

From: Commanding Officer, Naval Hospital _____
To: Commanding Officer, _____

Subj: NOTIFICATION OF PERMANENT HEARING INJURY

Ref: (a) DODINST 6055.12
(b) OPNAVINST 5100.23

Encl: (1) Personnel with Permanent Hearing Injury

1. Enclosure (1) identifies personnel in your command who have sustained a permanent hearing injury.

a. Classification: Class D Mishap

b. Probable cause: Over-exposure to hazardous noise without proper use of Hearing Protection Devices (HPDs).

2. Action/next steps:

a. Record this injury in the appropriate injury tracking application system, such as Enterprise Safety Applications Management System (ESAMS), Web-Enabled Safety System (WESS), Occupational Safety and Health Administration (OSHA) Log of Work-Related Illnesses and Injuries, in accordance with reference (b).

b. Provide appropriate HPDs to noise exposed personnel that are capable of effectively mitigating the noise hazard, and regularly monitor to ensure that the HPDs are consistently and properly worn.

c. Provide effective annual hearing conservation training.

d. Ensure that all HCP enrolled personnel report for annual audiograms and follow-up tests.

3. Contact the Occupational Audiologist for on-site assistance with:

a. Mitigation strategies to prevent further employee hearing loss.

b. Assessment of the command's hearing protection devices and their effectiveness for the noise environment, and advanced product recommendations.

c. Meaningful HCP education, and practical training on how to achieve best hearing protection fit.

d. Review of command audiogram results for hearing injury trends, and consultation on potential remedies.

4. Point of contact is _____ at: XXX-XXX-XXXX or email:

U. R. NAME
By direction

Copy to: Command Safety Manager
File