



Administrative Policy Manual

Policy No: A-20

Date: 12-1-10

Approved: Dan Marting

SUBJECT: HEARING CONSERVATION

PURPOSE: To provide an on-going, comprehensive hearing conservation program.

---

GENERAL POLICY:

Annual audiometric testing of employees' hearing will be conducted in accordance with applicable State regulations.

PROVISIONS:

1. Baseline audiometric testing shall be conducted for all new hires in Police and Public Works positions.
2. Employees who are routinely and frequently exposed to sound levels of 85 decibels or greater shall be required to wear hearing protection while performing work and submit to an annual audiometric test.
3. Audiometric testing will be arranged by the Human Resources Office through a contract with an appropriate medical provider or other appropriate testing facilities.
4. Audiometric test results will be maintained by the Human Resources Office and in each employee medical file.