

CELANESE CORPORATION

ADMINISTRATIVE PROCEDURE

RESPONSIBLE ISSUING DEPT. Health & Safety	SECTION: GENERAL ADMINISTRATION SUBJECT: Health Surveillance & Medical Care	PROCEDURE NO. 1-36 PAGE 1 of 4 DATES: ISSUED May 1982 EFFECTIVE May 1982
SUPERSEDES PROC. DATED New		

1. INTRODUCTION

The business of Celanese encompasses a number of processes and products which represent health risks if not controlled. To assess and manage these risks, Celanese has implemented several programs, such as the emergency medical, health monitoring and occupational health maintenance programs. They provide effective care for mishaps and for early detection of harm from any unsuspected hazard for all employees of the corporation.

2. PURPOSE

This administrative procedure (A.P.) is designed to assure that all Celanese employees receive effective emergency medical support, health monitoring and any necessary occupational health maintenance.

3. SCOPE

Each location will have a program which identifies needs and provides resources for emergency medical care and health monitoring. Locations with occupational hazards which may require a medical response may also have a program of occupational health maintenance if beneficial to the company and employees. The medical conduct of all medical personnel will be governed by this procedure.

4. MEDICAL PROGRAMS CONDUCTED BY CELANESE EMPLOYEES

- 4.1 Medical services provided by Celanese will be conducted in accord with all Federal and State laws and regulations. This includes, but is not limited to, licensure, medical programs required by regulation, continuing medical education, medical supervision, and the delegation of authority for employee examination and care. All personnel will perform their duties in accord with the Celanese Nursing Procedures Manual and when promulgated, the Medical Directives Manual. Each location will maintain at least one such manual within the medical facility to include current company and corporate revisions. Unless otherwise specified, amendments to the manuals may be recommended by the local physician, provided copies of the amendment are forwarded for approval to the company and the corporate medical offices.

008506

RESPONSIBLE ISSUING DEPT.	SECTION: GENERAL ADMINISTRATION	PROCEDURE NO. 1-36
Health & Safety	SUBJECT: Health Surveillance & Medical Care	PAGE 2 of 4
SUPERSEDES PROC. DATED		DATES:
New		ISSUED May 1982
		EFFECTIVE May 1982

- 4.2 The introductory history and physical examination is part of a voluntary health monitoring program which will be made available to all present employees, together with employees gained through acquisition. In the case of newly hired employees, the program will begin with the baseline placement examination which will be a condition of employment. Any subsequent periodic examinations for all employees will be voluntary and will include (1) annual completion of the Celanese periodic medical history form and the Celanese brief screening protocol, and (2) completion at least every five years, of the Celanese periodic history and physician protocol.
- 4.3 Locations with occupational hazards which have been shown to cause a significant medical problem in exposed persons must set up a comprehensive program to eliminate or minimize the exposure, and to provide proper medical treatment for affected employees. This program is to be under the joint direction of the company manager of industrial hygiene and the company and Corporate Medical Directors.
- 4.4 Locations with serious hazards or physical challenges which rely upon certain health monitoring tests to assure employee protection may choose to make those tests as a condition of employment for exposed employees, with the approval of the appropriate company and corporate officials.
- 4.5 Employees will be informed of all positive findings to assure sufficient understanding to plan a method of control or further analysis and treatment of medical problems through their personal physician.
- 4.6 The operating manager of each location will be responsible to ensure that the health monitoring program is carried out (1) in accord with this A.P., (2) using forms approved by the Corporate Medical Director, (3) utilizing the clinical services of a company and corporate-approved clinical laboratory, and (4) preparing the medical data for entry into the corporate data processing system. Data entered into this system may be retrieved by the medical staff only, to include those employees for whom they have a medical responsibility. (For further details see A.P. 1-34 which deals with Confidentiality of Medical Records.)

008507

RESPONSIBLE ISSUING DEPT.	SECTION: GENERAL ADMINISTRATION	PROCEDURE NO. 1-36
Health & Safety	SUBJECT: Health Surveillance & Medical Care	PAGE 3 of 4
SUPERSEDES PROC. DATED		DATES:
New		ISSUED May 1982
		EFFECTIVE May 1982

5. MEDICAL SERVICES PROVIDED BY OUTSIDE SOURCES

- 5.1 Locations may select to purchase services from local or traveling medical facilities. Medical practice of such facilities will be in accord with applicable laws and regulations. The content and functional standard of such programs will be equal to the standards set by this administrative procedure.
- 5.2 Some medical sources, such as emergency medical treatment, may be required on such a rare basis that no formal arrangements need be made and Celanese support rendered would be on a fee-for-service basis. Unless otherwise approved by the Corporate Medical Director, physicians who provide the physical examinations will have a written contract approved by the corporate legal department and the operating company medical director. This contract will describe services performed, level of malpractice insurance carried by the physician, the physician's willingness to follow Celanese administrative procedures, and the financial support for services.

6. EMERGENCY MEDICAL SERVICES

- 6.1 Each location will develop and educate their employees in a plan providing for emergency medical care. This plan will include at least one designated physician and hospital emergency room as the primary sources for emergency care.
- 6.2 Simple first aid kits will be maintained at each location with at least one employee trained to use the kit on each shift. Locations with shifts employing over 200 employees will assure that each such shift includes one trained emergency medical technician (EMT) or nurse who will be trained in accord with the policies of the facility which provides definitive emergency medical services.
- 6.3 All persons, employees, and visitors, should be provided with first aid for medical emergencies sustained at Celanese locations. If currently trained EMT's are available, emergency care should be provided to the degree necessary to prevent loss of life or function and rendering the victim comfortable and transportable to a medical facility.

RESPONSIBLE ISSUING DEPT. Health & Safety	SECTION: GENERAL ADMINISTRATION SUBJECT: Health Surveillance & Medical Care	PROCEDURE NO. 1-36 PAGE 4 of 4 DATES: ISSUED May 1982 EFFECTIVE May 1982
SUPERSEDES PROC. DATED New		

6.4 Locations may staff medical facilities which offer preventive or full definitive care for occupational injury or illness to include emergency services. Such care will be provided under the direction of a licensed Celanese-designated physician. Such medical care must at least be equal to the community standard set by alternative medical facilities. Location emergency medical services to include definitive care will be available to all employees and visitors to the extent necessary to prevent loss of life and function, or to render the victim comfortable and transportable to other medical facilities. No employees' or visitors' health will be jeopardized by diversion to internal facilities not equipped to handle the particular case.

7. ROUTINE MEDICAL CARE AND MONITORING OF NON-OCCUPATIONAL DISORDERS

- 7.1 Locations may choose to provide additional medical surveillance or care through internal medical facilities if judged beneficial to the company and employees. Such programs will be limited to (1) preventive monitoring or treatment best provided through Celanese whether for production or medical efficiency, (2) treatment or monitoring needed to allow the employee to remain on the job. Such care and monitoring will be on the basis of a physician's direction either by a prescription from a Celanese-designated physician or his/her approval of the employee's personal physician's prescription.
- 7.2 Monitoring and treatment of any sort must not delay the diagnosis of an unresolved problem. Similarly, the Celanese program must not interfere with the quality of care provided by the employee's personal physician.
- 7.3 In the case of non-occupational medical problems which could reasonably lead to hospitalization, the employee's personal physician must be responsible for medical management. Under the direction of a Celanese physician, Celanese facilities may assist in monitoring or treatment at the request of the employee's personal physician. In such cases, the monitoring and treatment program also must be approved by the Celanese-designated physician.

8. GOVERNMENTALLY REQUIRED MEDICAL PROGRAMS

When governmental regulations require health surveillance procedures, the conduct of the program will be covered in the Celanese Nursing Manual, and when promulgated, the Celanese Medical Directives Manual.

008509