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STATEMENT
OF
IRN MEDICAL
SERVICES AND FACILITIES

FOR THE YEAR ENDING 31/12/70

1970/71



STATEMENT OF MEDICAL SERVICES AND FACILITIES
OPERATED UNDER AEC CONTRACT AT-(29-2)-20

SCOPE OF SERVICE

The medical and dental care at the Proving Ground is predicated on two considerations: (1) adequate care for emergencies including accidents and (2) preventive measures through medical or dental treatment and sanitation to keep personnel in good health and on a productive basis. Based on these considerations, medical and dental care is limited to those cases classified as emergency and to those in which pain or illness is involved; the neglect of which would constitute a hazard to the health, well being or job performance of an employee. Surgery is performed as necessary only in those cases which fulfill these requirements and surgical operations performed are those generally considered minor operations. Should major operations be necessary before evacuation to Honolulu can be effected, they are generally performed at the Hospital Facility on site Fred, operated by the U. S. Army Medical Corps. No elective surgery, that is, of the patient's choosing or for his convenience is performed. No radiation therapy of any type is administered. Laboratories are operated at sites Nan and Elmer for general diagnostic investigations of all types of ailments. Should a diagnosis indicate the possibility of the need for surgery or prolonged hospitalization, it is company policy to return the employee to his point of hire.

Only emergency dental work for pain, cavity filling or repair of dentures is performed. Other cases are accepted for treatment as the dentist may deem necessary for the well-being of the employee. When necessary, casts for

<u>NAME</u>	<u>CLASS</u>	<u>YR. OF GRAD.</u>	<u>SCHOOL</u>	<u>LICENSED</u>
Hallen, Lester M.	Dentist	1927	Marquette University	Minnesota

1927 - 1951 - Private practice until acceptance of position with H&N in July of 1951.

The job descriptions of all classifications of the Medical - Dental Service are as follows:

CHIEF MEDICAL OFFICER

The Chief Medical Officer is responsible for the professional organization and administration and performance of all medical facilities and services at Jobsite.

Supervises all medical and dental personnel, directing them in their duties, assessing their work performance and recommending them for merit increases, rehire, changes of classification or disciplinary action, as deemed necessary.

Inspects and/or initiates all requisitions for supplies and personnel. Consults with proper personnel as to maintenance of medical facilities or related problems.

Controls the organization of all medical facilities and functions, recommending type of facility or function to be installed, initiating procedures and other directives for the facility operation and correlates all stations for over-all function.

Provides medical service, as necessary, by diagnosing, prescribing medicines for and treating diseases and disorders of the human body, and performing surgery and operations.

Normally this job requires a Doctor of Medicine degree with a license to practice in a definite community, a valid narcotics registration, and two years' experience as a general practitioner in charge. Jobsite experience as a Doctor may be substituted for two years as a general practitioner in charge.

DOCTOR

The Doctor is responsible for the maintenance and administration of adequate medical facilities and services.

Provides medical care, maintaining daily sick calls at the Medical Clinic, and treats personally, or closely supervises all medical treatments to employees and other personnel at Jobsite.

Maintains hospital facilities, supervising the administration of such facility in terms of personnel, supplies, and over-all operating conditions.

Directs work and assignments of medical personnel and passes upon the technical qualifications of personnel engaged in medical department activities.

Maintains the Jobsite sanitation and health program in accordance with recognized procedures, inspecting all necessary facilities, making recommendations to eliminate unsanitary conditions, spot checking for conformance and submitting reports on such to proper personnel.

Maintains adequately staffed and equipped first aid stations on off-island sites, assigning personnel, and inspecting facility for proper operation.

Maintains records for data to be used in compilation of narcotics reports, daily sick reports, treatment cards and charts, accident reports, activities' reports and similar reports for the administrative control of the medical facility.

Determines those employees who, due to injury, illness or physical unfitness, should be returned to their point of hire and justifies, in writing, all such cases to interested parties.

Directs preparation of all necessary forms incidental to U. S. Labor Department and Insurance requirements.

May be required to assume functions as Head of Medical Department in absence of the Chief Medical Officer.

This job requires a graduate of an accredited medical school with a degree of Doctor of Medicine, with a recognized territorial or state practice license, and one years' experience treating cases of traumatic injury in a receiving hospital or emergency ward. Completion of one years' internship may be substituted for the above experience requirements.

DENTIST

The Dentist is responsible for the furnishing of emergency dental care as need arises, together with such other dental work as may be deemed necessary for the well being of company employees.

Maintains dental clinic in conjunction with the operation of Jobsite medical facilities, making recommendations as required for proper operation of the dental clinic.

Initiates requests for proper and sufficient supplies of dental equipment to adequately fill the needs of Jobsite dental care.

Maintains regular clinic hours to conform to regular company daily work schedule but is available on a twenty-four hour basis.

Prepares daily treatment reports and otherwise keeps accurate dental clinical records.

May provide dental care of an emergency nature to other than company personnel, as required.

This job requires a graduate of an accredited dental school with the degree of Doctor of Dentistry, plus several years' experience in general dental surgery with emphasis on exodonty.

MEDICAL TECHNICIAN & LIBRARIAN

The Medical Technician and Librarian is responsible for the direct supervision of First Aid Men, and for assisting the Chief Medical Officer in the routine operation and administration of Jobsite medical facilities.

Supervises First Aid Men by assigning work shifts, duties and observes for performance of duties.

Acts as nurse assistant to the Doctor, assisting in the operating room and ward, and is in administrative charge of the medical facilities in Doctor's absence.

Processes immunization of employees by keeping suspense file of immunization shots due and notifying employees of clinical appointment.

Prepares monthly medical facility historical report from various records and data on hand, such as accident reports, daily sick reports, etc., collating and grouping information for inclusion in the Jobsite historical report.

Processes letters of termination for cases involving physical disability due to injury or disease, gathering pertinent data from various sources and presenting to Doctor for preparation of letter, routing and filing necessary copies.

This job normally requires a high school graduate with a R. N. degree (or equivalent) plus two years' experience in the nursing field.

LABORATORY & X-RAY TECHNICIAN

The Laboratory and X-Ray Technician is responsible for the proper exposure and development of x-ray photographs and the conducting of hospital laboratory tests.

Conducts laboratory tests such as blood counts, urinalyses, preparation of serum for blood tests, blood typing and cross-matching for transfusions and other tests.

Takes x-ray pictures, in accordance with recognized procedures; develops exposed film to bring out maximum contrast; mixes chemicals as needed for various developing fluids; keeps x-ray records.

Maintains all apparatus and laboratory equipment in top grade working order, initiating the re-ordering of laboratory supplies as needed; cleans x-ray apparatus and maintains an adequate stock of film and chemicals by initiating purchase orders sufficiently in advance of time of possible need.

Acts as First Aid Man in treatment room and ward when not actually engaged in x-ray or laboratory duties.

This job normally requires a high school graduate (or equivalent) with additional technical schooling in laboratory and medical x-ray methods and techniques, and three years' experience in laboratory and x-ray work with a background as First Aid Man or Nurse.

FIRST AID MAN

The First Aid Man is responsible for the administration of first-aid treatment, under professional direction, of injured or ill employees.

Serves during Sick Call hours and/or maintains standby hours for emergency treatments, during which time he administers first-aid and subsequent treatment to ill or injured patients, under professional direction; sterilizes, disinfects, anoints, and bandages minor cuts and burns; administers prescribed doses of standard drugs and medicines.

Attends to needs of ward patients, administering medicine and treatments as prescribed; changes beds and cleans equipment.

Performs such typical duties as: assisting in the setting and dressing of broken bones; assisting in emergency operations; applying artificial respiration, and related duties.

Maintains patient record cards by recording information desired by the attending doctor and transferring information from cards to clinic registers.

May be required to:

1. Assume complete charge of an off-island first-aid station by ordering supplies, keeping records, and carrying out first-aid duties until the arrival of a doctor.

Normally this job requires a high school graduate (or equivalent) with three years' experience as a First Aid Man in an industrial plant or construction camp.

FACILITIES

The medical service is furnished through the operation of infirmaries at sites Elmer and Nan and first-aid stations at each shot island camp. At the Jobsite the term "hospital" is widely used but the term "infirmary" connotes more accurately the facilities available at Nan and Elmer. Army type ambulances are provided at both Elmer and Nan.

The infirmary at site Elmer is located in a standard Pacific Iron and Steel aluminum building, 24' wide, 98' long with double aluminum roof and a recently added annex, 24' wide, 30' long. Adjoining the infirmary, a similar building houses the dental office, doctor's quarters, consulting room and library. The infirmary is complete with electric wiring, fixtures, hot and cold fresh water, and salt water plumbing, telephone and a nurse call system. This infirmary is partitioned to provide for doctors consultation office, infirmary office, X-Ray room with dark room, waiting room, kitchen, treatment

room, laboratory, utility room, EGK and private room, isolated bed space, a 10-bed ward, surgery and dispensary. The major items of equipment in the infirmary at site Elmer are as follows:

- 5 Sterilizers
- 3 Instrument Cabinets
 - Treatment Cabinets
 - Biological Refrigerator
 - Timer, Hand, for X-Ray
 - ENT Treatment Table
 - Explosion Proof Lamp
 - Alcohol Dispenser
 - X-Ray Film Cabinet
 - Wheel Chair
 - Nurses Secretarial Desk
 - Fracture Bed Complete
- 2 Operating Tables
 - Electric Incubator
 - Chairs
 - Suction and Pressure Unit
 - Chair, Posture Swivel
- 12 Station Electric Annunciator System (to be replaced)
 - Photrometer
- 11 Storage Cabinets
 - Autoclave Sterilizer Compact Unit
 - Treatment and Supply Tables
 - Suction Pump, Sklar Unit
 - Nurses Desk with Chart Rack
 - Overbed Tables
 - Hospital adjustable beds
 - X-Ray Machine 100 milliamperes, complete with generating unit, timer, transformer, foot switch and tilting table.
 - Dryer Electric, Hot - Cold (for casts)
 - Microscope
 - Diathermy
 - X-Ray Developing Tank
- 4 Instrument Sterilizers
 - Otoscope - Ophtacmoscope
 - X-Ray Cabinet
 - Resuscitator portable
- 2 Otoscope - Ophtalmoscope - combination Centrifuge, safety hand
 - Pneophore, Demand, Oxygen Administration

The major items of equipment in the dental facility at site Elmer are as follows:

- Chair, Pump, Dental
- Oxifier
- X-Ray Machine
- Sterilizers
- Trident Unit
- Lathe, Dental
- Centrifuge Casting Machine
- Cabinets
- Office Furniture

The infirmary at Nan is located in a wood frame, plywood siding building, 24' wide, 74' long with an aluminum roof. This building is partitioned to provide a doctor's office, dental office, waiting room, examination and minor surgery room, X-Ray room, dispensary, storage room and an 8-bed ward. The major items of equipment in this medical facility are:

- 1 Diathermy Machine
- Stretcher Wheel
- Autoclave Sterilizer
- Mayo Instrument Rack
- Hospital Beds
- Overbed Tables
- Instrument Stand
- Nurses Desk
- 2 Resuscitators portable
- Operating Table
- Microscope
- Machine Centrifuge Casting
- Pneophose, Demand, Oxygen Administration
- Sterilizers
- X-Ray Unit, 100 milliampere complete with generating unit, timer, transformer, foot switch and tilting table.
- 1 Biological Refrigerator

The major equipment in the dental office at Nan consists of the dental chair and all necessary appurtenances, sterilizers, cabinets, etc.

OPERATING PROCEDURE

Doctors and Dentists are stationed only at the infirmaries on sites Nan and Elmer. Doctors make semi-weekly inspections of all first-aid stations and the doctors and dentists are available for call at all sites at any hour.

At the infirmaries and first-aid stations, sick calls are held daily between the hours of 0700 and 0830 Monday through Saturday and 1800 - 2000 daily for treatment of routine complaints and old injuries. Appointments for consultation outside of sick call hours are made as warranted for more thorough examinations, laboratory analysis and diagnosis. Injuries and other emergencies are taken care of as they occur, irrespective of the hour. For those instances when the doctor is away from the infirmary, a one-minute continuous blast of the siren has been the established signal to call the doctor to the dispensary.

Permanent records are maintained of medical service furnished personnel. An entry is made on an individual treatment card at each visit to the infirmary or first-aid station which forms the medical record of the individual while at the PPG. All pertinent information on these cards is transcribed to a clinic register which forms a chronological record of the medical facility.

Close cooperation with the Army medical personnel on site Fred is maintained. The Army medical personnel and facilities have always been made available for consultation and for the performance of surgery or laboratory work for which Holmes & Narver operated facilities were not adequately staffed or equipped. During operational periods, an Army Medical Officer is stationed at site Elmer for Armed service patients and the maintenance of Service health records.

Personnel are evacuated for medical reasons on the recommendation of the Chief Medical Officer. Each case is evaluated and the Chief Medical Officer determines whether the patient will be accompanied by a doctor, aid man, guard or will be unescorted. Immediately on the decision to evacuate a patient with an illness considered serious, the Honolulu Office Manager is informed of the name of the evacuee, accompanying personnel, flight number of plane, estimated time of arrival, whether ambulatory or not, need for hospitalization and/or doctor's service in Honolulu. Serious cases are also reported to the Home Office for notification to the next of kin. Holmes & Narver retains under contract, Dr. Richard Durant (M. D.) of Honolulu. He is informed of arrival of employees who may require medical care while in or passing through Honolulu. Generally, it is the practice to send patients to the Queens Hospital in Honolulu should hospitalization be required at that point. Should a patient be a veteran, arrangements are made at the Tripler General Hospital, if the patient so requests.

PROCEDURE IN EVENT OF DEATH

GENERAL

Upon the death of an employee, action is taken to meet the requirements of the employee's estate and to close the company's records pertaining to the employee. In order to avoid confusion in the handling of such matters and to be as helpful as possible to the next of kin, all contacts with the family and their attorneys or insurance representatives is made by, or with the knowledge of, the Industrial Relations Department.

It is the responsibility of the Chief of Industrial Relations to coordinate all such matters as the employee's final pay check and check for accrued leave, insurance benefits, savings bonds, and return of personal papers and effects. If any member of the firm has reason to visit the family on other than a personal basis, the visit, is coordinated with the Chief of Industrial Relations.

The responsibility for handling all problems surrounding the death of an off-continent employee remains with the Chief of Industrial Relations.

PURPOSE

To establish a system for handling the remains and property of a Holmes & Narver employee who dies outside the continental limits of the United States, in accordance with the foregoing, the following procedure was established.

NOTIFICATION

Should an employee die at the Pacific Proving Ground, the Jobsite Industrial Relations Supervisor will immediately notify the Honolulu Office Manager and the Home Office Chief of Industrial Relations.

In case an employee dies in Honolulu, the Honolulu Office Manager will immediately notify the Home Office Chief of Industrial Relations and the Jobsite Industrial Relations Supervisor.

Upon receipt of an employee's notice of death, the Chief of Industrial Relations or his delegated representative will immediately advise the next of kin.

The Industrial Relations Department will notify the American International Underwriters and the U. S. Atomic Energy Commission of an off-continent employee's death.

RECORD

Upon notification of the death of an employee, the Industrial Relations Department will set up a file containing all correspondence in connection with the deceased employee. This includes all supplemental information relating to any illness and the treatment received for said illness by the employee prior to his death.

On completion of all steps referred to above, the file is incorporated into the employee's personnel folder.

The Industrial Relations Department will obtain a copy of the death certificate so additional copies may be prepared and forwarded to the next of kin.

AUTOPSY

Should an autopsy be desired as a result of an employee's death, it is necessary to obtain written consent of the next of kin (original and five copies). The Jobsite Industrial Relations Supervisor and/or the Honolulu Office Manager will be immediately advised via teletype following receipt of such consent. Actual copies are forwarded to each office by mail.

If the next of kin refuses to consent to an autopsy, this information is relayed immediately by teletype to the Jobsite Industrial Relations Supervisor and/or the Honolulu Office Manager.

MORTUARY SERVICES AND TRANSPORTATION OF REMAINS

The Honolulu Office will arrange for initial mortuary services in Honolulu with the costs being charged to Holmes & Narver, Inc.

The Industrial Relations Department will obtain the name and address of the on-continent mortuary from the next of kin so this information can be teletyped to the Honolulu Office.

If the mortuary is in the Los Angeles area, the scheduled arrival time and place of the remains will be immediately furnished to the undertaker by telephone upon receipt of this information from the Honolulu Office.

In case the mortuary is outside the Los Angeles area, the carrier transporting the deceased employee from Honolulu to the United States will be directed to deliver his remains to a definite carrier for further transportation to a mortuary selected by the next of kin.

Holmes & Narver, Inc. will pay the transportation cost of the remains to the employee's "point of hire," or to a point of equal distance. Transportation charges beyond this point are the responsibility of the next of kin.

When authorized by the Controller, a floral piece may be ordered for delivery to the mortuary, together with a card extending the sympathies of the Company.

PERSONAL PROPERTY

The Jobsite Industrial Relations Supervisor and/or Honolulu Office Manager will furnish a complete list of the personal property belonging to the deceased and forward the articles to the Home Office Industrial Relations Department.

Personal property of a deceased person left in the custody of an agency or department of the U. S. Federal Government, a contractor engaged in U. S. Government work or a U. S. Military Reservation in the Territory of Hawaii, may be forwarded to Holmes & Narver, Inc., without the necessity of accounting to civilian Territory authorities.

If a deceased person has left personal property in the custody of a civilian, a civilian organization, or anywhere in the Territory of Hawaii, other than areas considered to be U. S. Government Reservation, the Clerk of the First Circuit Court, Territory of Hawaii assumes custody of such property in accordance with the laws of the Territory. The property is held pending probate action.

Next of kin may gain possession of property in the custody of the Clerk of the Circuit Court, Territory of Hawaii by appointing a resident of the Territory of Hawaii as "Petitioner." The Honolulu Office Manager or his delegated representative may be so appointed. The Petitioner prepares an "Information Sheet" with the assistance of the next of kin, and submits it to the Clerk of the Court. (Information Sheet form is furnished by the Court.)

Petitioner published notice in a Honolulu newspaper of pending proceedings, at a cost of \$5.25 to the next of kin. After waiting a period of 60 days from the date of notice publications, thereby giving creditors time to file claims, the proceedings are set for hearing on the Docket of the Probate Court.

The Probate Court, after allowing or disallowing claims filed against the property, will release the remaining property to the Petitioner, and order him to deliver same to next of kin.

PAYMENTS

The Chief of Industrial Relations will determine whether or not the next of kin is to receive any benefits payable under Appendix B, Part III, Section 10-c (1) of Contract AT-(29-2)-20.

The Accounting Department will furnish the Industrial Relations Department a statement of the total money (Payroll, Bonus, Savings Bonds, and Travel Expense per Diem, if any) due the deceased by Holmes & Narver, Inc.

The next of kin will obtain a Tax Waiver from the State in which the deceased employee resided. Where possible, the Industrial Relations Department will assist the next of kin in obtaining this waiver.