



OSHA NOTICE

U.S. DEPARTMENT OF LABOR

Occupational Safety and Health Administration

DIRECTIVE NUMBER: ADM 04-00-003

SUBJECT: OSHA Safety and Health Management System, Chapter 16, Hearing Conservation Program, UPDATED

DIRECTORATE: Technical Support and Emergency Management

SIGNATURE DATE: April 9, 2024

EFFECTIVE DATE: May 1, 2024

ABSTRACT

Purpose: This Instruction establishes a Safety and Health Management System (SHMS) for Occupational Safety and Health Administration (OSHA) employees. The Instruction also establishes safety and health programs as identified in subsequent chapters for Regional implementation. Employee participation is a key element of any successful SHMS. It is the intent of this program that all employees will participate in all aspects including reporting hazards, incidents, and injury/illness without fear of reprisal. Changes to the SHMS or programs that alter the SHMS or program policies require National Office review and approval.

Scope: OSHA-Wide

References: Occupational Safety and Health Act, Public Law 91-596
Presidential Executive Order 12196 of February 26, 1980
Title 29: Subtitle B--Regulations Relating to Labor: Chapter XVII
Occupational Safety and Health Administration, Department of Labor
Department of Labor Manual Series (DLMS) 4, Chapter 800, DOL Safety and Health Program
See also Reference paragraphs in individual chapters.

Cancellations: OSHA Instruction ADM 04-00-002, OSHA Field Safety and Health Manual, Chapter 16, Hearing Conservation Program, October 5, 2016

State Impact: None. For State reference only.

Action Offices: OSHA Regions, Directorate of Technical Support and Emergency Management

Originating Office: Directorate of Technical Support and Emergency Management

Contact: Office of Science and Technology Assessment
Directorate of Technical Support and Emergency Management
U.S. Department of Labor
200 Constitution Ave N.W.
Washington, DC 20210

By and Under the Authority of

Douglas L. Parker
Assistant Secretary of Labor

Executive Summary

This Instruction establishes a Safety and Health Management System (SHMS) for OSHA employees. The Instruction also establishes safety and health programs, as identified in subsequent chapters, for Directorate/Regional implementation.

The SHMS and its programs establish baseline requirements and within established guidelines, may be supplemented or augmented to ensure the safety and health of all OSHA employees as well as temporary and contract employees. Changes related to the implementation of SHMS may be made with local SHMS committee approval. Changes to the SHMS or programs that alter SHMS or program policies require National Labor-Management Steering Committee review and approval.

The SHMS and its programs will be implemented in phases per the timetable that will be provided by Directorate of Technical Support and Emergency Management (DTSEM). Nothing in the instruction eliminates the Regional Administrator or Directorate's obligations to comply with OSHA or other Federal Regulations and Executive Orders.

Significant Changes

The Chapter 16 – Hearing Conservation Program was revised to incorporate updated information that expanded the purpose and scope of the chapter to include guidance and accountability of all OSHA personnel. This revision also clarifies the responsibilities of OSHA personnel and the procedures related to the OSHA SHMS Manual instruction's maintenance and implementation. This chapter has been comprehensively revised to update and replace OSHA Instruction PER 04-00-004: Hearing Conservation Program. The key changes are as follow:

- Updated sections on the purpose, scope, and references, and added section for definitions.
- Updated and standardized language and format to enhance usability.
- Clarified the Roles and Responsibilities of OSHA personnel.
 - Designated a Hearing Conservation Program Director
 - Designated Regional and Local Hearing Conservation Program Coordinator.
- Clarified the procedures for the Audiometric Testing Program including Standard Threshold Shift notifications.
- Incorporated use of fit testing equipment to fit test ear plugs and train OSHA personnel on proper selection and insertion.
- Added information on how to obtain fit testing equipment and hearing protection devices.
- Added information related to OSHA personnel use of custom molded ear plugs.