

Lake Charles
INTER-OFFICE CORRESPONDENCE

JUL 20 1990

To: Chuck Bellon
Dr. Looney
Tom Hatfield

Date: 7-18-90

From: Ron Williams *RW*

Subject: Working Women's QAT

As you are aware, for the past few months the Working Women's AT has been drafting some materials with the intent of improving our procedures regarding employee pregnancies. Responding to Tom Hatfield's suggestion, the QAT would like to meet with those on the distribution of this memo on 7-27-90 at 8:00 a.m. in Training Room A. The purpose of the meeting will be to review and critique the QAT's recommendations prior to their presentation to Tom Brown's QLT.

Attached for your review is the latest draft copy of the QAT's proposal. Although I am less than totally comfortable with all its provisions, there is only one change that am sure should have been made to this draft. The frequency of visits to the Plant Physician should be limited to the initial visit and perhaps a visit after the Reproductive Hazards Review Committee has rendered its opinion. Subsequent visits would made as necessary (e.g., there is a problem with the pregnancy requiring agreement with the personal physician and the Plant Physician to alter job duties, etc.).

Finally, I have solicited Jim Barter's input on the draft and hope to have this in hand by 7-27.

cc: Bob McCorquodale
Jim Barter

SL 043298)

order to define a step-by-step procedure for pregnant employees-male(smile) or female-and their supervisors. to clarify EPG policy for reproductive hazards and provide a listing of assistance resources, we, The Working Women GAT, propose the following step-by-step procedure.

- Step one: If you have reason to believe you are pregnant, (It is suggested that a home pregnancy test be used), inform your supervisor so you can be treated as such until confirmation of the pregnancy can be made. Confirm your pregnancy and bring confirmation to your supervisor within three working days. Your supervisor will send you to first aid to report your pregnancy to the plant physician.
- Step two: The plant physician is to provide the employee with a packet (appendix A) to present to her personal physician. The personal physician's recommendations concerning the welfare of the patient shall be followed. The employee will be given a questionnaire (appendix B) that she, along with her supervisor, fills out promptly and returns to first aid. The employee shall retain an answered copy of the questionnaire.
- Step three: After return of the questionnaire, the company shall give the pregnant employee an answer from the "Reproductive Hazards Review Committee" within 5 working days.
- Step Four: The pregnant employee should check in with the plant physician after each time she visits her private physician so that the company has knowledge of her progress.
- Step Five: Under normal pregnancy conditions with no complications, the employee should work at least up to four weeks prior to her delivery date or as recommended by her private physician.
- Step six: After a normal delivery, the employee will typically return six(6) weeks after delivery or as recommended by the private physician.

Special Considerations:

1. There shall be no heavy lifting over 20 pounds by the pregnant employee--get help.
2. The pregnant employee shall be provided with a smoke free workplace, break, and lunchroom.
3. Any substances (chemical or physical) known to be harmful to the fetus or substances for which the reproductive toxicity is unknown shall be avoided.
4. The pregnant employee shall not be a member of the Emergency Squad. She shall not participate in any unit emergency response which could inadvertently result in a massive exposure to a systemic toxin. She shall not be required to participate in any unit emergency requiring extreme physical exertion.
5. All absences due to the pregnancy shall be counted as one occurrence with a written excuse from her doctor.
6. A pregnant employee will not be permitted in the Mercury Cell production area. Occasional visits to the Mercury Cell control room and associated offices will be permitted but must be approved in advance by the Plant Physician. Types of visits that might be permissible include, for example, a daily stop at the Control Room to pick up paperwork or a once a week meeting for two hours duration in the Control Room or associated offices.
7. A ladies bathroom must be available in the unit where she works.
8. A pregnant employee shall be changed from a twelve (12) hour shift to an eight hour shift if her personal physician deems it necessary for her health.

APPENDIX A

These are the items to be included in the packet to be given to the pregnant employee upon first visiting the plant physician.

1. An explanation as to who and what is the "Reproductive Hazards Review Committee".
2. A listing of all compounds to which the employee may be exposed under routine operations or foreseeable emergencies. Those with known reproductive effects should be highlighted.
3. A copy of the proposed step by step procedure and special considerations.
4. A copy of the questionnaire to be answered by the employee along with her supervisor.
5. An explanation of how to apply for the car seat provided by the plant.

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APPENDIX B

PREGNANT EMPLOYEE'S QUESTIONNAIRE

1. Give a total listing of your job requirements during an eight(8) or twelve(12) hour day.
2. Does your job require heavy lifting (more than 20 lbs.)?
3. What are your job requirements during an emergency situation?
4. What climbing does your job require?
5. What percent of the time do you spend standing while doing your job? percent of time sitting? maximum length of time standing at one time.
6. What production areas does your job require you to go into?
7. What chemicals do you come in contact with as a part of your job? In what way are you in contact with these chemicals?
8. What equipment do you operate on your job?
9. Does your job require straining on valves or tools? Explain.
10. List the slipping or tripping hazards in your area.
11. How far is it to the bathroom nearest your normal work area?
12. Is your job critical to the safety of others?
13. Do you work in a smoke-free environment? If not, explain.
14. What skills do you have that can be utilized in a different job?
15. Do you find yourself in confined, tight places in the course of doing your job? If so, explain.
16. Do you work in a high noise area? If so, explain.
17. Is someone available to assist you in heavy work?