

Vice Pres.-Operations

New addition

Except as required by this Bulletin, and in special circumstances as outlined by Bulletin No. 2-5, a pre-employment Medical examination of new employees is not mandatory. All Plant Managers are nevertheless requested to consider the advantages of a relatively simple Medical examination of new employees to eliminate to as large a degree as possible potential accident cases resulting from Hernia, Defective Signs, Hearing, Heart, or other substandard physical condition.

EXAMINATIONS REQUIRED: All new employees for permanent positions at Oakfield (except at Oakfield Plant office) and the East Chicago Asbestos Shingle Plant, shall be required to pass satisfactory physical and X-Ray examinations.

The above requirement for physical and X-Ray examinations at Oakfield and East Chicago shall not apply to employees who are rehired after an absence of less than 9 months, unless:

- (1) Such rehired employee has not had a physical examination by us within the last three years immediately preceding the date of such re-employment, or
- (2) Such rehired employee has been exposed, during his absence, to excessive and harmful concentrations of dust or other occupational disease hazards, or
- (3) Such rehired employee's last physical examination, within a three year period, showed his physical condition to be unsatisfactory for the job he is being re-employed for.

Temporary employees who will be required for less than 30 days, need not be examined, but all employees are to be examined within the 30 day period if still employed.

NATURE OF EXAMINATION: The examinations will consist of a physical examination and two X-Rays of the chest, taken from a slightly different angle.

The Saranac Laboratory, Saranac Lake, New York, will supervise the medical examinations. Saranac Laboratory personnel will assist the plant managers in making satisfactory arrangements with local doctors and instruct them as to the nature of the examination required and the method of making the X-Rays. Saranac Laboratory will also interpret the X-Rays forwarded for examination, and report to the plant managers.

FORMS AND RECORDS: The forms and records will consist of the following:

- (a) Occupational and Medical Record - Form 2238 - Rev.
- (b) Physical examination - Form 2239
- (c) The X-Rays
- (d) Monthly Report of Examinations - Form M-4583.

Form 2238-Rev., 2239, and the X-Rays shall be made a part of the permanent personnel records at the plants - except at Oakfield where state law does not permit plant to retain X-Rays.

The complete record of each new employee shall be filed alphabetically in a locked steel cabinet. X-Rays shall be properly identified and filed flat in a fireproof steel cabinet.

EXAMINATIONS: The plant personnel shall fill in form No. 2238-Rev. as fully as possible and send it to the doctor for completion of the medical history at the time the examination is made.

The doctor shall make the examination and X-Rays and fill in answers to all questions

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MEDICAL EXAMINATIONS

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On the physical examinations form No. 2239 which are starred with an asterisk. Questions not so marked with an asterisk shall be asked only if the doctor notes some condition which makes it appear advisable. The doctor will return both forms and X-Rays to the plant manager with his recommendation as to the acceptance or rejection of the applicant. In the case of plants which do not keep the X-Rays on file, the doctor shall submit an interpretation which shall be filed as a substitute for the X-Rays.

If the applicant is rejected by the doctor for some reason other than a lung condition no X-Rays will be made.

If an applicant is recommended by the doctor and X-Rays made, these shall be sent to Saranac Laboratory, P. O. Box 551, Saranac Lake, New York, with a letter of transmittal. The history and physical examination forms shall not be sent to Saranac unless requested.

Employees engaged pending physical and X-Ray examinations shall be released immediately if either the local doctor or the Saranac Laboratories' personnel recommends rejection, and shall be suspended from employment if the report of the local doctor or the Saranac Laboratories has not been received within 55 days from the date of first employment.

The results of the X-Ray interpretation as reported by the Saranac Laboratory shall be typed in the space provided on the physical examination form.

SPECIAL EXAMINATIONS

Any employee, at any plant, upon complaint of lung disability, frequent cough or persistent colds, shall be X-Rayed and the Production Manager notified in writing. The X-Rays and a complete report together with Form 2238-Rev. shall then be mailed to the Insurance Department for review with Saranac Laboratory.

MONTHLY REPORT OF EXAMINATIONS

Each plant will report monthly to the Insurance Department in the Chicago Office on form M-4583, stating the total number of applicants examined and the number rejected. The number rejected for each of the various reasons will be inserted in the proper columns on the form.