



# Safety Administrative Procedure

## Hearing Testing

**Prepared by:** Gordon Hood, Coordinator Health, Safety and Environment

**Approved by:** Jim Toye, City Manager

**Signature:**  **Procedure No:** 8.1

**Effective:** August 17, 2018 **Replaces:** June 15, 2015

In an effort to ensure that this overall hearing conservation program is effective, individual hearing testing will be performed on all full time staff required to wear hearing protection as part of their duties with the City of Prince Albert. The testing will be provided during normal working hours once every two years, by individuals trained to perform valid hearing tests on city owned hearing testing equipment.

In addition to full time staff, casual/seasonal staff may also access the testing program at the completion of 800 hours of employment or one year of full time equivalency, whichever occurs first. Once an individual is included in the testing program additional testing will be performed every two years of employment, regardless of the number of hours worked.

If an individual or group refuses to participate in this hearing testing process, any hearing testing performed will be done at their own time and expense.

Upon the completion of a hearing test, results will be provided to the Coordinator Health Safety and Environment and the individual. These test results will be treated as medical records and will only be available to other individuals on a need to know basis or upon written approved by the individual which is the subject of the test. Any restrictions or limitations on an individual's ability to perform their duties will be provided to the unit manager.

Upon receipt of test results the Coordinator Health Safety and Environment will review the results and if they indicate that an individual's ability to hear has been affected, the Coordinator Health Safety and Environment will arrange for a counselling session with the affected individual. This session will identify the impact and provide recommendations for the individual that will reduce further hearing loss. If those recommendations include restrictions on the individual's ability to work in noisy environments or require him/her to wear an increased level of hearing protection the unit manager will be advised of the restrictions.

In addition to reviewing individual's results, work unit results will also be reviewed. If these results indicate issues with multiple individuals within any work unit/group an assessment in conjunction with the unit manager(s) will be performed to identify corrective action to prevent further noise induced hearing loss.