



Campus Unit: _____

It is the policy of the above-mentioned unit to comply with the University of Illinois at Urbana-Champaign Hearing Conservation Program. The purpose of this document is to complement the University's Hearing Conservation Program with site-specific written standard operating procedures.

PROGRAM ADMINISTRATION

The University of Illinois recognizes that supervisors are not necessarily experts in the area of hearing conservation. However, as outlined in the Campus Administrative Manual policy number RB-13, "The immediate managers of employees or supervisors of other members of the campus community are responsible for maintaining a healthy and safe environment within their areas under their supervision and are responsible for the safety of activities, procedures and operations under their control or direction." OSH and other qualified personnel will assist supervisors and individuals in fulfilling these obligations upon request.

The following individual has responsibility for the administration of hearing conservation in the above-mentioned unit. It is the responsibility of this person to supervise the use of hearing protection and to ensure that it is used when required and in the manner in which the wearer has been trained.

(Name)

(Title)

EXPOSURE MEASUREMENTS

Records of employee exposure for this unit can be found in _____.

SELECTION

Hearing protection types selected for use (include manufacturer, model number and location of use):

Manufacturer	Model	NRR	Location of Use

ANNUAL AUDIOMETRIC TESTING AND TRAINING

Audiometric testing is required for all employees whose exposures equal or exceed an 8-hour time-weighted average of 85 decibels. Tests shall be performed by a licensed or certified audiologist, otolaryngologist, or other physician, or by a technician who is certified by the Council of Accreditation in Occupational Hearing Conservation, or who has satisfactorily demonstrated competence in administering audiometric examinations, obtaining valid audiograms, and properly using, maintaining and checking calibration and proper functioning of the audiometers being used. A technician who operates microprocessor audiometers does not need to be certified. A technician who performs audiometric tests must be responsible to an audiologist, otolaryngologist or physician.

Training shall be provided as required by this program.

Training and audiometric testing is provided by: _____