

PHYSICAL EXAMINATIONS

SECTION (A) PHYSICAL EXAMINATION OF EMPLOYMENT APPLICANTS:

(1) General Plan:

All employment applicants except those to be hired for temporary work of not more than four weeks duration will be physically examined by a doctor of our selection, at our cost, before they are definitely hired.

(2) Time and Place for Examination:

At the time of the original interview, applicant will be instructed that employment is conditioned on ability to pass physical examination by our doctor. Examination should be made immediately before applicant begins work, except where production requirements demand employment before examining doctor is available, in which case examination may be deferred but should be conducted just as soon as possible following date of conditional employment. The examination should be conducted in the plant First-aid room wherever possible but if this room is not located so that efficient examination may be conducted therein, it will be conducted at a location mutually agreed upon by plant management and the doctor.

(3) Report and Record of Examination:

Form 1991 will be used as a report and record of the examination and will be kept as a confidential, permanent record in the First-aid room at the plant. When an employee is transferred to another Company location the Form 1991 record should be mailed to the new location.

(4) When Applicant is Rejected by Doctor:

Subject to review by plant management which may, because of special services or other unusual conditions, decide that the risk involved should be assumed. Detailed report covering each such person employed should be made a part of Form 1991 record.

SECTION (B) PHYSICAL EXAMINATION - SPECIFIED LOCATIONS:

At those plants where certain operations exist, special examinations will be conducted of both males and females in addition to, but in accord with the foregoing instructions. Specified Locations are at present generally defined as follows, but are subject to amendment from time to time, in which event information will be furnished each plant involved:

- (1) Annual physical examination will be made of all employees exposed to solvent fumes. The routine physical examination will be extended to include the following laboratory procedures in the case of those employees regularly employed at any type of spray equipment such as operators on steel containers, beer can lines at the body sprayers, or side seam striping devices, or wherever side seam striping equipment is in use, and also all employees who regularly work within ten feet of any type of spraying equipment. Also employees regularly employed in paint rooms:

Laboratory Procedure:

- (a) X-ray of the chest (b) Complete blood count (c) Icterus index
(d) Urine analysis.

SECTION (B) PHYSICAL EXAMINATION - SPECIFIED LOCATIONS (CONTINUED)

- (2) Annual physical examination with laboratory procedures as follows will be made of all employees regularly engaged in solder refining, sweepers and cleaners in lead locations and those regularly employed on bodymakers where lead is used in solder, also those regularly employed on hand soldering operations:

Laboratory Procedure:

- (a) Complete blood count (Reticulocytes & Stippling)
- (b) Urine analysis.

- (3) The foregoing examinations in specified locations shall apply to:

- (a) All present employees in specified locations.
- (b) All employment applicants intended for work in specified locations.
- (c) All employees transferred from other points to specified locations.

- (4) There will be periodic routine physical and laboratory examinations in accordance with the foregoing instructions of all employees who continue to work in Specified Locations. These reexaminations will be conducted annually, except where previous examination has disclosed conditions which require more frequent check-up, in which event all, or as much of the procedure as is indicated, may be repeated as recommended by the plant physician.

SECTION (C) PHYSICAL EXAMINATION - FIBRE MILK CONTAINER DEPARTMENT:

- (1) There shall be routine physical examination and laboratory examination of all employees before they begin employment.
- (2) The routine physical examination shall be extended to include:
- (a) Either the Wasserman or Kahn test for syphilis, whichever is accepted by the Department of Health in the state where the plant is located.
 - (b) Bacteriological examination of nose culture, throat culture, sputum, urine and feces.
- (3) At intervals of three months following the complete examination, the plant doctor will make a visual examination of the nose, throat and mouth, ears, eyes and exposed skin and a record of this quarterly examination will be made a part of Form 1991.
- (4) Before resuming employment, every employee absent from work because of personal ailment or illness, regardless of the period of such absence, will be examined by the plant physician as extensively as the reported ailment or illness indicates. Where the illness involves the upper respiratory system or otherwise indicates the possibility of hemolytic streptococci, there will be bacteriological examination of two sets of nose and throat specimens taken at least twenty-four (24) hours apart. The employee will not resume work in the department until negative reports are received from the laboratory, but should be offered any available work in other departments pending the receipt of negative reports. If at any time there is evidence of the presence of the organism, regardless of the general health of the employee, the above procedure will be exactly followed.
- (5) There shall be periodic routine physical and laboratory examination, in strict accordance with the foregoing instructions, of all employees who continue to work in the department. These reexaminations shall be conducted annually, except where previous examination has disclosed conditions which require more frequent check-up in which event all, or so much of the procedure as is indicated, may be repeated as recommended by the plant physician.

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SECTION (D) PHYSICAL EXAMINATION - FOOD HANDLERS:

- (1) Wherever examinations are not conducted under state or municipal regulations, all employees who handle food in the operation of our cafeterias must be examined in strict accordance with each and every provision of Section "C" hereof: This applies to both our own employees and the employees of others who operate our cafeterias, but we will assume only the cost of examination of our own employees.

SECTION (E) PHYSICAL EXAMINATION OF EMPLOYEES FOLLOWING ABSENCE
FROM WORK DUE TO PERSONAL AILMENT, ILLNESS OR INJURY:

- (1) Every employee absent from work due to the above causes for any period up to four weeks will report to the plant nurse before resuming work and give a history which will be recorded on Form 1991. If the nurse decides that medical examination is required before work is resumed, the employee will be referred to the plant doctor for such medical examination, at our cost.
- (2) Every employee absent from work due to the above causes for a continuous period of four weeks or more will be examined by our doctor, at our cost, before resuming work. In order to facilitate the examination by our doctor, the employee should be requested to secure a report from his or her personal physician.

SECTION (F) PHYSICAL EXAMINATION OF FEMALES:

- (1) The examination of women will be conducted along the same general lines as that of men except that there will be no pelvic examination of women unless the history or findings indicate to the doctor that pelvic examination should be included, but under no circumstances will such an examination be made until and unless the consent of the woman has been secured in writing; in the case of minors the consent of parent or guardian must also be first secured in writing. A female nurse will be in constant attendance during the examination of a female by a male doctor.

SECTION (G) COSTS:

- (1) We will assume costs of physical examinations and laboratory procedures as authorized herein. We will also assume cost of an emergency visit to the plant by a physician whenever an acute illness occurs to an employee which requires immediate medical first-aid, and we will also assume the cost of necessary transportation to home or hospital whenever ordered by the physician called in such emergency. Under no circumstances will any medical, nursing or hospital costs beyond those authorized above be assumed by us until and unless approval of such costs is received from Division Management which will have previously received authorization from the Committee on General and Division Expense. The foregoing has no connection with established procedures under workmen's compensation liability.

SECTION (H) PHYSICAL EXAMINATION - OFFICE EMPLOYEES:

- (1) Sections (A), (E), (F) and (G) hereof shall apply to all office locations. Where the offices are located in our plants, present medical and nurse services may be used. Where the offices are separated from our plants, office managers should make arrangements locally to best meet the medical service and the record work required.

APPROVED:

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