall make available at no cost to the employee a variety of hearing protection devices in the event that the source of noise cannot be removed or reduced. The devices fall into two broad categories- ear plugs and ear muffs.

A. General Provisions

1. Upon request or when required, the supervisor must provide each employee with multiple types of hearing protection devices to choose one that best fits their ear (8 CCR 5098 (a)(3)).
2. Under no circumstances will audio devices (headphones, ear buds, or Bluetooth devices) be considered as providing any degree of hearing protection.
 - a. While performing tasks or working in areas where hearing protection is required, audio devices shall not be worn if they interfere with the proper use and positioning of the hearing protection device.
3. Hearing protection devices must be capable of reducing the noise to the allowable levels as stated in other sections of this *Program* as determined using the appropriate method as outlined in 8 CCR Article 105, Appendix E.

B. Ear Plugs

Ear plugs are devices that reduce the amount of sound entering the ear by fitting into the opening of the ear canal. Ear plugs may either be disposable or reusable; the supervisor must inform the employee which type they are being given.

1. Disposable ear plugs shall be for single-use only and shall be discarded if they become visibly dirty, contaminated, or wet.
 - a. Hands should be clean prior to inserting the plugs to avoid the possibility of infection
 - b. Employees shall not share ear plugs.
2. Reusable ear plugs and canal caps must be cleaned when they become visibly dirty.
3. Ear plugs must be properly inserted.
 - a. The supervisor shall instruct the employee on proper insertion.
 - b. Plug is properly inserted if the employee's own voice is muffled and the plug remains in place.

C. Ear Muffs

Ear muffs are hard shell devices that fit over the entire ear held together by a band. They form a seal against the head to reduce the amount of sound entering the ear.

1. Although it may not seem obvious, some research has shown that ear muffs can be



- less effective than ear plugs at some frequencies due to
 - a. Larger range of variation of employee head shape
 - b. Interference from hair, glasses, and other protective equipment
 - c. More variation in ear shape
 - d. Tendency for band to age, thereby reducing the sealing capability of the device
 - e. Degradation of the ear cushions over time.
- 2. Ear muffs are reusable and can be shared among employees
 - a. Ear cushions should be wiped with a non-alcohol disinfectant after each use.
- 3. Ear muffs shall be provided to employees who have documented ear infections or other medical condition that prohibits the use of canal plugs.
- 4. Ear muffs should be inspected before use.
 - a. Ear cushions should be pliable and not cracked or otherwise damaged.
 - b. Ear cups should not be cracked or broken.
 - c. Head band should not be cracked or broken.
 - d. Any ear muffs not meeting the above inspection criteria shall be turned into the supervisor for replacement.
- 5. In instances of extremely high noise, such as jackhammers and oxy/acetylene cutting, ear plugs may be worn underneath ear muffs.
 - a. The combination of hearing protection must not prevent the employee from detecting emergency notification signals.

VI. ACTIVITIES REQUIRING HEARING PROTECTION

The District shall require that employees use hearing protection devices in the following circumstances. These activities and equipment have been identified not by measuring, but by a conservative approach to employee hearing conservation. Other activities may be identified by the supervisor which could require the use of hearing protection devices. Refer to Appendix A for a chart of example noise levels.

A. Equipment

Hearing protection devices shall also be provided to students who will use any of the following tools or equipment as part of their course instruction or in other capacities for the District.

- 1. Lawn mowers
- 2. Gasoline-powered blowers
- 3. Table saws
- 4. Belt sanders
- 5. Rotary saws
- 6. Sawz-alls
- 7. Air hammers
- 8. Powder-actuated equipment
- 9. Motorized edgers
- 10. Weed trimmers



- 11. Grinders
- 12. Band saws
- 13. Pneumatic tools
- 14. Welding
- 15. Guns

B. Activities

In addition to employees and faculty, hearing protection devices shall also be provided to students who will perform these activities as part of their course instruction or in employment by the District.

- 1. Firing guns at shooting range
- 2. Welding
- 3. Working on or near running engines or motors
- 4. Working near or on running HVAC system blowers and fans
- 5. Working near or on running pump systems
- 6. Hammering on metallic surfaces
- 7. Using motorized pruning or trimming equipment
- 8. Testing fire alarm systems
- 9. Any impact or impulse resulting in a sound level reading at three (3) feet of one hundred forty (140) decibels or more (8 CCR 5096 (d)).
 - a. By definition noises that repeat on a cycle of less than one (1) second are considered continuous (8 CCR 5096 (c)).

VII. VOLUNTARY USE OF HEARING PROTECTION

A. When to Use Hearing Protection Devices

Hearing protection devices may be elected to be worn by employees in instances where the noise is perceived to cause physical or mental stress. The District is providing the following as examples of when an employee may elect to use hearing devices and is neither implying or inferring that hearing protective devices are required in any of the following circumstances.

- 1. If, after leaving the area, an employee experiences tinnitus- temporary ringing in the ears that diminishes or abates with time.
- 2. If, after leaving the area, the perception of sound is temporarily dull or muffled.
- 3. If it is necessary to raise one's voice or yell to be heard from a distance of about two (2) to three (3) feet.
- 4. The employee has a medical condition that may have already affected their hearing or has increased their sensitivity to sound.
- 5. The noise is affecting an employee's ability to concentrate.
 - a. This does not include office environments.
 - 1) In office environments, the use of audio headphones is not prohibited unless they interfere with the ability to perform job functions, such as



answering the phone or addressing customers.

- 6. The employee works with powered equipment, such as drills or floor buffers, in small spaces or areas that reflect a high degree of sound.
- 7. The employee works in areas with multiple machines, pieces of equipment, or engines operating simultaneously.
- 8. The employee experiences physical or emotional discomfort attributed to the noise.
- 9. The employees are exposed to annoying intermittent or nuisance noise.
 - a. The term 'annoying' is subjective in nature and cannot be measured.

B. Conditions of Use

- 1. Employees who request hearing protection for any of the causes listed above shall be provided with appropriately fitting ear plugs.
- 2. Employees may voluntarily wear hearing protection as long as
 - a. The hearing protective device does not interfere with the fit or protection of other protective equipment.
 - b. The hearing protective device does not inhibit their ability to communicate or detect emergency signals.

VIII. NOISE LEVEL ASSESSMENT

The District shall conduct formal noise level assessments when occupational noise hazards, not otherwise listed in this *Program*, are identified.

An informal noise level assessment can be conducted using the National Institute for Occupational Safety and Health (NIOSH) Sound Level Meter (SLM) application. The app measures workplace noise to determine if workers are exposed to hazardous noise. The free app combines the best features of professional sound levels meters and noise dosimeters into one simple tool and is easy to use.



NIOSH Sound Level Meter (4.7)
EA LAB
Designed for iPhone
★★★★★ 4.7 • 14.1K Ratings
Free

If the documented assessment finds the noise levels to exceed the action level of eighty-five (85) decibels, then all provisions of this section shall take effect for the affected employees.

A. Scope

As sounds become louder than 85 dBA, the length of daily exposure must be reduced. Refer to Appendix B for allowable noise level limits and be sure to use personal protective equipment (PPE) appropriate for the noise level of the work being performed.

B. Requests



1. Noise level assessments shall be performed by the Risk Management Office at the request of the supervisor.
 - a. Employees who feel they work in areas of high noise should submit a formal, written request to their supervisor for a noise assessment.
 - b. As a 'rule of thumb,' noise may meet the action level if an employee standing one meter (one yard) from another has to shout to be heard.
2. Until a noise level assessment is conducted, employees may request the use of foam ear plugs from their supervisor.
3. Occupational noise is a consistent exposure to loud noise over an entire work shift of eight (8) hours or intermittent noises exceeding one hundred forty (140) decibels (8 CCR 5096).

C. Stationary Process Assessment

In some instances, permanently installed machinery, equipment, or other processes may be the source of noise in an environment.

1. Risk Management will conduct the assessment using a calibrated noise meter to conduct the assessment.
 - a. The meter shall be
 - 1) Type II
 - 2) Able to measure at least the A Scale(slow response)
 - 3) Able to be calibrated.
 - b. The meter should be able to record and store data.
2. Supervisors and employees are encouraged to accompany the monitor during the assessment or may meet with them afterwards to review the results.
3. The assessment will be conducted and recorded as follows, with the monitor and any observers wearing ear plugs
 - a. Data log
 - 1) An overhead sketch of the environment to be assessed should be produced or procured and included in the findings.
 - 2) A chart may be used to record readings at various locations throughout the environment.
 - a) Refer to Appendix C for an example of a log.
 - b. The instrument shall be calibrated before it is taken into the environment to be surveyed.
 - c. The monitor shall walk through the area, pausing to at intervals to allow the meter to equilibrate.
 - d. The monitor shall note the readings and locations for those readings on the data log.
 - e. Point sources of noise, such as equipment or machinery, shall be measured at a distance of approximately three (3) feet and approximately four (4) to five (5) feet from the ground.
 - f. No fewer than ten (10) measurements throughout the environment shall be recorded.



- g. The duration of the noise-generating process shall be recorded.
- h. The duration of typical employee exposures shall be recorded.
- 4. The results shall be reviewed with the supervisor and affected employees.
- 5. Any areas where measurements consistently exceed eighty-five (85) decibels or intermittently exceed one hundred forty (140) decibels shall
 - a. Be marked with clear signage that hearing protection is required beyond the nearest permanent blockage (e.g., partition or door) leading to the area
 - b. Be conveyed to all employees who work in or near that area that hearing protection is required and where the protection must be worn.
 - 1) Hearing protection must be able to reduce the exposure to below ninety (90) decibels (8 CCR 5098 (b)(2)).
- 6. A formal report summarizing the results shall be prepared by Risk Management.
 - a. A copy of the report shall be forwarded to the supervisor who requested the assessment and to the Facilities Services Department.
 - 1) Results should also be presented at the next regularly scheduled Site Safety Committee meeting.
 - b. The report will be retained by the supervisor until
 - 1) The point-source equipment is removed or replaced at which time another assessment will be conducted within two (2) weeks of installation; or
 - 2) Additional controls are implemented at which time another assessment will be scheduled within two (2) weeks of installation of the controls.

D. Mobile Process Assessment

- 1. Risk Management will conduct the assessment using a calibrated noise meter to conduct the assessment.
 - a. The meter shall be
 - 1) Type II
 - 2) Able to measure at least the A Scale (slow response)
 - 3) Able to be calibrated.
 - b. The meter should be able to record and store data.
- 2. Supervisors and employees shall participate in the assessment by running the equipment in the manner and environment it is typically used for no less than five (5) minutes.
- 3. The assessment will be conducted and recorded as follows, with the monitor and any observers wearing ear plugs
 - a. Data log
 - 1) The equipment being assessed shall be noted.
 - 2) Refer to Appendix D for an example of such a log.
 - b. The instrument shall be calibrated before the equipment is started.
 - c. The monitor shall take noise measurements for the equipment from the location where the employee would typically use the device.
 - d. The monitor shall note the readings and locations for those readings on the data log.



- e. Only a single measurement is required.
- f. The typical duration of employee use of the equipment shall be documented.
- 4. The results shall be reviewed with the supervisor and affected employees.
- 5. Any equipment that generates more than eighty-five (85) decibels under normal use shall
 - a. Be conveyed to all employees who use the equipment that hearing protection is required and when the protection must be worn.
 - 1) Hearing protection must be able to reduce the exposure to below ninety (90) decibels (8 CCR 5098 (b)(2)).
 - b. These requirements apply to all other pieces of equipment in the same class (e.g., all riding mowers).
- 6. A formal report summarizing the results shall be prepared by Risk Management.
 - a. A copy of the report shall be forwarded to the supervisor who requested the assessment.
 - b. The report will be retained until the equipment is replaced by the District at which time another assessment will be conducted for the new equipment prior to its first use.

IX. HEARING CONSERVATION PROGRAM

If the assessment of any stationery or mobile source results in employees being exposed to noise levels at or above eighty-five (85) decibels for an eight (8) hour time weighted average (TWA), the provisions of this section shall apply to all affected employees.

A. Noise Mitigation

Before any subsequent actions are taken in regard to the required hearing conservation program elements, the District will evaluate the potential for controlling the noise at the source.

- 1. The Facilities Services Department, in conjunction with the Risk Management Office, District Architect, and District Services Center, as appropriate, shall evaluate the potential for installation of noise or exposure reduction techniques.
 - a. Such techniques include, but are not limited to
 - 1) Improved maintenance
 - 2) Equipment replacement
 - 3) Isolation
 - 4) Noise dampeners
 - 5) Sound-proofing
 - 6) Employee task modification.
- 2. Any modification to the equipment or environment to reduce the noise shall require an additional assessment to determine the effectiveness of the control measure.
 - a. If the control measures are effective in reducing the noise to less than eighty-five (85) decibels
 - 1) Employees who work with or near the equipment will be notified of the assessment results.



- 2) Employees will be notified that hearing protection is not mandatory but may be used voluntarily.
- 3) Employees will be notified that the provisions of a *Hearing Conservation Program* are not applicable to the equipment, environment, or process.
- b. If the control measure does not reduce the noise to less than eighty-five (85) decibels, then the provisions of this section shall apply (8 CCR 5097 (a)).
 - 1) Employees who work with or near the equipment will be notified of the assessment results.
 - 2) Employees will be provided with hearing protection devices (8 CCR 5098).
 - a) Hearing protection devices will be evaluated by Risk Management to determine whether they adequately attenuate the noise (8 CCR 5098 (b)).
 - b) Hearing protection devices must attenuate the noise to below ninety (90) decibels (8 CCR 5096 (b)).

B. Audiometric Testing

Employees routinely exposed to noise exceeding eighty-five (85) decibels shall be required to participate in an annual audiometric testing program (8 CCR 5097 (c) – (e)).

- 1. Testing shall be provided to the employees at no cost by
 - a. The District’s contracted occupational health provider, or
 - b. Mobile testing services provided by the District.
- 2. The tester shall use all current approved and recommended methods for conducting the test, including proper calibration, background readings, and tone selection.
- 3. A baseline audiogram will be obtained as soon as employees are identified as falling under this program.
 - a. The employee must not be exposed to occupational noise for at least fourteen (14) hours prior to the baseline audiogram test.
- 4. Audiograms shall be conducted annually after the baseline and compared to detect any standard threshold shifts.
 - a. If a threshold shift is detected, the employee can be retested in thirty (30) days to verify, at the discretion of the testing entity or employer.
 - b. If a threshold shift is detected,
 - 1) The employee shall be notified within twenty-one (21) days of the determination.
 - 2) The employee shall be provided with hearing protection devices if they are not using them.
 - 3) An employee using hearing protection devices will be outfitted with different hearing protection devices providing a higher level of protection and trained on their proper use.
 - a) Hearing protective devices must be able to attenuate the noise to below eighty-five (85) decibels (8 CCR 5098 (b)(3)).



- 4) The annual audiogram that detected the shift shall be used as the new baseline.
- c. If a temporary threshold shift is detected for employees exposed to less than ninety (90) decibels,
 - 1) The supervisor shall inform the employee that
 - a) The shift was determined to be temporary
 - b) The use of hearing protection devices is not required, but should be used.
 - 2) The annual audiogram that showed improvement can be used as the new baseline.

C. Miscellaneous Provisions

- 1. For employees who have been identified as requiring audiometric testing and hearing protection, copies of 8 CCR Title 105 shall be posted in the workplace and accessible to the employees.
- 2. For employees required to wear hearing protection based on their job function fit testing by a third party may be required

X. TRAINING

A. Exposed Employee Training

Employees who have been identified as being exposed to a noise threshold of eighty-five (85) decibels or higher shall undergo training. Keenan SafeColleges offers Hearing Conservation on the training portal. In person training should be conducted for employees working with equipment in Section VI.A.

- 1. The training shall be conducted
 - a. Upon initial assignment to an area or using equipment known to present noise hazards
 - b. Upon identification of areas within their scope of responsibilities that present noise hazards
 - c. Annually.
- 2. Training shall address (8 CCR 5099)
 - a. Effects of noise on hearing
 - b. Purpose of hearing protection including the various types, effectiveness, instructions, use, and care
 - c. Audiometric test procedures- purpose and process.
- 3. Risk Management Office can assist with training District employees responsible for conducting a noise level assessment

XI. RECORDS

A. Supervisor Records Retention



The appropriate supervisor shall retain

1. Copies of the noise assessment until it is updated
2. Copies of training logs for their employees for no less than three (3) years
3. Notifications from the contracted occupational medical provider regarding any employees having permanent standard threshold shifts which require additional hearing protection measures.

B. Medical Provider Records Retention (8 CCR 5097(c))

The contracted occupational medical provider shall retain the following per their retention policies

1. Audiometry instrument calibration records
2. Audiometric booth background measurements
3. Baseline audiograms for affected employees
4. Annual audiograms for affected employees.



APPENDIX A: Noise Level Chart (examples)

dBA	Example	Home & Yard Appliances	Workshop & Construction
0	healthy hearing		
10	a pin dropping		
20	rustling leaves		
30	whisper		
40	babbling brook	computer	
50	light traffic	refrigerator	
60	conversational speech	air conditioner	
70	shower	dishwasher	
75	toilet flushing	vacuum cleaner	
80	alarm clock	garbage disposal	
85	passing diesel truck	snow blower	
90	squeeze toy	lawn mower	arc welder
95	inside subway car	food processor	belt sander
100	motorcycle (riding)		handheld drill
105	sporting event		table saw
110	rock band		jackhammer
115	emergency vehicle		riveter
120	thunderclap		oxygen torch
125	balloon popping		
130	peak stadium crowd		
135	air raid siren		
140	jet engine at takeoff		
145	firecracker		
150	fighter jet launch		
155	cap gun		
160	shotgun		
165	.357 magnum revolver		
170	safety airbag		
175	howitzer cannon		
180	rocket launch		
...			
194	sound waves become		

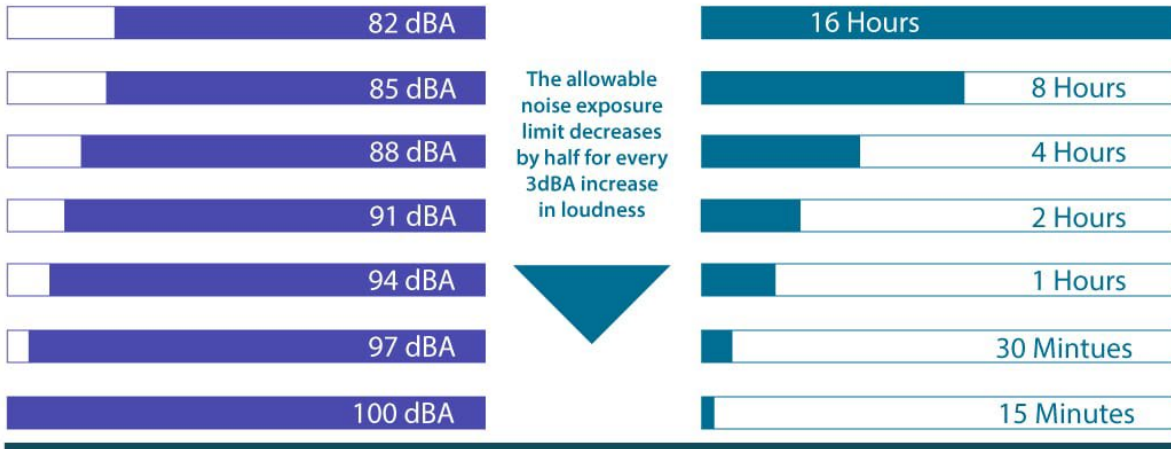


APPENDIX B: Exposure Level per NIOSH REL

Exposure Level per NIOSH REL

NIOSH recommends no more than this level
of exposure (dBA = A weighted decibels)

For this length of time





**APPENDIX C (Page 1):
Stationary Process Noise Assessment- Log**

Date:		College/Facility:			
Building/Location:			Room:		Employee initiated: Y N
Requesting supervisor:			Performed by:		
Number of potentially impacted employees:			Typical exposure duration (est.):		
Meter:		Calibrator:		Calibration Date:	
Time start:		Time end:		NIOSH SLM APP: Y N	
Location (refer to map)		Reading (most stable)		Location (refer to map)	
Reading (most stable)				Reading (most stable)	
A:					
B:					
C:					
D:					
E:					
F:					
G:					
H:					
I:					
J:					
Results	Min:		Max:		

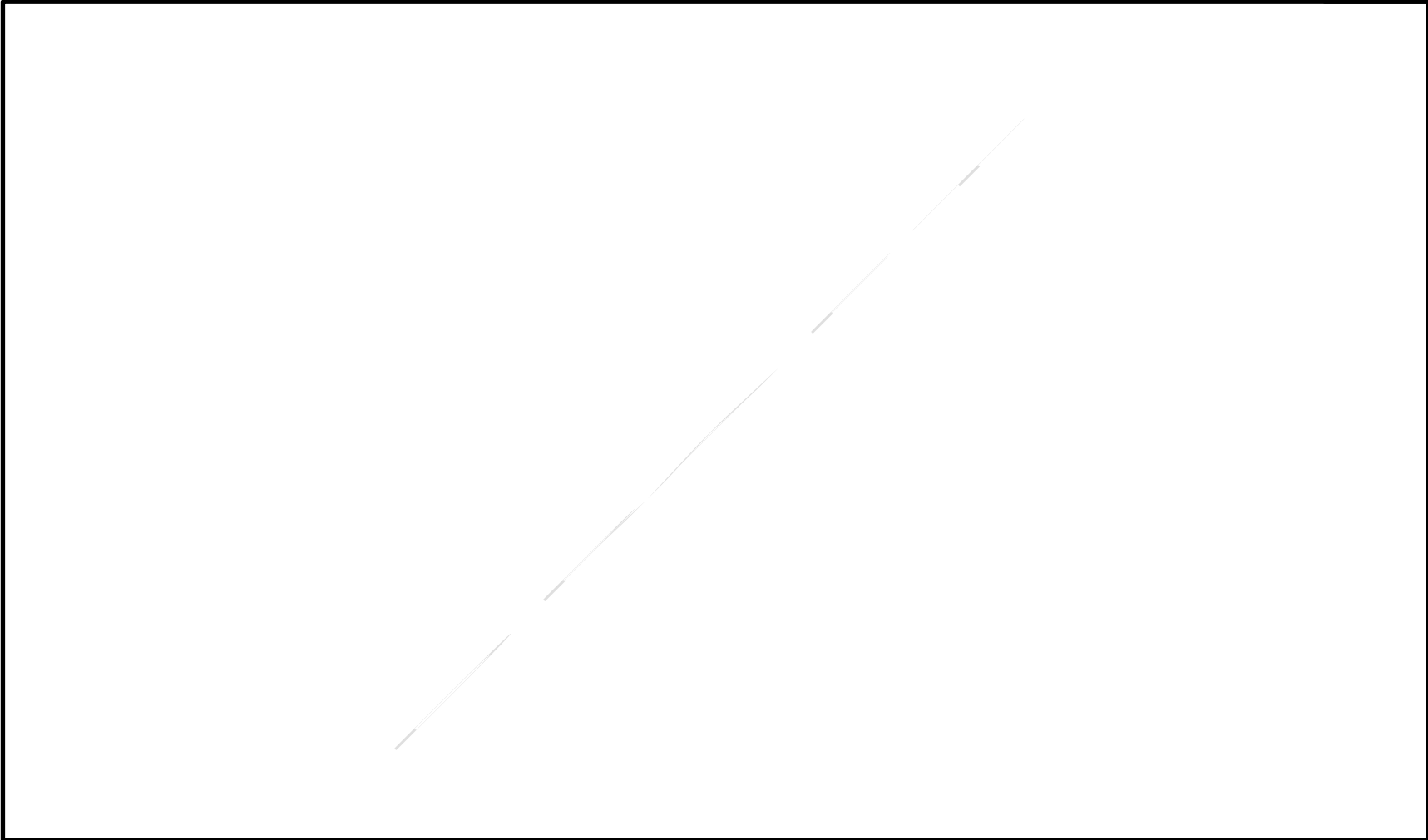


Area exceeds 85 dBA action level?	Yes	No
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**APPENDIX C (Page 2):
Stationary Process Noise Assessment- Area Map**

Note: Mark locations of recorded measurements using a lettering system and enter results on log.

N



Note: map not to scale



Appendix D: Mobile Process Noise Assessment Log

Date:	College/Facility:	Department:
Job Classification:		Employee initiated: Y N
Requesting supervisor:		Performed by:
Equipment description:	Make:	Model:
Number of employees who use equipment:		Typical exposure duration (est.):
		Number of days per week exposure:
Results at normal operating position for at least five (5) minutes	Min:	Max:
Equipment exceeds 85 dBA action level?	Yes	No
NOTES:		

TRAINING RECORD

Facility: _____

Date	Time	Instructor		
Name (print)	Signature	Department	Supervisor	