



DEPARTMENT OF HEALTH & HUMAN SERVICES
Program Support Center

Public Health Service

Federal Occupational Health Service

Date:

Dear _____:

OSHA regulations mandate that employers are to provide hearing protection and noise monitoring when workplace noise levels exceed an 8-hour time-weighted average (TWA) of 85 decibels. Part of administering an effective hearing conservation program is performing baseline and annual audiograms for those employees who may be exposed to such high levels of noise. The purpose of such audiograms is to establish baseline hearing levels and to identify employees who experience hearing loss, particularly if severe enough to represent a Standard Threshold Shift (STS). An STS is defined by OSHA as “. . . a change in the hearing threshold relative to the baseline audiogram of an average of 10 decibels or more at 2000, 3000 and 4000 hertz, in either ear.” If an audiogram appears to show an STS, it may be repeated within 30 days, with the results of the repeat audiogram recorded as the annual audiogram.

_____ The employee named below just received the first documented audiogram. This is considered a baseline, and will be used for comparison purposes in subsequent years.

_____ The employee named below was found to have no STS on the most recent audiogram, when compared to the his/her baseline audiogram (the employee’s hearing may either be normal, or there may be a prior hearing loss that has not progressed significantly since the current reference baseline). Recommendations have been or will be made to the employee regarding the use of hearing protection.

_____ The employee named below either had a confirmed (i.e., repeated) STS or, if a repeat audiogram could not be conducted, the annual audiogram appears to show an STS. The STS may be work-related or aggravated by occupational noise exposure. Per OSHA regulations, when an STS has been established, the employer is to ensure that the following steps are taken.

- 1) The employee is to be informed of the STS. FOH has done this for you, in writing.
- 2) The employer is to fit (or refit) and train (or retrain) the employee in the use and care of hearing protectors and provide hearing protectors with greater attenuation, if necessary. You may provide this service or FOH can provide it for you. Employees with an STS are to be required to use these hearing protectors in noisy environments.
- 3) The employer is to refer the employee for any necessary further clinical evaluation. Please note that we have already made, or will make, appropriate referral recommendations to the employee for you, in writing.

_____ In addition to having an STS, the employee named below has a hearing loss that must be recorded on the OSHA 300 log (the employee has an STS and an average hearing threshold at 2000, 3000, and 4000 Hz in one or both ears that is 25 dB or greater).

NAME

AUDIOGRAM DATE

If you have any questions, please feel free to contact the occupational health clinic or feel free to call me at (_____)_____

Printed Name (Reviewer)

Signature (Reviewer)