To the Under Signed:

October 1, 1952

President's Bulletin

Bulletin No. BD 101

J. P. [illegible]

101

September 22, 1952

Organization
Medical Director

The men and women who make up the Johns-Manville organization are the company's most valuable asset. It is highly important, therefore, that all practical measures be taken to protect and maintain the health of our people at all locations.

In recent years, the company has grown in size. Our plant operations, in particular, have become increasingly complex. Methods and practices are continually changing, with new raw materials, new products, and new or changed processes. These continuing changes present problems in connection with the proper maintenance of health and safety, and they call for prompt solution.

The growing complexity of our operations and the manifold problems that present themselves have long been recognized. Management at our various offices and plants, with the excellent assistance of their respective plant physicians and medical advisers, have done an outstanding job in handling the many and varied problems that have confronted them.

But I am sure that all J-M management will welcome even more help and agree there is need for the full-time services of a specialist highly skilled in this field to direct a company-wide program. Acordingly, I am establishing the job of Medical Director. The Medical Director will report to the Vice President for Relationships. His responsibilities will be:

1. To prescribe plans and practices for medical examination of all employees and candidates for employment throughout the company.

2. To prescribe plans and practices for dispensary operation, medical laboratory tests, and therapeutic treatment.

3. To assist and advise with local management in the selection and replacement of medical personnel and arrangement for medical services, and to approve the selection and retention of such personnel.

4. To advise and consult with local medical personnel.

5. To establish direct channels of communication with management and local medical personnel at respective locations so that he may keep currently informed as to local problems and may communicate directly with such local personnel in working toward the solution of such problems.

6. To secure information and assistance in specialized fields of medical research and industrial hygiene, and to arrange for consultation services as required.

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