

SUBJECT: RESTRICTED WORK PROGRAM - TEMPORARY

An employee may have medical RESTRICTIONS or RECOMMENDATIONS imposed for either an occupational or non-occupational reason. Steps to be follow are:

1) Name of department or persons concerned with these restrictions or recommendations are entered in section of 3-part "RELEASE TO WORK" form.

Operations

Timekeeper - Bldg. 89 Rosemary Kendall-Abbott
Labor Relations (~~Jim Harlow~~ - Bldg. 61)
Shift Superintendent - Bldg. 2
Shift Production Supervisor
Chief Operator or Chief Product Handler (Marine Terminal)

Maintenance

Central Planning - Bldg. 62
Labor Relations (George Jewell - Bldg. 61)
Superintendent
First Line Supervisor
Leadman

Shipping - Product Handlers not at Marine Terminal

Timekeeper - Bldg. 38
Labor Relations
First Line Supervisor
Leadman

See EXHIBITS.

2) Sufficient number of reproductions are made to supply this need.

3) If the preparation of this form is occasioned by a release to work and the imposition of restrictions or recommendations, extra copies are reproduced to fill this need.

4) Employee is given copies to take back with him -

a) To first line supervisor or foreman or SPS

b) To leadman, chief operator or chief product handler

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SUBJECT: RESTRICTED WORK PROGRAM - TEMPORARY (CONT'D)

(This depends upon craft or classification of employee involved)

5) The original of the form is retained, entry is recorded on card for rolodex file with employee name, date of restriction or recommendation is imposed and date for re-evaluation. An automatic cancellation is also recorded. See EXHIBIT. The original form is attached to the pink sheet if non-occupational and to the Medical Accident report if occupational.

6) Call Central Planning - Ext. 4632 for Maintenance employees.
Call Timekeeper - Ext. 5515 for Operations employees.
Call Timekeeper (Bldg. 38) - Ext. 5304 for Shipping employees.

7) A red "P" is entered at the effective date (this notes that a card has been made for the rolodex file and that information has been posted).

7) The chart then goes to the coding table.

FOR CANCELLATION OF RESTRICTION -

Procedures are followed as for a restriction that is imposed with the exception that a copy of the cancellation is not kept in the file. The cancellation is noted on the original restriction. So therefore, make up a new slip for cancellation and copies go to the same people + employee also gets a copy of cancellation. When a cancellation of restriction is done - the card in rolodex file is pulled and thrown away.

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UNION CARBIDE

UNION CARBIDE CORPORATION
CHEMICALS AND PLASTICS
P.O. BOX 371, TEXAS CITY, TEXAS 77590

SHIFT ORGANIZATION RESTRICTED WORK PROGRAM

GENERALS

An employee who has been ill or injured and can not perform their assigned work efficiently and safely due to restrictions will be placed in the Restricted Work Program according to the following procedure.

A. A committee of three people will be set up to review employee restrictions when deemed necessary, and will consist of one person from the Medical Division, one person from the Employee Relations Department and the Shift Superintendent responsible for employee.

B. The Medical Department will initiate temporary restricted work by contacting the Shift Superintendent on duty. The Superintendent and Area Supervisor will determine whether work is available within the employee's restrictions. When work is not available or a precedent could be set if work is assigned within the restrictions, the Superintendent on duty will call a meeting of the committee.

C. When and employee is placed on temporary restricted work, it should be pointed out by the Supervisor that it is temporary assignment and that the case will be reviewed at [illegible] by the Medical Department on the recall list. The [illegible] employee's immediate supervisor may also review [illegible] period. The Shift Department [illegible] results of the review in writing.

D. The Medical Department will inform employee of their restrictions and give them two (2) copies of the restrictions on the [illegible] asked to give the first copy to [illegible]

E. The Medical Department will notify the [illegible] by telephone of the restrictions with [illegible]

F. When an employee [illegible] restricted work for any reason they will be [illegible] recommendations [illegible] action to be taken [illegible] within their restrictions [illegible]

G. Temporary restricted [illegible] regular duties [illegible]

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SUBJECT: RESTRICTED WORK PROGRAM - PERMANENT

An employee may have a restriction or medical recommendation imposed of a permanent nature for either occupational or non-occupational reason. These are written on the same form as the ones of a temporary nature but are entered in a spearate section in the rolodex file maintained for this purpose and which is divided into one section for MEDICAL RECOMMENDATIONS and one section for RESTRICTIONS.

On instruction of a physician or the staff assistant, follow these steps:

1) Names of department and persons concerned are entered in section of 3-part "RELEASE TO WORK" form.

2) Sufficient number of reproductions made to supply this need.

3) If the preparation of this form is occasioned by a release to work and the imposition of restrictions or recommendations, extra copies are reproduced to fill the need. Original copy is kept in chart, yellow copy goes to Benefits and Records, pink copy - our copy.

4) Employee is given copies to take back -

a) Operations - Timekeeper - Bldg. 89
Labor Relations (~~Jim Harlow~~) - Bldg. 61
Shift Superintendent - Bldg. 2
Shift Production Supervisor
Chief Operator or Chief Product Handler (Marine Terminal)

b) Maintenance - Central Planning - Bldg. 62
Labor Relations (George Jewell) - Bldg. 61
Superintendent
First Line Supervisor
Leadman

c) Shipping - Timekeeper - Bldg. 38
Labor Relations
First Line Supervisor
Leadman

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SUBJECT: RESTRICTED WORK PROGRAM - PERMANENT (CONT'D)

5) Original (white copy) is retained and entry made in PERMANENT MEDICAL RECOMMENDATION OR RESTRICTION section of rolodex file with name of employee, reason, date imposed, and re-evaluation date.

6) Call Central Planning (Maintenance) - Ext. 4632

Timekeeper - (Operations) - Ext. 5514

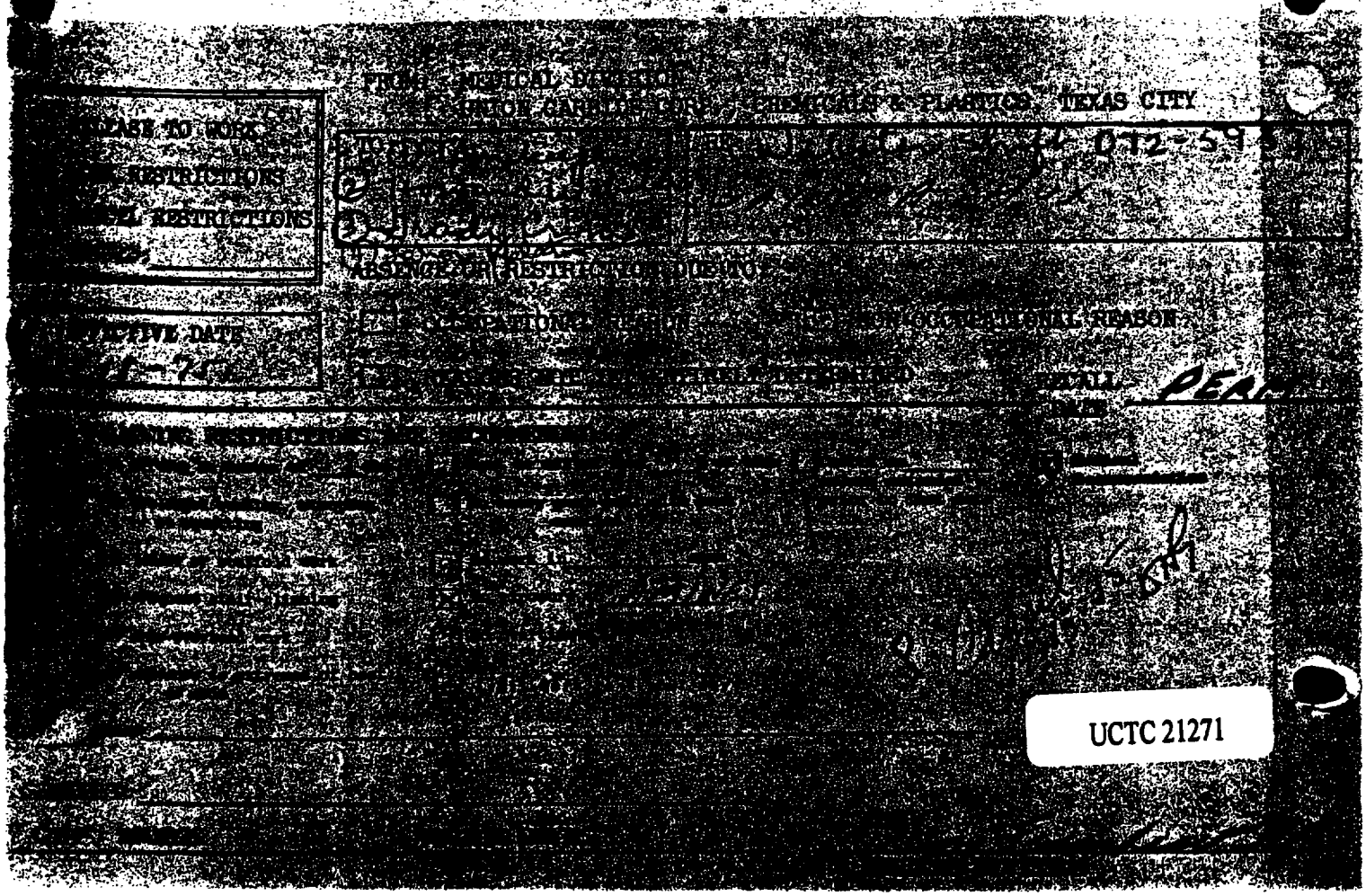
Timekeeper (Shipping - Ext. 5304

A call is made to let these timekeepers know about restriction or recommendation.

7) Original is attached to the blue "DIAGNOSIS" sheet in chart.

8) Chart goes to coding table.

See EXHIBITS attached.



SUBJECT: RESTRICTED WORK PROGRAM - PERMANENT FOLLOW-UP PROCEDURE

RESTRICTIONS: Once a year Permanent Restrictions are reviewed and employees contacted by telephone for evaluation of restrictions. It is better to pull the chart to be reviewed for physician or staff assistant to look over before employee is called. The physician or staff assistant will decide whether or not the employee needs to come to the dispensary or the restriction can be continued or cancelled by a telephone call. An entry is made on rolodex card as to the date restriction is reviewed.

As a result of this consultation, the physician or staff assistant may cancel the restriction. In this event another form is filled out to inform the interested dpeartments or persons and the employee of the cancellation.

Operations - Timekeeper - Bldg. 89
Labor Relations - (~~Jim Harlow~~) - Bldg. 61
Shift Superintendent - Bldg. 2
Shift Production Supervisor
Chief Operator or Chief Prod. Hdlr.(Marine Terminal)
Employee

Maintenance - Central Planning - Bldg. 62
Labor Relations (George Jewell) - Bldg. 61
Superintendent
First Line Supervisor
Leadman
Employee

Inplant Distribution - Timekeeper - Bldg. 38
Labor Relations - Bldg. 61
First Line Supervisor
Leadman
Employee

A telephone call is also made - Operations (Timekeeper - Ext. 5515)
Maintenance (Central Planning - Ext. 4632)
Shipping (Timekeeper - Ext. 5304)

RECOMMENDATIONS: Once every five years the Permanent Recommendation imposed on an employee is to be evaluated. The employee is contacted by telephone and the same procedure as set out above for RESTRICTIONS is followed.

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