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Interoffice Communication

To : Distribution
From : John Friend
Date : January 27, 1983
Subject : ANNUAL MEDICAL TESTING

The Health Examnetics medical van will be at the plant in early March to conduct medical screening tests for all employees. I and all management of Conoco Chemicals wholeheartedly support this program. At no cost to the employee, the program provides for medical testing at least annually which is more often than most of us would be tested if we had to do it on our own. The medical screening tests are by no means a total physical examination, but they do allow each employee or the employee's personal doctor to be updated on medical tests which may indicate potential medical problems.

Besides supplying each employee with his/her medical testing information, the testing program also provides our medical department with an overall picture of the health of our plant's employee population today. If any unusual or unfavorable trends develop among our employees, we can investigate to determine whether the work environment is causing health problems. This, of course, is important in assuring a safe and healthy place to work.

*add
regulatory
requirements*

Each of us should be concerned about our employee's well being and health. As supervisors we should promote programs such as medical testing because it is the employee's health that can benefit. Active participation on our part is a visible sign that we are interested in our own health and the health of our employees. Just as we strive to be leaders in safety, we should each take a leadership role in health activities through active participation.

Plant Nurse, Ginny Belk, will soon publish a van testing schedule which will include all employees. If any of your people have a problem with the schedule, they should contact Ginny. Just before the medical van arrives, Ginny will issue the final schedule which will include any changes based on feedback from employees. I expect the final schedule to be followed. It is not Ginny's responsibility to chase down people who do not show up for their exam on time. It is the supervisor's responsibility to arrange for scheduled employees to be at the van on time.

John Friend

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Distribution: All Supervisors

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