



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
FPO AE 09622-0001

NAVSUPPACTNAPLESINST 5100.2
N35
19 Sep 23

NAVSUPPACT NAPLES INSTRUCTION 5100.2

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: HEARING CONSERVATION PROGRAM

Ref: (a) CNIC M-5100.1, Base Operating Support Safety Services Manual
(b) OPNAV M-5100.23, Navy Safety and Occupational Manual, Chapter 18
(c) DoDI 6055.12, Hearing Conservation Program

Encl: (1) Hearing Conservation Program for U.S. Naval Support Activity, Naples, Italy

1. Purpose. Departments and personnel assigned to U.S. Naval Support Activity (NAVSUPPACT), Naples Italy, must use this program to meet Department of the Navy hearing conservation compliance requirements for Commander, Navy Installations Command (CNIC) personnel at this installation. Per reference (a), NAVSUPPACT Naples, Italy must use references (b) and (c) as a guide when creating their own site specific program, plans, and policies.

2. Scope and Applicability. The procedures and core elements described in enclosure (1) establish the minimum criteria for all hearing conservation programs on NAVSUPPACT Naples, Italy. Any tenant command that requires, but does not have, a hearing conservation program must develop their own or adopt this program.

3. Action. All levels of commands must implement and manage their hearing conservation program in compliance with the elements set forth by this instruction.

4. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

5. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

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Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I through IV

Electronic via NAVSUPPACT Naples website:

<https://cnreurafcnt.navy.afpims.mil/Installations/NSA-Naples/About/Installation-Guide/Department-Directory/N1-Administration-Department/Instructions/>

Hearing Conservation Program

1. Program Management

a. U.S. Naval Support Activity (NAVSUPPACT) Naples, Italy Hearing Conservation Program Manager (HCPM) is the Installation Safety Department located in building 442B, first floor, room 153, and can be reached by phone at: 314-626-2413 and 314-626-5776 or by e-mail: M-NA-NSA-SAFETY@us.navy.mil. Hearing conservation policy and procedures are contained in references (a) and (b). For any questions not covered by this program, contact the HCPM.

b. The audiologist is located at building 2082 (U.S. Navy Medicine Readiness and Training Command, Naples, Italy). He/She can provide information on the medical aspects of the Hearing Conservation Program (HCP).

2. HCP Requirement

a. The HCP will be implemented when personnel are occupationally exposed for at least one day per year to:

(1) Continuous or intermittent noise as an eight-hour time-weighted average (TWA) of 85 decibels on the A-weighted scale (dBA) or greater.

(2) Impulse or impact noise of 140 dB peak (dBp) sound pressure level or greater.

(3) Others determined to be at risk.

b. The HCP includes these elements:

(1) Noise hazard assessment

(2) Noise abatement and engineering controls

(3) Hearing protection devices (HPDs)

(4) Training and education

(5) Medical qualifications standards and audiometric testing

(6) Hearing injury reporting and investigation

(7) Program performance evaluation

(8) Recordkeeping

3. Department Heads Responsibilities

- a. All departments must utilize the current Periodic Industrial Hygiene Survey (PIHS) to identify hazardous noise areas and equipment. This document must be made available to supervisors and employees..
- b. Departments are responsible for establishing and maintaining a roster of all personnel enrolled in their hearing conservation and noise abatement programs. Enterprise Safety Application Management System (ESAMS) is the primary database for the collection of this information.
- c. Departments with noise hazards and/or personnel enrolled in a HCP will evaluate their HCP effectiveness annually through examination of program performance data and criteria and then implement steps to mitigate program weaknesses and shortfalls. Contact the HCPM for assistance as needed.
- d. Departments will review annual HCP trend analysis results provided by the HCPM, implement recommended program improvements, and correct identified program weaknesses.
- e. Departments will label designated hazardous noise areas and equipment that produce sound pressure levels equal to or greater than 85 dBA, or 140 dBP sound pressure level as identified in the current PIHS.
- f. Departments will have the option of using additional means to alert employees to noise hazardous operations. These may include posting barriers or using flashing lights to indicate hazardous noise conditions.
- g. Department personnel will be issued personal HPDs as identified in the PIHS at no cost to all personnel working or training in hazardous noise environments and in operational settings.
- h. Departments will ensure proper usage of HPDs by personnel where administrative or engineering controls are not feasible or ineffective.
- i. Departments will request and document training provided by hearing conservation subject matter experts, such as occupational audiologists, occupational medicine, occupational nurses, industrial hygiene specialists, or safety specialists, as per reference (a).

4. Hearing Conservation Risk Factors. Noise-induced hearing loss can be temporary or permanent. Temporary hearing loss results from short-term exposures to noise, with normal hearing returning after period of rest. Generally, prolonged exposure to high noise levels over a period of time gradually causes permanent damage.

5. Noise Hazard Assessment. An initial baseline and a PIHS must be conducted to determine if personnel exposures to occupational noise and potential noise hazard areas equal or exceed the Occupational Exposure Limits (OELs) for noise:

a. Initially assess noise in all potentially hazardous noise work areas and reassess when operations change.

b. For impact or impulse noise, the OEL is 140 dBP sound pressure level.

6. Noise Abatement and Engineering Controls. Noise abatement programs will include implementation of noise assessment utilizing the PIHS and engineering control measures through the systems engineering and systems safety process.

a. Engineering controls will be the primary choice for eliminating personnel exposure to potentially hazardous noise.

b. Procurement of new tools and equipment for purchase will incorporate “buy quiet” requirements, those with lowest sound emission levels which are technologically and economically feasible, and compatible with performance and environmental requirements.

c. The secondary means of protecting people will be administrative (i.e. limiting times of exposure or enforcing safe stay times). Administrative controls (i.e., the adjustment of work schedules to limit exposure) are effective only under strict supervisory control and in consultation with safety, industrial hygiene, or occupational audiology. Use of personal protective equipment (e.g., earplugs, muffs, etc.) will be a temporary or last-resort solution and only after noise studies have determined engineering or administrative controls are not feasible.

Note: Control measures are not mutually exclusive. There may be situations wherein more than one control measure should be used to avoid a hearing conservation injury.

7. Hearing Protection Devices. Use personal hearing protectors for attenuating noise exposure as an interim protective measure while engineering control measures are being explored. Such devices are a permanent measure only if engineering and administrative controls are not technologically, economically, or operationally feasible.

a. HPDs will be provided at no-cost to the employee.

b. Personnel will receive training on the proper use of HPDs.

8. Noise Hazard Signs and Labels. Noise hazards must be appropriately identified.

a. Designate hazardous noise areas and equipment by posting signs with words or symbols describing the potential hazard and protective measures required (e.g., “Caution”, “Hazardous Noise”, “Hearing Protection Required When in Operation”). Signs should be located at the entrance or boundary of the noise hazard areas.

b. Each tool or piece of equipment producing sound pressure levels of 85 dBA or greater, including vehicles, will be conspicuously marked to alert personnel of the potential hazard.

c. Commands, units and activities have the option of using additional means to alert employees to noise hazardous operations. These may include posting barriers or using flashing lights to indicate hazardous noise conditions.

9. Training Requirements. The noise hazard command, unit, or activity will coordinate annual training. Where available, commands, units, and activities should seek training assistance from medical treatment facility (MTF) occupational audiologists, who are subject matter experts on noise-induced hearing loss and HCP.

a. Supervisors and managers of personnel in noise hazardous areas will receive training on their role in preserving the mission's hearing readiness. Elements of this education should include responsibility to support effective noise control by enforcement, design, and engineering controls, as well as operational impacts of hearing impairment and miscommunications.

b. Employee training is important. Workers who understand the reasons for the hearing conservation programs and the need to protect their hearing will be more motivated to wear their protectors and take audiometric tests. Employers must train employees exposed to hazardous noise TWA of 85 dB and above.

c. All personnel enrolled in the HCP will receive initial and annual training via ESAMS or the Installation Safety Department. Training will include:

- (1) The impact of hazardous noise on the hearing system;
- (2) The purpose of hearing protection;
- (3) The advantages, disadvantages, and attenuation of various hearing protectors;
- (4) Instructions on selection, fit, use, and care of personal HPDs;
- (5) Mandatory requirement and administrative actions for failure to wear HPD;
- (6) The purpose of audiometric testing;
- (7) An explanation of the audiometric test procedures;
- (8) The personal and professional impact of hearing loss;
- (9) HPD use during off-duty activities.

d. All training must be recorded in ESAMS, regardless of who conducted the training. For assistance with ESAMS access, contact the Installation Safety Department.

10. Medical Surveillance. Entry of personnel into the HCP will be based on the results of the industrial hygiene exposure assessment.
- a. The cognizant MTFs will conduct periodic hearing tests, diagnostic testing, and medical qualification evaluations.
 - b. MTFs will use field attenuation estimations, commonly called a fit-test system (individual fit testing is recommended as best practice when possible).
 - c. Results of audiometric testing will be entered into and tracked in the Defense Occupational and Environmental Health Surveillance System-Hearing Conservation (DOEHRS-HC) database.
 - d. Personnel with pre-existing hearing loss that exceeds enlistment or employment standards or those with a demonstrated increased susceptibility to noise-induced hearing loss may be removed or excluded from occupations with noise exposure above the OEL.
 - e. Personnel experiencing a significant threshold shift in their hearing will be investigated and appropriate reports generated, as per reference (a).
11. Record Keeping. For CNIC, Defense Occupational and Environmental Health Surveillance System-Industrial Hygiene (DOEHRS-IH), DOEHRS-HC, and Enterprise Safety Application Management System (ESAMS) are the primary recordkeeping systems for all documentation associated with this program. For assistance with DOEHRS-IH and DOEHRS-HC access, contact the Industrial Hygiene Department. For assistance with ESAMS access, contact the Installation Safety Department at: M-NA-NSA-SAFETY@us.navy.mil. .
12. This program must be evaluated annually and updated by the HCPM.