

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	Employees Required to Take Hearing Test
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
Steam Plant	All employees
Physics and Astronomy	<i>Metals Shop</i>
Police	Officers, Telecommunicator
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	Woods and metals faculty and Electronics Technician

Physical Exams

All new employees who occupy a position for which a physical examination is required must have the exam completed by the end of their probationary period. 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. This requirement is reviewed and the ASU Physical Examination Form is given to new employees for completion (as applicable) during new employee orientation. 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	All employees except office staff
New River Light and Power	All employees except office staff
Physical Plant	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 Dish room staff 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, maintenance mechanics, housekeepers, floor maintenance staff, sports facility staff)</i> Carpentry shop staff Electrical Shop Lock Shop Mechanical Shop Motor Pool Paint Shop Steam Plant Telecommunications Warehouse Water Treatment Plant Zone Maintenance
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

Employee Safety Requirements Sign-Off Sheet

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 (<i>Employee</i>)	Date
_____	_____
Signed (<i>Safety & Workers' Compensation Office Official</i>)	Date

Physical Exam

I understand that I occupy a position for which a physical examination is required. The exam should be completed after employment begins, but no later than the last day of my orientation period (also called 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. I have received a copy of the Physical Examination Form. It is my responsibility to take the form to my physician for completion.

_____	_____
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. Once supervisor has received this form back from Physician, supervisor must then forward it to HRS for employee personnel file.

Employee Name _____

Department Where Employed _____

Position Title _____ Position # _____

Description of Work.....(Attach copy from jobs.appstate.edu website posting).....

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

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

Supervisor's Name/Department Phone Date

Departmental Mailing Address

Physician
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:
Employee's supervisor at above mailing address

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: _____
(Use Back If Necessary)

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