

October
Seventeenth
1922.

George Chahoon, Esq.,
Grand' Mere, Que.

Dear Mr. Chahoon:-

Thank you very much for a very
pleasant day yesterday.

I cannot tell you how much impressed
I was with the appearance of everything at Grand'Mere -
Your buildings, their arrangement, the accommodation
and conveniences they provide; the dam, the power -
all impressed me very much. But the outstanding
feature seemed to be the spirit of goodwill, mutual
respect and enthusiasm pervading all members of the
organization. I hope I may get to know them all better.

I am really anxious that McGill should
be of greater service to the great industries of Pulp,
Paper and all forest products. I would like you to
ask Mr. Sabbaton to call together the Committee of
which he is Chairman as soon as convenient to him and
I shall arrange that representatives of McGill will
attend to discuss with his Committee the manner in
which we can best help.

I hope I see you on Thursday.

With all good wishes, I am,

Yours faithfully,

Principal.

October
Seventeenth
1922.

Dr. B. L. Wyatt,
Grand' Mere, Que.

My dear Dr. Wyatt:-

We got home safely this morning and on time. Both agreed that we had spent a very pleasant and profitable day at Grand' Mere.

We shall proceed at once with the arrangements for the half dozen lectures which shall serve as an introduction of this important subject to the undergraduate body and to others in Montreal to whom we think the matter ought to be of value. Dr. Martin told me that you had assured him you would help and would give one of the lectures, probably the first. You may, therefore, expect to hear from us again shortly when we get things a bit under way.

I want to thank you most cordially for going out of your way so much yesterday to make our day pleasant. I felt embarrassed at so much attention and excessive kindness.

Will you please go to the hotel people and ask them if they found on the dresser a Yale lock key. I lost mine yesterday and have a sort of recollection of seeing it on the dresser just before going down to dinner.

With all good wishes to the fine fellows I met yesterday and to Mrs. Wyatt, I am,

Yours faithfully,

MCGILL UNIVERSITY

MONTREAL

FACULTY OF MEDICINE
OFFICE OF THE DEAN

June 26th,
1930.

Sir Arthur Currie,
Principal - McGill University,
Montreal.

Dear Sir Arthur,

Dr. F. G. Pedley, the Assistant Professor of Industrial Hygiene, has been offered the post of Director of the Federated Social Agencies. He has accepted this position, hoping that he will at the same time be able to retain his post in the University. He is willing to take the lectures as heretofore, and will act as an Assistant in the Department of Public Health in any way that Dr. Fleming wishes, and will be a consultant for the Industrial Clinic at the Hospital.

He does not ask, however, any money from the University for such work as he does, so that his salary, given by the Metropolitan Life Assurance Company, will be available for another purpose in this Department.

After having discussed the matter with Pedley and Fleming, we all feel that Pedley could undertake this new work without any detriment to his duties at the University. May I ask, therefore, that you will accede to his request to be allowed to take on this new job as successor to Mr. Falk?

Faithfully yours,

O. Martin

DEAN.

July 8th, 1930.

Dr. F. G. Pedley,
Industrial Clinic,
Montreal General Hospital.

I have read with very great interest your report to Dr. Martin on the Department of Industrial Hygiene. To me it was most enlightening. I know, of course, of your intention to become Secretary-Manager of the Federated Charities, but I am glad to learn that you are retaining your association with McGill.

Ever yours faithfully,

Principal.



THE MONTREAL GENERAL HOSPITAL

DORCHESTER STREET, EAST

Montreal, July 10, 1930.

ADDRESS ALL COMMUNICATIONS TO THE
HOSPITAL
NOT TO INDIVIDUALS
THE INDUSTRIAL CLINIC

Sir Arthur Currie
McGill University
Montreal

Dear Sir Arthur:

Thank you for your letter of July 8th in regard to my report on Industrial Hygiene. You will no doubt have noticed that many of the activities noted in the report are social in character, and, therefore, will still continue to be carried on when I leave the General Hospital.

It is very gratifying to me to know that I shall still retain my connection with McGill University.

Yours very truly,

Frank G. Pedley

Frank G. Pedley, M. D.
The Industrial Clinic.

*Report returned
to Dr Martin
July 10*

June 27th, 1930.

Dr. C. F. Martin,
Dean of the Faculty of Medicine,
McGill University.

Dear Dean Martin,

I have your note of
yesterday with reference to Dr. Pedley.

This arrangement is
satisfactory, and you may say so to Dr. Pedley.

Thank you for his report,
which I shall be happy to study when I return.

Ever yours faithfully,

Principal.



PRINCIPAL AND VICE-CHANCELLOR:
SIR ARTHUR W. CURRIE, G.C.M.G., K.C.B.

FROM
THE PRINCIPAL AND VICE-CHANCELLOR,
MCGILL UNIVERSITY,
MONTREAL.

February 16, 1931.

Dr. C. F. Martin,
Dean of the Faculty of Medicine,
McGill University.

Dear Dr. Martin,

In response to your telephone message this morning, I am sending you herewith the Principal's correspondence on the subject of "Industrial Medicine" and the contract with the Metropolitan Life Insurance Company, from December 1925 to March 1927. This includes everything I find on the subject of the grant and the terms under which it was given for the five year period.

Yours faithfully,

Secretary to the Principal.

March 2nd, 1927.

Dr. F. G. Pedley,
Institute of Public Health,
Columbia University,
New York City.

Dear Dr. Pedley:-

Thank you for your letter of the 18th of February intimating to me that you are coming to us at McGill. This gives us great pleasure and I am sure you will find the work congenial and the opportunities many.

I am leaving to Dr. Martin the making of all arrangements as to the assumption of your duties.

With all kind wishes, I am,

Yours faithfully,

Principal.

EPIDEMIOLOGY
INDUSTRIAL HYGIENE
PUBLIC HEALTH ADMINISTRATION
SANITARY SCIENCE

Columbia University
College of Physicians and Surgeons

437 WEST 59TH STREET, NEW YORK
INSTITUTE OF PUBLIC HEALTH

February 18th, 1927.

Sir Arthur Currie,
Principal, McGill University,
Montreal, Quebec.


Dear Sir: Arthur:-

I am in receipt of your letter of recent date
and also a similar one from Dr. Martin.

I shall be pleased to accept the position of
lecturer in Industrial Hygiene at McGill University,
and have already wired Dr. Martin to that effect.

Very sincerely yours,

Frank G. Pedley
Frank G. Pedley, M. D.



21st May, 1928.

Cheque and letter sent to

Mr. Burrell.

21st May, 1928.

Dr. Augustus Knight,
Medical Director,
Metropolitan Life Insurance Co.,
1, Madison Avenue, New York City.

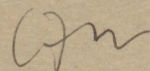
Dear Dr. Knight,

On behalf of McGill University, let me thank you very much for the cheque for \$5,000.00 from the Metropolitan Life Insurance Company for our work in Industrial Medicine.

Sir Arthur Currie is, unfortunately, laid up for a while, and is, therefore, not attending to his own correspondence.

With kind regards and renewed thanks for all the kindness shown to us on so many occasions by the Metropolitan Life, believe me

Very cordially yours,



Acting Principal.

February 12th, 1927.

Dr. F. G. Pedley,
Department of Public Health,
Columbia University,
New York City.

Dear Dr. Pedley:-

We have at last completed our arrangements in connection with Industrial Medicine.

I am glad to be able to tell you that the Montreal General Hospital have notified us of their willingness to institute an Industrial Clinic along the lines and under the conditions suggested by you in your letter to Dr. Martin on this subject. McGill University is equally prepared to cooperate in this work and appoint a lecturer on Industrial Medicine - a position which I would like now, officially, to offer you. The salary therefor will be \$5,000. a year, and the teaching in connection with this department will be under the auspices of the Department of Public Health and Preventive Medicine in our Medical Faculty.

I am pleased to be able to add that the Department of Chemistry in the University has expressed its willingness to assist in every way. With our new laboratories for industrial research the field should be wide open for excellent work.

Dr. F.G.Pedley

- 2 -

Trusting to hear favourably from
you in the very near future, and with every assurance
of my personal desire to make your position a happy
one here in Montreal, believe me,

Yours faithfully,

Principal.

123

*Industrial
Medicine*

LAURENTIDE COMPANY, LIMITED.
GRAND MÈRE, P. Q. CANADA.

September 1st,
1 9 2 2

Sir Arthur Currie,
Principal, McGill University,
M o n t r e a l,
Quebec.

My dear Sir Arthur:

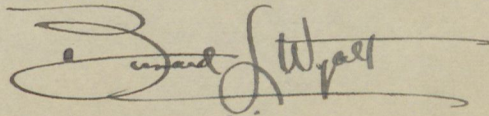
I am very glad indeed to learn that we may look for a visit from you some time in October and I hope that you will be able to come to Grand'Mere before the golf season closes; however, we can promise to do our best to give you a good time whenever it may be convenient for you to come.

I had the pleasure of a long talk with Doctor Martin yesterday relative to the possibilities of work in Industrial Medicine at McGill and within the next few days I will send him a number of memoranda which I think may be of interest to you. I cannot believe that the financial difficulties are so great as to be insurmountable and among the data which I am sending Doctor Martin are included the plans of Harvard and the University of Cincinnati whereby they secured the necessary funds for their work.

I appreciate very much your invitation to be present at the opening of the new Biological building and hope that it will be possible for me to attend.

With kind personal regards, I am

Cordially yours,



~~Director, Laurentide Health Service.~~

BLW/H.

123

DR. B. L. WYATT
DIRECTOR

DR. HERBERT TURNEY
MEDICAL SERVICE

MARGARET E. JOHNSON, R. N.
NURSING SERVICE

J. H. TURNER
SAFETY SERVICE

P. A. HAWKEN
INSURANCE SERVICE

A. T. AUBRY
ASSISTANT SECRETARY

LAURENTIDE HEALTH SERVICE

GRAND'MERE, QUEBEC

CONSULTANTS

DR. C. F. MARTIN, MONTREAL
MEDICINE

DR. F. A. C. SCRIMGER, MONTREAL
SURGERY

DR. F. T. TOOKE, MONTREAL
OPHTHALMOLOGY

DR. A. H. PIRIE, MONTREAL
X-RAY

DR. J. S. DOHAN, MONTREAL
DENTISTRY

October 18th, 1922.

Sir Arthur Currie,
Principal, McGill University,
M o n t r e a l,
Quebec.

My dear Sir Arthur:

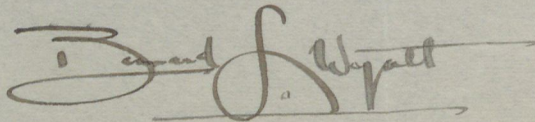
I wish to thank you for your cordial note which came to hand this morning and assure you that all of us here are delighted to know that you enjoyed your visit to Grand'Mere and are very happy to have had the privilege and honour of entertaining you.

I have taken up the matter of the lost key with the people at the Inn and after a most careful search it has not been found. The chambermaid does not recall having seen it and states positively that she did not find anything in the room when making it up after your departure.

I feel that your decision to arrange for the lectures in Industrial Medicine will prove of benefit to the University in a number of ways and I want you to feel that if I can be of any service in any way that it will be a great pleasure to give my help at any time.

We shall not forget your promise to return to Grand'Mere in the spring and we hope that you may become a frequent visitor to our little town. With kind personal regards, I am

Cordially yours,




BLW/H

123

LAURENTIDE HEALTH SERVICE

GRAND-MERE — QUEBEC

LAURENTIDE HEALTH SERVICE

Dr. Bernard L. Wyatt,
Director.

Dr. Herbert Turney,
Medical Service.

Margaret E. Johnson, R.N.,
Nursing Service.

J. H. Turner,
Safety Service.

P. A. Hawken,
Insurance Service.

A. T. Aubry,
Assistant Secretary.

Consultants

Dr. Charles F. Martin,
Medicine.

Dr. F. A. C. Scrimger,
Surgery.

Dr. F. T. Tocke,
Ophthalmology.

Dr. A. Howard Pirie,
X-Ray.

Dr. J. S. Dohan,
Dentistry.

LAURENTIDE HEALTH SERVICE

General Outline, Part I

Safety Service, Part II

Medical Service, Part III

Nursing Service, Part IV

Insurance Service, Part V



PART I - GENERAL OUTLINE

The health and welfare program of the Laurentide Company, Limited, is an expression of the interest of the Management in the members of the Laurentide organization and the community at large.

In the early days when "Laurentide" was much smaller than it is now and the "Boss" was in closer touch with the details of the business, it was possible for him to do, personally, a great many things that to-day have to be carried on through different departments.

In every industry which grows and prospers it is inevitable that the "machinery" by which it does its work must expand and this applies not only to the mechanical equipment in the plant but also to the human element in the organization.

It is, therefore, through the medium of the Health Service that the Management is endeavouring to manifest its interest in the comfort, happiness and health of all who make up "Laurentide's family."

Industrial health work is an investment, not only because it reduces "lost time" from illness and other causes of absenteeism, diminishes labor turnover, prevents accidents and generally safeguards the health of the workers, but also because it advances the spirit of good-will, loyalty and cooperation which are of essential and fundamental importance to the attainment of the fullest measure of success.

A successful Health Service is of necessity a cooperative effort. No work of this nature can be one-sided. It will be of benefit only insofar as every member of the Laurentide organization, from the "Boss" to the water-boy, puts his shoulder to the wheel. Teamplay is the keynote.

There is no relationship whatsoever between the expenditures for health work and rates of pay, hours of work or any other phase of the business. It has always been Laurentide's policy to make the standards of pay and the working conditions the highest and best. The money spent on the Health Service is merely another indication of the Management's desire and intention to maintain the leadership which Laurentide long ago established.

No phase of any activity of the Laurentide Health Service is, in any sense of the word, a philanthropy or charity.

Sections have been prepared which explain in detail the purposes ^{of} and procedures to be followed in connection with the Safety, Medical, Nursing and Insurance Services. To present a general outline of the Laurentide Health Service is the object of this introductory chapter.

Edgar L. Collins, in his retrospect of prehistoric history, writes:

"Industry may be considered as an outward and visible sign of the progress of human intelligence, and the mile stones along the road — the stone age, the bronze age, the iron age, the machinery age — gather additional interest when considered as the stages in the evolution of mind The statement may be made that the intelligence of a race is measured by its industry, and that the primary "raison d'etre" of industry is safety and health. In other words, industry is the means human intelligence employs to insure the existence of the race."

It is therefore apparent that one of the purposes of industry is, or should be, the improvement of living conditions in the life of the race struggling for existence.

In considering how results may be accomplished, it is important that there be no misunderstanding as to the ways and means.

Success is only possible through the development among and by the people of a higher sense of responsibility for the care of their bodies.

It is, therefore, clear that, in this cooperative effort, the Health Service has its role but that it cannot possibly do for any individual that which he, alone, can do for himself.

As the medium through which the Management of the Company is manifesting its interest and discharging its responsibility to the members of the organization from the standpoint of their comfort, happiness and health, the Laurentide Health Service is carrying on a large number of important activities and is participating in others which concern the community at large.

The water supply system installed for the municipality by the Company, the modern residences constructed for employees, the golf course, tennis courts, athletic field, assembly hall and club, library, night school, band, orchestra, plant paper, etc. included in the Company's recreational and educational program are not considered here as they are not directly under the Health Service. The pension arrangements which are administered by a special Committee, the Inn, the Cafeteria and the Dairy are also omitted for the same reason.

With the financial cooperation of the Laurentide Health Service, the Municipality of Grand'Mere is undertaking the organization of a Board of Health with a full time Health Officer and laboratory facilities for diagnostic and therapeutic purposes. Health problems concerned with General Sanitation, Housing, Communicable Diseases, Food Inspection, Child Welfare, School Life, etc., will be dealt with. The participation of The Rockefeller Foundation in this work to the extent of providing a Fellowship for the Medical Officer of Health, so that he may spend a year at Toronto University and obtain the D.P.H. degree, has been secured.

A number of eminent physicians connected with McGill University and the Royal Victoria Hospital have consented to act as consultants to the Laurentide Health Service, thus making available expert advice and assistance in Medicine, Surgery, Ophthalmology and Rcentgenology.

A prominent Montreal dentist will be the consultant to the Oral Hygiene Service which is to be organized at an early date.

The facilities of the Laurentide Hospital are extended to the local physicians for their private patients and the charges of the X-Ray Department have been reduced to less than the cost of materials and maintenance so that its usefulness to the local medical profession in the matter of diagnosis may be increased.

Through the Safety Service, every effort is made to prevent accidents and care for injured employees.

The duties of the Safety Inspector include: (1) Chairmanship of the Central Safety Committee; (2) Investigation of and reports on all accidents or near accidents; (3) Systematic and regular inspection of the plant and its immediate surroundings; (4) Supervision of the issuing of safety goggles, dust goggles and gas masks; (5) Ordering and posting of Safety Bulletins; (6) Proposal of safety recommendations.

A First-Aid Office with a graduate nurse in charge, is maintained.

Hospital charges and surgeons' fees for injured employees are, as a rule, paid by the Health Service.

The different phases of the safety work relate to: (1) Safeguarding; (2) Organization; (3) Education.

The Medical Service is concerned with: (1) Physical Examinations; (2) Sanitation; (3) Personal Hygiene; (4) First-Aid Methods; (5) Medical Aspects of Group Insurance; (6) Health Education; (7) Occupational Research; (8) Cooperation with Grand'Mere medical profession.

Five members of the staff of the Nursing Service are engaged in district and child welfare work. Between 1200 and 1500 home visits are made by them every month. It has been arranged that, effective early in 1923, these nurses, together with the Superintendent of the Laurentide Nursing Service, will be given official positions with the Municipal Board of Health so that their work may be more closely coordinated with the program of the Board's Medical Officer.

Under the auspices of the Insurance Service, the administrative details connected with approximately \$2,000,000 of Group Life Insurance are conducted. This insurance is carried by the Sun Life Assurance Company of Canada and the coverage costs are paid in their entirety by the Laurentide Company, except in the case of members of the salaried staff which latter are charged with 50% of the amount of their premiums.

The insurance features of the Health Service program are based upon the sound principle of giving free life to those who are sufficiently interested in their own welfare to be willing to pay for their health insurance.

The salary provisions of the Company for staff members in case of illness are such that they are given only one-half of the cost of their life insurance.

The Health insurance is carried by the Laurentide Mutual Benefit Association, an organization of, for, and by Laurentide employees. The Company stands behind the Association, financially, and makes good any deficit, while any surplus resulting from the difference between the amount of membership dues collected and the total of sick benefits paid out is available, in its entirety, for the activities of the Association and the benefit of its members.

No member of the Laurentide organization, except those on the salaried staff, pays one cent for Life insurance; it is a gift from the Company.

Ninety per cent (90%) of the entire Laurentide personnel belongs to the Mutual Benefit Association.

LAURENTIDE HEALTH SERVICE

Grand'Mere, Quebec

PART II - SAFETY SERVICE

I N D E X

	Page
Accidents,	1
Accidents in the Home,	5
Accident Compensation,	1
First-Aid,	1
Central Safety Committee,	5
Departmental Sub-Committees, ...	6
Hospital,	2
Hospital Relief Committee,	2
Safety Inspector,	5
Safety Rules,	2

PART II - SAFETY SERVICE

ACCIDENTS

Every effort to prevent accidents and care for injured employees is made by the Company through its Safety Service, First-Aid Office and Hospital.

Every employee receiving an injury, no matter how slight, should report to the First-Aid Nurse promptly and in the case of injuries involving lost time, the Foreman and Safety Inspector must be notified immediately.

The Safety Inspector will investigate and submit reports on all accidents or near accidents; he will also draw up cash orders for compensation or compensation advances.

Accident compensation will be paid fortnightly on the regular pay days of the Company.

The payment of surgeons' fees and hospital charges for injured employees is discretionary with the Health Service Office and while these expenses will usually be paid by the Company, it should not be regarded as a routine procedure without possible exceptions.

Any injured employee whose condition indicates the desirability of hospital care will be sent direct to the Laurentide Hospital. All injured employees who may possibly have sustained a fracture as the result of their accident will be X-Rayed promptly by the Company Physician.

In all cases of absence of three or more days' duration on account of illness or injury, a "Return Pass to Work" should be secured from the Company Physician.

The arrangements of the Health Service Office for the treatment of accidents are based upon the most careful consideration of the best interests of the employees and any departure from them will be at the personal expense of the employee concerned.

Under ordinary circumstances, the Company Physician is not permitted to attend injured employees, but in cases of serious injury he may give emergency treatment.

ACCIDENT COMPENSATION

According to The Workmen's Compensation Act of the Province of Quebec, an injured workman is entitled to legal compensation in case of: (a) absolute and permanent incapacity; (b) permanent and partial incapacity; (c) temporary incapacity if the inability to work has lasted more than seven days and provided that the accident was not brought about intentionally by the person injured.

The compensation may be reduced if the accident was due to inexcusable fault on the part of the workman.

Cash orders for compensation in cases of temporary incapacity are drawn up by the Safety Inspector and paid through the Accounting Department.

If the question of either absolute and permanent incapacity or permanent and partial incapacity is involved, a thorough and unbiased study of the case will be made by the Director of Health Service and the Employment Supervisor to determine the amount of compensation due the injured employee. The Management of the Laurentide Company considers the restoration of an injured employee a moral and economic responsibility, regardless of the expense, and the best surgical treatment and a generous attitude regarding compensation, without recourse to law, are assured every member of the organization. It is extremely doubtful if any injured employee can secure a more advantageous settlement through any court than is voluntarily offered by the Company as a routine procedure.

FIRST-AID

A completely equipped First-Aid Office with a graduate nurse in charge is maintained by the Company and First-Aid boxes have been installed throughout the plant; furthermore, two responsible persons in each mill department and for each shift have been trained in first-aid methods.

FIRST-AID, (cont'd)

The First-Aid Office is open daily (except Sundays) between the hours of 7 A.M. - 9 A.M. and 2 P.M. - 4 P.M., at which times the First-Aid Nurse will see every employee injured during the preceding 24 hours who is not under the care of a physician. On Sundays, the First-Aid Office will be open from 9 A.M. to 11 A.M. only, but a nurse will be on call at all hours, Sunday, for serious accidents. The telephone number for emergency calls is 76.

First-Aid is strictly limited to the following:

- (a) The immediate application of tincture of iodine to all open wounds.
- (b) The use of temporary sterile dressings.
- (c) First-Aid methods of controlling hemorrhage, combatting shock, resuscitation by artificial respiration, (Schafer method) immobilizing fractures and transporting the injured.
- (d) The removal of foreign bodies lying on but not imbedded in the cornea of the eye, (by First-Aid Nurse ONLY.)

Every open wound which penetrates the skin, no matter how slightly, should be painted with iodine at once.

The Company will not be responsible for surgeons' fees or hospital charges in the case of injured employees who fail to report to the First-Aid Nurse within 24 hours.

HOSPITAL

The Laurentide Hospital is primarily for the members of the Laurentide organization but it also receives the private patients of local physicians.

It is a modern institution in every respect and only graduate nurses are employed, a number of whom are French-Canadians.

The admission of Company accident cases is through the First-Aid Office or the Superintendent of Nursing Service.

As a rule, the hospital charges for injured employees, as well as the surgeons' fees, are paid by the Company.

Ward accommodation for medical or surgical patients is \$1.50 per day. The charges for private rooms are from \$3.00 to \$6.00 per day. Maternity patients are received in the ward for \$2.00 per day. The operating room fee is \$5.00. Charges for the ambulance depend upon the distance and number of assistants required.

Special drugs, dressings, medical supplies and appliances are charged at cost.

Arrangements for a special nurse may be made through the Superintendent of Nursing Service.

Patients with a communicable disease are not eligible for admission.

Hospital accounts are due upon presentation of the bill and, unless special arrangements have been made in advance, patients will receive their statements before they leave the institution.

A Hospital Relief Committee has been organized to assist needy patients.

All X-Ray work is done under the immediate direction of the Company Physician and the films and plates are considered as the property of the Hospital.

The Laurentide Hospital maintains the highest quality of service and carries a large annual deficit which is borne by the Company.

SAFETY RULES

"And the end is that the workman shall live to enjoy the fruits of his labor; that his mother shall have the comfort of his arm in her age; that his wife shall not be untimely a widow; that his children shall have a father; and that cripples and helpless wrecks who were once strong men, shall no longer be a by-product of industry."

— Juhnke.

All safeguards, all rules, all discipline and all other safety efforts must fail without the earnest and willing cooperation of the workmen themselves.

SAFETY RULES, (cont'd)

Where one accident is prevented through safeguarding, three are prevented by the exercise of personal care and caution by the workers. Where one case of occupational disease is prevented in the plant, two are susceptible of prevention and three of cure in the home life of the employees.

The prevention of accidents and injuries, by all possible means, is a personal duty which every man owes, not to himself alone, but also to his fellow workmen.

Do not get into dangerous places until you are absolutely sure that they are safeguarded; also prevent anyone from going until this is shown to be a fact.

It is better to cause a delay than an accident.

Small neglects are apt to cause serious accidents.

Let every employee make himself a committee of one to prevent some one accident.

The failure to obey safety rules endangers the life of yourself or fellow workman.

It pays to think before you act.

One man's effort toward safety may seem small, but all together can do a great deal.

Be sure everything is safe; then go ahead.

Try to avoid accidents; this means YOU.

Do not work with unsafe tools. Tell your foreman.

Every injury, no matter how slight, should receive medical attention.

Never remove or even touch a safety tag.

Safety Committees may overlook something. See for yourself that all is safe.

Do not fail to notice all danger signs, and, if possible, see that no one disregards them.

Safety devices are of little value unless maintained and used as they are intended.

Careful men are usually efficient; careless men are not.

Use safety devices where provided. Don't take a chance.

Replace all guards and safety devices when through making repairs and before machinery is started.

It is your duty to report unsafe conditions to your foreman.

Every sign in the mill means that the danger pointed out is there. You must obey these warnings.

Don't fool with electricity. It is dangerous.

Look out for loads carried by overhead cranes and conveyors and do not stand under them.

Be careful about torn clothing as it is liable to be caught in machinery.

Foremen: Carelessness is dangerous. If workmen insist on being careless, discharge them.

The proper inspection of tools and machinery by employees using them will help to prevent accidents.

The more you insist upon carefulness on the part of others, as well as exercising it yourself, the safer it will be for all.

Warn a man when danger is near. He may know all about it; if so, no harm is done. If not, you may save him from injury.

To be careless, thoughtless or reckless means injury sooner or later to yourself or others.

Employees are forbidden to take short cuts over dangerous places.

The Safety Inspector and Central Safety Committee will welcome suggestions from employees on anything of a dangerous nature.

Keep off railway tracks. Stop! Look!! Listen!!!

Beware of blood poisoning. A small scratch may cause it.

Safety must be the first consideration of all employees. When in doubt as to the matter of a rule, or the sufficiency of a proposed precaution, take the matter up at once with your foreman.

SAFETY RULES. (cont'd)

Never attempt to make a coupling or work between cars on the short side of a curve.

Don't swing a sledge or hammer that you know is working loose on the handle, thinking it won't come off till "next time."

Don't expect your helper to be as good a mechanic as you are. He isn't or he wouldn't be a helper.

A guard is placed on a machine solely for your protection. Don't operate a machine without the guard in place.

Stop machine before oiling, wiping or repairing it, and don't try to operate a machine you don't understand.

Never try to shift a moving belt by hand.

If you know of some machine not properly guarded, don't wait until someone gets hurt and say, "I told you so." Tell your foreman before an accident happens and ask him to supply a proper guard.

Always bend nails down before throwing boards away. Many serious injuries result from stepping on protruding nails.

Cultivate a habit of caution.

Extreme care must be used in handling carboys or other vessels containing acids or chemicals.

No one is permitted to operate an elevator unless duly authorized to do so.

Never attempt to step on or off a moving elevator.

Safety goggles, dust goggles and gas masks are issued by the First-Aid Office.

Safety goggles must always be worn for any work when there is danger of injury to the eye.

A fire in the plant may put every man out of work.

Guard the property against fire and protect your job.

It is easier to prevent fires than to put them out after they are started.

Gloves and loose sleeves are very dangerous around machines and should be carefully avoided.

Spitting on the floors or side walls is forbidden.

Always keep to the right in passing through the yard, buildings and stairways.

Do not use ladders unless they are equipped with spikes, hooks or safety ladder feet.

Always place ladders at a safe angle and in a safe location with reference to electric wiring, moving belts and pulleys, etc.

No temporary staging is to be erected or used except under the supervision of the foreman.

In doing overhead work, take pains to keep your tools and material where they will not fall.

Whenever manholes, trap doors or other openings are uncovered, protect them with portable guards.

Do not fool with compressed air.

It is forbidden to step on the slasher saw table while the saws are running. If saws become blocked, motor must be shut down before workers are allowed on table.

Whenever an electric motor is shut down for repairs to machinery, a "Danger" tag shall, always and without exception, be tied to the Starter Handle by the foreman or man responsible and under no circumstances shall the motor be started until the foreman or some authorized and responsible person sanctions re-starting and removes the "Danger" tag from the Starter Handle.

It is forbidden to run leaders around rolls on wet machines unless an employee is previously stationed at the friction so that the machine may be instantly shut down in an emergency.

All employees must have their feet protected by shoes or sandals while on duty.

Employees must not eat in any room where lead is used, such as the Paint Shop, Pipe Shop, etc.

SAFETY RULES, (cont'd)

Don't chew while working with lead.

ACCIDENTS IN THE HOME

It can be taken as a fact that accidents in the home are due to the fundamental causes, haste and carelessness.

In going through your daily routine, remember that it is just as important to do each thing carefully as it is to get the thing done.

By neglecting precautions for your safety and the safety of others, you increase the cost of living by breaking bones, straining muscles, burning the flesh, to say nothing of the cost of replacing destroyed utensils and furnishings.

When the telephone or door bell rings, do not endanger your life on the stairway, rugs, etc. in your haste to answer.

Falling down stairs is a common method of inflicting injury upon oneself. It is true that the stairways in homes are not so well lighted as those in office buildings or factories but it would seem that this lack of light ought to be more than balanced by the greater familiarity people should have with their own stairways.

The high heeled shoe is responsible for many falls, both in and out of the house and it is particularly dangerous on stairways.

Burns, scalds and fires in the kitchen are responsible for many accidents and occur either through carelessness or ignorance.

The grease employed in cooking some kinds of food is a source of danger because it both spatters and takes fire after being heated above a certain point. Burning grease is very dangerous and burns deep into the flesh.

Watch your step. This is as necessary in the home as elsewhere.

Boards carelessly thrown aside with the nails sticking upward may cause dangerous wounds. Tacks or broken glass should always be swept up.

The jagged edge of a tin can may cause a wound which will result in blood poisoning.

Guard the children's eyes by keeping scissors, knives, forks, pencils, pens, pins, bean-shooters, button hooks, umbrellas, sharp sticks, tin swords, etc. away from them. Sharp tools should be locked up.

Do not permit children to play with matches.

In case a fire is started in a room, close all doors and windows to prevent a draft. A blaze may often be smothered with a rug or blanket.

It is better to be safe than sorry.

SAFETY INSPECTOR

The Safety Inspector is the executive of the Safety-First Department and serves as Chairman of the Central Safety Committee.

His duties include: (1) The investigation of and the preparation of reports on all accidents or near accidents; (2) the systematic and regular inspection of the plant and its immediate surroundings; (3) the compilation of such reports as may be requested by the Director of Health Service; (4) the supervision of the issuing of safety goggles, dust goggles and gas masks; (5) the auditing of physicians' accounts and the approval of all bills for labor and materials in connection with the installation of safety devices; (6) the drawing up of cash orders for compensation or compensation advances; (7) the ordering and posting of safety bulletins; (8) the proposal of safety recommendations.

CENTRAL SAFETY COMMITTEE

This committee is composed of the foremen of the various departments. The members are elected for one year and regular meetings are held twice a month. Each member reports any dangerous conditions or practices which may have come to his notice, and any accidents which may have occurred since the previous meeting are discussed. As the terms of the members expire, they are made Honorary Members.

DEPARTMENTAL SUB-COMMITTEES

Every member of the Central Safety Committee is the Chairman of a departmental Sub-Committee composed of from three to five of his workmen who serve for six months. The duty of the members of this committee is to watch for and report accident hazards.

In the course of time, every employee in every department will have been a member of the Safety organization.

LAURENTIDE HEALTH SERVICE

Grand'Mere, Quebec

PART III - MEDICAL SERVICE

I N D E X

	Page
Cooperation with Grand'Mere Medical Profession	1
Health Education,	1
Physical Examinations,	1
Personal Hygiene,	2
First-Aid Methods,	3
Medical Aspects of Group Insurance,	3
Occupational Research,	3
Sanitation,	3

LAURENTIDE HEALTH SERVICE

PART III - MEDICAL SERVICE

COOPERATION WITH GRAND'MERE MEDICAL PROFESSION

The desire of the Laurentide Company to be of service to the local doctors has been touched upon in the sections dealing with the Hospital, X-Ray Department, etc.

From the standpoint of the Medical Service, the most complete consideration of the interests of the Grand'Mere physicians is the basis upon which this work has been established.

The Company Physician is a collaborator with them and not a competitor.

His services, as far as sick employees are concerned, are limited to consultations with the patient's family physician. Only under exceptional circumstances is the Company Physician permitted to render assistance to serious accident cases. His duties relate primarily to the problems of preventive medicine and the medical aspects of group insurance.

Experience has amply demonstrated that health activities of the sort embodied in the program of the Laurentide Company ultimately and invariably increase the income and advance the interests of the general practitioners who reside in the communities where such work is carried on.

HEALTH EDUCATION

The fundamental facts about correct and healthful living are known by only a limited number of individuals and it is essential that the scientific knowledge of the few be made available for the many.

No matter what particular phase of the health field one considers, in the last analysis progress will depend upon the personal hygiene of the individual, his food, his health habits, etc.

The difficulty of teaching adults the essential principles of hygiene is relatively great, whereas children are teachable in matters of health as much as in anything else.

The health educational program of the Medical Service is based primarily upon the fact that the training of school children in the subjects of personal hygiene and the inculcation of proper health habits during school life are the most important undeveloped measures for permanently improving the health and contributing to the welfare of the people.

It does not, however, neglect health educational activities for adults.

The methods include: (1) classroom talks on health topics; (2) health lessons, graphs, games, rhymes, plays and posters; (3) individual instruction; (4) exhibits; (5) newspaper articles; (6) public meetings at which addresses are given and moving pictures shown.

PHYSICAL EXAMINATIONS

The objects of and benefits derived from these examinations are of the greatest importance and may be summarized as follows:

- (1) Early discovery of threatened disease while still preventable or at least curable.
- (2) Discovery of any existing conditions making the employee prone to accidents or to cause accidents to others.
- (3) Protection of the working force from communicable diseases.
- (4) Prevention of diseased applicants from going to work when employment of any kind would be injurious to them.
- (5) Discovery of employees with physical or mental handicaps and their transfer to work which will not be hazardous but which will be adequately remunerative.
- (6) Reduction of both temporary and permanent incapacity through referring to their own physicians all employees in need of medical or surgical treatment.
- (7) Reduction of the cost to employees of their health insurance.

PHYSICAL EXAMINATIONS (cont'd)

- (8) Reduction of the amount of wages lost on account of illness.
- (9) Advancement of the spirit of good-will and cooperation between all members of the Laurentide organization.

Three conditions only constitute the basis for rejecting an applicant for employment, viz. — (1) when it would be a source of danger to himself (2) to his fellow workers or (3) to property.

The physical examinations are made at the expense of the Company and include laboratory tests and X-Ray pictures whenever necessary.

The records of the Medical Service are regarded as strictly confidential and every examinee in need of treatment is given a card to his own doctor.

Every effort is made to induce employees to have physical defects corrected and financial assistance is provided when necessary.

Examinees are classified as (1), (2), (3) or (4) and this number, but no other information, is sent to the Employment Department.

Those classified as (1) are physically fit for any employment; those classified as (2) are physically fit for any kind of work but are sub-standard in some respect; those classified as (3) are only physically fit for specified employment approved of by the Company Physician and those in class (4) are unfit for any employment.

The need of such examinations is well illustrated by a recent study of the records of all applicants between the ages of 16 and 20.

An analysis of this group of 80 follows:

Number classified as (1)	1	or	1.3%
Number classified as (2)	51	or	63.7%
Number classified as (3)	15	or	18.7%
Number classified as (4)	13	or	16.3%

There were 9 with tuberculosis, 3 with heart disease, 6 with defective vision, 6 with defective hearing, 2 with rupture, 36 with badly diseased teeth and 36 with grossly enlarged tonsils and adenoids. The majority had more than one form of physical defect.

PERSONAL HYGIENE

The rules on individual hygiene, from "How to Live", by Fisher & Fisk, constitute the basis of the efforts of the Medical Service.

The personal needs of each employee are discovered by the Company Physician through the physical examinations and the instruction is varied to meet individual requirements.

The subdivisions of the subject relate to:

1. Air
 - (a) Housing
 - (b) Clothing
 - (c) Outdoor Living
 - (d) Outdoor sleeping
 - (e) Deep Breathing
2. Food
 - (a) Quantity
 - (b) Protein Foods
 - (c) Hard, Bulky and Uncooked Foods
 - (d) Thorough Mastication
3. Poisons
 - (a) Elimination
 - (b) Evacuation
 - (c) Posture
 - (d) Poisons from Without
 - (e) Teeth and Gums
4. Activity
 - (a) Work, Play, Rest and Sleep
 - (b) Serenity and Poise.

FIRST-AID METHODS

The First-Aid Nurse, under the direction of the Company Physician, gives attention to minor injuries as described under "First-Aid", page 1, Part II, Safety Service.

A limited number of standardized methods, employed by trained assistants, under proper supervision, are the essential elements of this work.

MEDICAL ASPECTS OF GROUP INSURANCE

The Group insurance of the Laurentide Company, Limited, has no connection with accident compensation and the Medical Service is concerned only with questions relative to sick benefits and indemnities for total and permanent disability on account of injury or disease.

Under the Group Life contract, any insured employee who becomes totally and permanently disabled by accidental injury or disease before attaining the age of 60 years is entitled to receive the amount of his life insurance in monthly or yearly instalments. The duties of the Company Physician include the investigation of and reports on all such claims.

In connection with Group Health insurance for Laurentide employees, which is administered by the Laurentide Mutual Benefit Association, the Medical Service has important responsibilities, the nature and extent of which are shown by the following excerpts from the Statutes of the Association:

- (1) "The Company Physician will serve the Association in a consulting and advisory capacity."
- (2) "The Company Physician shall be a member ex-officio of the Welfare Committee."
- (3) "If this Committee (Welfare) shall have good reason to suspect that an employee is malingering or otherwise prolonging unnecessarily the period of incapacity, it shall promptly report the same to the Executive Board, which, at its discretion and upon the advice of the Company Physician, may disallow any further claim for disability."

OCCUPATIONAL RESEARCH

The activities of the Medical Service relative to this subject consist of studies of different phases of the Pulp and Paper industry. Factors concerned with the mentality of the worker, his physical status, conditions of work and the working place, materials and processes, etc. are considered with the object of assisting the Employment Department in the placing of employees in positions which will not be prejudicial to their health.

SANITATION

The Medical Service cooperates with the local Medical Officer of Health in connection with problems relative to the sanitation of the community and with the Operating Manager of the Mill from the standpoint of sanitary matters concerning the plant and its immediate surroundings.

Sir Arthur Currie

LAURENTIDE HEALTH SERVICE

Grand'Mere, Quebec

PART IV - NURSING SERVICE

I N D E X

	Page
Laurentide Mutual Benefit Association Members, ..	1
Nursing Care for District Patients,	1
Doctors' Orders,	1
Fees,	2
Food Committee,	2
Hospital Nursing Service,	2
General Information,	1
Industrial Insurance Policy Holders,	1
Relief Committee,	2

LAURENTIDE HEALTH SERVICE

PART IV - NURSING SERVICE

GENERAL INFORMATION

All members of the staff of the Laurentide Nursing Service are graduates of training schools of recognized standing and preference is given applicants with experience in public health work. A physical examination by the Company Physician is a necessary preliminary to appointment. The entire staff is on a straight salary basis and all nurses pay for their board, room and laundry as well as provide their own uniforms.

Prior to appointment to the regular staff, three months duty as a temporary staff nurse is required. Every member of the regular nursing staff is engaged with the understanding that she will accept a rotating service and be available for duty in any of the different divisions of the work.

An eight hour service is the rule.

The majority of the nurses are French Canadians.

The Superintendent of Nursing Service is the Executive of the Health Service in all matters relative to the hospital and district work.

Members of the staff of the Laurentide Nursing Service engaged in municipal health work receive appointments under the Grand'Mere Board of Health.

Nursing service for a Child Hygiene Clinic and the Laurentide Company's School is provided.

(See also "First-Aid", Page 1, Part II - Safety Service.)

NURSING CARE FOR DISTRICT PATIENTS

Nursing care for patients on the district includes:

- (1) General care of the Patient.
- (2) Bed making.
- (3) Care of the sick room.
- (4) Instruction of family.

Continuous nursing is not provided but night calls in cases of emergency, (usually for maternity patients) are made whenever requested by the attending physician.

Patients with communicable disease are visited in the ordinary day's work but such visits are the last on the list.

Every employee of the Laurentide Company who is absent from work on account of illness is visited by a nurse within the first three days of his or her absence and as frequently thereafter as may be necessary.

The "Visiting Nurse Manual" by Edna L. Foley, R.N., is followed by the Laurentide Nursing Service.

DOCTORS' ORDERS

No treatment is carried out except under doctors' orders and no visits are made without the permission of the attending physician.

LAURENTIDE MUTUAL BENEFIT ASSOCIATION MEMBERS

All members of the Laurentide Mutual Benefit Association and other Company employees receive nursing visits free of charge.

INDUSTRIAL INSURANCE POLICY HOLDERS

Holders of industrial insurance policies receive visits from the Laurentide Nursing Service at the expense of the insurance company. Such service is always given under the direction of the attending physician and in accordance with the insurance company's regulations.

Nursing service for industrial policy holders may be obtained by means

of the mailing card provided for this purpose, through the attending physician, agent of the insurance company, or by direct request by telephone to the Superintendent of Nursing Service.

FEE'S

The fees for nurse's home visits are as follows:

Attendance at confinements, \$3.00 to \$5.00
Regular visits, (Adults) \$.75
Regular visits, (Children) \$.25

RELIEF AND FOOD COMMITTEES

A Relief Committee and a Food Committee carry on important work in connection with the district nursing service.

HOSPITAL NURSING SERVICE

Regular nursing for medical, surgical and maternity patients is provided at the Laurentide Hospital, (See "Hospital", Page 2, Part II - Safety Service).

The widest latitude in the professional treatment of all patients is permitted, but, at the same time, the general rules of the hospital relative to nursing and other technique must be complied with by all who use the institution.

LAURENTIDE HEALTH SERVICE

Grand'Mere, Quebec

PART V - INSURANCE SERVICE

I N D E X

<u>GROUP LIFE INSURANCE</u>	Page
General Information,	1
Salary Classification,	1
Schedule of Insurance,	1
Insurance of Pensioned Employees,	1
Conversion Privilege,	1
Total and Permanent Disability Benefit,...	2
 <u>GROUP HEALTH INSURANCE</u>	
Administration,	4
Committees,	4
Dues and Benefits,	2
General Information,	2
Loan Service,	4

LAURENTIDE HEALTH SERVICE

PART V - INSURANCE SERVICE

GROUP LIFE INSURANCE

GENERAL INFORMATION

The coverage costs for all group life policies are paid in their entirety by the Laurentide Company, Limited, except in the case of members of the salaried staff, which latter are charged with 50% of the amount of their premiums.

The amount of life insurance given by the Company is based upon the individual's period of service and salary classification. The policies are issued for \$1000, \$1500, \$2000 and \$3000, in addition to which an extra \$100 is given for each three years of continuous service until a maximum of \$5000 is reached.

The length of service of insured employees is determined from the records of the Employment Department.

Increases in the amounts of insurance take effect only on the second day of June next succeeding.

SALARY CLASSIFICATION

Class 1 - Yearly salary below \$1170. - \$1000 Insurance
Class 2 - Yearly salary \$1170 to \$1559 - \$1500 Insurance
Class 3 - Yearly salary \$1560 to \$2000 - \$2000 Insurance
Class 4 - Yearly salary over \$2000 - \$3000 Insurance

SCHEDULE OF INSURANCE

<u>Period of Continuous Service</u>	<u>Amount of Insurance</u>			
	Class 1	Class 2	Class 3	Class 4
Less than 3 years,	\$1000	\$1500	\$2000	\$3000
More than 3 years but less than 6 years,	1100	1600	2100	3100
" " 6 " " " 9 "	1200	1700	2200	3200
" " 9 " " " 12 "	1300	1800	2300	3300
" " 12 " " " 15 "	1400	1900	2400	3400
" " 15 " " " 18 "	1500	2000	2500	3500
" " 18 " " " 21 "	1600	2100	2600	3600
" " 21 " " " 24 "	1700	2200	2700	3700
" " 24 " " " 27 "	1800	2300	2800	3800
" " 27 " " " 30 "	1900	2400	2900	3900
" " 30 " " " 33 "	2000	2500	3000	4000

Over 33 years, \$100 additional for each further period of three years of service to a maximum of \$5000.

INSURANCE OF PENSIONED EMPLOYEES

All employees who are not receiving or may subsequently be granted a pension shall have their insurance continued at the expense of the Laurentide Company, Limited, but the maximum coverage in such instances is limited to \$1500.
individual

CONVERSION PRIVILEGE

When the insurance on the life of an employee terminates by reason of such employee leaving the service of the Laurentide Company for any reason whatsoever, the Sun Life Assurance Company will, on the written request of such employee within one month after his leaving the service of the Laurentide Company, issue to him a policy on any participating form of life or endowment insurance (excluding term insurance). This policy will be for the same amount as his insurance under the Group contract and the premium charged will be based upon the attained age of such employee. No medical examination will be required.

TOTAL AND PERMANENT DISABILITY BENEFIT

If any employee insured under the Group Life contract becomes wholly and permanently disabled by bodily injury or disease before attaining his sixtieth birthday, and will be permanently, continuously and wholly prevented thereby from performing any work for compensation or profit, the Sun Life Assurance Company of Canada will pay in annual instalments, not exceeding five in number, the amount of insurance then effective on his life under the Group policy.

GROUP HEALTH INSURANCE

GENERAL INFORMATION

Sick benefits for Laurentide employees are paid by the Laurentide Mutual Benefit Association.

All applicants for membership in the Association after June 30th, 1922, must have completed three months of continuous employment, be actively employed on the date such application is made and pass the medical examination required by the Association.

All expenses connected with the administration of the affairs of the Association are defrayed by the Laurentide Company, Limited; the Company Physician serves the Association in a consulting and advisory capacity without charge; the dues collected from the members are used exclusively for financing the activities of the Association; any surplus at the end of the fiscal year is deposited to the credit of the Association and any deficit is paid by the Laurentide Company, Limited.

No member is entitled to both benefits from the Association and salary from the Company for one and the same period of disability.

No benefit is payable for the first seven (7) days of incapacity nor for more than twenty-six (26) weeks thereafter; also, the Executive Board of the Association at its discretion and upon the advice of the Association Physician, may, if there be good reason to suspect that the employee is malingering or otherwise prolonging unnecessarily the period of incapacity, by giving seven (7) days' notice in writing, disallow any further claim for disability.

Membership in the Association continues only during such time as the employee remains in the active service of the Laurentide Company, Limited.

DUES AND BENEFITS

Members of the Association earning less than \$365.00 per annum are entitled to

- (1) \$1000 Life insurance,
- (2) \$3.50 weekly sick benefits for a period of twenty-six weeks, commencing with the eighth day of incapacity, for any disability for which no indemnity or compensation is payable under the Workmen's Compensation Act of Quebec, except for members on the salary list for whom special arrangements are made by the Company.
- (3) Total and Permanent Disability insurance.
- (4) Services of a Visiting Nurse when sick or injured.

The regular dues are 10¢ per week. Salaried members will be charged one-half the cost of their Life insurance premium only. The cost of the sick benefits will be paid by the Association; the Company will pay the rest.

Members of the Association earning more than \$365.00 per annum, but less than \$675.00 per annum, shall be entitled to

- (1) \$1000 Life insurance.
- (2) \$5.00 weekly sick benefits for a period of twenty-six weeks, commencing with the eighth day of incapacity, for any disability for which no indemnity or compensation is payable under the Workmen's Compensation Act of Quebec, except for members on the salary list for whom special arrangements are made by the Company.

(3) Total and Permanent Disability insurance.

(4) Services of a Visiting Nurse when sick or injured.

The regular dues are 15¢ per week. Salaried members will be charged one-half the cost of their Life insurance premium only. The cost of the sick benefits will be paid by the Association; the Company will pay the rest.

Members of the Association earning more than \$675.00 per annum, but less than \$1170. per annum, are entitled to

(1) 1000 Life insurance.

(2) \$10.00 weekly sick benefits for a period of twenty-six weeks, commencing with the eighth day of incapacity, for any disability for which no indemnity or compensation is payable under the Workmen's Compensation Act of Quebec, except for members on the salary list for whom special arrangements are made by the Company.

(3) Total and Permanent Disability insurance.

(4) Services of a Visiting Nurse when sick or injured.

The regular dues are 25¢ per week. Salaried members will be charged one-half the cost of their Life insurance premium only. The cost of the sick benefits will be paid by the Association; the Company will pay the rest.

Members of the Association earning more than \$1170.00 per annum, but less than \$1560.00 per annum, are entitled to

(1) \$1500 Life insurance.

(2) \$15.00 weekly sick benefits for a period of twenty-six weeks, commencing with the eighth day of incapacity, for any disability for which no indemnity or compensation is payable under the Workmen's Compensation Act of Quebec, except for members on the salary list for whom special arrangements are made by the Company.

(3) Total and Permanent Disability insurance.

(4) Services of a Visiting Nurse when sick or injured.

The regular dues are 37½¢ per week. Salaried members will be charged one-half the cost of their Life insurance premium only. The cost of the sick benefits will be paid by the Association; the Company will pay the rest.

Members of the Association earning more than \$1560.00 per annum, but less than \$2000.00 per annum, are entitled to

(1) \$2000 Life insurance.

(2) \$20.00 weekly sick benefits for a period of twenty-six weeks, commencing with the eighth day of incapacity, for any disability for which no indemnity or compensation is payable under the Workmen's Compensation Act of Quebec, except for members on the salary list for whom special arrangements are made by the Company.

(3) Total and Permanent Disability insurance.

(4) Services of a Visiting Nurse when sick or injured.

The regular dues are 50¢ per week. Salaried members will be charged one-half the cost of their Life insurance premium only. The cost of the sick benefits will be paid by the Association; the Company will pay the rest.

Members of the Association earning more than \$2000.00 per annum are entitled to

(1) \$3000 Life insurance.

(2) \$30.00 weekly sick benefits for a period of twenty-six weeks, commencing with the eighth day of incapacity, for any disability for which no indemnity or compensation is payable under the Workmen's Compensation Act of Quebec, except for members on the salary list for whom special arrangements are made by the Company.

(3) Total and Permanent Disability insurance.

(4) Services of a Visiting Nurse when sick or injured.

The regular dues are 75¢ per week. Salaried members will be charged one-half the cost of their Life insurance premium only. The cost of the sick benefits will be paid by the Association; the Company will pay the rest.

ADMINISTRATION

The business of the Association is transacted by an Executive Board of nine (9) members.

COMMITTEES

A Membership Committee secures applications for membership from eligible employees and a Welfare Committee visits sick or injured members and investigates all requests for assistance.

LOAN SERVICE

In addition to the payment of sick benefits, the Laurentide Mutual Benefit Association operates a loan service for its members. Requests for financial assistance are carefully investigated and loans are authorized only in connection with obligations directly concerned with health.

LAURENTIDE COMPANY, LIMITED.

GRAND MÈRE, P. Q. CANADA.

October 19, 1922.

Sir Arthur W. Currie, Principal,
McGill University,
Montreal, P. Q.

My dear Sir Arthur:-

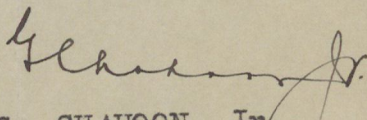
I very much appreciate the complimentary things you were good enough to say about Laurentide and your visit here on Monday, and am extremely glad to have had the opportunity of having you down here to look over the property and also the organization.

I did not go to Montreal as expected on Thursday, as I found when I went to the office the following morning that I was mistaken as to the date of my appointment. I hope, however, to have the pleasure of seeing you some other time when I am in town.

I have asked Mr. Sabbaton to write to the other members of the committee who are in charge of the research work for the Association, and as soon as he can get them together he will write you, so that you may make arrangements for some of your men to meet with them to discuss this most interesting subject. It may be some little time before they can get together, as one of the men is at Sault Ste. Marie, another at Abitibi, and another at Bathurst. However, we will try and have no unnecessary delay in getting together.

With best regards,

Sincerely yours,


G. CHAHOON, Jr.
President.

August
Thirtieth
1922.

Dr. B. L. Wyatt,
Grand' Mere, Que.

My dear Dr. Wyatt:-

I have now definitely decided to accompany the Board of Trade on their trip to the coast. This means that I shall be away from Montreal during the month of September and, therefore, it will be impossible for Martin and myself to visit Grand' Mere.

However, I see no reason why we should not go some time in October. I want to go, particularly in order that I may see just what you are doing in the matter of Public Health and Industrial Hygiene and also to discuss further with you this subject. I am keenly interested in it and believe that in time that field of medical service will shew a greater development and advancement in the next few years than any other. This part of Quebec is sure to be a centre of great industrial activity and as time goes on other corporations will follow in the footsteps of the Laurentide Company in this matter, and we at McGill must put ourselves in the position of being able to help in every possible way. Just now we are handicapped and I cannot see daylight without the expenditure of money which we have not got. Fully half of the amount raised in the recent campaign has gone into Medicine and the University cannot afford in justice to the other Departments to put any more there.

Dr. B.L.Wyatt

- 2 -

I hope that you will be able to come to Montreal on October 5th on the occasion of the opening of our new Biological Building. Sir Charles Sherrington, President of the Royal Society, is coming from England to give the principal address and Dr. Harvey Cushing of Harvard will also be present.

Yours faithfully,

Principal.

123

LAURENTIDE COMPANY, LIMITED.
GRAND MÈRE, P. Q. CANADA.

August 30th, 1922.

Sir Arthur Currie,
Principal, McGill University,
M o n t r e a l,
Quebec.

Dear Sir Arthur:

I am sending you enclosed a copy of
Section IV of the Laurentide Health Service manual which
deals with our Nursing Service.

I have just learned from Doctor
Martin that you have gone to the Coast but hope that on
your return it will be possible for you to come down to
Grand'Mere if only for a day. We are having Doctor
Martin with us here to-morrow.

With kind personal regards, I am

Cordially yours,

Samuel L. Wyatt

~~Director, Laurentide Health Service.~~

Encls. (1).

BLW/H.

LAURENTIDE COMPANY, LIMITED.

GRAND MÈRE, P. Q. CANADA.

August 19th, 1922.

Sir Arthur Currie,
Principal, McGill University,
M o n t r e a l,
Quebec.

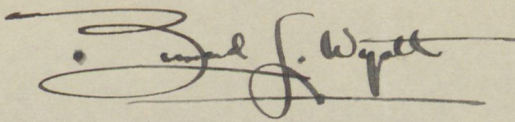
My dear Sir Arthur:

I was very glad to receive your letter of August 17th and hope very much that we shall have the pleasure of seeing you in Grand'Mere some time during September.

I believe that I left with you the other day a memorandum giving a general outline of the Health Service of the Laurentide Company and I am sending you under separate cover sections on the Safety and Medical Services. On page one of Part III - Medical Service you will find a complete description of the physical examinations conducted by us. I am, at present, working on similar data relative to the Nursing and Insurance Services as well as on an outline of an undergraduate course of study in Industrial Medicine. As soon as these are completed, I shall send copies to both Doctor Martin and yourself.

With kind personal regards, I am

Cordially yours,



~~Director, Laurentide Health Service.~~

BLW/H.