

The weekly safety meeting is intended to be conducted by the supervisor or lead in their small group(s). This guide contains everything that is needed to conduct a meaningful small group safety meeting. This contains the following:

- Meeting Notice
- Leaders Guide
- Employee Handout, Quiz and Puzzle
- Meeting Sign-In Sheet

Weekly safety meetings are not optional and must be conducted each week. If an employee is absent from the training – it is the responsibility of the supervisor or lead to conduct a make-up session to ensure that all employees have been trained. Training records (meeting sign-in sheets) must be turned in to the Plant Manager each week.

PRIOR TO THE WEEKLY MEETING:

- Post the meeting notice in your area where your employees will see it.
- Read through the Leaders Guide and Employee Handout to familiarize yourself with the topic for the week
- Make copies of the employee handout (one for each employee)

AT THE SAFETY MEETING:

- Pass around the meeting sign-in sheet ensure all employees present at the meeting print and sign their names
- Pass out the employee hand-out, quiz and puzzle
- Conduct the meeting keep the meeting simple
- Encourage discussion and questions



WEEKLY SAFETY MEETING NOTICE

THIS WEEK, OUR SAFETY MEETING WILL COVER HEARING PROTECTION

| SHIFT: | | |
|----------|--|--|
| TIME: | | |
| | | |
| DATE: | | |
| PLACE: _ | | |



Leaders Guide

PROCEDURE REFERENCE:

1.0 PERSONAL PROTECTIVE EQUIPMENT

MEETING OBJECTIVE:

Employees often take hearing for granted and only realize that they've suffered hearing loss when they find it hard to hear everyday sounds. That's because most hearing loss is gradual; the ability to hear well diminishes slowly. Although all exposure to noise can affect our hearing, including the ability to hear everyday sounds such as ringing telephones, a major factor in hearing loss is exposure to excessive noise on (and off) the job. The purpose of this meeting is to make sure that your employees are aware of the potential for hearing damage from noise exposure and are familiar with the available forms of hearing protection.

MEETING PREPARATION:

Read the Signature procedure, understand the contents, and ensure compliance.

Collect samples of hearing protection used at your facility. Be prepared to discuss their proper use and application.

Review the employee handout to see if there are any other materials you wish to bring to the meeting.

Use a flip chart during the discussion to write key points and employee responses. This technique visually reinforces your instruction.

MATERIALS CHECKLIST:

Samples of hearing protection used at your facility Flip chart and marking pens

MEETING

INTRODUCTION

Some of us are quick to claim that hearing protection is uncomfortable and ineffective. Yet those of us who protest are often the ones who fail to use the protection properly. But think about it: By not wearing protection, you are jeopardizing one of the most important senses you have. A cut can heal, a broken leg can mend... but once you've suffered permanent hearing damage, it's irreversible. That's why this meeting is so important. I want all of you to be aware of the need to use hearing protection whenever you're exposed to loud noise.



Leaders Guide

Most workers who suffer deterioration in their hearing aren't even aware of the loss because it happens gradually. Hearing loss can be either temporary or permanent. Short-term exposure to loud sounds usually results in a temporary loss. After a period of no exposure, normal hearing returns. Long-term exposure tends to lead to permanent hearing loss – damage that's irreversible.

Decibels measure the loudness of a sound. Normal conversation, which is comfortable to the ears, is about 60 decibels. A jackhammer, which can cause hearing loss when protection isn't worn, reaches up to 100 decibels. The sound of a jet taking off, which will immediately hurt the ear if proper protection isn't worn, can reach 120 decibels. At 125 decibels, you'll experience pain in your ears.

Question: How does loud noise damage hearing?

Answer: Sound waves caused by loud noise damage the ear's "hair cells." These

are the cells that help transmit sound waves inside the ear. When loud sounds push these cells beyond exhaustion, the cells can die as a result.

When these cells die, hearing loss occurs.

Question: How long does it take the cells that die to be replaced?

Answer: They'll never be replaced. You are born with only a certain number of the

cells and once they die, they can't be replaced.

Question: What can you do to protect your hearing when working around loud

noises?

Answer: Wear hearing protection.

Question: What type of hearing protection is available?

Answer: There are two basic types of protectors – earplugs (either expandable or

fitted) and earmuffs.



Leaders Guide

Question: What's the difference between these two types of hearing

protection?

Answer: Earplugs can be worn by almost anyone, but they provide limited

protection. Earmuffs provide greater protection but are not suitable in all situations. That's because they can interfere with other PPE, such as

hard hats, that you may be required to wear.

Demonstrate Proper fit and adjustment of earplugs and earmuffs, using the samples that you brought to the meeting.

Earplugs are placed inside the ear canal.

- Before inserting, inspect the plugs to make sure they're clean and pliable.
- To properly insert, reach over your head and pull the top of your ear upward to straighten your ear canal.
- Use the other hand to insert the plug and hold the plug in place while you release the ear and it returns to its normal position.
- Repeat this process with the other ear.
- When both earplugs are properly in place, your own voice will sound louder to you.

Explain when hearing protection should be worn at your facility. Tell employees which type of protection should be worn in each situation.

Remind employees that after each use, reusable hearing protection should be washed with soap and water, dried, and stored in a clean container. Do not reuse disposable earplugs.

Question: What about protecting your hearing off the job? What are some sources of noise exposure away from the job?

Answer: Lawn mowers, power tools, loud music, and target shooting



Leaders Guide

Question: What are symptoms that could indicate a possible noise-induced

hearing problem?

Answer: Ringing in the ears

Prolonged stuffiness in the ears People seem to be mumbling

Complaints that you have the TV, stereo, radio, etc. too loud.

Question: What should you do if you experience any of these symptoms?

Answer: See your doctor or an audiologist for a complete hearing test.

SUMMARY:

I hope this meeting has made a convincing case for taking hearing protection as seriously as other kinds of PPE. Remember that noise-induced hearing loss can be permanent, but also remember that it's preventable. Please use hearing protection as required here at work, and use it as needed at home, as well.

EMPLOYEE HANDOUT

- A. Employee Handout
- B. Employee Quiz
- C. Employee Puzzle



WHAT'S AT STAKE

It's hard to believe that noise can cause permanent damage to your hearing - but it can. It's important to protect yourself against noise hazards.

WHAT'S THE DANGER?

Medicine or surgery cannot reverse noise-induced hearing loss. A hearing aid can't completely restore hearing either.

EXAMPLES

A sudden single loud sound of an explosion, jet engine or air tool can damage hearing. However, hearing loss usually occurs from lower doses of noise over time, with damage adding up.

HOW TO PROTECT YOURSELF

Your employer is responsible for figuring out the right hearing protection equipment for you to use and keeping the workplace as free as possible from noise hazards. If you have suggestions, pass them to your supervisor.

Here's how to protect your hearing:

- Reduce the noise reaching your ears. Nothing can totally block sound, but some hearing protection devices block out part of the noise.
- Electronic hearing protection devices permit conversations and warnings to reach the ear but prevent harmful sound-pressure levels. Other electronic hearing protectors pick up and amplify desirable sounds. Some earmuffs or earplugs combine with communication systems for use in noisy areas.
- Earmuffs filled with liquid or foam come in various styles for function and comfort. Earmuffs are
 fitted with a headband made of metal or plastic. Some headbands can be folded or put around the
 front or back of the neck in various positions. Cooling pads are even available for earmuffs worn in
 hot work environments.
- Earplugs can be pre-molded to fit all wearers, or custom molded to fit exactly. They can be made
 expandable or non-expandable and may be either reusable or disposable. Earplugs are available
 on cords you can wear around your neck so you can take earplugs out and put them in easily.
- Ensure your hearing protection is comfortable, fits properly and is compatible with other personal protective equipment (PPE) such as a hard hat.
- Check out specially designed hearing protectors made to wear with other PPE. They attach to slots and brackets on hard hats or helmets for combined hearing, head and face protection.
- Cooperate with your workplace's hearing protection program. Take the regular hearing tests and wear recommended personal protective equipment. Take good care of your PPE by cleaning it according to the manufacturer's recommendations and replacing it as needed.

FINAL WORD

Hearing damage is permanent, but it can be prevented. Take hearing protection seriously.



| MEETING DATE: | | LOCATION: | | |
|-----------------------------|-----------|----------------------|-------------------------|--|
| SHIFT: | | CONTENTS OF MEETING: | ☐ Handout ☐ Video | |
| | | | ☐ Other ☐ Guest Speaker | |
| MEETING CONDUCTED BY: | | | Эреакеі | |
| GUESTSPEAKER (if applicable | e): | | | |
| ATTENDEES: | | | | |
| NAME(Print) | SIGNATURE | NAME(Print) | SIGNATURE | |
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Employee Quiz Answers

Answer the following questions to see what you know about hearing protection safety.

- 1. Loud noise can permanently damage hearing.
 - a. True b. False
- 2. OSHA requires employers to have Hearing Conservation Plans if 8-hour time-weighted average noise exposures are:
 - a. 1000 decibels or more
 - b. 105 decibels or more
 - c. 85 decibels or more
- 3. Hearing Conservation Plans must include:
 - a. Monitoring workplace noise and testing employee hearing
 - b. Removing all noisy equipment from the workplace
 - c. Training employees to test their own hearing
- 4. Employers may try to reduce workplace noise by:
 - a. Replacing worn or loose machine parts
 - b. Installing sound barriers around noisy equipment
 - c. Both a and b
- 5. Cotton balls in the ears provide the same protection as disposable earplugs.
 - a. True b. False
- 6. Among hearing protection devices, earmuffs provide
 - a. The lowest level of protection
 - b. The highest level of protection
 - c. Protection equal to canal caps
- 7. Canal caps are:
 - a. Soft flexible pads on a headband that cover and seal the ear canal entrance
 - b. Another name for earmuffs
 - c. Disconnected stereo headsets
 - c. Noise or ringing in the ears
- 10. Hearing protection devices should also be worn off the job with noisy power tools, lawn mowers, snowmobiles, etc.
 - a.True b. False



Employee Puzzle



BASELINE CANAL CLEANING DAMAGE DECIBEL DOSIMETER

EARPLUGS HEARING NOISE SOUND



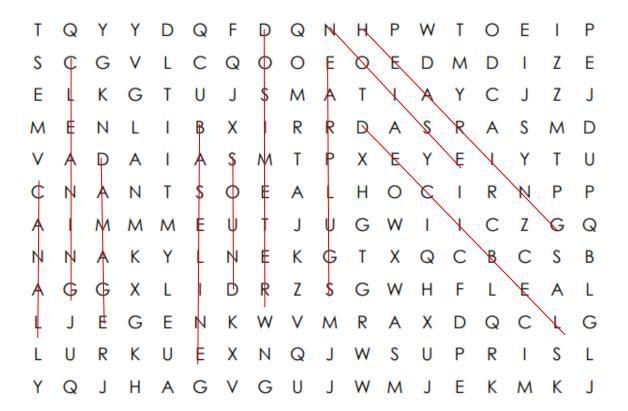
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Employee Puzzle Answers



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