

PowerPoint Training Program – Hearing Loss Prevention



For employees exposed to noise at work

Instructor's Guide

Purpose of This Training Module

You may use this slide presentation to comply with the training requirements of the Hearing Loss Prevention Rule (WAC 296-817). You can read the training requirements in the rule at the end of this guide.

The topics covered in this module are those required in the rule. However, you may use different materials that cover these topics if you believe that they will be more effective.

Getting Ready

1. Resources and materials you will need:

- A quiet room with basic accommodations for comfort of participants
- A downloaded copy of the PowerPoint presentation
- Computer and projector for PowerPoint presentation
- Copies of the handouts (optional)
- Certificates to hand out to the class as proof of attendance (optional)
- A training roster to pass around for your records (recommended)

2. Review the presentation materials.

Take the time to look through each of the slides and read the instructor's notes that come with each slide. If you have any questions after looking through these materials, you can contact your local L&I office (see page 3) for assistance before you give your first presentation.

3. Customizing the presentation.

- The information contained in this module applies to all workplaces. However, you are also required to include information about conditions that exist at your workplace. Several slides at the end indicate where workplace-specific information should be included. **Just using the training module without the workplace-specific information will not satisfy all training requirements.**
- If you have PowerPoint on your computer, additional information is easily added to the PowerPoint version after downloading. The PowerPoint version can be

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modified, but modification that changes the essential meaning or deletes information may not meet the training requirements.

- If you use the PDF version, the slides cannot be changed, but you can provide the workplace specific information orally, on overhead transparencies or as paper handouts.

4. Prepare the materials and schedule the class

- If you have a computer video projection system, all you need to do is check to make sure the presentation works and make copies of the handouts.
- Schedule the class for a date and time convenient to most people. If you want many employees and supervisors to participate, try not to make groups larger than 15 attendees.

Presenting the Training

Give the presentation

You can use your own words rather than just reading from the script. You can also make three-slide-per-page handouts of the training.

Ask for participation

It also helps to involve the audience as much as possible by asking them questions and getting them to talk about their own jobs, their exposure to noise, use of hearing protection and any suggestions they may have on how to reduce their exposure to excessive noise.

Questions and answers

Answer any questions the best that you can. Even if you don't have the technical knowledge to answer a lot of questions on noise, you can still answer the important questions about the way that your company is addressing employee exposure to excessive noise. If any questions on noise are asked that you need help answering, you can contact your local L&I office listed on the following page.

Follow-up

Within a week or two of giving the training, you might want to take a few minutes to talk to some of the employees and supervisors to make sure they understood what was presented and how it applies to them.

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Getting help

If you have questions while preparing to give this presentation, or if questions come up during the presentation that you need help in answering, contact your [local L&I office](#) for assistance.

WAC 296-817-20020 Make sure exposed employees receive training about noise and hearing protection.

(1) You must train each employee whose noise exposure equals or exceeds 85 dBA TWA8.

(2) You must provide training when an employee is first assigned to a position involving noise exposure that equals or exceeds 85 dBA TWA8 and at least annually after that.

(3) You must update information provided in the training program to be consistent with changes in controls, hearing protectors and work processes.

(4) You must make sure your noise and hearing protection training includes:

- (a) The effects of noise on hearing (including both occupational and non-occupational exposures);
- (b) Noise controls used in your workplace;
- (c) The purpose of hearing protectors: The advantages, disadvantages, and attenuation of various types;
- (d) Instructions about selecting, fitting, using, and caring for hearing protection;
- (e) The purpose and procedures for program evaluation including audiometric testing and hearing protection auditing when you choose to rely upon auditing (see WAC 296817-500);
- (f) The employees' right to access records kept by the employer.

(5) You must maintain a written program describing initial and refresher training.