

CONFIDENTIAL

To: J. A. Lawrence - Denison

Date: March 5, 1981

From: T. M. Faas *T. M. Faas***PRIVILEGED**
J-M 83*Re
pls review
with claim
& retain
not*Copies: W. R. Paul, 1-06, M. Taber, 2-19 J. V. O'Connor, G. C. Eggleston
F/C

Subject: PLANT VISIT

The purpose of this letter is to provide some guidance and procedures for handling asbestos related questions relative to your location.

1. The medical files are confidential and access must be limited to the physician and nurse. However, an employee such as a principal clerk, who works primarily in the medical department, can also access medical documents. If they should also do work in another department they should be instructed by the nurse or physician as to what remains confidential.
2. When medical files need to be transferred because of relocation, etc., they should be mailed confidentially by the nurse to the nurse/doctor at the location where employee is going. If Denver, send to B. Rogers, Employee Relations Dept.
3. It is understood that sputum cytology results are handled differently than x-rays or VCM blood tests. However, H.S. & E. does not want to make any changes to that program at this time. Therefore, the results received by the nurse at the plant should be transmitted by her to the plant physician. If the results are questionable, the plant physician should be advised immediately. Get in touch with the doctor by phone, or mail, if he's not going to be at the plant for a period of time. Making the decision to contact the plant doctor is a responsibility of the nurse.
4. Communications with the plant physician fall into several categories.
 - a.) Potential problem found during a physical examination. The employee should be scheduled for additional diagnostic tests and counseling. The physician or nurse should advise E/R Manager/Plant Manager that the additional tests are being made on the employee, but the nature of the tests should not be disclosed.
 - b.) Employee is diagnosed with an occupational illness and/or associated disability. The plant physician or nurse should advise the E/R Manager/Plant Manager and employee counseling should follow.



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4. (cont.)

- c.) A Workmen's Compensation claim is filed and the employee has work restrictions. The plant physician and nurse should meet with the Plant Manager and Employee Relations Manager to review the specifics of the work restrictions. For example, if employee can not be exposed to dust, the physician must explain what kind of dust, (asbestos, silica, nuisance, incidental). If asbestos or silica, the doctor should clarify the permissible exposure, or at least specify what areas in the plant the employee should/should not work. If protective equipment is necessary, the physician should also state what kind, when and where the equipment is to be used.
- d.) Correspondence or communications are received by the plant that relate to areas where the physician and nurse are involved. The plant should initiate a review with the medical personnel to determine what impact these communications have on the physician and/or plant, attention should be paid to whether any changes are required from present practice.

Even if there is no subject of serious concern, meetings should be held to promote good communications.

Only through a close working relationship between the physician and the plant can J-M be assured that employees are informed and management is fulfilling its responsibilities to the employees.

Labor Relations and Legal are working to resolve the L. Badgett situation and establish policy in this area.

Legal (D. Markusson) is reviewing J-M's responsibility to recall past employees for re-x-ray.

As soon as the above are resolved, you will be advised.

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