



# SPOTLIGHT ON Maintenance

September/October 2002

OPFMA: P.O. Box 82077 • Columbus, Ohio 43202 • Phone: (614) 262-8620 or Toll free: (866) 263-8620 • Fax: (614) 262-8621 • office@opfma.org • www.opfma.org

## Annual Conference is Approaching

It's hard to believe that summer has come and gone. Soon fall will be upon us and that means the Annual OPFMA Conference and Exhibition is just around the corner. You should have received a registration brochure in early August. If not, contact the OPFMA office right away at (866) 263-8620 or [office@opfma.org](mailto:office@opfma.org). You also may download a PDF version [www.opfma.org](http://www.opfma.org). (A tip: configure your printer to print using legal size paper.)

This year, we're back at the Airport Radisson Hotel in Columbus on November 20-21. We're still offering the opportunity to attend six info-packed sessions, but we've tightened the agenda — the same information but less downtime, less time away from home, less expense for your agency. Please be sure to call the Airport Radisson at (614) 475-7551 to reserve your room at a rate of \$99/night plus applicable taxes.

This year we're bringing back some excellent presenters from the past and adding several new sessions. Here are a few highlights. For more details, visit [www.opfma.org](http://www.opfma.org) and click on "2002 Conference."

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## President's Message

By Bill Tucker

First I would like to express thanks and congratulations to our new Manager, Sam Spofforth. I am sure I speak for all the Board Members when I say what a great job Sam has been doing over the past eight months since he was hired.

Sam immediately dove into solving many problems that come with a new position and transfer of records. Besides resolving internal paperwork difficulties and setting up new communication arrangements, he immediately worked on planning the Annual Conference with our Conference Committee, then scheduled workshops. Many of you do not realize the behind the scenes problems that awaited this position. Sam has dealt with the problems directly to prove very worthy of fulfilling the position.

I am sure many of you will have the opportunity to meet him at the Annual Conference in November

and I hope you extend your appreciation.

Congratulations are due both him and his wife, for they just celebrated the birth of a new son, Peter, on August 23.

Speaking of the Annual Conference, our President Elect, Larry Weisen, and his committee have put together an excellent program and I am sure by now you have all received the Conference brochure. Take time to review all the sessions and the details of the whole program, because I am certain you will find many sessions of interest to you and your staff. You might also pass on the brochure to other staff in operations or grounds if you have two departments within your organization. Many of the tracks fit the interests of people who do not always receive the announcement and miss the opportunity to

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## Keys to Success in Major Const

**OPFMA Editor:** *Art is a registered Professional Mechanical Engineer with 21 years of experience in university facilities management — 13 at Ohio University and 8 at Denison University. He also serves as a trustee on the OPFMA Board of Trustees. Art will conduct a workshop on project administration on Thursday, November 21 at the annual conference.*

Facility organizations and managers are asked to preserve the past, provide for the present and plan for the future. They're expected to be technical experts, hands on technicians,

visionary planners, empathetic managers and to wear a myriad of other 'hats'. In addition to keeping things running, they are often asked to oversee construction too.

Like many universities and school systems in Ohio, Denison University, located in Granville, is currently in the midst of a major campus-transforming project. In addition to major utility and roadwork projects, two new buildings and a 380-car underground parking garage are under construction. The garage will have 2 acres of new green space on top and

## President's Message

*...Continued from front page*

attend the conference. Be certain to check out the break to save some dollars this year by registering with the Early Discount—due by October 18, 2002. I look forward to seeing many of you at the Conference and hopefully, many new faces!

An important part of our Conference is the support from Vendors and I ask all of our members who have the opportunity to work with vendors, to be sure to ask them to attend. It is a great chance for them to expose their product and time is set aside to give them much attention. Please call Sam at the OPFMA office, (866) 263-8620, to request a brochure to be mailed. Or, you may encourage your vendor contacts to visit [www.opfma.org](http://www.opfma.org), click on "2001 Conference" link and download the Exhibitor-Vendor Brochure in PDF format.

Finally, I would like to ask you to consider serving on the OPFMA Board or to encourage other OPFMA members you know to

consider it. As the year comes to an end, some trustees who have served well will rotate off the Board, opening spots for others. New people bring new ideas and energy, making the organization stronger in service to the membership and our mission.

Many positions are open this year and you will find the categories listed below. We would welcome getting new ideas and structure for the organization and would be pleased to have you join. If you are interested, please call the office at (866) 263-8620 and ask Sam Spofforth for more information.

### *Open Board Positions:*

- Cities
- Public Higher Education
- Hospitals and Public Care Institutions
- Libraries and Museums
- Recognized Local Chapters
- Parks and Recreation
- Retirees
- Federal Facilities

# Construction Projects – The Dennison University Experience

By Art Chonko,

Physical Plant Director, Dennison University

the whole project is sprouting out of a forty-foot deep hole dug into 250 million-year-old rock. The project is being built immediately next to three existing, and occupied, buildings.

It has been a learning experience for everyone involved. The university had to rethink policies and become more flexible in dealing with operations. Communication between the facilities and many other departments has improved and the community is excited. Below are some notes on what was experienced at Denison during the planning and implemen-

tation of the project.

**People first.** Who is going to use the building, how and for what purpose? This is the ultimate question for any project, if it doesn't support the needs of its users, it's not a success. Building committees were developed to work with the design team and it was made clear early on that their input was valued. In addition to the design consultants, the committees included departmental representatives (faculty and/or administrative), students, purchasing, facilities, a/v technology specialist and computing ser-

vices. The project teams were included in all design meetings so they heard all of the issues and were involved when the inevitable tradeoffs were made.

**Logistics.** It takes people and material to build a building. Unless the building is in a 'green field', access to the site can be a problem. Also, the facility will not shut down; all of the day to day operations must continue.

**Campus operations.** The impact on

*Continued on page 7...*

## Annual Conference is Approaching

*..Continued from front page*

- Roofing and building seal concerns are covered from stem to stern. Larry Everhard from Dimaio and Associates will address leaks and leak prevention in vertical surfaces while Curt Cousino from Kenderson will focus on roofs.
- Hilti USA is conducting a hands-on double session — providing training on several of their new power tools.
- Marcia Alscher with GBBN Architects will help administrators use information technology tools to bring custodial programs into the 21<sup>st</sup> century — to improve productivity and cut costs.
- Art Chonko, Physical Plant Director at Dennison University will discuss their multi-million dollar campus transforming project currently underway and the keys to keeping

things moving forward while keeping people excited and happy.

- Mike Ecker, a horticulturalist with 20 years experience at Dawes Arboretum will share his knowledge about evergreens, deciduous shrubs and small trees with a sheared look without the work.
- Ken Minard with Acree Daily will help you navigate changing technologies and balance competing demands to increase security while providing easier access to your facility.

There's much more, including dozens of exhibitors, chances to win several raffle prizes, our annual awards presentation, plus dinner and an evening to relax and play cards. Please register by October 18 to receive the discounted registration of \$225. Call or email us with any questions.

November 20 – 21 • Airport Radisson Hotel • Columbus

## Volunteers Needed for Conference "Game Night"

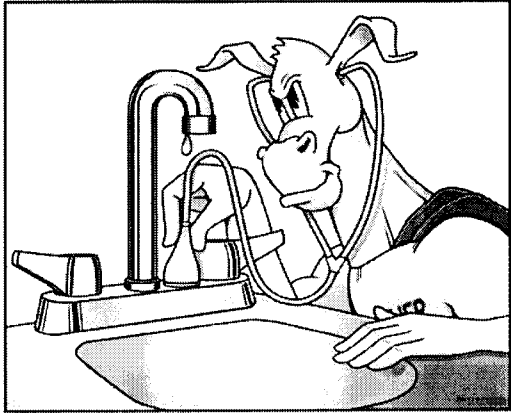
As you may have noticed, this year's conference entertainment will feature dinner and a game night on Wednesday evening, November 20. An additional \$25 will cover everything, including dinner at the Airport Radisson Hotel plus an allotment of "play money" for card games of

chance such as Black Jack, Let It Ride and Caribbean Poker.



With your winnings you may purchase chances in a special drawing for prizes that evening.

Joe Verbiar, Building Maintenance Supervisor at Cleveland State University and member of the OPFMA conference committee, is coordinating the game night. **Joe is looking for volunteers to help as dealers for the card games. If you can help, OPFMA will pay your dinner and give you chances in the prize drawings.** If you're interested please contact the OPFMA office at (866) 263-8620 or Joe at (216) 687-2387.



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# OPFMA Feature Interview with Recipient of 2001 Award of Excellence: *Chuck Dennis*

*Facility Maintenance Supervisor, City of Middletown, Ohio*

**OPFMA Editor:** As we prepare for the 2002 Annual Conference and Trade Show, we're pleased to present an interview with the winner of the 2001 Award of Excellence. The OPFMA Board developed the interview questions. Sam Spofforth, the OPFMA Manager, conducted both interviews over the phone. At this year's conference the OPFMA Board again will recognize outstanding achievement in the field of facilities maintenance by presenting awards for Employee of the Year, Facility of the Year, and Distinguished Service. Our awards are based on nominations we receive from OPFMA members and non-members alike. Please use the form on page 6 of this newsletter and submit your nominations before October 11, 2002.

**OPFMA:** Chuck, congratulations on your award! How long have you been with the City of Middletown?

**Dennis:** Seven years. Prior to that I worked at Armco Steel and had responsibility for maintenance of 27 buildings.

**OPFMA:** What are some of your challenges on the job and how did you address them?

**Dennis:** The city built its municipal building in 1976 and equipped it with a variable volume HVAC system. They didn't have technician on board who understood the system. As a result, over time, the chillers leaked, volume boxes quit working, and the system was dilapidated overall. Temperatures in most of the offices were in 80s during the summer months. During the winter, many employees, even the city manager, needed to wear coats.

Because the building had deteriorated to such an extent, the City created the Facility Supervisor position, and I was the first one they hired. Just about nothing worked. Plus a great deal of energy and money were being wasted. We did a lighting retrofit to electronic ballasts which saved \$27,000/year in electricity costs. Then we invested this into our HVAC system through performance contracting. Through the performance contract, we installed a computer controlled HVAC and VAV system, which enable me to control offices temperatures within 1-2 degrees. The building had mostly single pane windows. We put in double insulated, high tech magnetically sealed windows. Even with all of these investments, we're on track to recoup the expenditures

within 10 years because we're cutting our energy bill by \$50,000/year. We've come in under budget every year — except the year that energy prices went sky high.

Another problem was that the lobby area, where a switchboard operator sat was very cold — 39 degrees on a 0 degree day. In addition to the new windows and the

**OPFMA:** What are some of your current challenges and goals?

**Dennis:** We've made monumental change in the building — but there's still more I want to do before I'm eligible for retirement in three years. We need to redo the metal stairways and relocate a fan in the Police Department that makes too

**“We're on track to recoup the expenditures within 10 years because we're cutting our energy bill by \$50,000/year.”**

installation of more efficient automatic doors, we found that the building elevator was drawing in warm air from the building, then evacuating it out of the shaft vents on the roof. In turn, cold air was drawn into the lobby to replace the lost warm air. I discovered this problem when I noticed that all of the snow around the outside vent was melted. State fire code would not allow us to close the elevator vents, but we tied them to the fire alarm system, so they open automatically in the event of fire. That satisfied state code.

much noise. We also have a buckling problem with deteriorating pavers on the plaza.

I am also involved in the upgrade of other City-owned buildings, which includes the Water and Wastewater Treatment Plants, several fire stations, a Social Services Clinic, and various other buildings.

*Continued on page 9...*



**Awards of Excellence**

Here's a unique opportunity to recognize outstanding people or projects in YOUR facility. Take a few minutes now to review the criteria and send your nominations to the OPFMA office not later than October 1, 2002.

# Ohio Public Facilities Maintenance Association 2002 Awards of Excellence



## NOMINATION FORM

### I. Award Category:

- **Award for Employee of the Year**

Name(s): \_\_\_\_\_ Title: \_\_\_\_\_

Facility: \_\_\_\_\_

Facility address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Briefly explain why the above should be considered for an Award of Excellence.

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- **Award for Facility of the Year**

Facility name: \_\_\_\_\_ Contact person: \_\_\_\_\_

Facility address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Briefly explain why the above listed facility should be considered for an Award of Excellence.

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### II. Submitted by:

Name(s): \_\_\_\_\_ Facility: \_\_\_\_\_

Facility: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Please return form no later than October 1, 2002 to:  
OPFMA, P.O. Box 82077, Columbus, Ohio 43202 • Fax: (614) 262-8621, or email to [awards@opfma.org](mailto:awards@opfma.org).

# The Dennison University Experience

...Continued from page 3

existing campus operations can be significant. During this project, service access to the three buildings, one of them a student union with mail room, bookstore and food service operation was eliminated when the excavation began. Valuable parking was eliminated. Parking lot assignments were changed, new walks and a temporary loading dock had to be created. Multiple construction access routes were developed and pedestrian and vehicular patterns changed numerous times. Classes were relocated away from work zones; graduation ceremonies and other events had to find new venues. Numerous utility shut downs had to

additional material 'lay down' areas had to be identified. Getting people and material into and out of the site needs to be thought about prior to anyone coming on to the site.

**Traffic and safety.** Maintaining safe pedestrian and vehicular flow around sites can be difficult. Maintaining fire and emergency access is critical. New and temporary paths, construction fencing, warning signage, changing access and traffic patterns all come into play. Meeting with the contractors, emergency response personnel, campus security and the campus community is important. Walking through the entire project to see how

quire additional money, such as creating new fire access lanes? Has enough been budgeted for contingencies? Have the 'while-we're-at-it-we-might-as-well-fix-this' type of projects been identified? Has money been appropriated for supporting campus operations that need additional help, such as additional moving help for the book store, or additional support for facilities operations to allow for modified schedules, added clean up and construction supervision? The budget developers may not actually provide the funding but it is important to think through all of the impacts and to try to identify what additional funds to ask for early.

**“Who is going to use the building, how and for what purpose? This is the ultimate question...”**

be scheduled; just to name a few of the accommodations that were made.

**Calendar.** Classes must meet, research has to continue and all of the other campus activities can not stop. There are a number of 'givens' on any campus – students return at the end of summer and graduation happens in the spring – to name two. Thinking the work through prior to beginning it, having materials ordered and on hand and staying on top of the work to ensure that things happen when they need to is critical. Sitting down with the contractors to work out the schedule, including time for 'quiet' work around finals or special events, and working backward from the date of required occupancy can identify a lot of critical path needs. Including provisions for penalties or other means of time line control can help motivate but they can become very messy to enforce.

**Construction access.** A new temporary parking lot had to be created for contractor parking - at the height of the work there will be over 200 people working in the buildings. A 'trailer park' was created adjacent to the site for the construction team. The actual project site is very constrained so

things will change can identify critical issues.

**Utilities.** In this case, the site chosen for the project required moving existing utilities. It also required a new campus-wide electrical distribution system. Every campus utility was impacted by this project; telephone/data, high voltage electric, steam, chilled water, sanitary and storm sewer, domestic water systems and even roads all had to be moved or modified. Since the campus can never be shut down, all of this work had to be coordinated and timed very carefully. The costs were not insignificant either.

**Cost control.** Establishing realistic budgets early in the project becomes critical, particularly when it is a fast paced program. There are many methods of delivery and ways to develop the budget. Whatever methods are used, keeping track of where the money goes and keeping a handle on the changes can be very challenging. Project budgets can balloon if there is not enough thought given to all of the potential issues early. Issues to think about might include the following: Will utilities be impacted? Are there special circumstances that will re-

**Communication.** Keeping all the consultants working together, the building committees informed, the contractors working together, code officials happy, and the campus community informed requires time, thought and effort. Campus wide email announcements and flyers, maps and directional information posted on a web site, temporary signage and construction signs can all provide information. Meeting with many groups also becomes important. Letting everyone know what is going to happen, and why, can prevent a lot of questions and complaining. On a college campus some key groups might include: Alumni, Admissions, Food Service, Security and Safety, Student Senate, Faculty Senate, Conference Services and building occupants directly impacted by the work.

Construction management is a challenge all facilities professionals face. Thinking about the project and its impact, from start to finish, and communicating with the community on a regular basis are important to success. Using all those 'hats' can be a challenge but it can also be rewarding to know that you've help transform the facility into something better for those who come after you.

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**P.U. from Sept./Oct. 2001 issue**  
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ics, cross-sectional drawings, and has been organized to facilitate easy reference to essential maintenance materials. Purchasing agents and maintenance engineers, who require a quick access to repair and replacement parts, will find this manual a great conservator of time.

We pride ourselves as a single source for plumbing repair and maintenance items and continue to expand our product offering to meet the needs of our customers.

## OPFMA Feature Interview – Chuck Dennis

*...Continued from page 5*

**OPFMA:** Tell us about the people you work with.

**Dennis:** *Originally I had one technician, a really good handyman who hadn't had the opportunity to work much with HVAC systems. Plus I had three cleaners who were close to retirement. Now we have two new building cleaners who do an excellent job. I also upgraded one cleaner position to building technician. I hired an experienced HVAC technician and boiler operator who is very knowledgeable about building systems.*

**OPFMA:** Do you plan to retire in three years when you become eli-

**“I haven't decided whether I will leave or not (when eligible for retirement) because I'm having a lot of fun.”**

**gible? What sort of hobbies do you have and how will you spend your time?**

**Dennis:** *Seven years have gone very*

*fast. I haven't decided whether I will leave or not because I'm having a lot of fun. I enjoy the challenges and it's been fun seeing the transition we've made. People here treat me really well. People above me are very supportive. They've never questioned or objected to my ideas. They have confidence in me.*

*I'm an avid golfer, a bowler, and a weight lifter. My son is a Spanish professor so I'd like to take a Spanish course when I retire. Whenever I retire I know I won't be sitting around. I've always been a doer — not really a couch potato. As the father of three children and three step-children, my wife and I stay busy.*

**OPFMA Editor:** *This article was taken from the Centers for Disease Control and Prevention – National Institute for Occupational Safety and Health (NIOSH) web site. It includes the Executive Summary to the Guide, which was edited by John R. Franks, Mark R. Stephenson, and Carol J. Merry of NIOSH in June 1996.*

Hearing loss is one of the most pervasive occupational health problems in America today. Approximately 30 million workers are exposed on their jobs to noise levels or toxicants that are potentially hazardous to their hearing. Fortunately, noise-induced hearing loss can be reduced, or often eliminated, through the successful application of occupational hearing loss prevention programs.

A successful hearing loss prevention program benefits both the company and the affected employee. Employees are spared disabling hearing impairments and evidence suggests that they may experience less fatigue and generally better health. Ultimately,

side services, and the purchase of appropriate equipment.

The seven basic components of a hearing loss prevention program include the following: (1) noise exposure monitoring, (2) engineering and administrative controls, (3) audiometric evaluation, (4) use of hearing protection devices, (5) education and motivation, (6) record keeping, and (7) program evaluation.

### Monitoring for Hearing Hazards

As with any health hazard, it is important to characterize the hazard accurately and to identify the affected employees. Management should define the specific goals of the sound survey and make sure that operating procedures, as well as resources, are available for collecting and evaluating measurements of ototraumatic exposures. The results of the noise and other measurements must be reported to the hearing loss prevention program implementor and to the em-

### Engineering and Administrative Controls

Ideally, the use of engineering controls should reduce ototraumatic exposure to the point where the hearing hazard is significantly reduced or eliminated. It is especially important for companies to specify low noise levels when purchasing new or refurbished systems and equipment.

Management needs to identify controllable exposure sources, set goals for their control, and prioritize allocated resources to accomplish these goals. Managers should also explore potential administrative controls, such as scheduling that will minimize exposure to noise and other ototraumatic agents, and providing quiet, clean, and conveniently located lunch and break areas. Program implementors must ensure that communication channels are open between management, noise control personnel, and production workers. The workers, in turn, need to communicate their concerns to management

## Experiences with successful hearing loss prevention programs show that management needs to develop and adhere to certain policies from the start.

the company benefits from reduced medical expenses and worker compensation costs. In some cases there may be improved morale and work efficiency.

Experiences with successful hearing loss prevention programs show that management needs to develop and adhere to certain policies from the start. These policies cover the integration of the hearing loss prevention program into the company's safety and health program, designation of a key individual (a "program implementor") with ultimate responsibility for the overall conduct of the program, standard operating procedures for each phase of the program, the proper identification and use of out-

ployees in an understandable format. Hearing loss prevention program implementors need to coordinate closely with production employees to make sure that the measurements represent typical production or processing cycles and that noise and toxicant levels are adequately sampled. The program implementor should see that those who make the measurements closely follow the policies and procedures established by management, that the report explains the results clearly, and that employees are apprised of the results. Employees have the responsibility of sharing their knowledge about the production environment, the machinery, and specific operations with those who measure the exposures.

and those in charge of engineering control, and must learn to work safely in their environment by taking full advantage of the available controls.

### Audiometric Evaluation

Audiometric evaluation is crucial to the success of the hearing loss prevention program, since it is the only way to determine whether occupational hearing loss is being prevented. Management must allocate sufficient time and resources to the audiometric program to allow accurate testing; otherwise, the resulting audiograms will be useless. Management should also select audiometric technicians and professional consultants with demonstrated competence in relating to employees as well as in performing

# Hearing Loss – A Practical Guide

## Executive Summary

their duties in the audiometric program. The program implementor must monitor the audiometric program including scheduling, testing, equipment maintenance and calibration, audiogram review, feedback to the employee, and referral. Employees need to disclose information about ear problems and prior noise or toxicant exposures, or problems encountered in taking the audiometric test. They also need to follow up on any recommendations for treatment or further medical or audiologic evaluation.

communicating problems to their supervisors.

### Education and Motivation

Education and motivation sessions are valuable for both management and employees so they will understand that a successful hearing loss prevention program takes commitment, communication, and cooperation. Management should set a high priority on regularly scheduled training sessions, and select articulate, knowledgeable, and enthusiastic instructors. The program implementor, or those who present the sessions,

outside services if necessary. Management must ensure that confidentiality of personal data is maintained, that hearing loss prevention program records are available to program implementors and government inspectors, and that each employee has access to his or her own files. Program implementors must see that the information entered into the records is accurate, legible, complete, and self-explanatory. Employees should take advantage of the record keeping system by inquiring about their hearing status, especially at the time of the

**In the absence of feasible ... controls ... hearing protectors remain the only means of preventing hazardous noise levels from damaging one's hearing.**

### Personal Hearing Protection Devices

In the absence of feasible engineering or administrative controls, personal hearing protection devices (often referred to as hearing protectors) remain the only means of preventing hazardous noise levels from damaging one's hearing. Unless great care is taken in establishing a hearing protector program, employees will often receive very little benefit from these devices. Each employee can react differently to the use of such devices, and a successful program should respond to individual needs. The primary managerial responsibilities are: to facilitate the procurement of appropriate hearing protection devices, to demonstrate commitment to the program (e.g., by modeling the use of these devices in appropriate situations), to provide the personnel and facilities to train employees in the proper and optimum use and care of hearing protection devices, and to enforce the use of hearing protectors. Employees must take responsibility for being fully informed about the need for hearing protection, wearing their hearing protectors correctly at all times, seeking replacements as necessary, encouraging co-workers to use these devices, and communi-

need to make their presentations short, simple, and highly relevant to employees and management. They need to encourage questions and open communication, and they must make sure that all problems receive prompt attention. Employees must contribute to their own education by raising questions and concerns, and by informing program implementors when specific procedures are impractical, suggesting alternatives when possible.

### Record Keeping

Effective record keeping requires a committed and consistent approach. Each element of the hearing loss prevention program generates its own type of record (e.g., noise survey forms, audiograms, and medical histories), and much of this information needs to be integrated into the employee's health record. Historical record keeping is vital because injuries to hearing due to over exposures are rarely as evident as other types of occupational events; i.e., noise-induced hearing loss takes place very slowly over time.

Management's responsibility is to provide adequate resources for efficient record processing, review, and storage in addition to training program implementors and procuring

annual audiogram.

### Program Evaluation

A thorough evaluation of all the hearing loss prevention program's components is necessary to determine the extent to which the hearing loss prevention program is really working, or if there are problems, which elements or departments need improvement. There are two basic approaches: (1) to assess the completeness and quality of the program's components, and (2) to evaluate the audiometric data. The first approach may use checklists, such as those found in Appendices A and B, and the second consists of evaluating the results of audiometric tests, both for individuals and for groups of employees exposed to hearing hazards. Management should dedicate resources for hearing loss prevention program evaluation (i.e., trained individuals and computer facilities). In addition, managers must be willing to acknowledge and solve problems that arise. As with many other aspects of the hearing loss prevention program, the employee's responsibility with respect to program evaluation is to provide feedback on the program's merits or shortcomings to the program implementor and management and to participate in the implementation of the improvements.



• VENDOR •

## Central Business Group Leads the Information and Materials Management Industry

**OPFMA Editor:** *Ron Tallon, Sales Representative for Central Business Group, will be lead presenter at an OPFMA workshop on Friday, October 4, at Cuyahoga County Public Library. This article is printed as a thank you to CBG for their support as an OPFMA member.*

Central Business Group (CBG) leads the industry in information, records, materials management and storage. Since 1974, CBG has exercised a philosophy which has distinguished us from our competitors who treat the different aspects of record management and storage (shelving, folders, labels and the like) as simple commodities. By practicing our philosophy, we bring an impressive amount of expertise in detailed planning, ongoing consulting, timely installation, responsive service and up-to-date training as

well as world class products to a broad spectrum of organizations.

### Install Highlights

- 1) The *Cleveland Browns* turned to Central Business Group to solve a storage problem. The Browns organization needed to properly store and retrieve equipment for over a hundred players while at training camp. Two Spacesaver mobile systems, fitted with special cabinets and drawers, were installed to store clean uniforms and equipment. Both systems have an extra wide aisle for easy access. Bobby Monica, the Cleveland Browns' Equipment Manager says that the system works great and that it's really nice to have the new storage space to keep the place neat and organized.
- 2) With a growing number of arrests and an obligation to store and

maintain records, the *Hamilton County Sheriff's Finger Print Department* was running out of space. Their 4-drawer cabinets were overcrowded and work efficiency decreased due to misplaced files.

After performing a comprehensive survey, CBG recommended a Power Assist storage system from Spacesaver. The carriages are equipped with pullout drawers for the fingerprint cards and the arrest records are stored on the upper two shelves of the system. The system stores all present information and allows for 55% growth! The solution also saved 60% of the floor space used by the old cabinets. The Sheriff's Department feels that "this system would be helpful to anyone looking to better store and retrieve his or her important information."