«CurrentYear»

SIUE Emergency Management

P.O. Box 1657

N.W. University Rd.

Edwardsville, IL 62026

Dear «First\_Name» «Last\_Name»,

Recently you had an annual hearing test as part of your company's hearing conservation program, which is administered in compliance with federal regulation and guidelines from the Occupational Safety and Health Administration. This letter informs you of your test results.

Your hearing was tested to determine the softest sound that you could hear, also known as a threshold of hearing. Thresholds are measured in decibels or dB. Normal hearing falls within the range of -10 dB through 25 dB. Any number higher than 25 is a hearing loss. The higher the decibel level, the worse your hearing is at that particular frequency or pitch.

A frequency or pitch of the sound is similar to the keys on a piano keyboard, which go from low to high pitch (i.e. similar to a low-pitched man's voice to a high-pitched woman's voice). A frequency of 500 Hz is a low pitch or frequency, and the frequencies tested increase to 8000 Hz, which is the highest frequency tested.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Left Thresholds** | | | | | | | **Right Thresholds** | | | | | | | **Status** | |
|  | 500 | 1k | 2k | 3k | 4k | 6k | 8k | 500 | 1k | 2k | 3k | 4k | 6k | 8k | Left | Right |
| **Current** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| «CurrentYear» | «L500» | «L1000» | «L2000» | «L3000» | «L4000» | «L6000» | «L8000» |  |  |  |  |  |  |  | «Left\_Status» | «Right\_Status» |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | «R500» | «R1000» | «R2000» | «R3000» | «R4000» | «R6000» | «R8000» |
| **Baseline** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| «BaseYear» | «BaseL500» | «BaseL1000» | «BaseL2000» | «BaseL3000» | «BaseL4000» | «BaseL6000» | «BaseR8000» |  |  |  |  |  |  |  | Base | Base |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | «BaseR500» | «BaseR1000» | «BaseR2000» | «BaseR3000» | «BaseR4000» | «BaseR6000» | «BaseR8000» |

If your **Current Test Status** show a **Standard Threshold Shift (STS)** as defined by OSHA, **it is mandatory that you wear hearing protection devices** according to OSHA guidelines.

Your company nurse or Safety Manager will be glad to discuss your test results with you should you have any questions. Continue to use hearing protection when exposed to loud noise, whether on or off the job.