

Antelope Valley Community College District

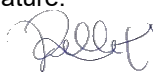
Hearing Conservation Program

Document field	Information
District	Antelope Valley Community College District
Covered worksites	Lancaster Campus; Palmdale Center; Fox Field Site; covered off-site work
Executive authority	Jennifer Zellet, Ph.D., Superintendent/President
Program Administrator	Christian Hootman, Interim Director, Benefits and Risk Management
Program owner	Office of People, Culture & Talent - Risk Management
Regulatory authority	8 CCR §§5095-5100 and 3203
Scope	Employees whose monitored occupational noise exposure meets applicable action levels or limits
Status	Signed Final

Document Control and Approval

Version	Date	Owner	Approval
20260726.1	Jul 26, 2026	PCT - Risk Management	Signed

This program becomes effective upon approval by the Superintendent/President and will be reviewed at least annually and when regulations, operations, hazards, or responsibilities materially change.

Approver	Signature / Date
Jennifer Zellet, Ph.D., Superintendent/President	Signature: 
Effective upon approval	Date: Jul 26, 2026

1. Exposure-Based Enrollment

Noise alone does not automatically place an employee in the continuing hearing-conservation program. Risk Management enrolls employees when representative monitoring demonstrates exposure at or above the applicable action level. Departments may require interim hearing protection while an evaluation is pending.

Roles and Responsibilities

Role	Responsibility
Risk Management	Arrange exposure assessment; determine enrollment; coordinate audiometry, training, records, and program evaluation.
Facilities	Identify noisy tasks/equipment; maintain screening equipment; implement feasible controls and equipment maintenance.
Departments/supervisors	Notify Risk Management of changes; enforce controls and protector use; schedule employees for services.
Employees	Use protectors correctly; attend testing/training; report changes, symptoms, or ineffective controls.

2. Monitoring and Controls

- Potential areas include Grounds, maintenance shops, mechanical rooms, welding, manufacturing, automotive, theater production, Event Services, and other tasks identified through screening.
- Monitoring is representative of employee exposure and repeated when equipment, process, controls, duration, or work practices may materially increase exposure.
- Employees are notified of results and allowed to observe monitoring as required.
- Feasible engineering and administrative controls are evaluated before reliance solely on hearing protection.

3. Audiometry and Hearing Protection

- Enrolled employees receive baseline and annual audiograms through a qualified provider at no cost.
- Potential standard threshold shifts are reviewed, retested, communicated, and followed up as required.
- A suitable variety of hearing protectors is provided at no cost. Selection accounts for attenuation, fit, comfort, compatibility, and work conditions.
- Protector fit is evaluated and employees are trained in use and care. Required use is enforced where exposures or conditions require it.

Training

- Enrolled employees receive training at least annually on noise effects, protectors, selection and fit, audiometry, and access to records.
- Task-specific instruction is provided before noisy work and whenever equipment or controls change.

Training must be understandable to employees and documented. Online training may supplement, but does not replace, task-specific instruction, demonstrations, or interactive opportunities required by an applicable standard.

Records, Review, and Access

- Risk Management maintains the controlled program and Districtwide compliance records; departments maintain task, inspection, authorization, and equipment records assigned to them.
- Medical records are confidential, kept separately from personnel files, and retained as required by 8 CCR section 3204 and the applicable program standard.
- The program is reviewed at least annually and after exposure incidents, significant changes, identified deficiencies, or regulatory revisions.
- Employees may obtain the program from the Risk Management webpage or by contacting Risk Management by email, telephone, or in person. Accessible and translated formats will be provided when needed.

Reporting and Contact Information

Purpose	Contact
Risk Management / PCT	risk.management@avc.edu 661-722-6300, extension 6311
Campus emergency	AVC Campus Security/Sheriff: 661-722-6399 or extension 4444
Off-site emergency or when campus response cannot be reached without delay	Call 911
After-hours District incident	After Hours Administrator and/or Campus Security
Facilities request	https://www.avc.edu/facilities-services/facilities-work-request
Employee injury triage	Company Nurse: 877-518-6702

Implementation Forms and Checklists

A. Noise Assessment

Field	Entry
Department/task	
Equipment	
Employee/SEG	
Date/duration	
Instrument/calibration	
Results	
Controls	
Enrollment decision	

B. Hearing Conservation Roster

Field	Entry
Employee/title	
Exposure basis	
Baseline audiogram	
Annual audiogram	
Training	
Protector/fit	
Follow-up	