

Annual Audiogram Process

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. Contact the Audiology Center (NTID-Building 60) at 475-6473 to schedule audiograms. Please inform the Audiology Center that it is OSHA mandated testing.

IMPORTANT NOTE: **A University ID number and e-mail address, if applicable, must be provided when calling.** 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 the Audiology Center with a list of employees and student employees prior to the start of each semester. 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. IMPORTANT NOTE - Please note there will be fees associated with the audiograms, \$50/employee. After testing has been completed Melisa Loysen will bill the appropriate departments for reimbursement based upon the number of employees tested from each department. **NOTE: When employees make an appointment and do not show up, there will be \$25 charge back to the department.**
5. Testing will be conducted during the appointment. Each test takes approximately 1 hour.
6. A file of test results will be kept in National Technical 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. Employees must wear face coverings through the entire appointment and reschedule if feeling ill.
9. **If the employee/student employee needs to cancel a scheduled appointment, it is the employee's/student responsibility to call the Audiology Center to reschedule.**

Please contact Phil VanChieri, Environmental Health & Safety, @ 475-6270 with any questions.