SHIELDSPHERE

Hearing Conservation

from the noise survey to the employee letter

How to record noise surveys, enroll the employees who are exposed, keep baseline and annual hearing tests on schedule, enter results, follow up a threshold shift and print the employee notice, all against 29 CFR 1910.95. Written for safety managers and the people who run the program day to day.

USER GUIDE – FOR EVERYDAY USERS | VERSION 1.0 | SCREENS CAPTURED NOVEMBER 2026

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> ShieldSphere's Hearing Conservation module tracks the noise surveys, program enrollment and audiometric testing behind a 29 CFR 1910.95 program. You record noise surveys, enroll exposed employees, record baseline and annual hearing tests, enter results, follow up threshold shifts, and print the employee letter. Each location has its own page.

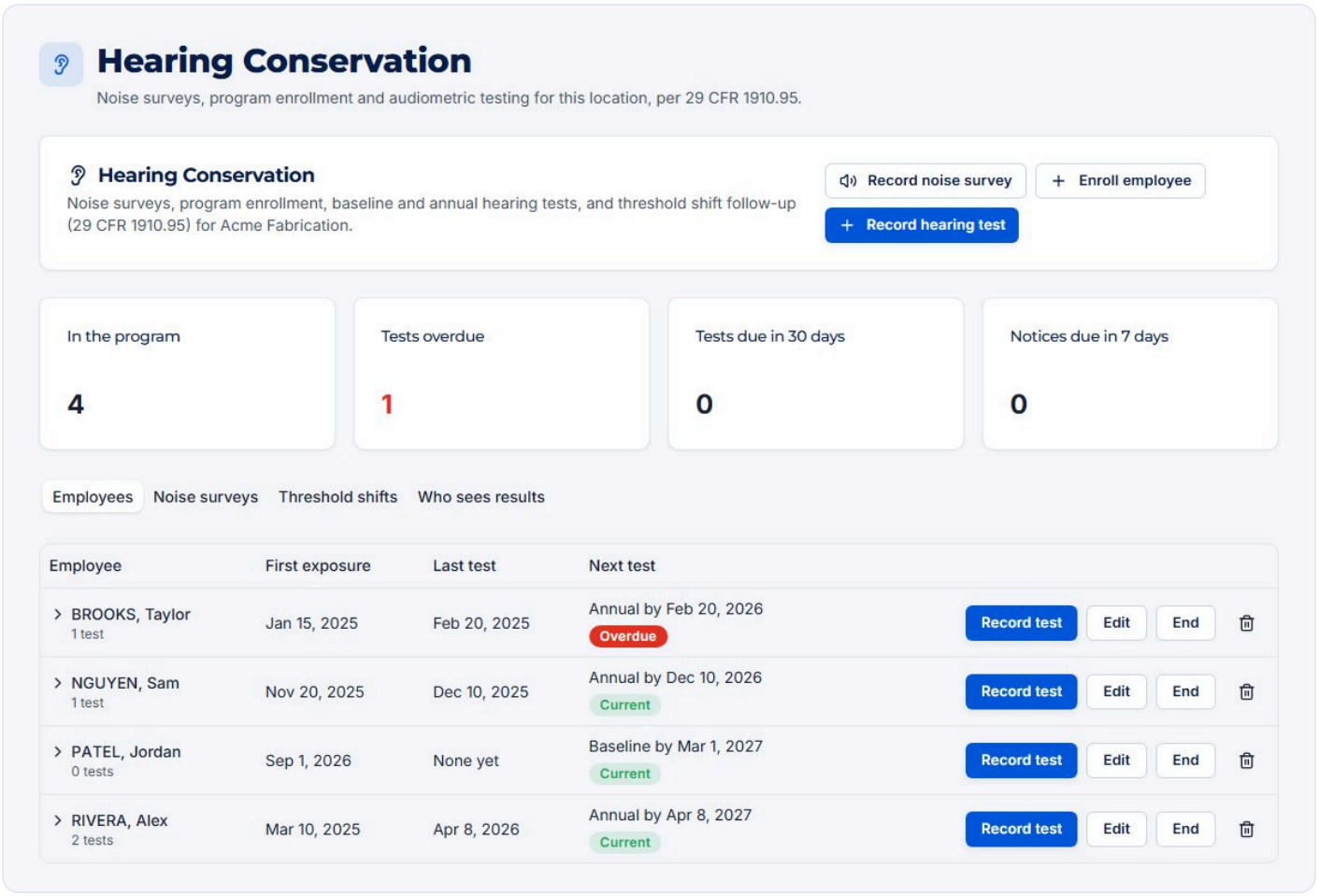
1 What Hearing Conservation does

A hearing conservation program is a chain: measure the noise, enroll the people it reaches, test their hearing on a schedule, and act when a test shows a change.

Most programs fail at a link nobody was watching, usually a baseline test that was never booked or a written notice that went out late. This module keeps the whole chain on one page for each location, shows who is overdue, and holds the audiometric results somewhere only the right people can open.

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Compliance → Hearing
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You need to be working in a location (use the location switcher in the sidebar) to see the page. The module belongs to the Compliance part of ShieldSphere. If you open Hearing and see an upgrade banner over a grayed-out preview, your plan does not include it yet: ask your ShieldSphere contact to switch it on.



> **Hearing Conservation.** The tiles count who is in the program, who is overdue and who is due in the next 30 days. The table underneath is sorted so the overdue employees come first.

The page has three buttons across the top, **Record noise survey**, **Enroll employee** and **Record hearing test**, and up to four tabs underneath.

TAB	WHAT IT IS FOR
Employees	Everyone enrolled, with their first exposure date, last test and next test due. Open a row to see that person's tests.
Noise surveys	Every noise measurement you have recorded, with a band showing whether it reached the action level.
Threshold shifts	Results to enter, shifts to review, written notices due and cases that may need the OSHA 300 log. Only people allowed to see results get this tab.
Who sees results	Where the account owner decides who can open hearing test results. Only the owner sees this tab.

2 Words you'll see

WORD	WHAT IT MEANS
8-hour TWA	The time-weighted average noise level for a shift, in dBA. It is the number you enter from a survey.
Action level	85 dBA as an 8-hour TWA. At or above it, an employee belongs in the program.
PEL	The 90 dBA permissible exposure limit. A survey at or above it shows as Over PEL.
Enrollment	An employee's place in the program. It starts at their first exposure at or above the action level.
Baseline, Annual, Retest	The three types of hearing test. The baseline is the first and every later test is compared with it.
Hearing levels	The thresholds recorded for each ear at 500, 1000, 2000, 3000, 4000 and 6000 Hz, in dB HL.
Standard threshold shift	A change in hearing compared with the reference test. ShieldSphere flags a possible one when the average at 2000, 3000 and 4000 Hz is 10 dB or more worse.
Reference test	The test a new one is compared with: the baseline, or a later test that was marked as the revised baseline.
Determination	The reviewing professional's decision on whether a shift is confirmed. You record it; ShieldSphere does not make it.

3 Who can see and do what

Hearing test results are confidential medical records, so the module treats them differently from everything else on the page.

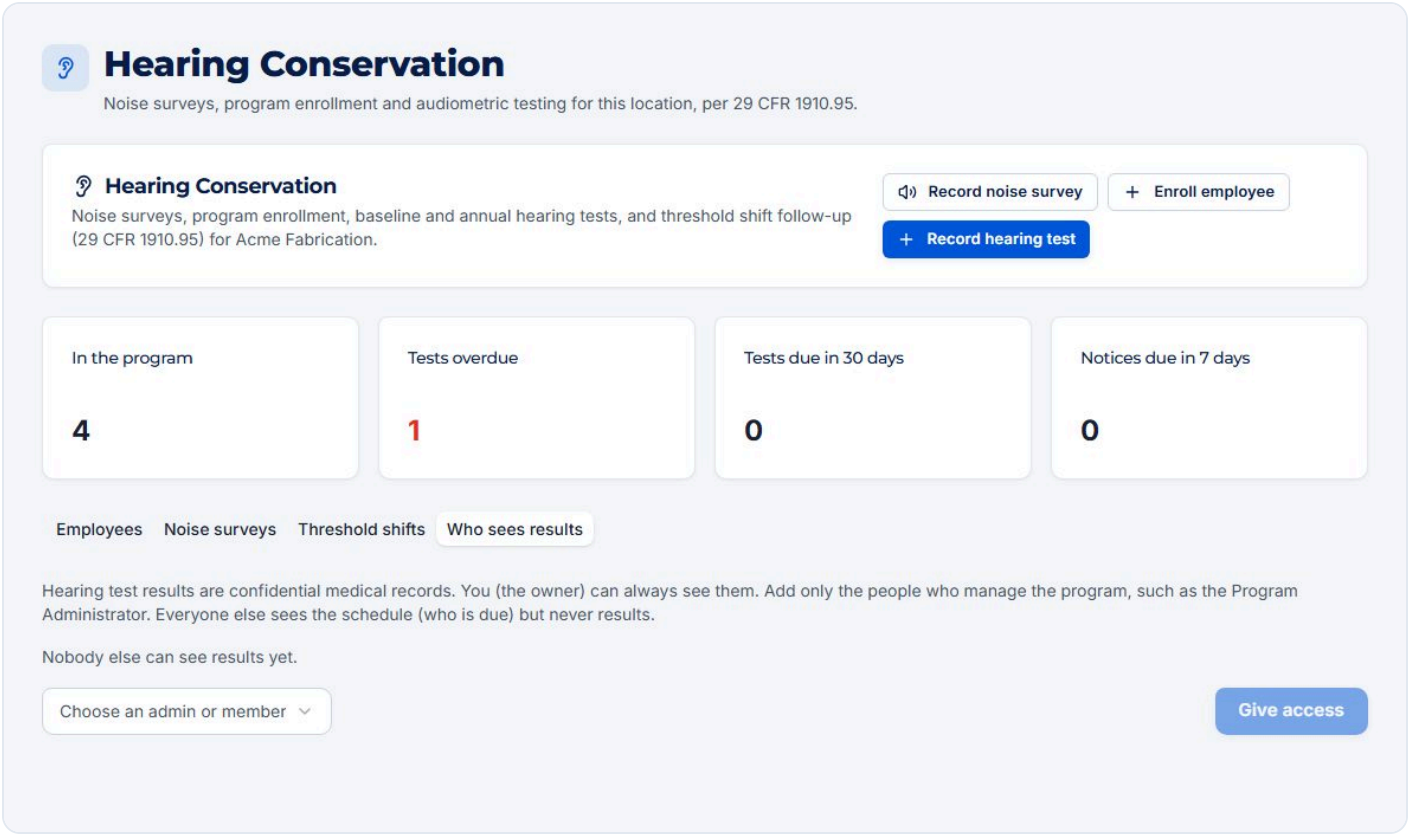
ROLE	WHAT THEY CAN DO
Owner	Everything, including entering and reading results, deleting records, and choosing who else can see results.
Admin	Record surveys, enrollments and tests, and delete records. Sees results only when the owner has added them.
Member	Record surveys, enrollments and tests. Cannot delete. Sees results only when the owner has added them.
Viewer, employee and other read-only roles	See the schedule and the noise surveys. Cannot record anything and never see results.

Everyone who can open the page sees *who is due*. Only the owner, plus people the owner designates, see *what the tests found*. If you cannot see a Threshold shifts tab, you have not been designated.

1 Designate who sees results (owner only)

Open the **Who sees results** tab. Choose an admin or member from the list and select **Give access**. To take access away, select **Remove** beside their name. Add only the people who manage the program, such as the program administrator.

> **KEEP THE LIST SHORT**
>
> Everyone you add can read every employee's hearing results at every location. The tab says so plainly: add only the people who run the program.



> **Who sees results.** The owner always can. Add only the people who manage the program. Everyone else sees the schedule, never a result.

4 Record a noise survey

A noise survey is the measurement that tells you whether an area or job reaches the action level. Record one for each area, task or job you measure.

1 Open the form

Select **Record noise survey** at the top of the page. The form is titled *Record a noise survey* and notes that these are exposure monitoring records to keep for at least 2 years.

2 Say what was measured

Enter the **Survey date** and the **Area, task or job** (for example, *Press line 2*). Choose the **Sample**: an *Area sample*, or a *Personal sample (worn by an employee)*. For a personal sample, pick the **Employee who wore it** from the roster, or type the name if they are not on it. Choose the **Instrument**: *Sound level meter* or *Dosimeter*.

3 Enter the result

8-hour TWA (dBA) is required. **Dose (%)** and **Peak (dB, if impulse)** are optional. Use **Controls considered or added** to note what you did about it.

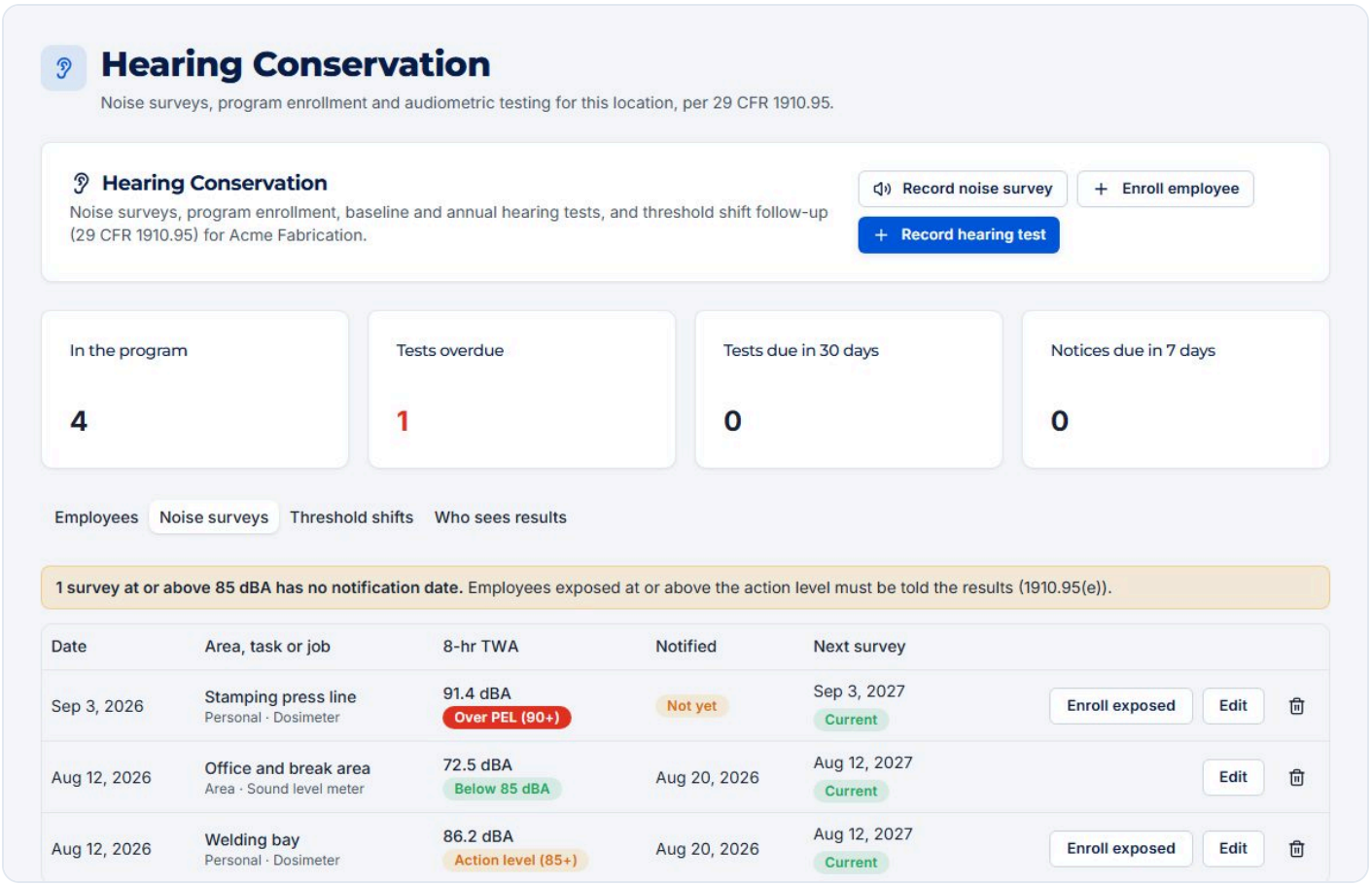
4 Record who was told and when to survey again

Employees notified on records the date you told exposed employees the result. **Next survey due** sets the re-survey date; the **+1 year** button fills in one year after the survey date. The form reminds you to re-survey whenever a change in equipment, process or controls could raise exposure. Select **Record survey** to save.

Back on the **Noise surveys** tab, each survey carries a band:

BAND	SHOWN WHEN THE 8-HOUR TWA IS
Below 85 dBA	Under 85 dBA.
Action level (85+)	85 dBA or more, but under 90.
Over PEL (90+)	90 dBA or more.

The **Notified** column shows the date employees were told. For a survey at or above 85 dBA with no date it shows **Not yet**, and a banner at the top of the tab counts how many surveys are waiting for a notification date. The **Next survey** column carries a Due soon or Overdue badge once a date is set.



> **Noise surveys.** The band badge reads the TWA for you. A survey at the action level with no notification date is flagged until you enter one.

5 Enroll employees

Employees exposed at or above 85 dBA (8-hour TWA) belong in the program. Enrolling someone starts their testing clock.

1 Start from the survey if you can

On the **Noise surveys** tab, a survey at or above 85 dBA has an **Enroll exposed** button. It opens the enrollment form with the survey date and area already filled in. You can also select **Enroll employee** at the top of the page.

2 Pick the employee and the first exposure date

Choose the **Employee** from this location's roster, then enter **First exposure at or above 85 dBA**. Add **Notes** if you need them. Select **Enroll**. Anyone already enrolled at the location is left out of the list, and an employee can only be in the program once at a time.

3 Tick the mobile van box if it applies

The baseline test is due within 6 months of first exposure. If the baseline will be done in a mobile test van, tick the mobile van box in the form and the deadline becomes 1 year. The form notes that the employee wears hearing protectors after 6 months in that case.

> **NOT ON THE LIST?**
>
> If the employee you want is not offered, they are not on this location's roster. Add them on the Employees page first.

On the **Employees** tab each enrolled person has **Record test**, **Edit** and **End** buttons. **Edit** changes the first exposure date, the mobile van choice or the notes; changing the date or the van choice moves the baseline deadline. **End** takes someone out of the program when they are no longer exposed at or above 85 dBA or have left the company: enter the **End date** and an optional reason. Their test records are kept, and they move to **Former participants** at the bottom of the tab.

6 Record a hearing test and enter results

Recording a test and entering its results are two steps, and they can be done by different people. That split is how the schedule stays visible to everyone while the results stay confidential.

Record that the test happened

1 Open the form

Select **Record test** on the employee's row, or **Record hearing test** at the top of the page. From the row, the employee is filled in and the type is suggested for you: *Baseline* if they have none yet, *Annual* after that.

2 Fill in the details

Enter the **Test date** and the **Type**: *Baseline*, *Annual* or *Retest (within 30 days of a shift)*. Add the **Testing provider or clinic** if you want it on the letter. **Scheduling notes** is for logistics only. The field says not to put results or clinical notes there. Select **Record test**.

Enter the results

If you are the owner or a designated person, the results form opens straight after you save a new test. Otherwise the test waits, and the people who can see results find it under **Results to enter** on the Threshold shifts tab. On an employee's row, open the row to list their tests and select **Enter results**, or **View or edit results** once they exist.

1 Enter the hearing levels

The grid has a row for each ear and a column for 500, 1000, 2000, 3000, 4000 and 6000 Hz. Type whole numbers from -10 to 120 dB HL, and leave a box blank if that frequency was not tested. A baseline needs nothing more; later tests are compared with it.

2 Read the shift check

For a baseline there is nothing to compare. For an annual test or retest, a section called **Shift from the reference audiogram** compares each ear's average at 2000, 3000 and 4000 Hz with the reference and shows the difference. A shift of 10 dB or more shows **Possible STS (uncorrected)**.

THE FLAG IS A SCREEN, NOT A RULING

ShieldSphere does not apply the age correction. The shift it shows is uncorrected, and the form says the reviewing professional may apply the Appendix F correction before deciding. The determination you record is the professional's, not ShieldSphere's.

3 Record the determination

Choose **Reviewing professional's determination**: *Not reviewed yet*, *No standard threshold shift* or *Standard threshold shift confirmed*. Once it is not "Not reviewed yet", enter the **Date determined** (the **Today** button fills it in) and who made it under **Determined by**, and tick the box if the professional applied the Appendix F age correction. If the professional judged a shift persistent, or hearing improved, tick **Use this audiogram as the revised baseline** and later tests will be compared with this one.

4 For a confirmed shift, add the follow-up details

Tick **Right**, **Left** or both under **Ear(s) with the shift**. Set **Work-related** to *Not determined*, *Yes* or *No* (the No option is for when a licensed health care professional found it is not). When the employee has been told in writing, enter **Employee notified in writing on**. Select **Save results**.

7 Threshold shifts, the letter and the OSHA log

The **Threshold shifts** tab is the working list for everything that follows a test. It is confidential, and only the owner and designated people see it. It has four sections, each with a count.

SECTION	WHAT IT HOLDS AND WHAT TO DO
Results to enter	Tests that have been recorded but have no results. Select **Enter results**.
Shifts to review	Annual tests and retests with results but no determination yet, showing the shift for each ear. Select **Record determination** once the professional has decided.
Written notices due	Confirmed shifts where the employee has not yet been notified in writing. Each shows the due date, 21 days after the determination, with a badge. Select **Print letter**, then **Mark sent today**.
Possibly recordable on the OSHA 300 log	Confirmed shifts where that ear's average is 25 dB or more without age correction, and which have not been found not work-related. Select **Add to OSHA 300 log**.

The employee letter

Print letter opens a clean, printable notice in a new tab. It is filled in from what is on record: the company, the employee's name and job or department, the date of the test, the testing provider, and which ear or ears showed the shift. The follow-up choices (such as protectors, refit, referral and retest) are left as boxes for you to tick by hand, and the contact name, number and signature lines are left blank for you to complete.

1 Print it

Select **Print** at the top of the letter. The page tells you to give the employee a copy within 21 days of the determination and keep a copy in their confidential medical file.

2 Mark it sent

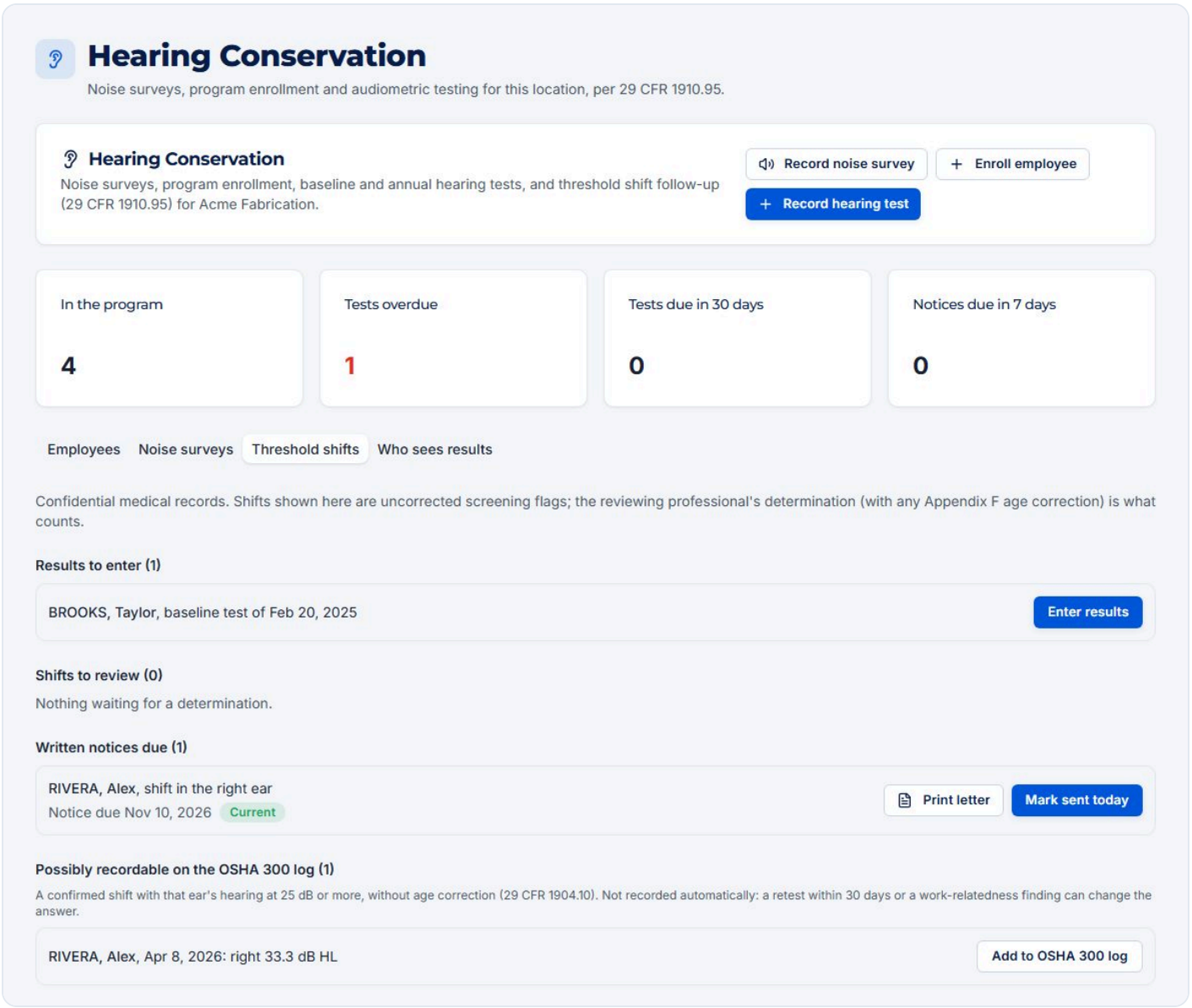
Back on the Threshold shifts tab, select **Mark sent today**. The notice moves off the due list and the date is stored with the results. If the notice went out on a different day, open the results and enter **Employee notified in writing on** instead.

LETTERS ARE NOT AVAILABLE TO EVERYONE

The letter page opens only for the owner and designated people, and only for a confirmed shift. Anyone else who follows the link sees a "not found" page.

The OSHA 300 log

ShieldSphere never records a case on its own. A retest within 30 days that does not confirm the shift, or a finding that the loss is not work-related, can change the answer, and only a person can judge that. When you select **Add to OSHA 300 log** it asks you to confirm those two points first. It then creates a hearing loss case in Incidents for that employee and links it to the test. The test then shows **On the OSHA 300 log**. The confirmation message tells you to finish the 301 details in Incidents within 7 days. See the Incidents guide for the rest of that record.



> **Threshold shifts.** Each section is a short queue. A notice due shows its deadline and a badge, and the letter prints from the same row.

8 Reminders and the calendar

You do not have to remember the dates. Hearing conservation feeds the Compliance calendar (see the Compliance guide), where baseline and annual tests, noise re-surveys and written notices appear as *Hearing* items.

WHAT IS DUE	WHEN REMINDER EMAILS GO OUT
Baseline or annual hearing test	60, 30 and 7 days before it is due, and on the due date.
Noise re-survey (next survey due)	30 and 7 days before, and on the date.
Written notice after a confirmed shift	On the day the determination is recorded, then 7 and 2 days before the deadline, and on the deadline itself.

Each reminder is sent once for a given due date. Recording a new test moves the due date and arms the reminders again. Test reminders follow each person's "Training, Testing and Certification Reminders" email setting, and noise survey reminders follow their "Policy Review Reminders" setting. The written-notice reminder is not optional: it goes only to the owner and designated people, because it carries a legal deadline.

9 Troubleshooting

WHAT YOU SEE	WHAT TO DO
An upgrade banner over a grayed-out page	Your plan does not include Hearing Conservation. Ask your ShieldSphere contact to switch it on.
"Hearing conservation is not set up yet"	The module has not been prepared for your organization. Ask your ShieldSphere contact.
No Threshold shifts tab	You have not been designated to see results. Ask your account owner to add you on the Who sees results tab.
The three buttons at the top are missing	Your role is read-only. Recording needs the owner, admin or member role.
The employee is not in the enrollment list	They are not on this location's roster, or they are already enrolled. Add them on the Employees page, or find them in the Employees tab.
"This employee is already in the hearing conservation program"	End the current enrollment first, then enroll them again with the new first exposure date.
A test shows no results to anyone but you	That is by design. Only the owner and designated people see results; everyone else sees the date and type of the test.
No shift is shown for a new annual test	There is no earlier baseline with results to compare against. Enter the baseline's results first.
A deleted test took its results with it	Deleting a test deletes its results too. Only owners and admins can delete, and the prompt warns that

	audiograms must be kept for the duration of employment, so delete only a test entered by mistake.
You enrolled someone by mistake	Use the delete icon on their row only for a mistaken enrollment. To take someone out of the program, use **End** so their history stays.

Related guides: Compliance, Respirator Fit Testing and Incidents.

ShieldSphere Hearing Conservation – User Guide. Published at shieldspheresafety.com/guides/hearing-conservation-user. Screens are illustrative; the written steps are what to follow if the two ever disagree.