

MEMORANDUM ON THE OBJECTIVES AND OPERATIONS OF THE
MEDICAL DEPARTMENT OF ETHYL CORPORATION - 1953

Objectives

The primary objectives of the Medical Department of Ethyl Corporation are:

1. Continuous appraisal of the occupational and public hazards to health associated with the operations of the Corporation, as these derive from the manufacture and distribution of all of its products (clinical, epidemiologic and physiologic research).

2. Protection of persons who may be subjected to hazards from Ethyl's products or operations;

- a. The employees of the Corporation;
- b. The employees of carriers of the products;
- c. The employees of customer companies whose handling of these products (principally ETHYL fluids) exposes them to significant danger;
- d. The public.

3. Maintaining employees of the Corporation in a state of health, so far as may be possible within the limits of the medical policies and capacities of the Corporation, and giving advice and assistance toward appropriate medical care when preventive measures fail.

Secondary but essential objectives are those of:

1. Coordinating the activities of the Medical Department with those of other departments, notably manufacturing, sales and

EC4690

K 0210

research, to the end that hygienic considerations are maintained in a prominent position in the conduct of the day's work;

2. Cultivation of familiarity with current policies and plans for the further development of the Corporation, at various points of contact, including that with major executives, for the purpose of providing such guidance on hygienic matters as might be indicated.

Robert A. Kehoe, M. D.
Medical Director

November 24, 1952

APPENDIX

Operations

The operations which are concerned with the foregoing objectives are the following:

Direction and Administration

The Medical Director limits his activities mainly to the general administration of the activities of the Medical Department, but pays particular attention to those operations that seem to him most crucial:

1. Control of the hazards of the manufacture of tetra-ethyl lead;
2. Various current and long term investigations on the medical and hygienic problems of the Corporation, initiated by the Medical Director and then followed in his capacity of Director of The Kettering Laboratory.

The Associate Medical Director is responsible for the day-to-day conduct of the medical and hygienic operations of the Corporation, with particular reference to the clinical and safety programs. He also coördinates the clinical work of the manufacturing plants with that carried out in the Corporation, generally, and does a considerable portion of the clinical work himself.

Medical Care of Ethyl Personnel

The regular clinical and first-aid operations involving personnel of the Corporation, exclusive of the two manufacturing plants (Baton Rouge and Houston) which are operated and budgeted separately, are carried out by regular medical consultants in New York, Detroit, Los Angeles, and Cincinnati, and by Medical Supervisors whose headquarters are in Cincinnati and whose principal

activities relate to the medical care of employees of customer companies. In this work are involved nine physicians and two nurses (one each in New York and Detroit).

Medical Care of Customer Personnel

The regular clinical supervision of blending plant personnel (and that required occasionally for other customer personnel) involves approximately four thousand persons in some four hundred locations, scattered over the United States, Canada, Mexico, Cuba and certain South American Countries (Venezuela and Chili at present). These employees of customers are examined periodically and maintained under instruction and supervision by a substantially uniform and personalized procedure, which, thus far since 1926 when this work was organized and inaugurated, has succeeded in preventing the occurrence of lead poisoning among this group despite the potentially great severity of their occupational hazards. The Associate Medical Director, the three Medical Supervisors, one part-time plant physician, six regularly retained Medical Consultants, and three local medical consultants (in Venezuela and Chili), i.e. fourteen physicians in all, are concerned with the conduct of these medical operations.

Clerical and Financial Operations

The maintenance of the medical records of Corporation and customer personnel is the responsibility of one confidential secretary in Cincinnati.

The maintenance of the records and correspondence of the Medical Supervisors and regular Medical Consultants, as those relate to the plants and the management of plants of customers is carried out by one secretarial assistant, who is also the secretary

of the Associate Director.

The financial matters involved in the operations of the Medical Department and in the activities of the Kettering Laboratory as these relate to Ethyl Corporation, are handled by a financial secretary, who also is the accountant for the Kettering Laboratory.

One additional secretary is confidential secretary to the Medical Director of the Corporation. Her work includes secretarial responsibilities to the Director of the Kettering Laboratory.

Robert A. Kehoe, M. D.
Medical Director

November 24, 1952

EC4694

K 0214