MEDICAL

PLAINTIFF'S EXHIBIT USG-103

4. X-Ray Examination

B. Annually (Cont'd)

Presently known exposures falling into this category are employees involved in dry buhr stone dressing, in handling fire brick, asbestos, silica sand, mica, perlite, celite and other diatomaceous earths and employees involved in sanding operations. At the discretion of the Plant Manager, any employee upon complaint of lung disability, frequent coughs, persistent colds, etc., may be X-rayed.

C. General

Supplemental Information Form (No. O-2941) which includes a detailed account of the employee's lifetime work activities including; type of work, kinds of materials handled and length of time at each specific occupation together with previous X-ray films shall accompany the most recent X-ray to the Trudeau Foundation.

The Trudeau Foundation shall be required to return the X-ray films to the plant. Each plant shall store the X-ray films flat in the normal film envelopes, in metal cabinets located in a cool, dry area.

X-ray films will consist of a single 14" x 17" postero-anterior routine chest projection (X-ray).

No plant shall permanently hire or continue any individual in the employ of the company where a pre-employment X-ray shows a questionable condition to exist without first reviewing the situation with the Manufacturing Manager and the Safety Director (in whose absence the case should be discussed with the Manager of Insurance or Supervisor, Casualty Insurance).

C

In an effort to offer the Trudeau Foundation a quality diagnostic plate they desire, a plant should attempt to find X-ray facilities with the following capabilities:

Generator

(1) Capacity 300 M. A. at 80-90 K.V.P. Full Wave Rectified.

(2) An accurate timer of no more than 10 M. seconds.

Contains revised material formerly on page 7 dated 3-5-69.

MEDICAL (Cont'd)

F 5. Eye Examination & Protection

All operating plants shall have a sight screening program utilizing visual efficiency testing instruments. This can be done in cooperation with optical companies, eye glass vendors, local optometrists, thru economical rental of sight screeners, or purchase of same.

Eye tests are to be performed on all employees, and the records retained. Tests are to be made on the following basis:

1. As a part of the pre-employment examination.
2. All employees at least every two (2) years.
3. Prior to transfer to a job with higher vision requirement.
4. Any time there is suspicion that an employee has a vision problem that may require correction.

Eye tests are to be in accordance with the Purdue University Job Vision Standards, made only for screening purposes, and, if it is determined that there is need for correction, the employee in question will be instructed to obtain an eye examination at his expense. The plant will then supply employee with prescription ground safety glasses at no expense to the employee, other than the eye examination cost. If acceptable correction is not attainable, then the entire case shall be C referred to the Manufacturing Manager and Safety Director for evaluation and comment.

C When corrective lenses are not necessary, the plant will furnish employees with plano safety glasses at no cost.

Should the employees' prescription ground glasses or plain glasses be lost, or otherwise disappear, employee will be required to pay for the second pair. However, if the glasses are broken, or otherwise become unusable, the plant will replace broken, worn, or unusable glasses.

If the foregoing testing requirements cannot be met with borrowed instruments, or thru economical or free testing services provided by local sources, then a visual efficiency testing instrument shall be purchased.

For the sake of standardization the Company has selected the United States Safety Service Company Model OV7-M as the unit to be purchased. D

Contains material formerly on Page 8 dated 3-5-69.

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6. Asbestos and Other Toxic Dusts

Based upon the potential hazards that may be associated with Company use of asbestos and other toxic dusts, the following program of prevention and protection is placed in effect:

I. Establishment of Threshold Limit Values (T.L.V.'s).

The Company adopts the most current T.L.V.'s established by the American Conference of Governmental Industrial Hygienists (A.C.G.I.H.) for specific toxic substances. Where two or more toxic substances are used simultaneously, the T.L.V. will be established by the insurance carrier.

II. Determination of Hazard Areas.

Each Plant, under the direction and coordination of the Manufacturing Manager, shall be responsible for establishment of an airborne and settled dust testing and analysis program. This can be accomplished by depenable outside services or by use of Plant facilities and trained Plant personnel. Personnel training shall be arranged through Department 170-6, Safety Director.

Sufficient test frequency shall be maintained to develop representative results under varying conditions. The above program will be complimented by an annual dust survey by the insurance carrier.

III. Control of Health Exposure.

All practical steps shall be taken to maintain airborne dust levels below hazardous T.L.V.'s. So long as T.L.V.'s are exceeded, all exposed personnel shall be provided with, and required to wear, respirators as approved by the U.S. Bureau of Mines rated for pneumoconiosis-producing dusts.

It is extremely important where toxic dusts are used or maintained that there be a high level of housekeeping.

It is the reponsibility of the Works Manager to prepare the necessary proposals to control and collect toxic dusts based upon individual and specific conditions.

# Indicates Change In Numbering Sequence Only.

Contains material formerly on page 9 dated 3-5-69.
Also cancels pages 8 and 9 dated 3-5-69.

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MEDICAL (Cont'd)

6. Asbestos and other toxic Dusts (Cont'd)

IV. Reporting.

Every June and December each Plant shall notify Department 170-6, Safety Director of the following, on a per plant basis:

1. Usage of asbestos (Tons) during last six months.
2. Number of employees directly involved in handling of asbestos, together with date and diagnosis of most recent chest X-ray on each of these employees.
3. Results of all dust sampling taken during last six months.

Note: Asbestos Usage Areas Only.

1. Where feasible, only non-smokers should be hired. Every practical attempt should be made to relocate existing smokers to areas of lesser exposure.

2. Department 170-6, Safety Director and 186, Manager, Insurance, shall be notified of all proposed new uses of asbestos as early as possible.

Refer to G.O.B. 4-6-B for X-Ray requirements.

END