Mr. Russell Menard, Manager of
Employee Relations
Haveg Industries, Incorporated
900 Greenbank Road
Wilmington 8, Delaware

Safety and Health

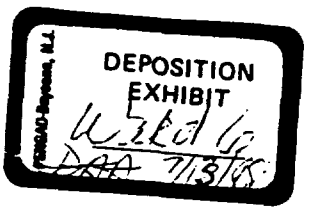


Service Report

[TO]

Mr. Harold B. Haney, Vice-President
Haveg Industries, Incorporated
900 Greenbank Road
Wilmington 8, Delaware

July 11, 1963



[CONCERNING] 900 Greenbank Road
Wilmington 8, Delaware

[SERVICE BY] A. Garbarino, R.N., occupational health nursing consultant, on June 25, 1963

[PERSONS CONTACTED] Russell Menard, manager of employee relations
Mrs. Elizabeth Elliott, R.N.



[REPORT SUMMARY]

"The employee health services were reviewed and the following suggestions offered for consideration:

1. Medical Direction

   a. Invite the 'on call' servicing physician to make periodic plant visits.

      1. To become acquainted with the plant environment and operations.

      2. To give sound advice regarding scope of program and preventive health and safety measures.

2. Record System

   ✓ a. Maintain all pertinent health information on each employee in individual folders in employee health unit locked file.

   ✓ b. Update physical examination form.

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Haney #5

From the office of C. F. Schlueter, Vice-President, Safety & Health Services

Employers Mutuals of Wausau

Home Office: Wausau, Wisconsin

This confirmation of service concerns only such conditions and practices as were observed and considered at the time of this call. It is not intended to indicate that all other hazards are adequately controlled.

c. Incorporate procedures and policies into an employee health procedure manual to insure standard and continuity of service. Modified

1. Develop and include nurse's job description.

3. Health

a. Health maintenance program.

1. Health histories to be taken by nurse.

2. Physical examination findings to be interpreted as to work ability by the physician to assist management in proper placement. Develop a code for this purpose to be used by personnel department in placement.

3. In long-range planning, develop a periodic physical examination program to include all employees.

4. For those employees working with asbestos, consider having chest X-ray and physical examination findings reviewed by Employers Mutuals of Wausau consultant, O. A. Sander, M.D., an authority in the field of chest conditions.

5. Purchase a Snellen eye chart for vision screening.

4. Health Education

a. Develop a follow-up file for employees with known disabilities and chronic health conditions for planned counseling. Modified

5. Preparation for Mass In-Plant Emergencies

a. Offer a basic first-aid course to be given by American Red Cross at the plant to foremen.

b. Prepare an alternate for Mrs. Elliott, R.N., in the event of her absence.

"It was suggested that a toxicology chart be developed on all hazardous materials used in plant. This to include:

1. Hazard

2. Operation involved

3. Mode of entry

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4. Symptoms

5. Treatment

6. Prevention and protection

"A sample toxicology chart will be provided.

"Materials to be sent:

1. 'Occupational Health' - Employers Mutuals of Wausau publication.

2. 'Employment of the Expectant Mother.'

3. 'Scope, Objectives and Functions of Occupational Health Programs.'

4. 'Survey of Occupational Environment.'

5. 'Guiding Principles of Medical Examinations in Industry.'

6. 'Guiding Principles and Procedures for Industrial Nurses in Care of Eye Injuries.'

7. 'Dermatitis,' plant nurse's report.

8. 'Health Examination' form.

9. 'Health History' form.

10. 'Toxicology Chart.'

11. 'Bibliography' - home office library.

12. 'Mouth to Mouth Resuscitation.'

13. 'Guide for the Development of an Employee Health Service Procedure Manual.'

14. 'Women in Industry, Safety and Health Suggestions.'"

We will be glad to answer any questions you may have concerning the above or provide any additional assistance you may desire.

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cc: Plant Manager

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