Appendix 2

Hearing Conservation Program
Project Action Plan

Project/Description	Project/Action Plan	Date Assigned	Date To Be Completed
Define HCP program elements	1. Research OSHA regulations for HCP 2. Define HCP elements 3. Research policies, procedures and guidelines for HCP in other public and private entities with similar exposures 4. Set up stakeholder workgroup 5. Review program elements with stakeholders and ask for feedback 6. Work with stakeholders to develop plan for approaching noise level mapping portion of work	4/1/10	Completed
City-wide Policy and Guidelines	1. Use HCP Program Elements and stakeholder feedback as base document for HCP Policy and Guideline. 2. Design and develop HCP Policy and Guideline 3. Ask stakeholder workgroup for review and feedback 4. Review with HR for appropriate language where noted. Make final revisions to prepare for stakeholders final review. 5. Final stakeholder feedback incorporated and finalization of documents	12/1/10	Completed
Prepare for Noise Level and Dosimetry Testing:			
Prepare strategy for noise level mapping	1. Contact bureaus to begin scheduling meetings to identify noisy areas, machinery, tools, and equipment. 2. Work with bureau stakeholders to discuss and implement approach for mapping, equipment needed, resources, time commitment, and locations. 3. Schedule appointments to begin process.	1/10/12	Completed
IGA with MHCC for intern	4. Work with Procurement Services, Celeste King to draft IGA e.g. when intern can start; scope of the work; set schedules. 5. Confirm IGA has been signed and approved. **1/24/11:** Rewritten and resubmitted.	12/5/11	Completed

Project/Description	Project/Action Plan	Date Assigned	Date To Be Completed
Informal solicitation for available Dosimetry contractors	1. Work with Procurement Services on template for solicitation. 2. Send solicitation to potential vendors. 3. Gather responses	12/15/12	Completed
Meet with bureaus for noise level project planning	Fleet	2/9/12	Completed
	OMF		Completed
	BDS	2/7/12	Completed
	PBOT Maintenance	2/7/12	Completed
	BES	2/9/12	
	Parks	No response from Safety Manager worked with other bureau employees	Completed
	WB		
	Fire	12/9/11	Completed
	PPB	2/6/12	Completed
	Sign Cooperative Agreement OR-OSHA and PPB	2/6/12	Completed
	Obtain noise sample results from other law enforcement entities	2/10/12	Completed
	Meet with PBOT Parking Mark Friedman	2/15/12	Completed
Sound Level Meter Mapping	Begin sound level mapping, starting with BES Inspector.	2/10/12	Completed
	Fleet Jefferson	2/9/12	Completed
	Fleet – Kerby		Completed
	OMF – Printing and distribution		Completed
	OMF – Facilities		Completed
	OMF Parking Enforcement		Completed
	Aerial Tram	2/9/12	Completed
	Fire	2/20/12	Completed
	BES Material Lab	6/1/12	
	Parks	3/15/12	Completed
	WB	6/10/12	
Dosimetry Work – (some may be excluded after SLM results)	Identify Bureaus and areas based on SLM .	2/9/12	6/1/12
	BES Construction Inspectors:	2/9/12	2/15/12
	Fleet – Jefferson		4/1/12
	Fleet Garage – Kerby		4/1/12

	Fire – Trainees	2/20/12	2/23/12
	Fire– Firefighters	2/20/12	2/23/12
	Fire – Inspectors	2/20/12	4/1/12
	Fire – Harbor Pilot	2/20/12	4/1/12
	Paramedic	2/20/12	4/1/12
	Fire – Equip Maintenance	2/20/12	4/1/12
	BES Materials Lab; Field / Lab area (2).	2/25/12	4/15/12
	BDS – inspectors	3/1/12	4/15/12
	BDS – inspectors	3/1/12	4/15/12
	OMF - Printing & Distribution: Area	4/1/12	6/1/12
	PBOT Maintenance – various		
	PBOT Maintenance - Sweeper	4/1/12	6/1/12
	PBOT Maintenance Equip	4/1/12	6/1/12
	PBOT – Surveyors	6/1/12	7/1/12
	PBOT – various	6/1/12	7/1/12
	PBOT - Parking Enforcement: Employees-scooters Employees-walking	6/1/12	7/1/12
	WB – various **Reviewing records with Jeff, currently indicating the SL testing at WB is valid, with exception to data from Fleet.**	5/1/12	7/10/12
	Parks – utility	5/1/12	7/15/12
	Parks – Heavy Equip	5/1/12	7/15/12
	Parks – Maintenance	5/1/12	7/15/12
	Parks – High Climbers	5/1/12	7/15/12
	Parks – Carpenter	5/1/12	7/15/12
	Parks - other		
Dosimetry Work - Contracted	**PPB:** 1. We have an Agreement with OR-OSHA and have some data from other law enforcement entities regarding noise exposure 2. Dogs, night clubs and motor cycles are areas where Dosimetry testing needs to be completed. See Multnomah County Noise Report (Sheriff – fleet maintenance – on Boat patrol) **All Other Bureaus:** 1. Determine where noise level testing results are inconclusive or not adequate measurement of exposure and available equipment and resources are not adequate. 2. Work with bureau representatives to determine where Dosimetry testing is necessary, schedule and complete. 3. Ensure reports are issues to bureaus.	5/1/12	9/1/12

Engineering and Administrative Controls	1. During noise level testing process, keep accurate records of noisy areas, equipment, tools, and machinery. 2. Research appropriate engineering and administrative controls that can be implemented for common types of equipment, tools and machinery. 3. Brainstorm with bureau safety, engineering, technical, and maintenance stakeholders for solutions to noise levels on specialized equipment, tools and machinery e.g. sound barriers, baffling, separation, time limits, etc. 4. Consult with bureaus around potential engineering and administrative controls for noise areas, machinery, tools, and equipment 5. Where possible, assist bureaus in implementing engineering and administrative controls e.g. consulting, review, advice, and collaboration. 6. Plan and organize approach to ongoing consulting around HCP engineering and administrative controls part of Loss Prevention services to bureaus.		
Coordination of Testing Results	1. Work with bureau representatives to match noisy work areas, tools and equipment to job classifications and % of time spent, document results 2. Review Dosimetry testing and incorporate into results 3. Determine by bureau which employees are Affected Employees 4. Work with bureaus on process to provide notification to Affected Employees 5. Incorporate actual process into city-wide HCP Guideline	5/1/12	9/1/12
Bureau HCP Training and Fitting	1. Consult with bureaus wanting to perform in-house training and fitting of Affected Employees to ensure they receive appropriate training, tools and resources. 2. If training and fitting does not take place during hearing testing, make sure staff know to schedule additional employees to fill up spaces and notify		

	vendor no training and fitting will be needed for those bureaus.		
Compliance Review of Bureau HCP	1. Review bureau specific HCP e.g. policies, procedures, process, recordkeeping, overall OSHA compliance with HCP. 2. Make recommendations for improvement, where needed. 3. Consult with bureaus in completing recommendations, documenting issues where compliance is not possible, seeking waivers and advice from OSHA, where needed.	7/1/12	10/1/12
Ongoing Influence on Procurement of Equipment, Tools and Machinery	1. Work with bureau stakeholders to develop a process for influencing procurement of equipment, tools and machinery to ensure. 2. As needed, participate on committees, panels, etc. to influence procurement process to consider noise levels in measuring performance of equipment, tools and machinery.		Ongoing
Project Finalization	1. Ensure all final reports for noise level testing have been issued to bureaus. 2. Ensure bureaus have issued notifications to Affected Employees. 3. Develop list of Affected Employees and send to HCP vendors. 4. Work with HCP vendors to ensure only Affected Employees are allowed access to occupational hearing testing. 5. Consult with bureaus to ensure all employees who are not Affected are given information on where they can receive hearing services. 6. Work with bureau stakeholders on a strategic plan for ensuring efficient use of contracted resources. 7.		12/1/12
Program Maintenance	1. Annually check with bureaus to ensure they are maintaining noise level records on all areas, equipment, machinery, and tools. 2. As needed, work with bureaus to ensure HCP policies and guidelines are kept current. 3. Administer HCP contracts. 4. Ensure HCP vendor resources are utilized efficiently, consult with		Ongoing

	bureaus to ensure appropriate coordination. 5. Annually receive backup documentation of hearing testing results from contractors, secure and ensure kept in format and programs available on COP computers. 6. As required, access hearing testing records for documentation on workers' compensation claims or at employees request. 7. As required, renew HCP contracts,		