**Appalachian State University**

**Hearing Test and Safety Toe Shoe Requirements for New Employees**

It is required that certain employees at Appalachian State University meet established safety procedures such as hearing tests and safety toe shoes. Below you will find a brief description for both 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 ensure that all require-ments 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 through Human Resource Services. If there are any questions regarding this information, please do not hesitate to contact the Department of Environmental Health, Safety, and Emergency Management (EHS&EM) at 262-4008.

# Hearing Test

Hearing tests required by OSHA are provided to University employees who are exposed to loud noise in the workplace. These tests are provided on an annual basis by the University. All hearing tests are arranged through EHS&EM at 262-4008. New employees **must** contact EHS&EM to schedule a baseline hearing test **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 (chainsaw, firearms, 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 |
| Blackburn Vannoy Farm | All employees |
| Convocation Center | Event Staff |
| Design and Construction | All employees |
| EHS&EM  | All except office staff |
| Food Services | Dish room staff |
| Geology | All except office staff |
| Housing Operations | Maintenance staff |
| Instructional Technology Services (ITS) | Computer operators |
| New River Light and Power  | All except office staff |
| Physical Plant: |  |
| Building Services | All employees |
| Carpentry Shop Electrical Shop HVAC Controls HVAC Maintenance  | All employeesAll employeesAll employeesAll employees |
| Landscape Services Lock Shop Masonry Shop | All employeesAll employeesAll employees |
| Mechanical Shop | All employees |
| Motor Pool Paint Shop Preventative Maintenance Recycling | All except office staffAll employeesAll employeesAll employees |
| Physics and Astronomy | Metals Shop |
| Police  | Officers and Dispatch |
| Schaefer Center | Theatre staff |
| Steam Plant | All employees |
| Student Programs | Legends staff and maintenance workers |
| Technology Department | Electronics TechnicianWoods and metals faculty |
| Valborg Theater | Theater Staff |

**Safety Toe Shoes**

All new employees who occupy a position for which safety toe shoes are required must purchase these shoes immediately upon employment through departmental purchasing procedures. Also, once each year EHS&EM 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 staffFiling staff |
| Art Department | FacultyLaboratory Manager |
| Belk Library | Mail and Supply Clerks |
| Biology Department | Laboratory Manager |
| Bookstore | Warehouse workers Housekeepers  |
| Camp Broadstone | Maintenance staff |
| Central Warehouse | All staff |
| Chemistry Department | Laboratory Manager |
| Convocation Center | All employees except office staff |
| Design and Construction | All staff |
| EHS&EM | All employees except office staff |
| Food Services | Catering staffCooksHousekeepersMaintenance staffMeat cuttersStoreroom staffVending staff |
| Geology Department | Laboratory Manager |
| Housing Operations | Facility CoordinatorHousekeepersMaintenance staffTrash Room staff |
| Physical Plant | Building Services*(Supervisors, floor maintenance staff, maintenance mechanic, sports facility staff)*Carpentry shop staffElectrical ShopLandscape ServicesLock ShopMechanical ShopMotor PoolPaint ShopSteam PlantTelecommunicationsWarehouseWater Treatment PlantZone Maintenance |

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

***(Continued)***

|  |  |
| --- | --- |
| **Department** | **Job Classification** |
| Physics and Astronomy | Laboratory ManagerMetals Shop |
| Post Office | Mail delivery staffMail handlers |
| Print Shop | Printing Press Operators |
| Recreational Sports | HousekeepersMaintenance Staff |
| Schaefer Center | Theatre staff |
| Student Programs | HousekeepersMaintenance Staff |
| Technology Department | Electronics TechnicianFaculty |
| 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 through the Department of Environmental Health, Safety, and Emergency Management (EHS&EM) at 262-4008 within the first six (6) months of initial employment. After the first year of employment, the tests are scheduled on an annual basis by the Department of EHS&EM.

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 Signed *(Employee)* Date

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 Signed *(EHS&EM Representative*) Date

**Safety Toe Shoes**

I understand that I occupy a position for which I must wear safety toe shoes. These shoes are provided by the University, and immediately upon employment they must be purchased through departmental purchasing procedures. Once each year the Department of Environmental Health, Safety, and Emergency Management will arrange for a “shoe-mobile” to be on campus for employees who wish to purchase replacements.

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 Signed Date