

CAMBRIDGE

TO: O.F. Stewart - Enorce DATE: January 13, 1978
FROM: T.E. Hamilton SUBJECT: Lung Function Examinations
CC: J.W. Wolter
 E.S. Wood

PERSONAL & CONFIDENTIAL

Enclosed are the Lung Function Tests done by Peter Kostic and me on August 24, 1977. In addition there is an information sheet which may be of help in interpreting them.

We advised each employee of their results after testing him/her so it will not be necessary for you do so. However, if any employee wishes to review the results again, please use the procedure outlined below:

1. Speak to the employee privately. The test results are personal medical data and should be treated in a confidential manner.
2. Explain the report. Comments have been written at the bottom to aid you. The employee may be shown the report and given a copy if they request it.
3. Make certain that the employee understands the suggestions in the remarks section. These may be:
 - a. Stop smoking
 - b. Check with your physician
 - c. Avoid heavy dust
 - d. Exercise
4. Indicate the date that you spoke to the employee on the report and initial it.
5. File the report in the employee's personnel folder.

Seven employees were specifically recommended to consult their own physician as a result of their lung function tests. Their names are:

Scott Bible
O.B. Hair
W.O. Seter
Eugene Layton

Ettis McAbee
Hallie Rice
O.F. Stewart

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It would be a good idea to follow up on these employees to make sure that they did seek medical attention.

If you have any questions, please contact me.

Thomas E Hamilton

Thomas E. Hamilton

TEH:bp

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