FILE NAME: US Gypsum (USG)

DATE: March 24, 1936

DOC#: USG027

DOCUMENT DESCRIPTION: 1936 requirements re medical examinations for new employees

Operating Division		MEDICAL EXAMINATIONS	No. 4-2-1 Date 3-24-36 Sheet 1 of 2
Approved			New Bulletin

PLAINTIFF'S EXHIBIT 1680

EXAMINATIONS REQUIRED

Effective immediately, all new employees for permanent positions, (except sales and plant office, Oakfield paper mill and marine employees) at the Oakfield, Black Rock, North Tonawanda, Skaneateles Falls, New Brighton, and Jersey City plants 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 history - Form No. 2238
(b) Physical examination " " 2239
(c) The X-Rays
(d) Monthly report of examinations - Form M-4583

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

EXAMINATIONS

The plant personnel will fill in form No. 2238 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.

If the applicant is rejected by the doctor for some reason other than a lung

Cancelled 10-4-37

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.

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 reasons will be inserted in the proper columns on the form.

O. W. Rhode

Vice President

Cancelled 10-4-37