Operating Division GENERAL ORDER Approved: CWDK	MEDICAL EXAMINATIONS	No. 4-5 Date 3-26-54 Page 1 of 2 Cancels Page Dated 4-1-43

Personal History

Prior to the employment of any person in any operating plant, a personal history shall be taken which shall include a history of prior employment, recorded on U. S. G. Form 1614 - Personnel Record Card. Each card should then become a part of the permanent employment record of all applicants hired.

Pre-Employment Physical Examinations

Pre-employment physical examinations shall be considered mandatory in all plants unless an exception has been specifically granted by the Production Manager. The pre-employment physical examinations shall include a thorough examination of the heart, lungs, hernial region, muscle and bone structure, eyes and ears and shall be recorded on U. S. G. Form 0-2940 Physical Examination and History. The physician making the physical examination should be requested to submit a blood specimen of the employee to the State Health Department or Provincial Health Departments for examination. If the results of this test prove positive, adequate measures should be taken to ascertain that this condition is corrected or the employee is discharged.

X-Ray Examinations

Any employee whose prior employment history indicates an exposure to asbestosis, silicosis or other such occupational diseases should give proper medical evidence that he is free from such a disease or he should be subjected to X-rays before being hired. In cases of emergency, employees may be hired without such evidence even when there is knowledge that the employee has been exposed to such diseases. Under such circumstances, however, X-rays will be taken immediately and forwarded to the Saranac Laboratory, Saranac Lake, New York. Under no circumstances should a new employee receive an X-ray if his clinicalphysical examination indicates he is unacceptable for employment. Employees engaged pending physical and X-ray examinations shall be released immediately if either the local doctor or the Saranac Laboratory recommends rejection and shall be suspended from employment if the report of the local doctor or the Saranac Laboratory has not been received within thirty days from the date of first employment.

Annual Physical Examinations

All employees regularly exposed to asbestos dust in the course of their employment shall be X-rayed annually and the X-rays forwarded to the Saranac Laboratories for interpretation. Employees regularly required to handle materials containing a high percentage of free silica, such as firebrick, and employees involved in dry Buhr stone dressing operations shall be required to submit to annual X-ray examinations. At the discretion of the Works Manager, any employee upon complaint of lung disability, frequent coughs or persistent colds, may be X-rayed and the Production Manager notified in writing. These examinations will



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Annual Physical Examinations (Cont'd)

consist of a physical examination and one anterior-posterior X-ray of the chest. The Saranac Laboratory will also interpret the X-rays forwarded for examination and return to the Works Manager.

All plant hourly personnel over sixty years of age shall be required to undergo an annual physical examination. Younger employees who are assigned to very laborious work, employees who have symptoms of ill health or who have been irregular in reporting for work should likewise undergo such an examination.

Records

All annual and pre-employment physical examinations made by plant physicians shall be made in accordance with Form 0-2940 entitled United States Gypsum Company Physical Examination and History. In an effort to assist the examining doctor in expediting his work it is suggested that the plant personnel superintendent or other qualified individual fill out the front of the examination sheet, thereby, minimizing the amount of time required by the examining physician. X-rays shall be properly identified and filed flat in a fireproof steel cabinet, except in the Oakfield and New Brighton Plants where the State Law does not permit plant to retain X-rays. These two plants shall forward the X-rays to the Saranac Laboratory for filing. The complete record of each new employee shall be maintained in an individual personal file in a locked steel cabinet. The examining physician will return the physical examination form to the Works Manager. If X-rays are made, they shall be sent by the Plant to the Saranac Laboratory, P. O. Box 551, Saranac Lake, New York with a letter of transmittal. The history and physical examination form shall not be sent to Saranac unless requested.