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, 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 Institute for Health & Human Services, Communication Disorders Clinic located in Room 120 in University 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:

<table>
<thead>
<tr>
<th>Department</th>
<th>Employees Required to Take Hearing Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Department</td>
<td>Woods and metals faculty</td>
</tr>
<tr>
<td>Design and Construction</td>
<td>All employees</td>
</tr>
<tr>
<td>Farthing Auditorium</td>
<td>Theatre staff</td>
</tr>
<tr>
<td>Food Services</td>
<td>Dish room staff</td>
</tr>
<tr>
<td>Housing Operations</td>
<td>Maintenance staff</td>
</tr>
<tr>
<td>Instructional Technology Services (ITS)</td>
<td>Computer operators</td>
</tr>
<tr>
<td>New River Light and Power</td>
<td>All except office staff</td>
</tr>
<tr>
<td><strong>Physical Plant:</strong></td>
<td></td>
</tr>
<tr>
<td>Building Services</td>
<td>Propane Buffers / Carpet Cleaners</td>
</tr>
<tr>
<td>Carpentry Shop</td>
<td>All employees</td>
</tr>
<tr>
<td>Landscape Services</td>
<td>All employees</td>
</tr>
<tr>
<td>Mechanical Shop</td>
<td>All employees</td>
</tr>
<tr>
<td>Motor Pool</td>
<td>All except office staff</td>
</tr>
<tr>
<td>Preventive Maintenance</td>
<td>All employees</td>
</tr>
<tr>
<td>Zone Maintenance</td>
<td>HVAC employees</td>
</tr>
<tr>
<td>Physics and Astronomy</td>
<td><strong>Metals Shop</strong></td>
</tr>
<tr>
<td>Police</td>
<td>Officers, Telecommunicator</td>
</tr>
<tr>
<td>Post Office</td>
<td>Employees using sorting machine</td>
</tr>
<tr>
<td>Printing and Publications</td>
<td>Printing press operators</td>
</tr>
<tr>
<td>Safety &amp; Workers’ Compensation Office</td>
<td>All except office staff</td>
</tr>
<tr>
<td>Steam Plant</td>
<td>All employees</td>
</tr>
<tr>
<td>Student Programs</td>
<td>Legends staff and maintenance workers</td>
</tr>
<tr>
<td>Technology Department</td>
<td>Woods and metals faculty and Electronics Technician</td>
</tr>
</tbody>
</table>
**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:**

<table>
<thead>
<tr>
<th>Department</th>
<th>Job Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archives and Records</td>
<td>Stock Room staff</td>
</tr>
<tr>
<td></td>
<td>Filing staff</td>
</tr>
<tr>
<td>Art Department</td>
<td>Faculty</td>
</tr>
<tr>
<td></td>
<td>Laboratory Manager</td>
</tr>
<tr>
<td>Belk Library</td>
<td>Mail and Supply Clerks</td>
</tr>
<tr>
<td>Biology Department</td>
<td>Laboratory Manager</td>
</tr>
<tr>
<td>Bookstore</td>
<td>Warehouse workers</td>
</tr>
<tr>
<td></td>
<td>Housekeepers</td>
</tr>
<tr>
<td>Broyhill Inn and Conference Center</td>
<td>Conference Aide</td>
</tr>
<tr>
<td></td>
<td>Cooks</td>
</tr>
<tr>
<td></td>
<td>Housekeepers</td>
</tr>
<tr>
<td></td>
<td>Maintenance staff</td>
</tr>
<tr>
<td>Camp Broadstone</td>
<td>Maintenance staff</td>
</tr>
<tr>
<td>Central Warehouse</td>
<td>All staff</td>
</tr>
<tr>
<td>Chemistry Department</td>
<td>Laboratory Manager</td>
</tr>
<tr>
<td>Convocation Center</td>
<td>All employees except office staff</td>
</tr>
<tr>
<td>Design and Construction</td>
<td>All staff</td>
</tr>
<tr>
<td>Farthing Auditorium</td>
<td>Theatre staff</td>
</tr>
<tr>
<td>Food Services</td>
<td>Catering staff</td>
</tr>
<tr>
<td></td>
<td>Cooks</td>
</tr>
<tr>
<td></td>
<td>Dish room staff</td>
</tr>
<tr>
<td></td>
<td>Housekeepers</td>
</tr>
<tr>
<td></td>
<td>Maintenance staff</td>
</tr>
<tr>
<td></td>
<td>Meat cutters</td>
</tr>
<tr>
<td></td>
<td>Storeroom staff</td>
</tr>
<tr>
<td></td>
<td>Vending staff</td>
</tr>
<tr>
<td>Geology Department</td>
<td>Laboratory Manager</td>
</tr>
<tr>
<td>Housing Operations</td>
<td>Facility Coordinator</td>
</tr>
<tr>
<td></td>
<td>Housekeepers</td>
</tr>
<tr>
<td></td>
<td>Maintenance Staff</td>
</tr>
<tr>
<td></td>
<td>Trash Room Staff</td>
</tr>
<tr>
<td>Physical Plant</td>
<td>Building Services</td>
</tr>
<tr>
<td></td>
<td>(Supervisors, maintenance mechanics, floor maintenance staff, sports facility staff)</td>
</tr>
<tr>
<td></td>
<td>Carpenter shop staff</td>
</tr>
<tr>
<td></td>
<td>Electrical Shop</td>
</tr>
<tr>
<td></td>
<td>Landscape Services</td>
</tr>
<tr>
<td></td>
<td>Lock Shop</td>
</tr>
<tr>
<td></td>
<td>Mechanical Shop</td>
</tr>
<tr>
<td></td>
<td>Motor Pool</td>
</tr>
<tr>
<td></td>
<td>Paint Shop</td>
</tr>
<tr>
<td></td>
<td>Preventive Maintenance</td>
</tr>
<tr>
<td></td>
<td>Recycling</td>
</tr>
<tr>
<td></td>
<td>Steam Plant</td>
</tr>
<tr>
<td></td>
<td>Telecommunications</td>
</tr>
<tr>
<td></td>
<td>Warehouse</td>
</tr>
<tr>
<td></td>
<td>Water Treatment Plant</td>
</tr>
<tr>
<td></td>
<td>Zone Maintenance</td>
</tr>
<tr>
<td>Physics and Astronomy</td>
<td>Laboratory Manager</td>
</tr>
<tr>
<td></td>
<td>Metals Shop</td>
</tr>
<tr>
<td>Post Office</td>
<td>Mail delivery staff</td>
</tr>
<tr>
<td></td>
<td>Mail handlers</td>
</tr>
<tr>
<td>Print Shop</td>
<td>Printing Press Operators</td>
</tr>
<tr>
<td>Recreational Sports</td>
<td>Housekeepers</td>
</tr>
<tr>
<td></td>
<td>Maintenance Staff</td>
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<td>Safety and Workers’ Compensation Office</td>
<td>Staff</td>
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<tr>
<td>Student Programs</td>
<td>Housekeepers</td>
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<td></td>
<td>Maintenance Staff</td>
</tr>
<tr>
<td>Technology Department</td>
<td>Electronics Technician</td>
</tr>
<tr>
<td></td>
<td>Faculty</td>
</tr>
<tr>
<td>Theatre and Dance</td>
<td>Technical Director</td>
</tr>
</tbody>
</table>

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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 Institute for Health & Human Services, Communication Disorders Clinic located in Room 120 in University Hall. After the first year of employment, the tests are scheduled on an annual basis through the Safety & Workers’ Compensation Office.

<table>
<thead>
<tr>
<th>Print &amp; Sign (Employee)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept./Supervisor</td>
<td>Phone #</td>
</tr>
<tr>
<td>Signed (Safety &amp; Workers’ Compensation Office Official)</td>
<td>Date</td>
</tr>
</tbody>
</table>

Appointment Date & Time (to be set by S&WCO)

**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.

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