

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.

Hearing tests are required for the following employees:

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	All employees
Student Programs	Legends staff and maintenance workers
Technology Department	Electronics Technician Woods and metals faculty

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
Housing Operations	Housekeepers 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.

Safety shoes are required for the following employees:

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 <i>(Supervisors, floor maintenance staff, maintenance mechanic, sports facility staff)</i> 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:
(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

Appalachian State University

Hearing Test

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

