

HEARING CONSERVATION PROGRAM

Summit Metal Products (SAMPLE)

Summit Metal Products — Springfield Plant (Springfield, OH) · 2026

SAMPLE DOCUMENT — for illustration. Your program is generated from your facility's answers.

PREPARED FOR

Summit Metal Products (SAMPLE)

Summit Metal Products — Springfield Plant (Springfield, OH)

Dana Whitfield, EHS Manager

Prepared to align with OSHA 29 CFR 1910.95 — Occupational Noise Exposure. Generated July 22, 2026 by Foster Special Instruments.

1. Purpose & Scope

This Hearing Conservation Program ("the Program") establishes Summit Metal Products (SAMPLE)'s written procedures for protecting the hearing of employees at Summit Metal Products — Springfield Plant (Springfield, OH), in compliance with OSHA's Occupational Noise Exposure standard, 29 CFR 1910.95.

The Program applies to all employees at Summit Metal Products — Springfield Plant whose noise exposure equals or exceeds an 8-hour time-weighted average (TWA) of 85 decibels (dBA), across 1st shift, 2nd shift. It covers noise monitoring, audiometric testing, hearing protection, training, recordkeeping, and program evaluation.

Summit Metal Products (SAMPLE) operates in the Metal stamping & fabrication industry, and this program is scaled for approximately 85 employees enrolled in hearing conservation.

2. Responsibilities

Dana Whitfield, EHS Manager, is designated as the Hearing Conservation Program Administrator for Summit Metal Products — Springfield Plant and is responsible for the overall implementation, monitoring, and maintenance of this Program.

The Program Administrator's responsibilities include: coordinating noise monitoring and audiometric testing, reviewing test results and STS determinations, ensuring required employee notifications are delivered, scheduling annual training, and maintaining program records.

Supervisors are responsible for enforcing hearing protector use in designated areas and reporting new or changed noise sources to the Program Administrator. Employees are responsible for wearing hearing protection as required, attending scheduled audiometric tests and training, and reporting hearing concerns.

3. Noise Monitoring

Noise monitoring has been performed at Summit Metal Products — Springfield Plant (most recently in 2025). Monitoring results are used to identify employees exposed at or above the 85 dBA time-weighted average (TWA) action level and to determine which employees are enrolled in this program.

Primary noise sources identified at Summit Metal Products — Springfield Plant: Stamping presses, pneumatic tools, industrial ventilation fans, and a metal shear line.

Monitoring will be repeated whenever a change in production, process, equipment, or controls is likely to increase noise exposure, and periodically thereafter to confirm exposures remain accurately characterized.

4. Audiometric Testing

Baseline audiograms are obtained for each newly enrolled employee within 6 months of their first exposure at or above the action level (within 1 year if a mobile testing van is used, provided hearing protectors are worn in the interim).

Annual audiograms are performed thereafter by Foster Special Instruments, and compared to each employee's baseline to identify a Standard Threshold Shift (STS) — an average shift of 10 dB or more at 2000, 3000, and 4000 Hz in either ear.

When an STS is identified: the employee is notified in writing within 21 days, refitted and retrained on hearing protectors, referred for further evaluation if a non-occupational cause is not identified, and required to wear hearing protection if not already enrolled in that requirement. A confirmed, persistent STS triggers a baseline revision.

5. Hearing Protection Devices

Summit Metal Products (SAMPLE) makes the following hearing protector types available to employees at Summit Metal Products — Springfield Plant at no cost: insert earplugs, earmuffs.

Employees select from at least one variety of protector suitable for their work conditions. Protectors are re-evaluated whenever noise exposures change, and Noise Reduction Rating (NRR) is considered — with a standard OSHA derating applied — to confirm attenuated exposure falls below 90 dBA TWA (85 dBA TWA where an STS has been identified).

Hearing protectors are mandatory for any employee with a measured STS, for employees exposed at or above 90 dBA TWA, and for any employee who has not yet had a baseline audiogram. All other enrolled employees may choose to wear protection voluntarily and are provided training on proper fit and use.

6. Employee Training

Training is provided to all enrolled employees at the time of initial enrollment and annually thereafter, delivered via in-person, instructor-led sessions.

Per 29 CFR 1910.95(k), annual training covers: the effects of noise on hearing; the purpose, advantages, disadvantages, and attenuation of various hearing protector types; instructions on selection, fitting, use, and care of protectors; and the purpose and procedures of audiometric testing.

Training completion is documented and retained for each employee, and training content is reviewed annually to reflect any changes to noise sources or protection requirements at Summit Metal Products — Springfield Plant.

7. Recordkeeping

Noise exposure measurement records are retained for 30 years, per 29 CFR 1910.1020.

Audiometric test records are retained for the duration of the affected employee's employment, and include the employee's name and job classification, test date, examiner's name, date of the last acoustic or exhaustive calibration of the audiometer, and the employee's most recent noise exposure assessment.

Records are made available to employees, former employees, and their representatives on request, and to OSHA and NIOSH representatives as required by 29 CFR 1910.1020.

8. Program Evaluation

Dana Whitfield reviews this Program at least annually and following any STS, significant process change, or noise monitoring update, to confirm it continues to reflect actual conditions at Summit Metal Products — Springfield Plant.

Evaluation includes a review of audiometric trends across the enrolled population, effectiveness of hearing protector selection, training completion rates, and any recommendations from the reviewing audiologist or physician.

Appendix: Definitions

TWA (Time-Weighted Average)

An employee's average noise exposure over an 8-hour work shift, normalized to a standard exposure period.

dBA

Decibels measured on the A-weighted scale, which approximates the sensitivity of human hearing and is the standard OSHA noise metric.

STS (Standard Threshold Shift)

A change in hearing threshold, relative to the baseline audiogram, of an average of 10 dB or more at 2000, 3000, and 4000 Hz in either ear.

Baseline revision

Replacing an employee's baseline audiogram with a more recent one when a persistent STS is confirmed, so future comparisons measure change from the new baseline.