

December 31, 2004

OHM Demo Company
Attn: Company Contact
Company Street Address
Company City, State, Zip

Dear Company Contact Name,

Please find enclosed the reports for your **OHM Demo Company** hearing conservation program. As you will note, section 3 contains two copies of your employee memo. You may want to have your employees sign one copy to leave in the notebook and give them the other copy for their personal records.

There is _____ employee who demonstrated a threshold shift. The following employee: _____, has a STS and must be recorded on the OSHA 300 log. They should be retested within 30 days after the notification of such a shift. Also, should you have any questions regarding OSHA requirements, we have included OSHA documentation in the book behind Tab 5. The following recommendations are made:

- 1) The employee must be notified in writing of the shift in hearing within 21 days.
- 2) It is suggested but not required that all employees with a standard threshold shift be retested.
- 3) All threshold shifts should be recorded on the OSHA 300 log.
- 4) If upon retest, there is no threshold shift then the items can be lined out on the 300 log with an explanation of retest.
- 5) Employees with STS not using hearing protectors shall be fitted with hearing protectors, trained in their use and care, and required to use them.
- 6) Employees already using hearing protectors shall be refitted and retained in the use of hearing protectors and provided with hearing protectors offering greater attenuation if necessary.

If there are any other employees that need to be tested, please let us know. We can add these to our database at any time.

If you have had noise studies completed that you would like to have included with these results please forward them to our office. The OSHA requirements listed under 29 CFR 1910.95 require that noise levels be listed for each employee. I have already incorporated all noise studies that have been provided to us.

We appreciate having the opportunity to work with you. We will contact you to schedule your annual testing later this year. If you should have any questions, please feel free to contact our office at any time.

Sincerely,

Jacquelyn D. Niedringhaus, Au.D.
Doctor of Audiology