

Maricopa County Policies and Procedures	Subject: Wearing of Personal Headphones	Number: A2217 Issue Date: 11/91
Approved: Roy Pederson	Initiating Department: Risk Management	

A. Purpose

To provide for the safety of County employees and citizens.

B. Policy

When in use, personal headphones can potentially block out surrounding noises and as such may inhibit the hearing of sirens, horns, bells, alarms, or other emergency signals. Therefore, because of the potential hazard and safety risk involved while operating County vehicles or equipment, all County employees are prohibited from wearing personal headphones or any other personal device which impairs hearing while on duty. This restriction does not apply to equipment issued to employees to protect their hearing or which is otherwise necessary to perform their job duties.

C. Authority and Responsibility

Management and supervisory personnel will be responsible for ensuring that their employees do not utilize personal equipment with headphones. Elected officials and department directors, at their discretion, may extend this policy to other work areas where impaired hearing would be detrimental to the employees or would adversely affect performance.

D. Procedures

1. Supervisors shall inform employees (including all new hires, temporary, on-call, and seasonal employees) that personal devices with headphones are prohibited while the employee is operating a County vehicle or equipment.
2. Supervisors must ensure by periodic observations that their employees are complying with this policy.
3. If an employee is found to be in violation of this policy, appropriate disciplinary action should be taken.