



Annual Audiogram Process 2011-2012

Listed are the steps of the process you need to follow to schedule your OSHA mandatory annual audiogram testing. This testing is required because you/your employees work in an area/perform tasks that have been determined to be noisy and are part of RIT's Hearing Conservation Program.

1. Call Wendy DiMatteo from NTID (Building 60) at 475-6473 to schedule audiograms. Please inform her that it is OSHA mandated testing. **Scheduling starts August 16, 2011 and audiograms begin September 5, 2011.**

IMPORTANT NOTE: A University ID number and e-mail address, if applicable, must be provided when calling Wendy. The e-mail address information will be used to send out a reminder of the appointment. **Employees and student employees must identify themselves when they arrive for their appointments that they are being tested to meet OSHA requirements. This is needed to properly file paperwork over in NTID.**

2. **Each supervisor must provide Wendy with a list of employees and student employees that will be receiving audiograms. This will ensure everyone is tested.**
3. Employees must have no workplace exposure to noise for a minimum of 14 hours prior to testing. (Hearing protection may be used as a substitute for this requirement at the workplace.) High levels of non-occupational noise must be avoided for a 14-hour period preceding an audiometric exam.
4. If you have retained previous audiometric testing results, have employees bring them to their appointment.
5. Testing will be conducted during the appointment. Each test takes approximately 1 hour.
6. Employees will be given a copy of the test results which will be reviewed with you by the audiologist. A file of the results will be also kept in National Technology Institute for the deaf (NTID), Department of Communication Studies and Services.
7. Employees will also be contacted to ensure annual training is taken through the RIT Environmental Health and Safety (EH&S) Department. This training will be taken through the EH&S Department or through the on-line course through CPD. Training will be done after test is concluded.
8. Testing and training will be conducted mainly during the Fall/Winter Quarter of the school year. **Please make every effort to have your employees and students get their audiograms during these timeframes.**
9. If the employee/student employee or the audiologist needs to cancel a scheduled appointment, it is the employee's/student employee's responsibility to call Wendy DiMatteo to reschedule.

Please contact Judy Foster, Environmental Health & Safety Department at 475-6270 if you have any questions. Rochester Institute of Technology Environmental Health & Safety Department and NTID, Department of Communication Studies and Services.