REYNOLDS METALS COMPANY
NURSES' SEMINAR

Thursday, November 18, 1976

8:00 - 8:15 — Welcome and Introduction, Ruth Carson, R. N.

8:15 - 9:45 — Employee Assistance Program (REAP), Jack Campbell

- Review History of the Program.
- Main Purpose of this Session.
  - Familiarize the nurses with company policy and procedure.
  - Provide additional knowledge in areas of identification, interviewing and referral.
  - Physiological and psychological aspects of alcoholism as they relate to on-the-job problems.
  - Discussing your "current" role in REAP at your location.
- Role of Local Coordinators (Doctors and/or Personnel Managers) and how nurses can take part.
  - Recognizing the problem drinkers.
  - Intervention.
  - Referral.
  - Follow-up.
- Where Do We Go Now?
  - Assist or implement.
  - Additional education.
  - Needed support.

9:45 - 10:00 — Break

10:00 - 11:00 — Medical Manual

- Addition and Changes, Ruth Carson, R. N.
- Pre-Placement Guidelines, J. M. MacMillan, M. D.
- Claims Control, E. C. Irby, M. D.

Care and Control of Prescription Drugs, Ruth Carson, R. N.

11:00 - 12:00 — Recordkeeping

- Reynolds Records, Ruth Carson, R. N.
- OSHA, J. M. MacMillan, M. D.; E. C. Irby, M. D.; Ruth Carson, R. N.

12:00 - 7:00 — Free Time

7:30 - 10:00 — Round Table Discussion

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REYNOLDS METALS COMPANY

AUDIOMETRIC REFRESHER COURSE
Friday, November 19, 1976

8:00 - 8:30	The Hearing Conservationist in Industry, J. T. McCallum, Jr., Director of Hearing Conservation, Reynolds Metals Company
8:30 - 9:00	Anatomy and Physiology of the Ear, E. C. Irby, M. D., Associate Corporate Medical Director, Reynolds Metals Company
9:00 - 9:30	Federal and State Industrial Noise Regulations, H. M. Cole, Director, Industrial Hygiene Department; R. E. Benton; Industrial Hygienist, J. T. McCallum, Jr., Reynolds Metals Company
9:30 - 9:46	Movie - "The Sound of Sound"
9:46 - 10:00	Break
10:00 - 11:30	Audiometric Technique, Audiogram Interpretation Ruth Carson, R. N., COHN, Corporate Chief Nurse, Reynolds Metals Company; J. T. McCallum, Jr.
11:30 - 12:30	Record Keeping, Ruth Carson, R. N.; J. T. McCallum, Jr.
12:30 - 1:00	Questions and Answers
1:00 - 7:00	Free Time
7:00 - 7:30	Principles of Noise Analysis, H. M. Cole
7:30 - 8:30	Ear Protection, R. E. Benton
8:30 - 10:30	Practicums

Otoscopic Examination,
J. M. MacMillan, M. D., Corporate Medical Director, E. C. Irby, M. D., Reynolds Metals Company

Care and Fitting of Ear Protection,
J. T. McCallum, Jr., H. M. Cole, R. E. Benton

Custom Molded Plugs,
Sam Jacobs, Jim Anckerson, Marion Health and Safety, Inc.

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REYNOLDS METALS COMPANY
NURSES' SEMINAR

Saturday, November 20, 1976

8:00 - 10:00	Industrial Hygiene, H. M. Cole Review of Permanent Standards under OSHA Toxicology
10:00 - 10:15	Break
10:15 - 12:00	Other Environmental Exposures in Plant, Review of Industrial Hygiene Reports, R. E. Benton
12:00 - 1:00	Lunch
1:00 - 3:00	Respiratory Surveillance Film, "Spirometry: Early Detection of Chronic Obstructive Pulmonary Disease" Chronic Obstructive Pulmonary Disease - Cause and Effects, J. M. MacMillan, M. D. Pulmonary Function Testing Procedures, Ruth Carson, R. N.
3:00 - 3:15	Break
3:15 - 4:30	Interpretation of Pulmonary Function Tests, Ruth Carson, R. N. Mortality Study, E. C. Irby, M. D. Respiratory Protection, H. M. Cole and R. E. Benton
4:30 - 5:00	Wrap-Up

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