



Before You Get Started

***Before starting the application, please review the rules and eligibility.**

Section 1: What do I need?

This document was designed to help prepare you to submit a Safe-In-Sound Award application and includes a list of all required documents, a copy of the application, and other helpful items to consider before getting started online! Hence the name.

Part 1: By getting the information and documentation ready, it will help speed up the application submission process. First and foremost, identify which award you believe your company should receive.

- **The Excellence Award** is meant for those employers that go out of their way to ensure the safety of employees' hearing by implementing exemplary hearing loss prevention programs.
- **The Innovation Award** is meant to recognize individuals or organizations for their dedication to fostering, creating and implementing new and unique advances in the prevention of hearing loss.

Part 2: When you have determined the specific award you are applying for, there are a few documents that you will need to gather in advance. Below are the documents that you will need to upload when requested in the application process:

- If possible, you should obtain your Hearing Loss Prevention *Policies and Procedures Manual (Excellence award)*.
- You will need to gather a *list of all team members* on your Hearing Loss Prevention team (See document in Section 2 for relevant information needed about each member).
- You will need to obtain at least *two letters of support*. One letter should be from external sources familiar with the program and/or innovation, and the other should come from someone who has directly benefited from the innovation or program itself.
- Other *examples and supporting documentation* for the award will be required. Some helpful documentation includes a brief description of any media, pamphlets, brochures, and worker communications. You will also be asked to upload some examples to go along with your brief descriptions such as workplace newsletters, corporate publications, slide presentations, signage, internal website

resources, published research etc. Remember, you are trying to show-off your program or innovation, so examples are an excellent way to showcase your efforts.

Part 3: Here are some other pieces of information that we will want to know:

- You should also find out if you have a union or workforce representative and if so, gather their contact information beforehand

If you have any questions throughout the process, feel free to contact info@safeinsound.us

Section 2: List of Team Members

During the application submission process, you will be asked to upload a Word document that you will need to create in advance which will include a description of all of your hearing conservation program team members. Please include as many team members as you have, on a separate word document. The format should be similar to the setup below.

You should include:

- The name of the person
- Their discipline
- And their role within the team

Name of Member (First, Last)	Discipline	Role within the team

Section 3a: Excellence Award Applicants

Below you can get a sense of what types of questions we will ask you. The specific questions you will be asked is dependent upon which award you are applying for. Please skip to page 7 if you are applying for the Innovation award.

1. Noise Exposure Monitoring

- What is the range of noise levels encountered by employees?

- What is the noise exposure/risk assessment protocol?

- How do you utilize noise exposure monitoring results?

- Is there anything else you would like to tell us about noise exposure monitoring?



Please feel free to attach any additional documentation, pictures, or training materials that you think will help us learn more about your company's noise exposure monitoring efforts. [Upload now](#)

2. Noise Control

- How is noise control implemented?

- Is there anything else you would like to include about your noise control methods?



Please feel free to attach any additional documentation, pictures, or training materials that you think will help us learn more about your company's noise control efforts. [Upload now](#)

3. Audiometric Monitoring

- Who receives audiometric monitoring?

- What are the methods/approaches used for analyzing audiometric results?

- What is your process for audiometric testing quality assurance?

- What are your referral and follow-up protocols?

- What are your outcome measures and how are they used?

- Is there anything else you would like to include about your audiometric monitoring?



Please feel free to attach any additional documentation, pictures, or training materials that you think will help us learn more about your company's audiometric monitoring efforts. [Upload now](#)

4. Training

- Who are your targeted audiences for training?

- What are your training methods and scope?

- How effective is your training (please include measurable outcomes)?

- Is there anything else you would like to include about your training?



Please feel free to attach any additional documentation, pictures, or training materials that you think will help us learn more about your company's training efforts. [Upload now](#)

5. Hearing Protection

- What types of devices do you provide and how are they distributed?

- What is the rationale for your device selection and individual fitting?

- How effective is your hearing protection (please include measurable outcomes)?

- Is there anything else you would like to include about your hearing protection?



Please feel free to attach any additional documentation, pictures, or training materials that you think will help us learn more about your company's hearing protection efforts. [Upload now](#)

6. Record Keeping

- What is your approach to storing, securing and managing the data you collect from the hearing loss prevention program?

- How does your team utilize hearing conservation program records?

- Is there anything else you would like to include about recordkeeping?



Please feel free to attach any additional documentation, pictures, or training materials that you think will help us learn more about your company's record keeping efforts. [Upload now](#)

7. Program Evaluation

- What is your approach to storing, securing and managing the data you collect from the hearing loss prevention program?

- What type of impact(s) have been realized from program evaluation(s)?

- Is there anything else you would like to include about your program evaluation?



Please feel free to attach any additional documentation, pictures, or training materials that you think will help us learn more about your company's program evaluation efforts. [Upload now](#)

8. Innovation

- What are some unique attributes to your hearing loss prevention program?

- Are there opportunities for others to obtain or integrate your experiences/approaches into existing hearing loss prevention initiatives?



Please feel free to attach any additional documentation, pictures, or training materials that you think will help us learn more about your company's innovation efforts. [Upload now](#)

Section 3b: Innovation Award Applicants

Below you can get a sense of what types of questions we will ask you. The specific questions you will be asked is dependent upon which award you are applying for.

The Safe-in-Sound Innovation Award was created to recognize those individuals and companies that have unique efforts for minimizing noise-induced hearing loss and tinnitus in society. All who feel their efforts are distinctive should apply.

It is important that you provide a full description of your innovation and its relevance to hearing loss prevention. Please feel free to include any additional documentation that will help highlight your hearing loss prevention efforts.

Please address **all** of the following areas:

- * 1. Describe the innovative approach or unique efforts for your initiative:

* 2. Who is most likely to benefit from this innovation?

* 3. Highlight the **contribution(s)** your initiative has made towards the prevention of noise-induced hearing loss and tinnitus:

* 4. Please describe any objective evidence that demonstrates the effectiveness and feasibility of the innovation(s):

5. Please describe whether your innovative **approach(es)** is/are cost-effective:

6. Are there opportunities for others to obtain or integrate your innovation into existing hearing loss prevention initiatives?



Please feel free to attach any additional documentation, pictures, or materials that you think will help us learn more about your company's efforts toward hearing loss prevention.

[Upload Manual Now](#)

If you have any questions throughout the process, feel free to contact info@safeinsound.us

Thank you and Good luck!