

Hearing Conservation Program Standard Operating Procedure

1. Employees can be identified as needing to be enrolled in the Hearing Conservation Program (HCP) by their work placement (working in an area that has been designated as an “Ear Protection Area”), or by the answers on their medical questionnaire submitted to and reviewed by HealthPartners Occupational and Environmental Medicine.
2. The employee’s supervisor or the Medical Professional is responsible for informing the employee and the Biosafety and Occupational Health Department (BOHD) of the need for enrollment.
3. BOHD will enroll the employee in the program and assist the employee in making an appointment for a baseline audiogram at HealthPartners.
4. A recommendation based on the audiogram is sent to the employee and BOHD by HealthPartners.
5. BOHD enters the information into the program database and forwards a copy of the recommendation to the employee’s supervisor.
6. Employees will obtain hearing protection devices (HPD) from their supervisor. HPDs will be available in areas designated as “Ear Protection Areas.” If supervisors have specific questions regarding the devices, they may contact Neil Carlson (carls001@umn.edu) in the Department of Environmental Health and Safety.
7. BOHD will send notices to employees for repeat audiograms annually, or sooner if the initial recommendation requires more frequent audiograms.
8. Areas identified as REQUIRING hearing protection will have signs that read “CAUTION: EAR PROTECTION AREA” prominently posted. If additional signs are required, they can be obtained from the University Sign Shop at 612-625-9317. The signs are self-adhesive “Ear Protection Area” caution signs.

Please contact the Biosafety and Occupational Health Department at 612-626-5008 or uohs@umn.edu with any questions.