



“Listen Up”

Safety Awareness Training

Tuesday, December 3, 2013

Noise and Hearing for the Construction Industry Instructor’s Guide

Purpose:

The purpose of this guide is to help you present the material distributed for the “Listen Up” Safety Awareness Training.

The topics covered in this module are those basically found in the construction industry. However, you may use different materials that cover these topics if you believe that they will be more effective.

Getting Ready

1. Resources and Materials you will need:

- A training area with basic accommodations for comfort of participants
- A copy of the presentation (computer slide show, overheads, or handouts)
- Overhead projector or computer and projector for PowerPoint presentation
- Copies of the handouts (optional)
- Hearing protection used at your worksite (recommended)
- Company/organization specific sign-in sheet for the class as proof of attendance (optional)
- Printed copy of the “Protecting Yourself from Noise in Construction” booklet

2. Review the presentation materials.

Take the time to look through each of the slides and read any instructor's notes that come with certain slides. If you have any questions after looking through these materials, you can contact your local OSHA Area Office or Consultation Service.

Download the OSHA Publication “Protecting Yourself from Noise in Construction from <http://www.osha.gov/Publications/3498noise-in-construction-pocket-guide.pdf>

Visit the CDC/NIOSH website at <http://www.cdc.gov/niosh/topics/noise/default.html> and if possible incorporate the “Noise Meter” program they offer: <http://www.cdc.gov/niosh/topics/noise/noisemeter.html>

3. Customizing the presentation.

- *The information contained in this awareness training applies to most construction workplaces. However, you are encouraged to include information about conditions that exist at your workplace. Slides # 21 and 23 provide an opportunity to include that information.*
- *If you have PowerPoint on your computer, additional information is easily added to the PowerPoint version after downloading. The PowerPoint version can be modified, but modification that changes the essential meaning or deletes information may not meet the training requirements.*

- *If you use the PDF version, the slides cannot be changed, but you can provide the workplace specific information orally, on overhead transparencies or as paper handouts.*

4. Prepare the materials and schedule the class

- *The morning of Tuesday, December 3, 2013 is the preferred day to conduct the training BUT ANY other time prior or after that date will satisfy the objective and the course evaluation link will be open for 3-weeks after the training date.*
- *If you have a tablet, laptop computer and projector, all you need to do is check to make sure the presentation works and make copies of the handouts.*

Presenting the Training

Give the presentation

You can use your own words rather than just reading from the script. You can also make three-slide-per-page handouts of the training.

Ask for participation

It also helps to involve the audience as much as possible by asking them questions and getting them to talk about their own jobs, noise levels, their hearing protection, and any suggestions they may have on how to reduce noise levels.

Questions and answers

Answer any questions the best that you can. Even if you don't have the technical knowledge to answer a lot of questions on noise, you can still answer the important questions about the way that your company is addressing employee noise exposure. If any questions on noise, hearing protection, or audiometric testing are asked that you need help answering, you can contact your local OSHA Area Office listed on the following page.

Quiz

A 10-question quiz has been developed and can be used in conjunction with on the job training and supervisory observations to demonstrate and document the abilities of employees to recognize noise hazards in the workplace.

Complete Course Evaluation

The "Course Evaluation" is an important tool in understanding the local training needs and if this type of awareness training is effective and should continue. The online evaluations do not require you to give your name or company and will ONLY be used by the evaluator in determining the overall effectiveness of the Listen Up Training Event. Please fill out one evaluation per site, organization or facility at:

<https://www.surveymonkey.com/s/KWS7GR5>

Follow-up

Within a week or two of giving the training, you might want to take a few minutes to talk to some of the employees and supervisors to make sure they understood what was presented and how it applies to them.