MANAGEMENT POLICY

PLAINTIFF'S EXHIBIT
tabbies
WV-010248

SUBJECT: PERSONNEL RELATIONS
PRE-EMPLOYMENT PHYSICAL EXAMINATIONS

DATE: June 21, 1971

PURPOSE

To avoid placing employees in positions which may affect their health, and to minimize losses that might result from employees' health and physical limitations, it is necessary that a uniform policy be followed. The following procedures, covering pre-employment physical examinations, X-rays, audiometic examinations, and employee re-examinations, shall be used as a guide by the plant and branch personnel and operating managers, and others responsible for the employment of personnel.

RESPONSIBILITY

Personnel managers and representatives at all plants, branches and offices shall be responsible for compliance with these procedures. The advice and counsel of the plant safety supervisor, if any, and the plant's physici should be of valuable assistance in discharging this responsibility.

PROCEDURE

All applicants for jobs in plants, branches, offices, or other locations who have otherwise successfully completed the pre-employment screening and interview, and who are considered as the persons best qualified to perform the given work, will be required to take, and successfully complete, the Company's pre-employment physical examination. Such physical examination is to be completed by a qualified physician designated or approved by the Company, and the result evaluated by the personnel manager prior to any firm offer of employment. Applicants should not be put to work before such physical examination is completed.

PHYSICAL EXAMINATION

The examining physician will complete the approved Physical Examination Report (Form 10506 attached) in accordance with the standards for classification of medical examinations attached hereto, (see appendix A) and will indicate whether or not employee is satisfactory for employment.

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HYSICAL EXAMINATION (Cont'd)

hese forms will be signed in the proper places by the prospective em-loyee and the examining doctor. The examination shall include:

(a) Survey of applicant's ability to meet physical, visual, and health standards.

(b) X-ray of applicant's chest. (See "X-Ray Examinations" below)

(c) Low back X-ray. (See "X-Ray Examinations" below)

(d) Audiometric examination. (See "Audiometric" Section, Page 3)

All prospective employees shall be graded as "Class A" (acceptable for any type of work) or "Class B" (some disabilities or defects, limiting employment to certain selected types of work) or "Class C" (unfit for (loyment) in accordance with the established standards for classi-ication of physical examinations.

X-RAY EXAMINATIONS

Each applicant for employment shall have an X-ray of the chest and lungs. X-rays of the back, are to be given only when the physical examination or previous medical history deems it necessary or when required by State or, Federal law.

If clinical tests and/or X-rays reveal either of the following, the applicant shall not be employed.

(a) Indication or evidence of back injury or weakness.

(b) Indication or evidence of any diseases, affliction limitation, or conditions to the back or chest which would make employment a possible or potential risk.

Copies of the results of any X-ray examinations made, shall be supplied the physician making the physical examination, by the doctor who reads he X-rays.

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AUDIOMETRIC EXAMINATIONS

Applicants for employment may be given a pre-employment audiometric examination by an authorized otologist, or other qualified person, only when the physical examination or previous medical history deems it necessary or when required by State or Federal law. If such a test is given, a review of the Audiogram must be made prior to making an offer of employment.

(a) A hearing loss greater than 40 decibels in the normal speech frequencies of 1000, and 2000 cycles per second will be cause for rejection of the applicant for employment.

(b) All employees regularly exposed to noise levels in excess of 85 decibels, "A" scale, should be given an audiometric examination, on an annual basis.

(c) The results of the hearing test shall be completed on an approved Audiometric Report Form. A copy of this form will be retained for the plant's file.

PERIODIC PHYSICAL RE-EXAMINATIONS

Employees absent for any length of time because of illness or accident may, at the Company's discretion, be required to obtain a release from the Company's designated physician. Such fitness clearance shall be mandatory for absences of more than one month's duration. Employees on layoff for six months or longer shall receive a physical examination as outlined in the pre-employment section above, excluding X-ray and the audiometric examination. If it is known that such persons were employed during the layoff period in an environment conducive to lung disease or loss of hearing, then a chest X-ray or an audiometric examination shall be included.

Employees whose capability of handling the prescribed duties of a job is questioned by the plant or branch management, will be required to take a physical examination at the Company's expense, and on Company time, to determine ability to comply with the physical and safety standards of the job. In the case of the employee who, for reasons of age

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PERIODIC PHYSICAL RE-EXAMINATIONS (Cont'd.)

physical disability, or physical limitations, cannot adequately perform his job safely, or with acceptable efficiency, an effort will be made, depending upon the employee's physical restrictions, to:

(a) Transfer the employee to an existing light-work job.

(b) Transfer the employee to an existing job where his physical restrictions will not interfere with the safe and efficient performance of said job.

This, however, cannot be expected in every instance of employee disability, and will occur only when conditions warrant.

Any unions involved should be notified of the action taken on a bargaining unit employee as a result of this provision.

EXCEPTIONS

Requests for exceptions to this policy shall be submitted in writing to the General Manager, Corporate Personnel Relations, for review and obtaining of appropriate divisional and corporate approvals.

CAF CORPORATION

STANDARDS FOR CLASSIFICATION OF MEDICAL EXAMINATIONS

Class "A" - Acceptable for any type of work

Skin - Non-contagious skin conditions except where known to be due to allergy related to particular type of work to be done, can be disregarded. Acute skin conditions or contagious conditions are to be cleared up before employment. Absence of chronic sinuses: i.e., pilo nidal fistulae or other congenital or inflammatory fistulae

Visual - Requirements - 20/50 vision of each eye, corrected is acceptable. Color blindness should be ruled out where it will be a handicap in work. Truck drivers must be at least 20/40 each eye.

Ears - Average spoken voice should be heard at 10 feet where good hearing is important in the work applied for. 15 feet is the minimum for watchmen. Absence of acute unilateral or chronic bilateral otitis media.

Heart - (a) Heart rate 65-90 - rates outside these limits must be clarified.
(b) Heart normal size - rhythm regular.
(c) A systolic murmur not transmitted, or premature contractions or systolies, do not disqualify.

Lungs - Lungs must be normal at the time of physical examination. If x-rays are part of physical examination, these must show lungs to be normal.

Gastro-Intestinal Tract.

(a) Absence of evidence of organic digestive tract disease. Non-bleeding or minor hemorrhoids not due to malignant growth before applicant can be placed in this class.
(b) Peptic ulcer - symptom free for 6 months.

Genitro-Urinary Tract

(a) Negative albumen.
(b) Glycosuria must be proven to be non-diabetic in origin (Blood sugar determinations must be provided by applicant.)

Hernia - Absence of any type of hernia.

Blood pressure - Systolic limits: Above 90 and below 150
Diastolic limits: Above 60 and below 90

Weight - Obesity need not disqualify unless disabling. Underweight need not disqualify unless there is accompanying evidence of pathology.

Extremities - Loss of 1 or 2 fingers or toes need not disqualify unless it interferes with efficiency in particular job.

Varicose Veins - If not marked and if there is no pigmentation or ulceration, varicose veins will be acceptable. History of Thrombo-Phlebitis within 3 years will disqualify.

Spine - Absence of abnormal curvatures, Pott's disease, and other gross abnormalities of the spine. History of surgery for herniated disc or bone graft to the spine will disqualify.

Sympathectomy - History of Sympathectomy will disqualify.

Veneral Disease - Reject until corrected or received adequate treatment.

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Class "B" - Some disabilities or defects, limiting employment to certain selected types of work.

Skin - Fistulous tracts related to pilo nidal cysts and inflammatory tracts as fistula in ano, fall in this group. Fistulae to an osteomyletitic condition are in the "C" group.

Visual Requirements - 20/50 of one eye if other eye is 20/200 corrected or not corrected

Ears - Average spoken voice not heard at more than three feet - aided or not aided by hearing device.

Heart - Heart normal size - rhythm regular Systolic murmur transmitted but with good compensation. Diastolic murmur must have syphilis and rheumatic heart disease ruled out before acceptable. Pulse not over 90. Double murmurs fall into "C" class.

Lungs - Arrested pulmonary tuberculosis or pleurisy without symptoms for one year and with written consent of personal medical advisor Asthma or chronic bronchitis, if not severe or disabling, is acceptable

Gastro-Intestinal Tract - Peptic ulcer free of symptoms for six months and with consent of personal medical advisor.

Genitro-Urinary - Absence of one kidney if there is no albumen present in the urine and rest of examination good. A satisfactory renal function test must be supplied by the applicant. Well controlled and supervised diabetes millitus may be acceptable in Class "C".

Hernia - No femoral or inguinal hernia. Small ventral hernia permissible if asymptomatic.

Blood Pressure - Systolic limits: Between 90-98 and below 150
Diastolic limits: Between 50-60 and below 100

Extremities - Loss or deformity of extremity unless it interferes with work may be classed "B": also varicose veins if not marked and if there is no pigmentation or ulceration.

Spine - Abnormal curvatures, Pott's disease, or other gross abnormalities of the spine. Absence of active osteomyletitis for a period of three years (A draining sinus to a bone is evidence of osteomyletitis.) Presence of any of these conditions is not acceptable for manual workers

Veneral Disease - Reject until corrected or received adequate treatment.

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Class "C" - Unfit for employment.

Anyone not able to fulfill any part of the physical requirements listed in the Class "A" or Class "B" standards.