

PERSONNEL

Approved: *JWK*

SAFETY AND HEALTH

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MEDICAL

PLAINTIFF'S
EXHIBIT
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1. General

Plant supervisory personnel, and particularly Works Managers, should be sensitive to the physical condition of all employees in their regularly assigned jobs, and should carefully and frequently evaluate the physical requirements of the job in relation to the physical capacity and stamina of the employee in the job. Many jobs vary as to physical requirements, and the physical capacity and stamina of every employee is different from that of every other employee. It is a specific responsibility of the Works Manager to see to it that no employee is so physically misplaced in his job that he becomes unduly prone to an accidental mishap or that he exposes his fellow employees to any undue hazard. Where doubt arises as to the employee's physical condition, to perform his assigned work, the Works Manager should transfer him to work that appears more suitable, or may authorize a physical examination at Company expense.

2. Employees, Age 60 And Over

Physical ailments are more prevalent in employees over 60 years of age and in order to protect these employees, and to reduce the possibilities of an injury to others, an annual review of physical fitness in relation to the type of work being performed is to be made for each employee in this age group. Review is to include observation while performing his work, review of attendance record, and discussion with the employee as to his general health. The results of each such review and interview are to be noted on the employee's personnel record. As a result of this review, the Works Manager may deem it advisable to have certain employees take a physical examination at Company expense.

3. Records

Any physical examination made by plant physicians shall be made in accordance with Form O-2940 entitled United States Gypsum Company Physical Examination and History. In an effort to assist the examining doctor in expediting his work it is suggested that the plant personnel superintendent or other qualified individual fill out the front of the examination sheet, thereby, minimizing the amount of time required by the examining physician. X-rays shall be properly identified and filed flat in a fire-proof steel cabinet, except in the Oakfield and New Brighton Plants where the State Law does not permit plant to retain X-rays. These two plants shall forward the X-rays to the Saranac Laboratory for filing. The complete record of each new employee shall be maintained in an individual personal file in a locked steel cabinet. The examining physician will return the physical examination form to the Works Manager. If X-rays are made, they shall be sent by the plant to the Saranac Laboratory, P.O. Box 551, Saranac Lake, New York, with a letter of transmittal. The history and physical examination form shall not be sent to Saranac unless requested.

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4. X-Ray Examinations

Any employee whose prior employment history indicates an exposure to asbestosis, silicosis or other such occupational diseases should give proper medical evidence that he is free from such a disease or he should be subjected to X-rays before being hired. In cases of emergency, employees may be hired without such evidence even when there is knowledge that the employee has been exposed to such diseases. Under such circumstances, however, X-rays will be taken immediately and forwarded to the Saranac Laboratory, Saranac Lake, New York. Under no circumstances should a new employee receive an X-ray if his clinical physical examination indicates he is unacceptable for employment. Employees engaged pending physical and X-ray examinations shall be released immediately if either the local doctor or the Saranac Laboratory recommends rejection and shall be suspended from employment if the report of the local doctor or the Saranac Laboratory has not been received within thirty days from the date of first employment.

5. Annual Physical Examinations

- a. All employees regularly exposed to asbestos dust in the course of their employment shall be X-rayed annually and the X-rays forwarded to the Saranac Laboratories for interpretation. Employees required to handle materials containing a high percentage of free silica shall be required to submit to annual X-ray examinations. Presently known materials falling into this category are employees involved in dry buhr stone dressing, in handling firebrick, perlite, Celite and other diatomaceous earths. Works Managers shall determine the physical and chemical make-up of all raw materials used in their plants and take proper steps toward protection of employees. Any new materials or heretofore unknown hazardous materials shall be reported to Dept. 170-S, Manager-Safety for inclusion in this bulletin. At the discretion of the Works Manager, any employee, upon complaint of lung disability, frequent coughs or persistent colds, may be X-rayed and the Production Manager notified in writing.
- b. These examinations will consist of a physical examination and one anterior-posterior X-rays of the chest. The Saranac Laboratory will also interpret the X-rays forwarded for examination and return to the Works Manager.