

## Who is Responsible?

Table of selected Hearing Conservation Program (HCP) tasks and responsible team members. Complete to identify the HCP team.

Component	Hearing Loss Prevention Program Task	Responsible Team Member
<b>Measure</b>	Conduct area noise level survey	
	Routine update of area noise level survey	
	Inform workers in advance of noise survey	
	Inform workers' representative in advance of noise survey	
	Conduct noise dosimetry for jobs/workers with variable noise or changing locations	
	Communicate noise survey information to workers	
	Integrate noise survey information into audiometric database	
	Calibrate and maintain noise survey equipment	
	Identify which jobs/workers are required to be in the HCP based on noise monitoring results	
	Identify which jobs/workers are required to use hearing protection based on noise monitoring results	
<b>Control</b>	Identify and arrange for the person or contractor to conduct noise control survey	
	Conduct noise control survey	
	Assess feasibility of noise control	
	Create strategic plan for implementation of noise control over time	
	Implement engineering/administrative noise control according to noise survey results and priorities	
	Assess outcome after noise control applied	

This document is intended to provide guidance for conducting hearing loss prevention programs. It is not intended to be comprehensive or to ensure or imply regulatory compliance. Contact [Laurie.Wells@mmm.com](mailto:Laurie.Wells@mmm.com) for additional information. Last updated 06/2019. ©3M All rights reserved.

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<b>Protect</b>	Select variety of HPD (earplugs and earmuffs) appropriate for noise at the workplace.	
	Conduct HPD fit testing and/or fitting of HPD for newly hired workers	
	Conduct HPD fit testing and/or refitting of HPD for workers annually	
	Conduct daily or periodic PPE checks	
	Enforce HPD use policy	
	Purchase and maintain supply of HPD	
	Replace deteriorated, damaged, or missing HPD	
	Assist workers in solving problems related to HPD	
	Re-evaluate need for new or additional HPD offerings	
<b>Check</b>	Perform role of the Professional Supervisor (PS) of the audiometric database (must be audiologist or physician)	
	Schedule routine audiometry for workers in the HCP	
	Conduct baseline audiometry	
	Conduct annual audiometry	
	Perform otoscopy	
	Determine audiogram validity and discuss results of audiometry with worker	
	Identify problem audiograms to be reviewed by the PS	
	Complete follow-up actions according to PS recommendations	

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	Arrange appointments and actions needed for occupational medical referrals	
	Conduct intervention actions for workers with hearing shifts	
	Generate and securely maintain audiometric monitoring records	
	Calibrate audiometer, determine ambient noise levels in monitoring area	
	Maintain audiometric equipment and space. Replenish consumable supplies	
	Verify all workers required to obtain audiometry have completed it.	
	Maintain credentials for conducting audiometric monitoring	
<b>Train</b>	Schedule routine HCP worker training	
	Deliver HCP worker training for newly hired employees	
	Deliver routine HCP worker training	
	Deliver HCP worker training for contract employees	
	Develop and update HCP training materials	
	Conduct training for workers who experience STS	
<b>Record</b>	Post a copy of the regulations regarding hearing loss prevention where it is accessible to workers	
	Identify workers/job categories in the HCP and update list	
	Maintain noise survey records	

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	Maintain noise control reports and records	
	Maintain records on HPD fit and training	
	Maintain and secure audiometric monitoring results/database	
	Maintain and secure audiometric equipment calibration records	
	Maintain worker training records	
	Maintain and provide records as requested by government agencies	
	Maintain documentation of work-related noise-induced hearing loss (cases of recordable or reportable STS)	
	Compile records for outside professional conducting a workplace investigation of occupational hearing loss	
	Manage security of records	
	Determine records that can be destroyed and remove according to company policy	
<b>Evaluate</b>	Review and revise HCP policies and procedures	
	Analyze audiometric database to identify trends	
	Conduct audit of HCP	
	Conduct cost analysis of HCP vs noise control	
	Set strategies for HCP	
	Report HCP accomplishments and effectiveness to management	

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