



Document #: N – HCD05	 Winnipeg Regional Health Authority Office régional de la santé de Winnipeg Operating Procedure (OP)	Status: Version 2.0 Revised: November 13, 2024 Owner: OESH
Title: Hearing Conservation and Noise Control		Page 1 of 6


Purpose	<p>In keeping with the Winnipeg Regional Health Authority (WRHA) commitment to providing a safe and healthy workplace as noted in the WRHA Workplace Safety and Health policy, the following Operational Procedure has been developed to ensure that</p> <ul style="list-style-type: none"> • Noise exposure that can cause hearing impairment is identified, assessed, and controlled. • Biennial hearing testing for exposed employees is provided in order to identify whether further medical, administrative, or engineering controls may be needed in order to assist individual workers.
Background	This SOP supersedes Hearing Conservation OP dated October 2023

1.	<u>GUIDING PRINCIPLE</u>
1.1	This operational procedure is designed to ensure that when followed the minimum requirements of Manitoba Workplace Safety and Health legislation are complied with and where possible exceeded.
1.2	As with all matters relating to the Safety and Health of workers, the Workplace Safety and Health Committee should be consulted for their input.

2.0	<u>DEFINITIONS</u>
2.1	The Act: means <i>The Workplace Safety and Health Act</i>
2.2	Baseline Audiogram: The audiogram against which future audiograms are compared which must be completed within 6 months of hire.
2.3	Certified Audiometric Technician: a person who is licensed as an Industrial Audiometric Technician meeting the requirements of the Workplace Safety and Health Regulation.
2.4	Decibels (dB): A measure of the sound level (loudness).
2.5	Director/Manager/Supervisor/Lead: means a person who has charge of a workplace or authority over a worker.
2.7	Employer: 2.7.1 Every person who, by himself or his agent or representative employs or engages one or more workers, 2.7.2 and the Crown and every agency of the government.
2.8	Hertz (Hz): A unit of measurement of frequency, expressed as cycles per second.
2.9	OESH: Means the Occupational and Environmental Safety & Health Department of the WRHA.
2.9	Organization Executive Team: membership as defined by the organization (i.e. Senior Leadership Team).


Document #: N – HCD05	 Winnipeg Regional Health Authority Office régional de la santé de Winnipeg Operating Procedure (OP)	Status: Version 2.0 Revised: November 13, 2024 Owner: OESH
Title: Hearing Conservation and Noise Control		Page 2 of 6

2.10	Sound Control Measures: Methods to reduce the noise exposures including engineering or administrative controls that eliminate, control or reduce noise exposure.
2.11	Sound Level Meter: An instrument used for the measurement of noise in sound level surveys.
2.12	Time-Weighted Average (TWA) Sound Level: A measure of the total noise exposure over a specified period of time.
2.13	Workplace Safety and Health Committee: a committee for workplaces where at least 20 of the employer’s workers are regularly employed as established under section 40 of the Workplace Safety and Health Act.
2.14	Workplace Safety and Representative: A Representative for workplaces where five (5) or more workers but less than twenty (20) workers are regularly employed as established under section 40 of the Workplace Safety and Health Act.
2.15	Workplace: Any building, site, clinical unit, workshop, mobile vehicle, client home or any other premises or location whether indoors or outdoors in which one or more workers, or self-employed persons are engaged in work.
2.16	Worker 2.16.1 any person who is employed by an employer to perform a service whether for gain or reward, or hope of gain or reward or not, 2.16.2 any person engaged by another person to perform services, whether under a contract of employment or not 2.16.2.1 who performs work or services for another person for compensation or reward on such terms and conditions that he is, in relation to that person, in a position of economic dependence upon that person more closely resembling the relationship of any employee than that of an independent contractor, 2.16.2.2 and who works or performs services in a workplace which is owned or operated by the person who engages him to perform services, 2.16.3 Any person undergoing training or serving an apprenticeship at an educational institution or at any other place.
3.0	<u>OPERATIONAL PROCEDURE</u>
3.1	The Manitoba Workplace Safety & Health Regulation [M.R. 217/2006] Part 12 <i>Hearing Conservation and Noise Control</i> , requires employers to ensure workers are not exposed to noise levels that may cause hearing loss. This regulation follows CSA Z1007:22 Hearing Loss Prevention Program (HLPP) management
3.2	Employers are required to assess the workplace for noise when there may be a concern about exposure levels as follows:
	<ul style="list-style-type: none"> • If average noise exposure in a workplace is 80 dBA or lower, no action is required.
	<ul style="list-style-type: none"> • If your workplace noise average exposure level is above 80 dBA, a hearing conversation program must be implemented to protect your hearing.
	<ul style="list-style-type: none"> • If the average noise exposure levels are above 85 dBA (Lex), the employer must implement a hearing conservation program. This includes applying sound control measures following the Hierarchy of Controls as outlined in the WRHA OESH Operational Procedure – Report and Resolution of Safety and Health Concerns.


Document #: N – HCD05	 Winnipeg Regional Health Authority / Office régional de la santé de Winnipeg Operating Procedure (OP)	Status: Version 2.0 Revised: November 13, 2024 Owner: OESH
Title: Hearing Conservation and Noise Control		Page 3 of 6

3.3	Each facility/site/program/department will have a noise control and hearing conservation program which will be based on 3.2 above, and consist of the following as applicable:
	<ul style="list-style-type: none"> • Sound Control Design: Any significant physical alteration, renovation, or repair to the workplace, process or equipment designed and constructed to maintain the noise at a safe level
	<ul style="list-style-type: none"> • Noise Exposure Assessment: Sound levels workers are exposed to prior to putting a hearing conservation program in place. Assessments must be conducted according to the requirements of CAN/CSA Standard Z107.56-06.
	<ul style="list-style-type: none"> • Sound Control Measures: Measures to reduce the noise exposures including engineering or administrative controls that eliminate control or reduce noise exposure.
	<ul style="list-style-type: none"> • Hearing Protection: A device that can be worn to reduce the level of sound entering the ear. Provide hearing protection meeting the requirements of CAN/CSA Standard Z94.2-14 to workers exposed to sound levels over 80 dBA (Lex).
	<ul style="list-style-type: none"> • Audiometric Test: A baseline and biennial test for exposed workers that measures how well sounds are heard at different frequencies or pitches.
	<ul style="list-style-type: none"> • Biennial Reporting: biennial reports generated including sound control measures taken at the workplace, statistics including the number of employees who received audiometric testing, the number that experienced abnormal shifts, and the number that had abnormal audiograms as a result of exposure to workplace noise exposure.
	<ul style="list-style-type: none"> • Signage: warning sign indicating that any person entering the workplace or work area risks exposure to a noise level that is harmful to hearing.
	<ul style="list-style-type: none"> • All costs relating to the Hearing Conservation and Noise Control Program are the responsibility of the facility/site/program/department.


4	<u>RESPONSIBILITIES</u>
4.1	Employer <ul style="list-style-type: none"> 4.1.1 Act in accordance with the objects and purposes of the Act by ensuring, so far as is reasonably practicable, the safety, health, and welfare at work of all its workers, and complying with the Act and regulations. 4.1.2 Ensure that all workers, and particularly supervisors, foremen, chargehands, or similar persons, are acquainted with any safety or health hazards that may be encountered by the workers in the course of their service and that workers are familiar with the use of all devices or equipment provided for their protection.

Document #: N – HCD05	 Operating Procedure (OP) <small>Winnipeg Regional Health Authority Office régional de la santé de Winnipeg</small>	Status: Version 2.0 Revised: November 13, 2024 Owner: OESH
Title: Hearing Conservation and Noise Control		Page 4 of 6

4.2	<p>Facility/Site/Program/Department</p> <p>4.2.1 Assign responsibilities to staff within the facility/site/program/department to ensure the implementation of this operational procedure.</p> <p>4.2.2 Ensure resources (information, training, tool, equipment and time) are available to provide/maintain the hearing conservation program.</p> <p>4.2.3 Support the Operational Procedure throughout the facility/site/program/department.</p>
4.3	<p>Director/Manager/Supervisor/Lead</p> <p>4.3.1 Ensure compliance with all aspects of the regulations. The department director is responsible for ensuring that their area of responsibility complies with all aspects of the regulations and this operational procedure.</p> <p>4.3.2 The director/manager/supervisor/lead in each work area, with the assistance of the OESH Safety and Health Coordinator, will ensure that a significant physical alteration, renovation, or repair to an existing workplace or a work process or any significant equipment that is introduced to the workplace is designed and constructed so that the continuous noise level generated is not more than 85 dBA; or as low as is reasonably practicable.</p> <p>4.3.3 If a worker is or is likely to be exposed to noise at a workplace in excess of 80 dBA the director/manager/supervisor/lead will request through OESH for a noise exposure assessment at the workplace.</p> <p>4.3.4 Notify OESH of any process, material, or equipment changes or modifications that may alter noise exposures so a noise exposure assessment can be coordinated.</p> <p>4.3.5 Notify OESH of any physical alterations, renovations, and repairs that may result in a significant change to a worker’s exposure to noise.</p> <p>4.3.6 Post a warning sign indicating that any person entering the workplace or work area risks exposure to a noise level that is harmful to hearing. (hearing protection required). Refer to Appendix G.</p> <p>4.3.7 When reasonably practicable, in consultation with the OESH Safety & Health Coordinator implement sound control measures that reduce the noise to which the worker is exposed to 85 dBA Lex or less.</p> <p>4.3.8 Provide hearing protection that complies with CAN/CSA Standard-Z94.2-14, <i>Hearing Protection Devices C Performance, Selection, Care, and Use</i> based on recommendations and information sheet provided by the OESH Safety & Health Coordinator.</p> <p>4.3.9 Ensure workers are trained in the use and care of hearing protectors and participate in biennial Audiometric Testing.</p> <p>4.3.10 Ensure noise-exposed workers attend hearing conservation training.</p>
4.4	<p>Workers</p> <p>4.4.1 Follow the Hearing Conservation Program.</p> <p>4.4.2 Where it is deemed a requirement for the work area or during the operation of equipment, wear hearing protection as provided by the manager.</p> <p>4.4.3 Ensure proper procedures are followed for the use of hearing protection equipment.</p>

Document #: N – HCD05	 Winnipeg Regional Health Authority Office régional de la santé de Winnipeg Operating Procedure (OP)	Status: Version 2.0 Revised: November 13, 2024 Owner: OESH
Title: Hearing Conservation and Noise Control		Page 5 of 6

	4.4.4 Participate in baseline and biennial hearing testing and provide relevant medical history if requested. 4.4.5 Report noise hazards and hearing protector concerns to the appropriate supervisor.
4.5	Workplace Safety and Health Committee 4.5.1 Consult with the facility/site/program/department on the development and implementation of this operational procedure. 4.5.2 Post the written report of the noise exposure assessment at the facility/site/program/department. 4.5.3 Review and monitor the effectiveness of this operational procedure. 4.5.4 Review and monitor the effectiveness of the Hearing Conservation Program.
4.6	WRHA OESH - Occupational Health Nurse 4.6.1 Maintain all employee Audiometric testing records in the employee’s confidential occupational health file.
4.7	OESH Safety and Health Coordinator 4.7.1 Consult with the facility/site/program/department on all aspects of this operational procedure. 4.7.2 Post-written reports of any noise level assessments in a prominent location. 4.7.3 Maintain an up-to-date list and/or map of noise hazard areas/operations and noise-exposed workers. 4.7.4 Coordinate baseline and biennial audiometric testing in consultation with Managers. 4.7.5 Coordinate discussions with employees regarding the results of the audiometric test as per recommendations set forth by the Audiometric Test Provider. 4.7.6 Coordinate required noise level measurements and reports. 4.7.7 Maintain all noise level surveys for a minimum of 10 years from the date of record. 4.7.8 Conduct annual reviews of the Hearing Conservation Program to ensure that all aspects of the program, including CSA Standards, are implemented, maintained, and reviewed or when otherwise noted. 4.7.9 Develop and monitor the effectiveness of the Hearing Conservation Program. 4.7.10 Provide biennial reports to the Workplace Safety and Health Committee and Managers of participating departments that include: <ul style="list-style-type: none"> a. Sound control measures taken at the workplace. b. Statistics including the number of employees who received audiometric testing, the number that experienced abnormal shifts, and the number that had abnormal audiograms as a result of exposure to workplace noise.
5	<u>TRAINING REQUIREMENTS</u>
5.1	Training will be provided to workers when exposure to sound levels is more than 80 dBA (Lex) to make sure workers are aware of noise hazards.
5.2	Training must involve an understanding of: <ul style="list-style-type: none"> • Proper use, selection, and care of the hearing protection. • Proper storage of the hearing protection.

Document #: N – HCD05	 Winnipeg Regional Health Authority Office régional de la santé de Winnipeg Operating Procedure (OP)	Status: Version 2.0 Revised: November 13, 2024 Owner: OESH
Title: Hearing Conservation and Noise Control		Page 6 of 6

	<ul style="list-style-type: none"> • Proper disposal of hearing protection. • Hazards of noise
5.3	Retraining will be offered every 2 years per CAN/CSA Z94.2-14 and if necessary or upon request.
5.4	All training must be documented. Records must be retained by the facility/site/program/department for 5 years or as required by the Workplace Safety and Health Act and & Regulations.

6.0	REFERENCES
6.1	<p>CAN/CSA Z94.2, Hearing Protection Devices – Performance, Selection, Care, and Use</p> <p>CAN/CSA Z1007:22 Management of Hearing Loss Prevention Programs</p> <p>Government of Manitoba. (2022). The Workplace Safety and Health Act – W210 10/02. Winnipeg: Queen’s Printer. www.safemanitoba.com</p> <p>Government of Manitoba. (2022). The Workplace Safety and Health Regulation 217/2006 Winnipeg: Queen’s Printer. www.safemanitoba.com</p> <p>Workplace Health & Safety Act Part 12 (MR.217/2006) Hearing Conservation and Noise Control</p>

[Appendix A – Noise Exposure Signage](#)