

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0620-05-36 LGL 05-18
TITLE: EXIT AUDIOGRAMS EFFECTIVE DATE: January 1, 1993 REVISION DATE: 03.30.05	

1.0 GENERAL

1.1 The pre-employment physical examination includes an audiogram. In addition, employees who are exposed to loud noises on-the-job are given audiograms on a regular basis. This policy outlines the procedure for obtaining an audiogram for those employees before they terminate their employment with the City. The purpose of the new procedure is to provide the City with a base line showing each affected employee's hearing acuity at the time the employer-employee relationship terminates.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City departments and divisions.

3.0 REFERENCES

None

4.0 DEFINITIONS

None

5.0 POLICY

5.1 The requirement for an exit audiogram shall apply to all permanent employees who are, or were, in any classification included in the Hearing Conservation Program as identified by the Risk Management Department.

5.2 It is the policy of the City that employees who are exposed to loud noises on-the-job or who were in City positions in which they were exposed to loud noises on-the-job shall have an audiogram as part of the exiting procedure when they terminate employment with the City of Spokane, unless they have an audiogram on file within the twelve (12) calendar months preceding termination of employment.

6.0 PROCEDURE

6.1 At the time a department learns that an employee who is or was in one of the covered classifications plans to leave city employment, that department shall notify the Human Resources Department. The employee shall be directed to a contracted city facility and obtain an exit audiogram and the results to be provided to the City's Risk Management Department.

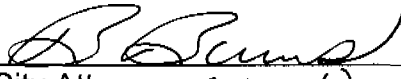
7.0 RESPONSIBILITIES

7.1 The Human Resources Department, in cooperation with Risk Management, is responsible for administering this policy.

8.0 APPENDICES

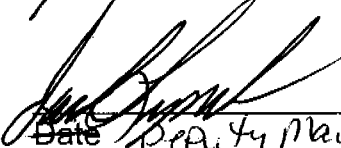
None

APPROVED BY:

  
\_\_\_\_\_  
City Attorney (Asst)

  
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Director

March 15, 2005  
\_\_\_\_\_  
Deputy Mayor Date

  
\_\_\_\_\_  
Date Deputy Mayor