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w/c = with cover letter or memo If DATE = 0, undated

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__ published article from trade journal

__ published advertisement from trade journal

__ government inspection results

__ unpublished or internal report

__ unpublished presentation from conference

__ newspaper article

__ letter __ memorandum

__ industry warning labels

__ industry sales literature

✓ industry recommended practices

__ meeting agenda __ minutes __ attendee list

__ legal filing of defense

__ legal filing of plaintiff

__ BC notes

✓ Medical Exam Rec's

Operating Division		No. 4-2-1
Approved	MEDICAL EXAMINATIONS	Date 10- 4-37
		Sheet 1 of 2
		Cancels Sheet 1 Dated 3-24-36

PLAINTIFF'S EXHIBIT 1681

/ EXAMINATIONS REQUIRED

Effective immediately, all new employees for permanent positions (except sales and plant office and Oakfield paper mill employees) at Oakfield, Jersey City, and the East Chicago Asbestos Shingle Plant will be required to pass satisfactory physical and X-Ray examinations.

Temporary employees who will be required for less than thirty days will not be examined. These employees are to be examined at the end of the thirty 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 Company has made arrangements with the Saranac Laboratory, Saranac Lake, N.Y. to supervise the medical examinations. The 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. The 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 No. 2238-Revised.
(b) Physical examination - " " 2239
(c) The X-Rays
(d) Monthly Report of Examinations - Form M-4583

Form No. 2238-Revised and No. 2239 and the X-Rays will be made a part of the permanent personnel records at the plants.

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 will fill in form No. 2238-Rev. as fully as possible and send to the doctor for completion of the medical history at the time the examination is made.

The doctor will make the examination and X-Rays and fill in answers to all questions on the physical examinations form No. 2239 which are starred with an asterisk. Questions not marked with an asterisk will be asked only if the doctor notes some condition which makes it appear advisable to have them answered. 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.

CANCELLED JAN 7 1938

/ Indicates change this issue.

Operating Division	MEDICAL EXAMINATIONS	No. 4-2-1 Date 10- 4-37 Sheet 2 of 2
Approved [illegible]		Cancels Sheet 2 Dated 3-24-36

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 will be sent to the Saranac Laboratory, P.O. Box 551, Saranac Lake, N.Y. with a letter of transmittal. The history and physical examination forms will not be sent to The Saranac Laboratory unless requested. The applicant will not be placed on the permanent pay roll unless the X-Rays have been examined by The Saranac Laboratory personnel and a favorable recommendation is made. Employees engaged pending physical and X-Ray examinations will be released immediately if either the local doctor or The Saranac Laboratory personnel recommends rejection.

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

/ SPECIAL EXAMINATIONS

Any employee known to have worked under dusty conditions, upon complaint to his foreman of lung disability, frequent cough or persistant colds, shall be X-Rayed without delay. The X-Rays and a complete report together with Form 2238-Rev. shall then be mailed to the Insurance Dept. 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 reaons will be inserted in the proper columns on the form.

M. F. Basquin

General Manager of Operations.

/ Indicates addition made this issue.