Appendix 5

City of Portland
Hearing Conservation Program
STS and/or Recordable Hearing Loss Retest Notification Procedures

1. **Van Testing**
   - Upon completion of testing for the day, the hearing technician generates the following reports.
     a. A test strip summary for the employee
     b. Test Roster: List of employees tested on the specified date
     c. Data Listing: Listing of the data for that day for each employee tested
     d. Retest Lists: Names of those employees identified with an STS and/or recordable hearing loss and those with an invalid baseline.
   - The above information in Bullets b, c and d are provided to the Bureau Representative, if available, prior to departure from the site following each day of testing.
     a. If the Bureau Representative is not available at that time, the above reports are e-mailed to them.
   - Retesting is required for those individuals identified as having an invalid baseline. The 30 day retest period does not apply in these cases.
   - Retesting to confirm the presence of an STS and/or Recordable STS is highly recommended.
   - Retesting, if performed, must occur within 30 calendar days of the test in which the STS/Recordable occurred.

2. **Independent Clinic Testing**
   - If employee went to an independent clinic or their regular physician, the clinic or physician will be instructed to have the hearing re-test results e-mailed to Washington Audiology Services.

3. **Final Report**
   - The final report includes STS and Recordable reports, identifying those employees for whom STS's or Recordable STS were confirmed or who were not retested.

Employee STS Checklist

The following items must be completed whenever an Affected Employee has a confirmed Standard Threshold Shift (STS).

Employee Work Area:

Actions to be completed at worksite by whom??	**Completion Date**
Re-evaluate adequacy of hearing protection used. At least two types of muffs and two types of plugs should be available. If ear muffs are used they should be checked for wear or defects. Please note the type of hearing protection selected by the employee below: Manufacturer: Model: NRR:	
Re-train employee in proper use of hearing protection. Note: Hearing protection use is mandatory when exposures exceed 85 dBA. Trainer Name and Signature: Employee name and signature:	
Evaluate feasibility of engineering controls to reduce employee noise exposure. Examples include: • Using silencers or mufflers • Installing enclosures or sound absorbing materials • Damping noisy equipment or parts List the main noise sources the employee may be exposed to: Are there feasible controls for these areas? Note what they actually did change.	
Do any areas near the employee workstation exceed a noise level of 115 dBA ? If so, where?	
Action to be completed by Bureau	**Completion Date**
Employee notified in writing within 21 days.	
If shift results in >25 dB average shift at 2, 3, & 4 kHz from audiometric zero in either ear, record on OSHA 300.	
Has noise monitoring data been conducted that is representative of this employee's job?	
Comments:	