

MEDICAL FILE - Recap of Programs, Policies, Procedures, etc.

7/27/71	HM/WEG	<u>Dr. Joseph L. Goodman, Medical Consultant</u> Introduction. Suggested he visit VF to discuss the problem of dealing with medical cases.
10/9/72	A-C P.M.s/AEA	<u>Medical Examinations and Procedures at A-C Pipe Plants</u> Medical procedures outlined for all A-C pipe plants, not only to comply with OSHA, but to go beyond even these requirements in order to ensure a safe work environment for all our employees.
12/20/72	JLG/LFK	<u>Dr. Joseph L. Goodman</u> Proposed initial medical program.
1/16/73	AEA/LFK	<u>Medical Examinations - All Plants</u> Medical x-ray program. All employees haven't been x-rayed to date. Arrive at ultimate program. Meet and discuss.
1/19/73	LFK/AEA	<u>Medical Examinations at All Plants</u> Will conclude arrangements for the services of Dr. Joseph L. Goodman as a medical consultant for the company on Friday, January 19, 1973.
4/9/73	AEA/JLG	<u>Dr. Joseph L. Goodman</u> Forwarded list of equipment changes and method changes (for dust collection).
4/3/74	WRK/WAS	<u>A-C Pipe Plant Physician and Cost Data</u> Listing of plant physicians and the annual physical examination costs for the A-C pipe plants are documented.
6/3/75	A-C P.M./WAS	<u>Analysis of Employee Medical Claims for Possible Workmen's Compensation</u> Analyze claims for possible occupational disease. Forward copy to WAS. VF Benefits to do the same.

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Date	To	From	Subject	Page 2
2/11/75	A-C I.E.s	Krause	<u>A-C Medical Examination Forms</u> NEW FORM (6 pages). Plants instructed to order new forms.	
4/21/75	A-C Plant Managers	Shumaker	<u>Analysis of Medical Liabilities - A-C Pipe</u> Plants instructed to compile certain medical data for Dr. Goodman from employee X-rays.	
* 6/4/75	A-C Plant Managers	Shumaker	<u>Medical Examinations, A-C Pipe Employees</u> Plants to secure the original copy of each report of medical examination given to active, retired or terminated employees. Plants instructed to forward original copies of each physical of salaried employee since January 1972 to VF (WAS). Put copy in plant personnel file. Copy for plant physician if he wants it.	
6/30/75	-	Dees	<u>Company Medical Program</u> Breakdown of Dr. Goodman's services. TAD, WAS, JPM, JWW replied with comments and recommendations.	
11/24/75	Plant Managers/ Directors	Shumaker	<u>Training on Handling of Claims by Salaried</u> <u>Employees on Hospital & Medical Insurance</u> Effective 1/1/76, plants deal directly with the regional prudential office in an effort to expedite claims and reimbursement.	
3/17/76	Plant Managers	Shumaker	<u>Salaried Employees Medical Examinations</u> Plants instructed to have someone review each report as to the M.D.'s findings. Personnel Manager should initial Page 8 of form near M.D.'s signature. Review w/P.M. If warranted, discuss with Dr. Goodman/WAS.	
3/31/76	A-C Plant Managers	Shumaker	<u>Handling of Workman's Compensation Claims</u> <u>Involving Asbestosis</u> Procedure to follow for existing or former employees who claim to have contracted an occupational disease while at CT or K-M. - PROCEDURE (2 pages) - FORM LETTER (to Travelers Insurance) Occupational Disease Claim	
4/12/76	A-C Plant Managers	Shumaker	<u>Survey of Potential Asbestosis Cases, A-C</u> To identify those asbestosis claims which should be filed with Travelers, Dr. Goodman has agreed to analyze all available records. Plants instructed to FORWARD ALL NECESSARY MEDICAL DATA TO DR. GOODMAN (ORIGINAL X-RAYS, COPIES OF REPORTS, EVALUATIONS, HISTORY, etc.	

* JPM & ROD asked to give serious thought to discontinuing the practice of allowing the employee to waive taking the physical. Employee should at least have chest X-ray and pulmonary function evaluation.

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Date	To	From	Subject	Page 3
5/29/76	Plant Managers	Shumaker	Medical Examinations - <u>M. D. Notification of Employee</u> Reminder from Dr. Goodman for local physician to review his findings with employee upon conclusion of the medical examination.	
6/3/76	A-C Plant Managers	Shumaker	Medical Examination - <u>A-C Pipe Plant Employees</u> To insure that plant physicians are complying with the prescribed medical examination procedure, they should be furnished with an updated copy. - MEDICAL PROCEDURE (2 pages, not dated) (Revised 6/1/76) - FORM LETTER (to plant physician, he should acknowledge receipt of Letter and Procedure) Effective 6/3/76, NO EMPLOYEE IS ALLOWED TO WAIVE THE OSHA REQUIRED ANNUAL PHYSICAL (applies to hourly and salaried).	
1/31/77	Distribution List	Harper	<u>CORPORATE PROCEDURE AD005</u> Corporate Health & Safety	
4/4/77	Distribution List	Harper	<u>CORPORATE PROCEDURE AD008</u> <u>Physical Examinations</u> Policy of CertainTeed Corporation Re Disclosure to Employees of Illnesses Discovered in the Course of Company-Sponsored Physical Examinations	
4/19/77	Directors	Dougherty	Corporate Procedure - Physical Examinations Be sure all Plant Managers know of and understand policy (AD008) and that they see to it that the plant physicians know and follow it.	
5/6/77	A-C Plant Managers	McGinley	Corporate Procedure - Physical Examinations Forwarded TADS memo and copy of procedure.	
2/22/77	HGB, ROS, SGL, NR	Kittilstad	A-C Pipe Employees - <u>Physical Examination Notifications</u> Information urgently needed by Insurance/Legal. Listing of fibrosis cases and an indication that form was signed by employee re findings.	
3/25/77	J. P. McGinley	Kutzler	<u>Occupational Disease Claims (3/23/77 meeting)</u> JPM agreed to take charge on setting up Group administrative procedures to assure that VF is on top of emerging disease claims.	
4/11/77	A-C Plant Managers	McGinley	<u>Occupational Disease Claims</u> Plants instructed to forward all information on this subject to J. D. Kutzler (he will see that it is distributed).	

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3/1/77	JGH/WAS	<u>Records Retention - Medical Records</u> Reminder - effective 3/19/76 the labor department extended the time employers are required to maintain monitoring health records of employees exposed to asbestos from three to twenty years. Personnel file should contain the original report of every medical examination the individual has had.
5/10/77	P.M.s/JPM	<u>Plant Physician & Specialist</u> Requested names, addresses, telephone numbers.
6/2/77	JPM/OHK	<u>Past Practices - Disclosure to employees of illnesses Discovered in the course of Company Sponsored Medical Examinations</u>
6/6/77	P.M./JPM	<u>Medical Program - Past Practices</u> Review and answer questions re past medical procedure.
5/13/77	P.M./OHK	<u>CertainTeed Plant Physician's Seminar</u> Invitation for attending plant physician and wife to attend a special meeting/seminar in VF 6/16 and 6/17/77.
8/1/77	P.M./OHK	<u>Letter of Understanding for Attending Plant Physician</u> Letter to be sent to each physician for their signature.
9/7/77	JLG/MPS	<u>Occupational Disease at A-C Pipe Plants</u> Now that program has been established at Santa Clara, implement same program at our other four A-C facilities (take necessary steps to assemble the pertinent medical data for other four locations).
10/12/77	OHK	<u>OSHA Notice on Medical Removal and Rate Retention</u>
11/9/77	OHK	<u>A-C Pipe Plant Disease Follow-up</u> At the 9/28/77 meeting re S.C., it was agreed that same procedure be instituted at other A-C pipe plants. The initiative for implementing these procedures at the other A-C pipe plants was assigned to P&PG.
8/11/76	P.M./JPM	<u>Press Contact</u> Any questions from the news media regarding health aspects of asbestos dust should be directed to Dr. E. L. Harper, VF.
11/10/77	ELH/	<u>Press Contacts on Asbestos-Related Health Problems</u>
11/15/77	P.M./JPM	Inquiries should now be directed to Dottie Wackerman, VF.
11/28/77	JPM/JGK	<u>Asbestosis</u> JGK questions whether CT should follow the same procedures* in future cases. (*what was offered Santa Clara) JGK feels that our policy should be to <u>encourage workers to remain at work.</u>

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12/5/77	JLG/JGK	<u>Asbestos-Cement Health Situation</u> Confirmation of discussion (Your proposed presentation of the medical facts, review of the 1976 list re proper handling, follow-up on the signatures of letters of understanding, arrangement for your to receive copies of reports).
12/14/77	JGK/PRD	<u>Strategic Issues re Occupational Disease</u> Report prepared by Corporate Insurance on the Workers' Compensation asbestosis issue.
1/3/78	MRF/JGK	<u>Strategic Issues re Occupational Disease</u> Comments re PRDs and MRFs report. JGK is asking JPM to reconsider whether or not cigarette smoking should be banned in all of our A-C pipe plants.
1/3/78	JGK/WAK	<u>Occupational Diseases</u> Comments re PRDs and MRFs report.
2/16/78	JLG/JGH	<u>Medical Hiring Guidelines for Asbestos Workers</u> What should be the P&PG policy for those individuals who are at greater risk by working with asbestos? Suggested specific hiring guidelines be established.
2/17/78	JLG/JGH	<u>Asbestos Physical</u> What would be your recommendations to upgrade the minimum requirements and provide a uniform physical examination procedure throughout the A-C plants? Three points brought out in memo: - OSHA Asbestos Standard prescribes the minimum examination requirements for asbestos workers. - CT Medical Program (A-C) restates the OSHA requirements. - There is a variety of physicals being given by the different doctors.
4/12/78	LCA/JPM	<u>Proposed Medical Policy for A-C Plants</u> Recommendation for new Medical Policy. Jim Heil prepared a rough draft. JPM suggests a meeting with JGK, LCA, JGH, and JPM to discuss and reach a joint agreement for a Company Policy.
5/2/78	JDK/JGH	<u>Medical Experts</u> possible medical experts for respiratory disease.
5/5/78	JLG/JGH	<u>CertainTeed Medical Forms</u> Several improvements that could be incorporated into the medical forms for pre-employment and annual physicals.

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5/24/78	JGK/CMP	<u>Proposed Letter to Former A-C Pipe Plant Employees</u> The purpose of the letter is to support the government's program by urging the former employee to discuss with their doctor their probable past exposure to asbestos so that they may learn what can and should be done in order to best assure their future health.
9/28/78	JGH/LCA	<u>Health Environment - A/C Plants</u> Formulate a program which could be used by our plants which would advise our employees of all the facts concerning health and the environment as they relate to our A-C plants.
10/18/78	LFK -	<u>BULLETIN - Dr. Lawrence J. Mellon (11/1/78)</u> Appointment - CTC Medical Director. Responsible for directing the activities of the medical, health and safety affairs of the Corporation.
11/8/78	JGK	<u>BULLETIN - James G. Heil (11/1/78)</u> Appointed Manager Occupational Health Claims for P&PG. Primary function to maintain a complete awareness of the status of all occupational health matters...
10/17/78	LFK/CMP	<u>Proposed Agenda of Activities for New Medical Director</u> Items for Dr. Mellon's prompt attention.
10/31/78	JGH/MRF	<u>Occupational Disease</u> Outline of major issues related to the occupational disease matters affecting the pipe group.
11/1/78	LFK	<u>Dr. L. J. Mellon - Indoctrination</u> Schedule.
11/3/78	M.D.s/JPM	<u>Appointment of Dr. L. J. Mellon</u> Copy of announcement sent. Also, they were advised that Dr. Mellon would attend the Asbestos Plant Physician's Conference at Tulane University.