



TOWN POLICY

ADMINISTRATION POLICY:

Audio Headphone Earpiece Policy

DEPARTMENT: Safety

POLICY NUMBER: SA-003

EFFECTIVE DATE: November 30, 2010

SUPERSEDES: Policy #A-50-1

UPDATED: April 28, 2023

UP FOR REVIEW: April 28, 2026

Policy Statement:

The Town of Cardston is committed to the health and safety of their employees and the protection of its physical assets. The necessity to be attentive on the job, especially by sight and sound, is an important part of the work that needs to be addressed.

The purpose of this policy is to:

Reduce the risk of not being able to hear adequately.

Audio headphones or earpieces that fit directly into the ear cause a direct distraction that diminishes one's ability to hear and to be attentive to machinery and surroundings. They also have the potential to cause damage to hearing if music is played too loud.

Therefore, to reduce the risk of not being able to hear adequately, the Town of Cardston employees are not permitted to wear audio headphones or earpieces with the exception of the Parks and Cemetery employees who can use one earpiece under the required hearing protection on one ear only while mowing or whipping. The volume of the music must be kept at a level that will allow the operator to hear and be attentive to the machinery and surroundings.

REVISION HISTORY

Date	Description
April 28, 2023	Updated Policy

APPROVAL: *Jeff Shaw* **DATE:** *April 28, 2023*
Chief Administrative Officer, Jeff Shaw *(signed copy kept in CAO policy binder)*



