# Appalachian State University Safety Requirements for New Employees

It is required that certain employees at Appalachian State University meet established safety procedures which include hearing tests, physical examinations, and safety shoes. Below you will find a brief description for each of these programs and a list of personnel by classification or department who must participate in each specific program. *It is your responsibility as the supervisor of identified employees to insure that all requirements are met by these employees within established time frames.* New employees will be told of these requirements during the benefits orientation meeting which is held at Human Resource Services. If there are any questions regarding this information, please do not hesitate to contact the Safety and Workers' Compensation Office at Extension 4007 or Human Resource Services at Extension 3186.

### Hearing Test

Hearing tests required by OSHA are provided to University employees who are exposed to loud noise in the work place. These tests are provided on an annual basis by the Center for Communication Disorders, located in Room 114, Edwin Duncan Hall. All hearing tests are scheduled through the Safety & Workers' Compensation Office, Extension 4008. New employees **must** schedule the test and have the attached Hearing Test Form signed by a Safety & Workers' Compensation official **within the first six months of employment**. This procedure is critical to continued employment and needs to be performed with the employee in the best condition for the test. Therefore, the employee should wear earplugs at home or work if he/she is going to be exposed to loud noise (chain saw, guns, loud music, etc.) within 24 hours of the scheduled test.

Department	Job Classification		
Art Department	Woods and metals faculty		
Design and Construction	All employees		
Farthing Auditorium	Theatre staff		
Food Services	Dish room staff		
Housing Operations	Maintenance staff		
Instructional Technology Services (ITS)	Computer operators		
New River Light and Power	All except office staff		
Physical Plant:			
Building Services	Floor buffers		
Carpentry Shop	All employees		
Landscape Services	All employees		
Mechanical Shop	All employees		
Motor Pool	All except office staff		
Physics and Astronomy	Metals Shop		
Police	Officers		
Post Office	Employees using sorting machine		
Printing and Publications	Printing press operators		
Safety & Workers' Compensation Office	All except office staff		
Steam Plant	t All employees		
Student Programs	Legends staff and maintenance workers		
Technology Department	Electronics Technician		
	Woods and metals faculty		

### Hearing tests are required for the following employees:

## **Physical Exams**

All new employees who occupy a position for which a physical examination is required must have the exam completed within the first two weeks of employment. If the employee is unable to schedule the exam prior to beginning employment, he/she must be given time off without penalty to have the physical exam. The employee may choose the particular physician to administer the exam with the cost being paid by the employee. The supervisor will receive a blank physical exam form from Human Resource Services which should be given to the employee. The supervisor is responsible to see that the form is completed and returned to HRS in a timely manner.

### Physical exams are required for the following employees:

Department	Job Classification		
Broyhill Inn	All employees except office staff		
Bookstore	Housekeepers		
	Warehouse staff		
Central Warehouse	All employees		
Food Services	All employees except office staff Housekeepers		
Housing Operations			
	Maintenance staff		
	Trash room staff		
New River Light and Power	All employees except office staff		
Physical Plant	All employees except office staff		
Post Office	All employees except office staff		

# Safety Shoes

All new employees who occupy a position for which safety shoes are required must purchase these shoes immediately upon employment through departmental purchasing procedures. Also, once each year the Safety & Workers' Compensation Office will arrange for a shoe mobile to be on campus for employees to purchase replacements.

Department	Job Classification
Archives and Records	Stock Room staff
	Filing staff
Art Department	Faculty
	Laboratory Manager
Belk Library	Mail and Supply Clerks
Biology Department	Laboratory Manager
Bookstore	Warehouse workers
	Housekeepers
Broyhill Inn and Conference Center	Cooks
	Housekeepers
	Maintenance staff
Camp Broadstone	Maintenance staff
Central Warehouse	All staff
Chemistry Department	Laboratory Manager
Convocation Center	All employees except office staff
Design and Construction	All staff
Farthing Auditorium	Theatre staff
Food Services	Catering staff
	Cooks
	Housekeepers
	Maintenance staff
	Meat cutters
	Storeroom staff
	Vending staff
Geology Department	Laboratory Manager
Housing Operations	Facility Coordinator
	Housekeepers
	Maintenance staff
	Trash Room staff
Physical Plant	Building Services
	(Supervisors, floor maintenance staff,
	maintenance mechanic, sports facility staff)
	Carpentry shop staff
	Electrical Shop
	Landscape Services
	Lock Shop Mechanical Shop
	Motor Pool
	Paint Shop
	Steam Plant
	Telecommunications
	Warehouse
	Water Treatment Plant
	Zone Maintenance

### Safety shoes are required for the following employees:

### <u>Safety shoes are required for the following employees:</u> (Continued)

Department	Job Classification	
Physics and Astronomy	Laboratory Manager	
	Metals Shop	
Post Office	Mail delivery staff	
	Mail handlers	
Print Shop	Printing Press Operators	
Recreational Sports	Housekeepers	
	Maintenance Staff	
Safety and Workers' Compensation Office	Staff	
Student Programs	Housekeepers	
	Maintenance Staff	
Technology Department	Electronics Technician	
	Faculty	
Theatre and Dance	Technical Director	

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### <u>Hearing Test</u>

I understand that I occupy a position for which a hearing test is required. I must schedule the test with the Safety & Workers' Compensation Office at Extension 4008 within the first six (6) months of initial employment. The test is provided by the Center for Communication Disorders in Room 114, Edwin Duncan Hall. After the first year of employment, the tests are scheduled on an annual basis through the Safety & Workers' Compensation Office.

Signed (Employee)

Date

Signed (Safety & Workers' Compensation Office Official)

Date

## Physical Exam

I understand that I occupy a position for which a physical examination is required. The exam must be completed as soon as possible after initial employment (preferably within the first two weeks) but no later than the end of my probationary period. If I am unable to schedule the exam prior to beginning employment, I must be given time off without penalty to have the physical exam. I may choose the particular physician to administer the exam, and the cost will be paid by me. The physical exam form must be secured from my supervisor.

Signed

Date

## Safety Shoes

I understand that I occupy a position for which I must wear safety shoes. These shoes are provided by the University, and immediately upon employment they must be purchased through departmental purchasing procedures. Once each year the Safety & Workers' Compensation Office will arrange for a shoe mobile to be on campus for employees who wish to purchase replacements.

Signed

Date

# Appalachian State University Physical Examination Form

### **Appalachian State University**

Supervisor must complete this section, clearly describing the nature of work so the physician understands the physical demands of the job. Check all boxes below that apply. Upon completion, give this form to employee to take to his/her physician.

Employee Name\_

Department Where Employed\_\_\_\_\_

Position Title

Position #

Description of Work......(Attach Copy From Job Opportunities Sheet).....

#### **Physical Demands of the Job** (Supervisor should check all boxes that apply.)

Bending and stooping		Manual dexterity		
Climbing, high areas		Operating machinery		
Driving vehicles		Operating vibrating equipment		
Extreme heat or cold		Physical exertion		
Frequent, extended arm movements above the head		Wearing a respirator		
Heavy lifting		Other:		

Supervisor's Signature

Phone

Date

#### Physician Applicant/Employee is responsible for payment of this physical examination. Upon completion of physical examination, please fill out this form, providing as much information as possible that will help us determine if the employee is capable of meeting the physical demands of the above-described job. Knowledge of any heart problems, back problems, hernias, high blood pressure, etc., is of particular importance. Please return completed form to: Appalachian State University, Human Resource Services, P.O. Box 32010, Boone, North Carolina 28608. This form will be placed in the employee's permanent personnel file.

To the best of your professional opinion, is the above-named employee physically fit and capable of meeting the demands that the job requires?

□ Yes

□ No

If No, please identify/summarize any problems that could interfere with the employee's work performance or prevent him/her from performing the required duties of the job.

Summary/Comments \_\_\_\_\_

Physician's Signature Physician's Name (Please Print)

Date