MANVILLE MEDICAL MANUAL

SECTION II

MEDICAL EVALUATION PROCEDURES

Replaces Examination Procedures Section

Effective: February 23, 1983

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MANVILLE CORPORATION

MEDICAL EVALUATION PROCEDURES

TYPES OF PHYSICAL EVALUATIONS

1. Preemployment Medical Evaluations

The preemployment medical evaluation as detailed under Table I, of this manual will be administered to all applicants for employment with Manville Corporation. Those employees entering specialized job descriptions or who have the potential of being exposed to hazardous materials may receive supplemental procedures and evaluations over and above the content of the basic preemployment medical evaluation. All applicants for employment with Manville Corporation will receive as a minimum the content of the preemployment medical evaluation as detailed in Table I (page II-12).

2. Periodic Medical Evaluations

Nonexposed Employees. Those employees who do not have an exposure to potentially hazardous conditions will be eligible for a medical evaluation at the ages of 25, 30, 35 and 40, then every two years until age 50, then every year until retirement.

Exposed or Potentially Exposed Employees to Toxic Substances. Employees who have the potential of being exposed to toxic substances shall be evaluated every year with at least the content as defined in Table I. In certain circumstances, tests or procedures not included in the medical evaluation will be performed on those employees working with certain potentially toxic or hazardous substances. Research and Development personnel, in addition to executive positions (e.g., Director level and above, Plant Managers, District Sales Managers) will be offered a medical evaluation on an annual basis.

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1. General

Preemployment medical evaluations are extremely important to the Manville Corporation for a number of reasons. First, the Corporation must assure that it does not select and place an employee into a job which would be medically hazardous or where the employee, by virtue of a medical condition, may present a hazard to himself or fellow employees. Second, legal and economic considerations require that each employee receive a medical baseline of their health status prior to entry into the occupational environment. Lack of a precise medical baseline and entry into employment has led in the past to spurious and fraudulent claims of occupationally-related disease in employees whose medical condition was less than optimum at the time of hire. Finally, a constructive health program designed to help the employees achieve and maintain health are best conducted with the full knowledge of any health abnormalities that require attention. At the time of initial employment with Manville Corporation, the content of the preemployment evaluation will be made known to the employee for his use in correcting any apparent or potential health problems.

The immediate goals of the preemployment medical evaluation are:

a. To classify individuals regarding their present physical and mental capacities for the purpose of placement in jobs that they are physically and mentally able to perform efficiently and without hazard.

b. To identify individuals with contagious disease or whose physical status would make their employment unsafe for themselves or others.

c. To establish a data base of medical information for future reference and use.

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The preemployment medical evaluation as detailed in Table I of this manual is to be administered to all preemployment applicants with Manville Corporation. Accessory procedures may be required depending on job description anticipated.

Employee Relations Managers shall advise the examining physician to conduct the preemployment medical evaluation and any accessory evaluations or examinations that are required for the job description. In addition, the Employee Relations Manager shall provide the examining physician with a complete job description of the position applied for, particularly noting any special physical or mental requirements needed for the position.

The examining physician should keep in mind that the preemployment examination is one of the first contacts between the applicant and the Corporation. Properly conducted, the examination helps to establish good relations between the potential employee and Manville medical services.

2. History

A careful medical history shall be obtained from all applicants, using the Manville self-administered Employee Health History Questionnaire. An occupational history shall also be obtained, using the Manville Occupational History Questionnaire. These forms shall be reviewed by the physician and/or nurse in the presence of the applicant. If necessary, permission should be obtained from the applicant to review past medical or hospital records. If records are obtained and the applicant is subsequently hired, such records should be included in the new company medical record.

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The examiner shall inquire specifically about:

a. Previous examinations (selective service examinations, Armed Forces exams, and other preemployment exams, routine check-ups) and the outcome of these examinations. If the applicant has been denied employment for a reason, a specific notation should be entered in the record as to why employment was denied and what agency or company denied such employment.

b. Detailed documentation of the medical history about prior Workers' Compensation claims and/or health and accident insurance claims and payments made to the individual should be noted.

c. Previous x-ray results should be recorded in the medical history.

d. Current conditions for which the applicant is being treated and which drugs, if any, are being taken.

e. Specific questions regarding the applicant's use of both prescribed and nonprescribed drugs with abuse. Detailed questions regarding the applicant's use of tobacco products, with appropriate notation on the chart.

f. Significant recurring and/or disabling conditions should be fully explored prior to rendering a disposition regarding employment.

3. Physical Examination

The physical examination shall be a thorough general examination for all applicants, recorded on the Manville Employee Health Data Base System form.

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4. Accessory Procedures

Each preemployment medical evaluation will include each of the following accessory procedures except as noted in Table I.

a. Chest x-ray (14x17 P.A. view). This procedure will be performed only on those applicants who will be entering job descriptions where there is a known or suspected pulmonary occupational hazard. All applicants for job positions in fiber glass manufacturing facilities should have a preemployment chest x-ray. All applicants for employment in clerical and administrative positions and those employees involved in manufacturing processes where no pulmonary concern has been raised do not require a pre-employment chest x-ray. In the case where it is deemed appropriate not to administer a preemployment chest x-ray, the applicant, if successful in obtaining employment with Manville Corporation, should have entered in their personnel file a memo from the examining physician signifying no preemployment chest x-ray baseline has been accomplished. This documentation is important in the event the employee changes job descriptions to one involving work and association with known or suspected pulmonary hazard.

b. Complete urinalysis.

c. Complete blood count.

d. Extended biochemical survey (20-24 channel survey or equivalent) obtained in the fasting state.

e. Pulmonary function test, with forced expiratory volume in one second (FEV_1), forced vital capacity (FVC) and the ratio FEV_1/FVC %.

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f. Vision testing, using the Keystone, Orthorater, or Titmus Vision Testers or their equivalent in all company-operated medical facilities and wherever possible in other facilities. Acuity measurements by Snellen Chart and Jaeger Card may be accepted if other testing is not possible. Applicants who use glasses should have vision recorded both with (corrected) and without (uncorrected) glasses. For color vision testing, standard color tests such as Pseudoisochromatic Plates should be used.

g. Hearing testing, with testing of each ear by air conduction at 250, 500, 100, 2000, 3000, 4000, 6000, and 8000 cps (Hz) in company-operated facilities and in company-approved and surveyed physicians' offices. Testing should take place when the applicant has been away from excessive noise for at least 14 hours.

h. Urine drug screens (optional). Urine drug screens should be requested by the examining physician any time there is a concern about the potential for drug abuse or addiction either by history or clinical presentation.

i. Electrocardiogram. An electrocardiogram should be obtained on any applicant over the age of 30 or any applicant with a history or clinical findings suggestive of cardiovascular disease.

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j. Other procedures. Other procedures may be undertaken to better define the health status of an employment applicant so long as they are reasonable and prudent within the scope of normal preemployment screening. For instance, an additional x-ray of a limb to define the extent of an old injury would be appropriate in a preemployment applicant. However, more extensive procedures such as exercise stress testing, thalium scans, and/or coronary arteriography would be inappropriate to define the clinically evident heart disease.

5. Classification of Reemployment Applicants

Owing to the enormity of job classifications within Manville Corporation, no attempt will be made to write a specific set of medical qualifications for each job description.

Each physician representing Manville in the examination of preemployment applicants should have a copy of a detailed job description form from Employee Relations before rendering an opinion relative to the medical qualifications of an applicant. The physician, on a case by case basis, should weigh the medical documentation gathered during the preemployment medical evaluation against the job demands as detailed in the job description, then render an opinion to Employee Relations relative to employability of the applicant.

Applicants should be denied employment based on the preemployment medical evaluation only for the following reasons.

a. The medical condition or conditions of the applicant would pose a significant threat to the safety of themselves, or fellow employees, by working at the applied for job description, with the discovered medical condition. Example, poorly controlled epilepsy in an employee required to climb ladders or work around potentially hazardous equipment would be disqualifying for employment in that job description.

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b. An applicant's medical condition which, while controlled, would raise serious question as to the advisability of exposure to hazardous or potentially hazardous substances. Example, an applicant with well controlled asthma should not be qualified for employment in job descriptions requiring routine exposure to known pulmonary irritants. Although Manville operations consistently operate at or below the threshold limit value (TLV), for most hazardous substances, TLVs are traditionally recognized as avoiding ill health effects only in clinically normal employees.

c. Falsification of the medical history on a preemployment medical evaluation. Example, an applicant denies the use of cigarettes and information gathered confirms the individual is a smoker, would be disqualifying for employment with Manville Corporation.

Any physician representing Manville Corporation in the performance of medical evaluations may, at his option, defer judgment on the medical employability of an applicant and refer the decision to the Corporate Medical Director, Manville Corporation. In such a case, it is the physician's responsibility to notify the local Employee Relations representative of his action, which would postpone any action relative to hiring until a review is undertaken by the Corporate Medical Director.

The preemployment medical evaluation on any applicant denied employment on a medical basis must be referred to the Corporate Medical Director, Manville Corporation, for final approval. No applicant for employment with Manville Corporation can be denied employment solely on a medical basis, without the approval of the Corporate Medical Director.

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6. Consultation With The Applicant

The Medical Department does not decide whether the applicant will be employed and the examining physician should not advise the applicant as to his or her employability. The ultimate decision to hire is the function of management who considers all the relevant factors including the medical evaluation.

The applicant should be informed of any newly found or previously unknown significant abnormalities noted during the examination and referred to his or her personal physician for follow-up. In addition, the physician may note certain personal requirements on the applicant's medical record and which should be documented to the employment office (e.g., must wear glasses for close work).

The examining physician should only review significant medical facts about the evaluation with the applicant. The physician should not render any opinion relative to the applicant's employability, either based on medical findings or other considerations, at the time of the review with the applicant.

7. Documentation

A copy of each preemployment medical evaluation together with copies of all ancillary tests should be sent to the Corporate Medical Director after completion of the evaluation.

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MANVILLE CORPORATION EXAMINATION PROCEDURES THE PERIODIC MEDICAL EVALUATION

1. General

All employees of Manville Corporation and its subsidiaries should be offered a periodic physical evaluation. The purpose of these evaluations is to help employees achieve and maintain optimum health and to assist management in the continued placement of employees in positions that they are physically and mentally able to perform efficiently and without hazard to themselves or to others.

In those locations having a company-operated medical facility it shall be the responsibility of appropriate medical personnel to maintain a periodic examination file on each employee. In those locations without medical personnel, this shall be an Employee Relations function. All medical records produced and obtained as part of the Manville periodic medical evaluation process should be retained under the custodial care of a health practitioner (M.D. or R.N.). In no event shall medical records become part of the employee's personnel record or should access be gained to the employee's medical file by other than medical personnel, or their designated representative.

The periodic medical evaluations will be offered to employees under the following schedule.

a. Age 25, 30, 35, and 40.

b. Every second year between the ages of 40 and 50.

c. Every year over the age of 50.

d. Annually to those employees exposed to potentially toxic substances, or who have a history of significant occupational exposure to a potentially hazardous substance.

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e. Annually to Research and Development personnel.

2. Periodic Medical Evaluation Content

The content of a periodic medical evaluation will be determined by Table 1. Content of the medical evaluation is slightly different for those employees who are primarily in nonoccupationally-exposed job descriptions as compared to those employees in occupationally-exposed positions. The nonexposed employee group is examined on a periodic basis as detailed above, whereas the exposed employee group is evaluated on an annual basis.

Detailed descriptions and specifications for each component of the medical evaluation (periodic nonexposed or annual exposed) is the same as detailed under the section explaining preemployment medical evaluations.

Routine drug screening will not be performed as part of the periodic nonexposed and annual exposed evaluations. Urine drug screening can be accomplished on medical indication during the periodic or annual medical evaluation as determined by the examining physician.

3. Counseling the Employee and Recommendations to Management

Consultation with the employee upon completion of the examination and accessory procedures is considered an essential part of the examination. All employees shall be advised of the results of the examination and the employee shall be advised to consult with his personal physician about any abnormal findings that may require follow-up. In those cases where an employee has a health problem that may affect his or the Company's welfare, it shall be discussed with the employee.

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4. Employee Disclosure

Employees undergoing the annual physical evaluation for occupationally-exposed individuals should have any unusual or abnormal findings documented in writing to the employee with both the employee and physician's signatures appearing on the disclosure form. Refer to Appendix I for the recommended content of an employee disclosure form. It is absolutely essential that any unusual or abnormal clinical findings or diagnoses be disclosed to the employee at the time they are discovered. Written confirmation of this disclosure is a required component of the annual exposed physical evaluation, whether or not the examining physician feels the finding is the result of an occupational exposure. The disclosure form should be accomplished for each individual undergoing an annual exposed physical evaluation, WHETHER OR NOT any interval or new changes are discovered during the course of the evaluation. If no new or interval changes are discovered, so note that fact on the form with both the physician's and employee's signatures. Disclosure forms should be placed in the medical record.

When indicated, the appropriate Employee Relations and/or supervisory personnel should be advised of those functional limitations that can assist in handling a more suitable job placement, additional help on the job, leave of absence, and so on. Any recommendations to management shall be discussed with the employee before that recommendation is made.

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TABLE 1
MEDICAL EVALUATION PROCEDURES

	Pre-Employment	Periodic Non Exposed	Annual Exposed
History	x	x	x
Physical Examination	x	x	x
Chest X-Ray	opt[1]	-	x
Urinalysis	x	x	x
Complete Blood Count	x	x	x
Biochemical Survey (22 channel)	x	x	x
Pulmonary Function Test	x	x	x
Vision Test	x	x	x
Hearing Test	x	x	x
EKG	>30	>34	x[2]
Stool for Occult Blood	>35	>39	>39
Urine Screen for Drugs	opt	-	-

Note 1 To be given to applicants for jobs with potential hazardous exposure.

Note 2 EKG to be given on same age schedule as the periodic nonexposed employee medical evaluations (i.e., 35, 40 every 2 years to 50, every year to retirement)

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Appendix I

PHYSICIAN DISCLOSURE FORM

The physician disclosure form is designed for use in ensuring documentation of company physician/employee counseling. This document, signed by both the employee patient and physician, will serve as positive confirmation that effort has been made to communicate with employees regarding health-related problems.

This form shall be used by all physicians providing medical services to Manville locations. It should be completed at the time of counseling and retained in the employee's medical record.

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Appendix I

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PHYSICIAN'S DISCLOSURE FORM

PLANT NAME_____

On_____, Dr._____
Date Physician's Name

informed me of the results of my recent physical evaluation.

Pulmonary system:

Chest X-Ray_____

Pulmonary Function_____

Other_____

Gastrointestinal system_____

_____

Cardiovascular system_____

_____

Hearing_____

_____

Other_____

_____

Employee's Name_____

Employee's Signature_____

Physician's Name_____

Physician's Signature_____

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MANVILLE MEDICAL MANUAL

SECTION II

MEDICAL EVALUATION PROCEDURES

Replaces Examination Procedures Section

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1. Preemployment Medical Evaluations

The preemployment medical evaluation as detailed under Table I, of this manual will be administered to all applicants for employment with Manville Corporation. Those employees entering specialized job descriptions or who have the potential of being exposed to hazardous materials may receive supplemental procedures and evaluations over and above the content of the basic preemployment medical evaluation. All applicants for employment with Manville Corporation will receive as a minimum the content of the preemployment medical evaluation as detailed in Table I (page II-13).

2. Periodic Medical Evaluations

Nonexposed Employees. These employees with no exposure to potentially hazardous materials will be eligible for a medical evaluation at the ages of 25, 30, 35 and 40, then every two years until age 50, then every year until retirement.

Exposed or Potentially Exposed Employees to Hazardous or Toxic Materials. Employees who have the potential of being exposed to toxic materials shall be evaluated every year with at least the content as defined in Table 1. In certain circumstances, tests or procedures not included in the medical evaluation will be performed on those employees working with certain potentially toxic or hazardous substances. Research and Development personnel, in addition to executive positions (e.g., Director level and above, Plant Managers, District Sales Managers) will be offered a medical evaluation on an annual basis.

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MANVILLE CORPORATION

MEDICAL EVALUATION PROCEDURES

THE PREEMPLOYMENT MEDICAL EVALUATION

1. General

Preemployment medical evaluations are extremely important to the Manville Corporation for a number of reasons. First, the Corporation must assure that it does not select and place an employee into a job which would be medically hazardous or where the employee, by virtue of a medical condition, may present a hazard to himself or fellow employees. Second, legal and economic considerations require that each employee receive a medical baseline of their health status prior to entry into the occupational environment. Evaluation of alleged occupational disease claims is difficult without baseline information relative to employee health at the time he/she started working for the company. Finally, a constructive health program designed to help employees achieve and maintain optimum health is best conducted with the full knowledge of any health abnormalities requiring attention. At the time of initial employment with Manville Corporation, the content of the preemployment evaluation will be made known to the employee for his/her use in correcting any apparent or potential health problems.

The immediate goals of the preemployment medical evaluation are:

a. To classify individuals regarding their present physical and mental capacities for the purpose of placement in jobs that they are physically and mentally able to perform efficiently and without hazard.

b. To identify individuals with contagious disease or whose physical status would make their employment unsafe for themselves or others.

c. To establish a data base of medical information for future reference and use.

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The preemployment medical evaluation as detailed in Table I of this manual is to be administered to all preemployment applicants with Manville Corporation. Accessory procedures may be required depending on job description anticipated.

Employee Relations Managers and Regional Office Administrators shall advise the examining physician to conduct the preemployment medical evaluation and any accessory evaluations or examinations that are required for the job description. In addition, the Employee Relations Manager shall provide the examining physician with a complete job description of the position applied for, particularly noting any special physical or mental requirements needed for the position.

The examining physician should keep in mind that the preemployment examination is one of the first contacts between the applicant and the Corporation. Properly conducted, the examination helps to establish good relations between the potential employee and Manville medical services.

2. History

A careful medical history shall be obtained from all applicants, using the Manville self-administered Employee Health History Questionnaire. An occupational history shall also be obtained, using the Manville Occupational History Questionnaire. These forms shall be reviewed by the physician and/or nurse in the presence of the applicant. If necessary, permission should be obtained from the applicant to review past medical or hospital records. If records are obtained and the applicant is subsequently hired, such records should be included in the new company medical record.

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The examiner shall inquire specifically about:

a. Previous examinations (selective service examinations, Armed Forces exams, and other preemployment exams, routine check-ups) and the outcome of these examinations. If the applicant has been denied employment for a reason, a specific notation should be entered in the record as to why employment was denied and what agency or company denied such employment.

b. Detailed documentation of the medical history about prior Workers' Compensation claims and/or health and accident insurance claims and payments made to the individual should be noted.

c. Previous x-ray results should be recorded in the medical history.

d. Current conditions for which the applicant is being treated and which drugs, if any, are being taken.

e. Specific questions regarding the applicant's use of both prescribed and nonprescribed drugs of abuse. Detailed questions regarding the applicant's use of tobacco products, with appropriate notation on the chart.

f. Significant recurring and/or disabling conditions should be fully explored prior to rendering a disposition regarding employment.

3. Physical Examination

The physical examination shall be a thorough general examination for all applicants, recorded on the Manville Employee Health Data Base System form.

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4. Accessory Procedures

Each preemployment medical evaluation will include each of the following accessory procedures except as noted in Table I.

a. Chest x-ray (14x17 P.A. view). This procedure will be performed only on those applicants who will be entering job descriptions where there is a known or suspected pulmonary occupational hazard. All applicants for employment in clerical and administrative positions and those employees involved in manufacturing processes where no pulmonary concern has been raised do not require a preemployment chest x-ray. In the case where it is deemed appropriate not to administer a preemployment chest x-ray, the applicant, if successful in obtaining employment with Manville Corporation, should have entered in their personnel file a memo from the examining physician signifying no preemployment chest x-ray baseline has been accomplished. This documentation is important in the event the employee changes job descriptions to one involving work and association with known or suspected pulmonary hazard.

b. Complete urinalysis.

c. Complete blood count.

d. Extended biochemical survey (20-24 channel survey or equivalent) obtained in the fasting state.

e. Pulmonary function test, with forced expiratory volume in one second (FEV_1), forced vital capacity (FVC) and the ratio FEV_1/FVC %.

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f. Vision testing, using the Keystone, Orthorater, or Titmus Vision Testers or their equivalent in all company-operated medical facilities and wherever possible in other facilities. Acuity measurements by Snellen Chart and Jaeger Card may be accepted if other testing is not possible. Applicants who use glasses should have vision recorded both with (corrected) and without (uncorrected) glasses. For color vision testing, standard color tests such as Pseudoisochromatic Plates should be used.

g. Hearing testing, with testing of each ear by air conduction at 250, 500, 1000, 2000, 3000, 4000, 6000, and 8000 cps (Hz) in company-operated facilities and in company-approved and surveyed physicians' offices. Testing should take place when the applicant has been away from excessive noise for at least 14 hours.

h. Urine drug screens (optional). Urine drug screens should be requested by the examining physician any time there is a concern about the potential for drug abuse or addiction either by history or clinical presentation.

i. Electrocardiogram. An electrocardiogram should be obtained on any applicant over the age of 30 or any applicant with a history or clinical findings suggestive of cardiovascular disease.

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j. Other procedures. Other procedures may be undertaken to better define the health status of an employment applicant so long as they are reasonable and prudent within the scope of normal preemployment screening. For instance, an additional x-ray of a limb to define the extent of an old injury would be appropriate in a preemployment applicant. However, more extensive procedures such as exercise stress testing, thalium scans, and/or coronary arteriography would be inappropriate in the preemployment setting to define clinically evident heart disease.

5. Classification of Preemployment Applicants

Owing to the enormity of job classifications within Manville Corporation, no attempt will be made to write a specific set of medical qualifications for each job description.

As a federal contractor, Manville is subject to provisions of Section 503 of the Rehabilitation Act of 1973 and Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974. Both of these laws require that the Company make reasonable accommodations to handicapped individuals. The Employee Relations Manager will determine the extent of reasonable accommodations after consulting with the examining physician.

Each physician representing Manville in the examination of preemployment applicants should review a copy of a detailed job description from Employee Relations before rendering an opinion relative to the medical qualifications of an applicant. The physician, on a case by case basis, should weigh the medical documentation gathered during the preemployment medical evaluation against the job demands as detailed in the job description, then render an opinion to Employee Relations relative to employability of the applicant.

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Applicants should be denied employment based on the preemployment medical evaluation only for the following reasons.

a. The medical condition or conditions of the applicant would pose a significant threat to the safety of themselves, or fellow employees, by working at the applied for job description, with the discovered medical condition. Example, poorly controlled epilepsy in an employee required to climb ladders or work around potentially hazardous equipment would be disqualifying for employment in that job description.

b. An applicant's medical condition which, while controlled, would raise serious question as to the advisability of exposure to hazardous or potentially hazardous substances. Example, an applicant with a significant degree of asthma should not be qualified for employment in job descriptions requiring routine exposure to known pulmonary irritants. Although Manville operations consistently operate at or below the threshold limit value (TLV), for hazardous substances, TLVs are traditionally recognized as a cutoff below which normal individuals should suffer no ill health effects.

c. Falsification of the medical history on a preemployment medical evaluation. Example, an applicant denies the use of cigarettes and clinical information gathered confirms the individual is a smoker, would be grounds for disqualification for employment with Manville Corporation.

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Any physician representing Manville Corporation in the performance of medical evaluations may, at his option, defer judgment on the medical employability of an applicant and refer the decision to the Corporate Medical Director, Manville Corporation. In such a case, it is the physician's responsibility to notify the local Employee Relations representative of his action, which would postpone any action relative to hiring until a review is undertaken by the Corporate Medical Director.

The preemployment medical evaluation on any applicant denied employment on a medical basis must be referred to the Corporate Medical Director, Manville Corporation, for final approval. No applicant for employment with Manville Corporation can be denied employment solely on a medical basis, without the approval of the Corporate Medical Director.

6. Consultation With The Applicant

Physicians representing Manville do not decide whether the applicant will be employed and the examining physician should not advise the applicant as to his or her employability. The ultimate decision to hire is the function of management who considers all the relevant factors including the medical evaluation.

The applicant should be informed of any newly found or previously unknown significant abnormalities noted during the examination and referred to his or her personal physician for follow-up. The examining physician should only review significant medical findings discovered as part of the evaluation with the applicant. The physician should not render any opinion relative to the applicant's employability, either based on medical findings or other considerations, at the time of the review with the applicant.

7. Documentation

A copy of each preemployment medical evaluation together with copies of all ancillary tests should be sent to the Corporate Medical Director after completion of the evaluation.

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MANVILLE CORPORATION EXAMINATION PROCEDURES THE PERIODIC MEDICAL EVALUATION

1. General

All employees of Manville Corporation and its subsidiaries may be offered a periodic physical evaluation. The purpose of these evaluations is to help employees achieve and maintain optimum health and to assist management in the continued placement of employees in positions that they are physically and mentally able to perform efficiently and without hazard to themselves or to others.

In those locations having a company-operated medical facility it shall be the responsibility of appropriate medical personnel to maintain a periodic examination file on each employee. In those locations without medical personnel, this shall be an Employee Relations function. All medical records produced and obtained as part of the Manville periodic medical evaluation process should be retained under the custodial care of a health practitioner (M.D. or R.N.). In no event shall medical records become part of the employee's personnel record or should access be gained to the employee's medical file by other than medical personnel, or their designated representative.

The periodic medical evaluations will be offered to employees under the following schedule.

a. Age 25, 30, 35, and 40.

b. Every second year between the ages of 40 and 50.

c. Every year over the age of 50.

d. Annually to those employees exposed to potentially toxic substances, or who have a history of significant occupational exposure to a potentially hazardous substance.

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e. Annually to Research and Development personnel.

2. Periodic Medical Evaluation Content

The content of a periodic medical evaluation will be determined by Table 1. Content of the medical evaluation is slightly different for those employees who are primarily in nonoccupationally-exposed job descriptions as compared to those employees in occupationally-exposed positions. The nonexposed employee group is examined on a periodic basis as detailed above, whereas the exposed employee group is evaluated on an annual basis.

Detailed descriptions and specifications for each component of the medical evaluation (periodic nonexposed or annual exposed) is the same as detailed under the section explaining preemployment medical evaluations.

Routine drug screening will not be performed as part of the periodic nonexposed and annual exposed evaluations. Urine drug screening can be accomplished on medical indication during the periodic or annual medical evaluation as determined by the examining physician.

3. Counseling the Employee and Recommendations to Management

Consultation with the employee upon completion of the examination and accessory procedures is considered an essential part of the examination. All employees shall be advised of the results of the examination and the employee shall be advised to consult with his personal physician about any abnormal findings that may require follow-up. In those cases where an employee has a health problem that may affect his or the Company's welfare, it shall be discussed with the employee.

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4. Employee Disclosure

Employees undergoing the annual physical evaluation for occupationally-exposed individuals should have any unusual or abnormal findings documented in writing to the employee with both the employee and physician's signatures appearing on the disclosure form. Refer to Appendix I for the recommended content of an employee disclosure form. It is absolutely essential that any unusual or abnormal clinical findings or diagnoses be disclosed to the employee at the time they are discovered. Written confirmation of this disclosure is a required component of the annual exposed physical evaluation, whether or not the examining physician feels the finding is the result of an occupational exposure. The disclosure form should be accomplished for each individual undergoing an annual exposed physical evaluation, WHETHER OR NOT any interval or new changes are discovered during the course of the evaluation. If no new or interval changes are discovered, so note that fact on the form with both the physician's and employee's signatures. Disclosure forms should be placed in the medical record.

When indicated, the appropriate Employee Relations and/or supervisory personnel should be advised of those functional limitations that can assist in handling a more suitable job placement, additional help on the job, leave of absence, and so on. Any recommendations to management shall be discussed with the employee before that recommendation is made.

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TABLE 1
MEDICAL EVALUATION PROCEDURES

	Pre-Employment	Periodic Non Exposed	Annual Exposed
History	x	x	x
Physical Examination	x	x	x
Chest X-Ray	opt[1]	-	x
Urinalysis	x	x	x
Complete Blood Count	x	x	x
Biochemical Survey (22 channel)	x	x	x
Pulmonary Function Test	x	x	x
Vision Test	x	x	x
Hearing Test	x	x	x
EKG	>30	>30	>30[2]
Stool for Occult Blood	>35	>39	>39
Urine Screen for Drugs	opt	-	-

Note 1 To be given to applicants for jobs with potential hazardous exposure.

Note 2 EKG to be given on same age schedule as the periodic nonexposed employee medical evaluations (i.e., 35, 40 every 2 years to 50, every year to retirement)

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Appendix I

PHYSICIAN DISCLOSURE FORM

The physician disclosure form is designed for use in ensuring documentation of company physician/employee counseling. This document, signed by both the employee patient and physician, will serve as positive confirmation that effort has been made to communicate with employees regarding health-related problems.

This form shall be used by all physicians providing medical services to Manville locations. It should be completed at the time of counseling and retained in the employee's medical record.

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Appendix I

MANVILLE

PHYSICIAN'S DISCLOSURE FORM

PLANT NAME_____

On_____, Dr._____
Date Physician's Name

informed me of the results of my recent physical evaluation.

Pulmonary system:

Chest X-Ray_____

Pulmonary Function_____

Other_____

Gastrointestinal system_____

_____

Cardiovascular system_____

_____

Hearing_____

_____

Other_____

_____

_____

Employee's Name_____

Employee's Signature_____

Physician's Name_____

Physician's Signature_____

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Appendix II

Exposed Employees

Medical evaluation procedures are based in large part on the exposure or potential exposures of employees in the work place. The following lists of substances may be found in the Manville work environment and should be considered in the determination of the appropriate physical examination protocol for each individual as outlined in the MEDICAL EVALUATION PROCEDURES section. Questions regarding health surveillance of employees with exposure or potential exposure to these substances may be directed to the Manager, Occupational Health Programs, MSO, 1-06.

Acetic Acid
Acrylamide
Alkanes
Ammonia Solution
Antimony Compounds
Arsenic Trioxide
Asbestos
Asphalt
Benzene
Benzoic Acid
Benzothiazyl Disulfide
Benzoyl Peroxide
Bis (dimethyl thiocarbamyl) Disulfide
Boric Acid
Carbon Black
Carbon Tetrachloride
Cellosolve Solvent
Chlorine
Chloroform
Chromic Acid
Chromium Oxide
Coal Tar
Cobalt
Cyanide
Diatomaceous Earth
Divinyl Benzene
Ethylene Glycol
Fiberglass
Fluorides
Fluorocarbons
Formaldehyde
Hexamethylenetetramine
Hexane
Hydrochloric Acid
Hydrofluoric Acid

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Isobutyl Alcohol
Isocyanurates
Isopropyl Alcohol
Ketones
Laser
Lead
Lime
Mek Perozide
Melamine Resin
2-Mercaptobenzolthiazole
Methyl Alcohol
Methylene Chloride
Microfibers
Mineral Wood
Nitric Acid
Organotins Compounds
Perlite
Phenol
Phenolic Resins
Phosphoric Acid
Polyvinyl Chloride
Portland Cement
Refined Petroleum Solvents
Refractory Fibers
Rubber Products
Silanes
Silica
Sodium Hydroxide
Styrene Monomer
Sulfur
Sulfuric Acid
Talc
Tetrachloroethylene
Toluene
1,1,1-Trichloroethane
Triethanolamine
UV Radiation
Urea-Formaldehyde Solution
Vermiculite
Vinyl Acetate
Wollastonite
Wood Dusts
Xylene
Zinc Chloride
Zinc Oxide

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