

STANDARD INSTRUCTIONS

SUBJECT: MEDICAL POLICY

S.I. NO.: 17:01

REV. NO.:

EFFECTIVE: 1980 September 01

APPLIES TO: REYNOLDS METALS COMPANY

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REVISION INDICAT

GENERAL POLICY OF HEALTH:

The Reynolds Metals Company, believing that the employees of the Company are its most valuable asset, provides a medical program to assist employees to maintain the highest possible level of health so that they may enjoy greater productive efficiency, increased earning power, less absence from work, and greater satisfaction in living and working.

GENERAL POLICY OF SAFETY OF ENVIRONMENT:

The Reynolds Metals Company considers the safety of the employees to be of the utmost importance. The Medical Department with the Safety Department, through sound practices of Safety and Preventive Medicine including appropriate Industrial Hygiene measures, will do everything possible to provide safe working procedures and safe working environment for all employees and will periodically monitor, the environment and the workers to insure the protection of the workers' health.

MEDICAL PROGRAM AND POLICY:

In order to carry out the general policy of Health and Safety of Environment, the Reynolds Medical Program and Policy will be to:

1. Provide employee counsel and guidance to good health practices and recommend constructive medical measures as indicated at the time of the various examinations available to employees. The examinations available are:
 - (a) Preplacement examination of all male and female applicants who have been approved by Personnel and who are seeking employment as regular salaried or hourly employees of the Company, to evaluate the physical and temperamental qualifications for the proposed job assignment.
 - (b) Preplacement examinations for return to work following occupational disability, prolonged non-occupational injury or illness, or at time of rehire after layoff, to evaluate the physical condition of the employee so that he can return to a job suitable to his physical capacity.
 - (c) Requested examinations. At the request of a supervisor, or an employee through his supervisor, special examinations will be done by the Medical Department to determine physical fitness for the job in question.

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- (d) Voluntary periodic medical examinations at appropriate intervals to evaluate the employees' health status. This will be done where facilities and medical personnel are available and will be expanded to all personnel where feasible.
 - (e) More detailed periodic diagnostic health appraisal examinations of certain key personnel and certain other employees whose medical conditions are obscure to the company physicians, where such examinations are considered essential to the future welfare of the employee and the Company.
 - (f) Special required periodic examinations of employees who may be exposed to potential occupational hazards and of employees whose jobs are such that they may cause injury or disease to other employees (i.e., chauffeurs, crane operators, power truck operators, food handlers, etc.)
2. Provide for optimum treatment for all occupational injuries and illness in the Company Medical Department and by consultant specialists and hospitals as required to insure the shortest period of disability and quickest return to his job.
 3. Provide on-the-job symptomatic medical care for all non-occupational illness of a minor nature so that the employee can complete the day's work in comfort. All definitive care is to be given by the family physician. There will be prompt referral to family physician or specialist of all serious illnesses of non-occupational nature occurring on the job. Immediate emergency treatment as indicated will be given.
 4. Consider all information obtained by the Medical Department in the course of professional consultation confidential within medical channels.
 - (a) Pertinent findings will be discussed only with the employee himself or his personal physician, except wherein the employee authorizes discussion with other persons interested in and concerned with his welfare.
 - (b) Exceptions:
 - (i) The Company reserves the right, however, to use that information obtained on the preplacement examination which is related to proper job placement.
 - (ii) All findings pertaining to any particular illness or injury claimed or adjudged to be occupational in origin will be provided to Management upon request.

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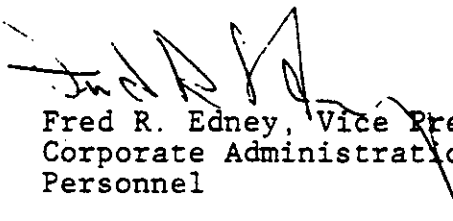
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- (iii) Medical opinion related to application for disability retirement will be provided Management so that proper evaluation of the claim can be made.
 - (iv) All results of required studies done to monitor the health of the worker and his environment will be available for review by special management groups responsible for the continued good health of all workers.
5. In most unusual circumstances where it appears that the welfare of the Company or other employees outweighs the confidential nature of medical records and it is determined that select members of Management need to be informed of the situation, the local medical directors will relay this information to the Corporate Medical Office to secure permission of the Corporate Medical Director, or the Associate Medical Director in his absence, shall have sole discretion in this matter. Any member of Management receiving such information shall treat it as confidential as possible consistent with any duty to take action.
6. The Medical Department with the Industrial Hygiene Department will make periodic surveys of the plants and will do appropriate studies of the environment and the workers to evaluate health hazards so as to protect the health of the workers. They will conduct industrial hygiene studies in the plants to determine the compliance or non-compliance with Occupational Safety and Health Act Standards of the Federal Government and make recommendations to Management so that unsafe or unhealthy conditions can be corrected.


J. E. Blomquist
President


Fred R. Edney, Vice President
Corporate Administration and
Personnel

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MEDICAL MANUAL

SUBJECT: OCCUPATIONAL INJURY AND DISEASE

M. M. NO. 1:06
REV. NO. 2
EFFECTIVE 1980-07-01

APPLIES TO: REYNOLDS METALS COMPANY

PAGE 1 OF 1

Reynolds Metals Company will furnish all necessary medical treatment for all occupational injury or disease. The in-plant Medical Department is set up so that the majority of minor injuries and illnesses can be handled by our own medical personnel. Serious injury or disease which may involve lost time or compensation is probably best handled by a consultant specialist. The Company will assist the employee in the selection of an appropriate specialist and offer its services in follow up and rehabilitation. The object is to get the employee well again and back to work quickly and with as little permanent disability as possible. Whenever possible, the employee is to be returned to work without losing time. Early return to work with or without losing time is the best way to rehabilitate an injured person.

For requirements for return to work following occupational injury or disease see M.M. 1:02 (Return to Work Examination).

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MEDICAL MANUAL

SUBJECT: NON-OCCUPATIONAL INJURY AND DISEASE

M. M. NO. 1:07

REV. NO. 2

EFFECTIVE 1973-08-01

APPLIES TO: REYNOLDS METALS COMPANY

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Reynolds Metals Company will provide on-the-job symptomatic medical care for all non-occupational illnesses of a minor nature so that the employee can complete the day's work in comfort.

Immediate emergency treatment of more serious non-occupational illnesses will be given by the plant medical staff as needed. However, all definitive treatment of non-occupational illnesses occurring on the job is to be given by the employee's family physician and the employee should be urged to seek this treatment from his family physician.

Every employee should be encouraged to utilize the services of a personal physician or medical service where these are available for care of off-the-job illnesses or injuries. Treatment of non-occupational injury and illness never has been and is not now ordinarily considered to be a routine responsibility of an occupational health program with these limited exceptions:

In an emergency, of course, the employee should be given the attention required to prevent loss of life or limb or to relieve suffering until placed under the care of his personal physician. For minor disorders, first aid or palliative treatment may be given if the condition is one for which the employee would not reasonably be expected to seek the attention of his personal physician, or to enable the employee to complete his current work shift.

Due to the shortage of physicians in some communities, it is recognized that some employees on occasion may find it impossible to locate or to obtain the services of a personal physician or health service. In such circumstances, limited to where treatment is otherwise unavailable, the occupational physician may undertake additional and continuing treatment of an employee's non-occupational condition if requested to do so by the employee or his family. If such services might become ongoing within the occupational health program, approval of the employer should be obtained. In order to help assure high quality medical care, consideration and approval by the local medical society in developing such projects, including the methods of payment for services, is urged.

Reynolds Metals Company is not to be held financially responsible for medical care for non-occupational injury or illness or for wages for hours spent away from the plant in obtaining this care. For return to work following non-occupational injury or disease see M.M. No. 1:02 (Return to Work Examination).

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