

evaluation of toxicities of materials in the environment and a guide for control measures where needed. Records of industrial hygiene surveys usually have this as their primary purpose. Occupational disease reports to the states (see Figure 1) and claims filed for workmen's compensation also can be valuable in this way. Frequency and disability rates by occupational disease cause, most often compiled by insurance carriers or large industries, can be of much value here, particularly if sex, age, and specific occupational duties have been included.

No one set of forms and records can be adapted to every industrial hygiene organization, although the general ideas are the same. A set of record forms that is ideal for a large plant may prove entirely unsatisfactory for a small plant, or

County	CONFIDENTIAL REPORT OF OCCUPATIONAL DISEASE as defined in Act 310, Public Acts 1937										Serial No.	
Code	NAME OF PATIENT: <u>John Doe</u>											
Schedule	ADDRESS: <u>100 Main Street</u> CITY OR VILLAGE: <u>Detroit, Mich.</u>											
WRITE PLAINLY—BE DEFINITE See order blank for instructions U.S.P.H.S. Michigan Department of Health Lansing, Michigan Mail to—	Sex	Age	Color	Single Married Widowed Divorced	Country of Birth	MEDICAL REPORT (By Physician)						
	M	54	W		U.S.A.	Date of Examination	<u>July 1, 1944</u>					
	OCCUPATIONAL HISTORY					Diagnosis	<u>Pneumococcalosis</u>					
	Usual trade or work: <u>Coal miner</u>					Chief Symptoms and Conditions						
	Present (or last) trade or work: <u>Machinist</u>											
	Particular kind of work: <u>Drill press operator</u>											
	Materials, substances, handled or worked in: <u>Metals and oils</u>					Complications: <u>Tuberculosis</u> (Alcoholism, syphilis, tuberculosis, diabetes, etc.)						
	Date of entering present (or last) occupation: <u>1934</u>					Additional Facts: <u>X-ray of chest</u> (Including tests—blood, urine, sputum, X-Ray, etc.)						
	Employer's Name: <u>War Materials</u>					Signed: <u>Richard Roe, M.D.</u>						
	Local Address: <u>War Materials</u>					City: <u>Detroit, Michigan</u>						
Business: <u>(Goods made or work done)</u>					Date: _____							
Previous occupations, with years in each: <u>Ky. coal mines 15 yrs.; W. Va. coal mines 5 yrs.</u>					Report submitted by: _____							
					Do you need additional copies of this form? Yes _____ No _____ I.B. 7-							

Figure 1. Occupational disease report.

for a company that operates a number of scattered and diversified plants. Insurance companies and state or city industrial hygiene divisions will require special records for correlating their contacts with every type and size of industry. In this chapter are presented typical problems that arise and forms that have proved useful to different industrial hygiene organizations in the past. The reader should adapt these or other forms to his particular needs.

II. Types of Plant Records

In any large industrial organization there are seven classes of records that can be of value to the industrial hygiene department. These are: (1) records of the

environment, (2) medical examination records, (3) the nurse's records, (4) records of biological specimens, (5) safety records, (6) personnel records, and (7) compensation claim records.

A. RECORDS OF THE ENVIRONMENT

These records are the specific responsibility of the industrial hygiene department. They are collected, analyzed, and filed in the department, regardless of to whom else they may be presented for appropriate action. They will be discussed at length later in this chapter.

B. MEDICAL EXAMINATION RECORDS

Certain medical records are vital to industrial hygiene. The ideal medical program includes a complete pre-employment examination with chest roentgeno-

PHYSICAL EXAMINATION REPORT	
COMPANY	
TO SUPERINTENDENT	
DIVISION	PLANT
I have this day examined	
DATE	STUDY NO
PREEMPLOYMENT	☐
RECHECK	☐
SURVEY	☐
Examining Physician's Signature	
Form No. 34 Cons.	

Figure 2. Physical examination record.

gram, both of which are repeated at regular intervals in plant surveys. In both, the medical findings with respect to the individual are kept confidential, the information being available only to the medical department and the plant physician. The individual is advised of the results of his examination, but the plant management is not informed.

However, as one of the main objectives of these examinations is the proper placement of the individual in industry, there must be some simple means of advising management where a man may work. One simple way of handling this is by a color card system, an example of which is shown in Figure 2. The card