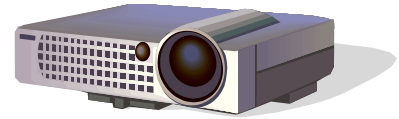


PowerPoint Training Program – How to Conduct a Noise Audit



For employers using the noise audit
option in lieu of audiometric testing

Instructor's Guide

Purpose of These Training Modules

Employers who have workers exposed to noise and who are employed less than a year can conduct noise audits in lieu of having audiometric testing done as outlined in the Hearing Loss Prevention (Noise) Rule (see below). The three modules in this kit can be read online or presented to a group of people in a classroom setting.

These three modules describe what noise audits are, how to do them and gives the necessary information to do the noise audits correctly. The trainer using these modules should have a thorough understanding of the effects of excessive noise, the different types of hearing protection and their limitations, how to conduct noise monitoring and the requirements of the Hearing Loss Prevention Rule. The training should include hands-on practice in using sound level meters and observing the actual hearing protection the class participants will see in their workplaces.

Topics covered in these modules are those required in the rule. However, you may add additional information to tailor the training for your audience or your worksite.

Getting Ready

1. Resources and materials you will need:

- A quiet room with basic accommodations for comfort of participants
- A copy of the presentation (CD, overheads, or handouts)
- Overhead projector or computer and projector for PowerPoint presentation
- Copies of PowerPoint presentation handouts (optional)
- Sound level meter(s) and hearing protection (earplugs or earmuffs) used at the worksite.
- 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 2) for assistance before you give your first presentation.

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3. Customizing the presentation.

- If you have PowerPoint on your computer, additional information is easily added to the PowerPoint version after downloading. The PowerPoint version can be 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.
- If you plan to use an overhead projector, print the slides out on transparencies. The PDF version will print quicker and use less printer memory. The slides will be clearer if they are printed in color. If you don't have a color printer, your local print or copy store can print out color transparencies for you.
- Schedule the class for a date and time convenient to most people.

5. 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 a local L&I office listed below for assistance and ask to speak to an industrial hygienist.

| City | Phone Number | City | Phone Number |
|--------------|--------------|----------------|--------------|
| Bellingham | 360-647-7300 | Tacoma | 253-596-3800 |
| Everett | 425-290-1300 | Tukwila | 206-835-1000 |
| Kennewick | 509-735-0100 | Tumwater | 360-902-5799 |
| Mount Vernon | 360-416-3000 | Vancouver | 360-896-2300 |
| Seattle | 206-515-2800 | East Wenatchee | 509-886-6500 |
| Spokane | 509-324-2600 | Yakima | 509-454-3700 |

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Instructor's Guide

6. Noise audit option - from the Hearing Loss Prevention Rule

Options to Audiometric Testing

Summary

WAC 296-817-500

Your responsibility:

This section provides options to baseline audiometric testing for employees assigned to duties with noise exposures for **less than one year**. These program options may also be used to provide added assessment of longer-term employees in addition to audiometric testing.

The requirements of this section apply only if you decide to use auditing or a third-party hearing loss prevention program and don't conduct baseline audiometric testing for those employees.

Hearing Protection Audits

You must

| | |
|---|-------------------|
| Conduct hearing protection audits at least quarterly | WAC 296-817-50005 |
| Make sure staff conducting audits are properly trained | WAC 296-817-50010 |
| Assess the hearing protection used by each employee during audits | WAC 296-817-50015 |
| Document your hearing protection audits | WAC 296-817-50020 |

IMPORTANT:

Hearing protection audits are a tool for use in evaluating your hearing loss prevention program in cases where audiometric testing doesn't provide a useful measure. For example, if most of your employees are hired on a temporary basis for a few months at a time, audiometric testing may not identify the small changes in hearing acuity that could occur. Auditing provides an alternative to audiometric testing in these cases.

Auditing isn't required unless you use it in place of baseline audiometric testing for employees hired for a period of less than one year and is permitted as a substitute for audiometric testing only for these employees.

PowerPoint Training Program – How to Conduct a Noise Audit

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Instructor's Guide

WAC 296-817-50005 **Conduct hearing protection audits at least quarterly**

You must:

Conduct audits at least quarterly to provide a representative assessment of your workplace.

- The assessment is representative if it:
 - ✓ Covers all processes and work activities in your business at full production levels
- AND**
- ✓ Covers all employees present on the audit day

- If your business is mobile or involves variable processes, auditing may need to be repeated more often than quarterly
- Auditing doesn't need to be repeated more than monthly as long as a reasonable effort is made to cover:
 - ✓ The activities with greatest exposure
- AND**
- ✓ As many employees as possible.

- Assess exposures and hearing protection for the full shift for each employee covered at the time of the audit.

WAC 296-817-50010 **Make sure staff conducting audits are properly trained**

You must:

Make sure staff conducting hearing protection audits:

- Can demonstrate competence in:
 - ✓ Evaluating hearing protection attenuation
 - ✓ Evaluating hearing protector choices
 - ✓ Assessing the correct use of hearing protectors.
- Are certified by the Council for Accreditation in Occupational Hearing Conservation (CAOHC) OR have training in the following areas:

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Instructor's Guide

- ✓ Noise and hearing loss prevention
- ✓ Washington state noise regulations
- ✓ Hearing protectors
- ✓ Fitting of hearing protectors
- ✓ Basic noise measurement
- ✓ Hearing loss prevention recordkeeping.

WAC 296-817-50015 Assess the hearing protection used by each employee during audits

You must confirm that:

- Current site conditions during audits are consistent with conditions existing during noise monitoring
- The hearing protection used by the employee is sufficient and appropriate for the conditions
- The hearing protection is worn properly
- The employees are satisfied with the performance and comfort of the hearing protection.

WAC 296-817-50020 Document your hearing protection audits

You must:

Keep a record of audit results for each employee assessed for the length of their employment and for the length of time you will rely upon the audit results

Include the following information in the record:

- The make and model of the hearing protectors
- The size of the protectors
- Average noise exposure of the employee
- Any problems found with use of the hearing protection
- Any comments or complaints from the employee regarding the hearing protection.