

FILE NAME: US Gypsum (USG)

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DOCUMENT DESCRIPTION: 1938 Recommendations regarding medical examinations for new employees.

Operating Division	PLAINTIFF'S EXHIBIT <u>1682</u>	No. 4-2-1
		Date 1- 7-38
Approved <i>M.T.</i>	<u>MEDICAL EXAMINATIONS</u>	Sheet 1 of 2
		Cancels Sheet 1 Dated 10- 4-37

EXAMINATIONS REQUIRED

Effective immediately, all new employees for permanent positions (except sales and plant office and Oakfield paper mill employees) at Oakfield, Jersey City, and the East Chicago Asbestos Shingle Plant 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 and Medical Record - Form No. 2238 - Revised.
- (b) Physical examination - " " 2239
- (c) The X-Rays (Subject to exception)
- (d) Monthly Report of Examinations - Form M-4583.

Form No. 2238-Revised and No. 2239 and the X-Rays will be made a part of the permanent personnel records at the plants - except at Oakfield where state law does not permit plant to retain X-Rays.

The complete record of each new employee shall be filed alphabetically in a locked steel cabinet. X-Rays shall be properly identified and filed flat in a fireproof steel cabinet.

EXAMINATIONS

The plant personnel will fill in form No. 2238-Rev. 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. In the case of plants which do not keep the X-Rays on file, the doctor shall submit an interpretation which shall be filed as a substitute for the X-Rays.

/ Indicates change this issue.

CANCELLED JUN 23 1939

ELIMINATION OF DUSTY CONDITIONS

No. 2-5
Date 4-1-43
Page 2 of 2
New Bulletin

RESPIRATORS

With the exception of lime plants, where the Martindale Protective Mask is satisfactory, only respirators approved by the Bureau of Mines may be purchased and used for protection against dust.

The following respirators have received the Bureau of Mines' approval for non-poisonous dust, but must not be used for protection against poisonous gases, or where the hazard is lack of oxygen:

M.S.A. Dustfoe
M.S.A. Comfo
American Optical #R-1000
American Optical #R-9100
Willson #200
Willson #750
Chicago Eye Shield #94

Care of Respirators - Respirators shall not be interchanged between employees and shall be sterilized regularly by one of the following methods and before reissue to another employee:

- a. Wash rubber and metal parts with soap, brush, and warm water and sterilize by immersion for 10 minutes in a solution of formaldehyde (one part of 40 per cent formaldehyde solution and 9 parts of water.)
- b. Wash rubber and metal parts with soap and water, and sterilize in a 3 per cent solution of carbolic acid, a 2 per cent solution of lysol, or a 70 per cent solution of denatured alcohol.
- c. Subject respirator to sterilization in a moist atmosphere of antiseptic gas, preferably formaldehyde, for a period of 10 minutes at room temperature.

After sterilization respirators should be rinsed in water and dried. Filter, felt screens and lastic head bands shall always be removed before sterilization.

