

Pixelle Specialty Solutions  
*Stevens Point Mill*

# **Contractor Safety & Environmental Orientation**

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*Document Owner: EH&S Manager*



## **Pixelle Specialty Solutions**

### **Contractor Safety & Environmental Orientation**

Pixelle requires you as a contractor to take this safety and environmental orientation to give you the knowledge necessary to ensure your safety as well as safety of our members while you are doing your work.

At the end of this orientation, you will be required to pass a final exam with 100% accuracy.

- General Safety Information
- Personal Protective Equipment
- Medical & Emergency Information
- Mill Policies
- Equipment
- Special Considerations
- Environmental Awareness

# General Safety Information



Become familiar with the following:

- Pixelle's Safety Vision
- Your Commitment Needed
- Workplace Conduct Expectations
- Quality, Environmental, Health & Safety Management Systems
- Contractor Safety Training
- Parking
- Housekeeping
- Railroad Crossings

# Welcome



## **Welcome to Pixelle's Contractor Environmental Orientation Program!**

The information in this course is a presentation of the general safety information necessary to safeguard your visit here at the Stevens Point Mill.

Additional policies and procedures apply and must be followed. Consult with the person(s) responsible for bringing you to this mill to determine if additional specific conditions must be addressed.

The next hour will be one of the most important moments because it involves safety; your own safety, the safety of your coworkers, and the safety of mill employees.



# Our Safety Vision



## Our Safety Vision

Pixelle Specialty Solutions is deeply committed to the safety of all persons working on the mill site. That commitment is expressed in our Safety Vision.

The vision states the following:

- We are proud of our safe, clean and well maintained mill.
- Leadership and clear direction in safety is modeled by all.
- We recognize safe behavior and involvement in team, department and mill safety activities.
- We take personal responsibility for our safety and will not accept risk taking or unsafe behavior.
- We recognize and correct potential hazards and unsafe conditions.
- Our commitment to the well being of ourselves and each other drives us to continually achieve new levels of safety excellence.

We also expect all persons on site to share our commitment to safety. What does this mean to you? Pixelle Specialty Solutions will provide a safe working environment for all persons.

# Need your Commitment



Pixelle Specialty Solutions expects all employees, contractors, vendors and visitors to follow the mill's safety policies and procedures. This course, in conjunction with the Contractor Safety Manual, will provide you with the information you'll need. If you have questions or desire further assistance, please notify your Pixelle Project Manager or a member of our Health & Safety team. We will not accept risk-taking by any employee, visitor, vendor or contractor. Maintenance or production related goals must never take priority over safety.

Without this level of commitment, all other actions, policies, and procedures will fall by the wayside. Your willingness to participate in this course and adherence to these policies are part of that demonstration. Thank you for your participation.

# Workplace Conduct Expectations



Pixelle Specialty Solutions has expectations of acceptable conduct in the workplace. Any conduct that is unlawful and/or threatens the welfare of any person, the facility and/or the company may be considered a violation. The following list, which is not all inclusive, describes violations of workplace conduct that will not be tolerated:

- Reporting to work under the influence of alcohol, narcotics, other intoxicants or non-prescribed drugs in any detectible amount; solicitation, possession and/or use of them on Pixelle property.
- Theft or unauthorized removal of possessions or property of Pixelle or others; fraud or any misrepresentation and/or omission of information relative to a mill/company policy, procedure or practice.
- Reckless behavior resulting in damage/destruction of company property and/or the property of anyone on Pixelle's property.

# Workplace Conduct Expectations (continued)



- Possession of unauthorized firearms or other weapons on company premises or while engaged in Pixelle's business.
- Harassing actions, comments, inappropriate physical contact, sexual advances or any other conduct that is intimidating or otherwise offensive or hostile.
- Violation of established safety rules, policies or procedures.
- Threats or acts of retaliation or retribution against anyone who makes use of a complaint procedure or anyone who provides information about such complaints will not be tolerated.
- Violation of any Pixelle policy, procedure, or bulletin which defines workplace conduct.

Any person found to be in violation will be asked to leave the site immediately.

# Workplace Conduct Expectations (continued)



Any conduct that is unlawful and/or directly or indirectly threatens the welfare of any person, the facility and/or company may be considered a violation.

Pixelle's "Workplace Violence Policy" is an extension of our commitment to safe work environment and prohibits disruptive, threatening or violent behavior. Such behaviors include but are not limited to:

- Physical attack
- Stalking
- Intimidation/threats
- Property damage
- Verbal abuse

Once again, we expect our contractors, vendors, suppliers and their employees to behave in a manner consistent with this policy.

Pixelle may require the immediate removal of any employee or contractor who behaves in a manner that is unlawful or inconsistent with any policy that defines workplace conduct.

# Quality, Environmental, Health & Safety Management Systems



The Stevens Point Mill operates under a certified management system subscribing to ISO 9001 (Quality).

We have an Integrated Management System policy which outlines our core values of **People, Customers, Manufacturing Efficiency, Citizenship and Stewardship, Financial Responsibility and Ethics and Integrity.**

We expect our vendors/contractors to work in such a manner as to help us provide a safe and secure work environment, exceed customer expectations, achieve business objectives, comply with environmental, health & safety requirements, and focus on continuous improvement.

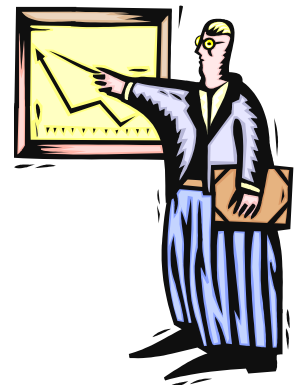
# Safety Training Requirements for Contractors



It is the responsibility of the contractor to assure that its employees meet the training requirements of the Federal Occupational Safety and Health Administration (OSHA) and ensure the proper safety training is current and documented as per local, state and federal regulations. Documentation of this training shall be made available upon request.

The Contractor Management shall certify that all their employees have been informed of the safety, health and environmental policies/procedures of the Stevens Point Mill.

Any sub-contractors brought on site to work for you must also receive all of the information from this safety orientation. It is your responsibility to make sure that they have taken the mill's contractor safety & environmental orientation.



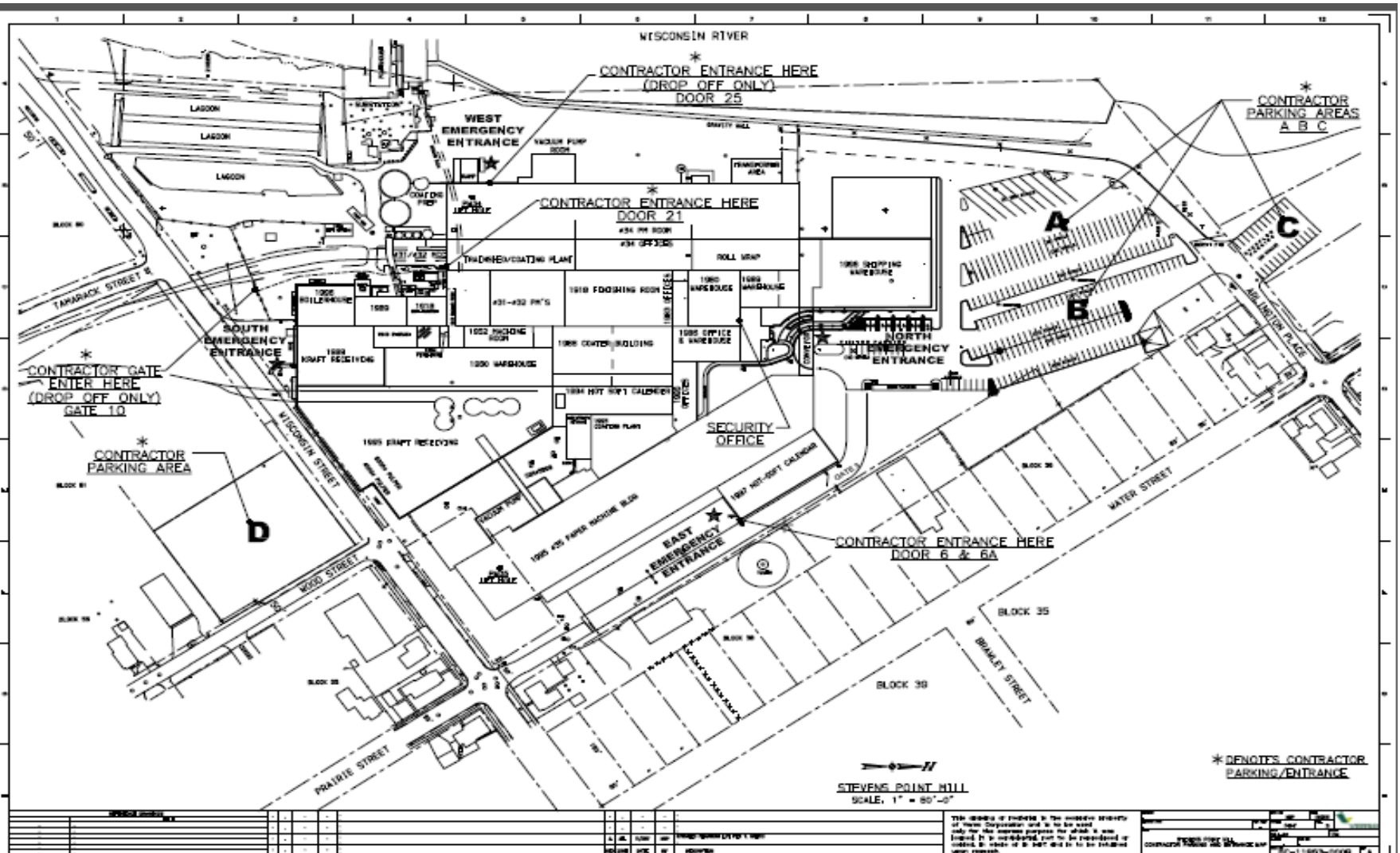
# Concerning Parking Lots and Entrance to the Mill



- Maximum speed limit in all parking lots is 15 mph.
- Contractors shall park in the employee's parking lot (Lot A, B or C), which is on the north side of the mill off of Arlington Place. *(See Map on next page)*
- For downs lasting more than 24 hours, contractors may park in Lot D on the south side of the mill off of Wisconsin Street. *(See Map on next page)*.  
Parking outside of designated areas (other than Lot A, B, C or D) must have manager approval.
- No personal vehicles are allowed inside the gates. Contractor work vehicles will be allowed inside the mill gates with permission, but shall have company identification visible on the driver side.
- Contractor Supervisors will need to ensure that all their employees obtain security badges from the Security Desk before entering the mill.
- Any packages or containers may be inspected when entering and leaving the property.

# Parking Lot Map – Lots A, B, C & D


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# Housekeeping



- All work areas shall be kept clean to the extent that the nature of the work allows.
- Keep aisles and walkways clear of hoses and cords. Affix overhead or protect from damage.
- Dispose of trash and place recyclables into proper receptacles. Contact your department representative for receptacle availability.
- Make sure all non-recyclable plastic debris is securely placed in trash receptacles.
- Do not block firefighting equipment, doors or electrical racks.

# Housekeeping (continued)

The Stevens Point Mill has four different colored hoppers.

- Orange hoppers are for trash.
- White hoppers are for Broke. Broke is the paper we manufacture that can go back into our process and used again.
- Green hoppers are for metal.
- Red hoppers are for co-mingled recyclables including #1 & #2 plastics, glass, and tin cans.



**It is extremely important that these hoppers contain only what they are intended for.**

# Railroad Crossings

It is imperative that you obey all traffic signs related to railroad crossings as well as any additional traffic signs that are posted in your path of travel.

If there is any reason to believe that there is an engine in the yard or near any railcars, it should be assumed that any stationary railcars could begin to move at any time.

- Only cross between railcars at designated crossings or where there is an opening of at least 20 feet between parked cars.
- Do not cross tracks when a switch is in progress.

Never climb over the coupling or between cars at any time.  
Never cross under a railcar.

Be cautious of motorized vehicles throughout the mill (trucks, forklifts, carts, etc.) Be on constant watch!



# Personal Protective Equipment



# Objectives



Become familiar with the following PPE policies and procedures:

- Safety Glasses, Face Shields
- Hearing Protection
- Foot Protection
- Hard Hats
- *High-Visibility Vests*

# Personal Protective Equipment



1. Safety Glasses



2. Hearing Protection



3. Foot Protection

## Safety Equipment:

This portion of the safety course will begin with a review of the required personal protective equipment commonly called PPE.

**You will be required to wear *all 3 pieces* whenever you are in an operating area.** Definition of an operating area: all outside yard areas as well as any area other than an office, a control room, lunchroom, or rest room.

# Eye Protection



## Eye Protection

### Safety Glasses

Safety glasses are the first required piece of PPE. We require that you use ANSI Z87 approved safety glasses on the mill site. All ANSI approved glasses are marked with Z87 on the frame of the glasses. Side-shields are required on all safety glasses. It is important that the safety glasses you select provide a tight fit on your face. This will minimize the chances for you to suffer an eye injury due to a foreign body.

### Face-shield

Some operations may require you to use specialized eye and face protection. Examples of this would include grinding, where a full face-shield would be required in addition to safety glasses.

### Goggles

Working with chemicals that may present an eye hazard would require the use of chemical splash goggles. If you're in doubt about the proper eye protection for your task, talk to your supervisor.

# Hearing Protection



## Hearing Protection

Hearing protection is the second required piece of PPE. The process of manufacturing pulp and paper is a very noisy one; therefore, hearing protection is mandatory in all operating areas.

There are many different types of hearing protection available. Your company is required to supply you with hearing protectors. The foam style ear plugs offer you the best protection from noise if they are properly inserted.

**Hearing protection is also required on maintenance down/outage days.**

# Foot Protection



## Foot Protection

The next area of required personal protective equipment is foot protection. Pixelle requires that all employees and contractors wear approved safety shoes meeting the ANSI Z41 standard.

Contractors are responsible for supplying their own personal protective equipment.

# Hard Hats (ANSI Z89)



## Hard Hats (ANSI Z89)

Stevens Point Mill Employees are not required to wear hard hats except under special conditions:

- During maintenance outages  
**Note:** Hard hats are required in ALL areas during outages)
- Construction areas
- Overhead work being performed
- When designated by dept. manager

Maintenance contractors are required to supply their own hard hats.

# High-Visibility Vest/Shirt Requirements – Stock Prep & Warehouse Areas



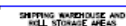
## High-Visibility Vests/Shirts Requirements - Stock Prep & Warehouse Area

- Yellow/Orange/Green vests/shirts must be worn by all personnel (other than the forklift operators) when entering the Stock Prep and Warehouse areas.
- Contact Stock Prep Leader before working in area.

**A copy of the Shipping Warehouse High-Visibility Restricted Access Map is on the following slide.**




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# 34 Coating Kitchen No Pedestrian Traffic



- 34 Coating has a “NO PEDESTRIAN AREA”. Pedestrians are not allowed to walk through/pass through this area, even when wearing a high visibility vest. For this no pedestrian area, the following pedestrian restrictions must be adhered to:
  - These are NOT walk through/pass through areas
  - Only team members performing work in the area are allowed to enter
  - The Coating Operator should be notified prior to entry
  - Pedestrian access to coating kitchen control room is allowed through the west entrance door.
- The “NO PEDESTRIAN AREA” is located on operating first floor with painted red with white no pedestrian lettering.

# Medical & Emergency Information



## Objectives

Become familiar with the following medical and emergency information:

- How to Report an Emergency
- Emergency Entrances
- Emergency Alarms
- Evacuation Procedures
- Tornado Procedures
- First Aid
- Incident Reporting Requirements
- Emergency Eyewash and Safety Shower
- Chemical Labels

# Emergency Notification



## Emergency Notification

Anyone can call 911. If you believe an ambulance or fire truck is needed, don't hesitate to call 911.

For internal help, the mill emergency notification process is to pull a fire alarm pull box. The person pulling the Fire Alarm shall stay at the pull station until response personnel arrive and pertinent information is relayed. This method should be used for fires, explosions, chemical releases, serious injuries, or other situations where you may say, *"I need help"*.

In the event of a confined space emergency, call our Boilerhouse Operator at 715-213-5074. The operator will sound the appropriate alarm to summon our confined space rescue team.



# Emergency Entrances

## Emergency Entrances

The Stevens Point Mill has designated four entrances as an Emergency Entrance.

These emergency entrances are called the **north (main)** emergency entrance, the **south** emergency entrance, the **west** emergency entrance, and the **east** emergency entrance and are located accordingly around the plant.

If you call 911, make certain **two** people are sent to the appropriate emergency entrance.

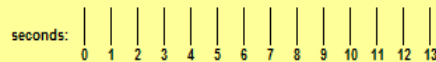
- One person will meet the police, and the other is to meet the ambulance or fire truck.
- Once at the emergency entrance, the person shall push the Emergency Vehicle Access button which will unlock all access-controlled doors and open all outside security gates.
- They shall also turn on the red flashing light located outside of the emergency entrance. This light helps guide the EMS to the correct entrance.



# Emergency Alarms

## AUDIBLE EMERGENCY ALARM SIGNALS

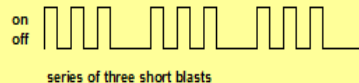
Below is a schematic showing how the emergency alarm horns will sound when activated.



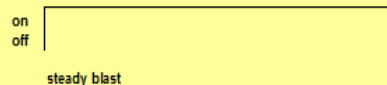
**FIRE/MEDICAL  
/SPILL**



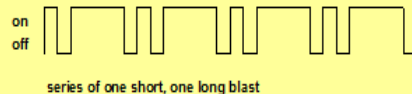
**EVACUATION**



**TORNADO**



**CONFINED  
SPACE  
RESCUE**



## Emergency Alarms

The Stevens Point Mill has a central alarm system with trumpet horns located throughout the plant and smaller alarms and strobe lights located in offices and conference rooms.

We have six different coded alarm signals. Of the six alarms, you need to know the following three:

- Our fire/medical/spill alarm is a continuous one second on, one second off blast. No need to evacuate; these emergencies are typically handled by our Mill emergency response teams.
- Our evacuation alarm is a series of three short blasts. Evacuate the building at meet at the yellow pole building on the corner of the north parking lot.
- Our tornado alarm is a steady blast that blows continuous for three minutes. Find the nearest tornado shelter and wait there until the shift supervisor declares “all-clear.”

A schematic drawing of the alarm signals are posted on safety bulletin boards in each department throughout the mill, as well as on the back of all security badges.

Do not evacuate unless the Evacuation Alarm sounds. If you are unsure, ask a Stevens Point Mill employee.

# Evacuation



## Evacuation

If the evacuation alarm is sounded (series of 3 short blasts), stop what you are doing, shut off tools and equipment and exit the building via the nearest evacuation route.

Evacuation routes are posted throughout the mill.

After exiting the building, meet in the north parking lot by the pole building.

Each company supervisor is responsible to account for their employees if an evacuation occurs. If someone is missing or cannot be accounted for, notify the Incident Commander.

It is highly recommended that you identify the nearest emergency exit before starting your work. If you need it, you will already know where to go.

# Tornado



## Tornado

If the tornado alarm sounds, (steady blast for 3 minutes) immediately go to the nearest designated tornado shelter.

You shall stay in the designated shelter until you get a verbal "all clear" from the Boilerhouse Operator or the Team Development Leader.

The Stevens Point Mill has four different designated tornado shelters which are all marked with signs and also shown on the mill's evacuation maps. Be sure you know where the nearest shelter is to your work area.


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# First Aid

The mill will respond to the scene and provide emergency care for medical emergency situations. Ambulance transportation to the hospital will be provided If you are seriously injured at the mill. Please do not ask the mill nurse or first aid attendants to treat non-emergency medical cases.

Notify area supervision if blood clean-up is needed. Only trained and qualified personnel shall be involved in these clean-up responsibilities.

# Incident Reporting



## Incident Reporting

All injuries shall be reported to contractor supervision and in turn reported to the Mill Project Manager immediately.

The contractor shall provide a written investigation report to the Mill Project Manager and to the Mill Safety Manager within 24 hours for all OSHA recordable injuries and all chemical exposures.

Contractors, vendors, and service providers shall also report thefts or losses, material damage, and/or near misses to contractor supervision and in turn reported to the Mill Project Manager for their follow up.

# Emergency Eyewash and Safety Showers



## Emergency Eyewash and Safety Showers

There are safety showers and eyewash stations throughout the mill.

The effects of chemical spills can be greatly reduced by flushing with large amounts of water.

Always locate the nearest safety showers and eyewash stations closest to your work station if you are going to be working in one area for a while.



# Chemical Labels



## Chemical Labels

Contents and hazards, personal protective equipment, and other specific safety information are identified on tanks and containers with labels.

Pipelines are labeled to provide you with contents and direction of flow. Make sure that you are familiar with these signs prior to working on a process. If you have any questions, contact your supervisor or the operations control room.



# Mill Policies



## Objectives

Become familiar with the following policies and procedures:

- Smoking Policy
- Cell Phone & Electronic Device Policy
- Portable Media Policy
- Lockout
- Hot Work
- Confined Space Entry
- Elevated Work
- Inspection of Equipment
- Initial Line Breakage
- Hair / Beard Policy
- Footwear / Clothing / Jewelry
- Electrical Equipment
- Excavating & Trenching
- Moving Equipment

# Smoking Policy



## Smoking Policy

**NOTICE:** Smoking on Pixelle Mill owned property is prohibited. This includes the burning of a lighted cigar, cigarette, pipe, or any other matter or substance that contains a tobacco product. All contractors, visitors, and guests of the Pixelle Mills are expected to comply with this policy. Contractors, visitors, or guests who fail to comply with this policy may be removed from the property.

# Cell Phone & Electronic Device Policy



## Cell Phone & Electronic Device Policy



## **Personal cell phones are allowed in the mill with the following restrictions:**

- Usage is minimal and may not interfere with the performance of work duties and/or not being able to return from a break in a timely manner.
- Cannot be used for watching videos, playing games, or monitoring applications (facebook, text messages, sports sites, etc).
- They may be used for short – incidental family matters that cannot be handled outside of scheduled work hours.
- Shall not be used in a manner that is illegal or would violate any other company policy.

# Cell Phone & Electronic Device Policy (continued)



## Cell Phone & Electronic Device Policy...continued



## SAFETY

**Driving** – Hand held cell phones or other hand held electronic devices are not allowed while driving.

- Internally, one must pull over & stop in a safe location prior to conversation.
- Externally, if driving a company vehicle, rental vehicle or personal vehicle on company business or on company property, you **MUST** use a hands-free device or pull off to the side in a safe location.
- Texting and driving is not allowed.

## **Walking**

- Walking and dialing is not allowed.
- Walking and texting is not allowed.
- Ascending or descending stairs while talking on phone or texting is not allowed.

## **Liability**

The company is not responsible for lost, stolen, or damaged personal cell phones or electronic devices.

# Portable Media Policy

## Portable Media Policy



This policy governs the use of removable/portable computer storage devices such as USB Flash Drives, External Hard Drives, CDs, DVDs, SD cards, etc., for all employees, contractors and vendors at the Stevens Point Mill.

- If there is a business need to attach a portable device, the Pixelle representative for the vendor is responsible for making sure that a full scan is done on the device before it is used. If any assistance is needed with running the scan, please contact IT.
- Only employee's **directly** responsible for the support of Stevens Point's process control systems are authorized to use/permit portable media devices on those systems. Authorized portable media must be used in accordance with this protocol.
- Only after you see that no threats were found, or that all items detected were cleaned and IT has been informed, should the portable device be used in the mill.

# Individual and Group Lockout

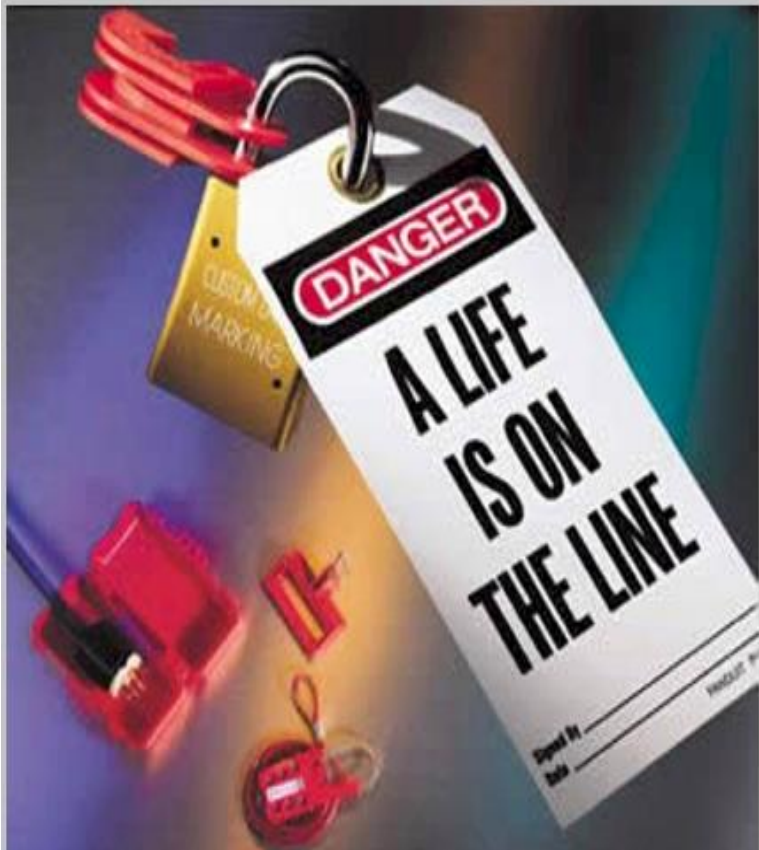
## Individual and Group Lockout

We have two methods of lockout here at the mill:  
Individual and Group Lockout.

The term "Lockout" has been expanded to include provisions for providing a ZERO ENERGY STATE so that all sources of energy - electrical, mechanical, hydraulic, pneumatic, chemical, etc. cannot be energized or introduced into the work area that is locked out. On all electrical energy sources electricians will perform a verification of the absence of voltage as part of the verification of isolation.

Whether it is an individual lockout or group lockout, it needs to be a thorough lockout as we have just described.

All energy sources will be locked out and proven safe before work begins.



# Individual Lockout



## Individual lockout

Individual lockout is a means by which one or several pieces of equipment can be locked out.

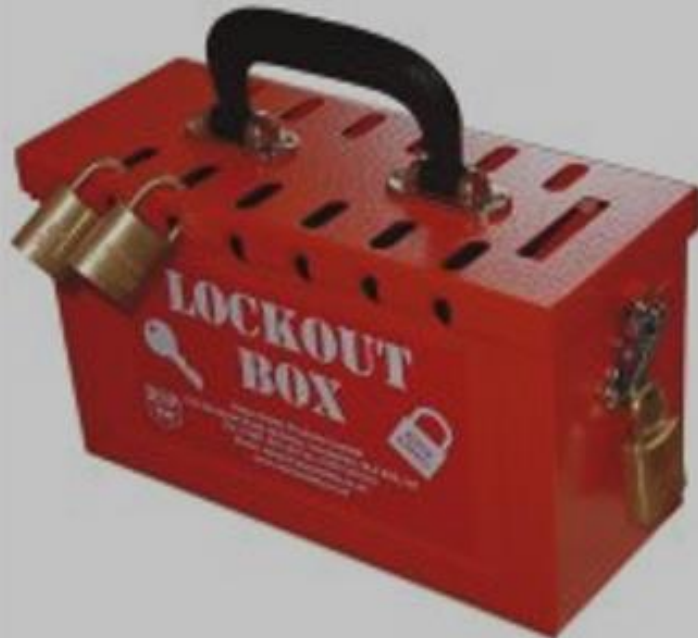
This method of lockout is most common when the mill is NOT in a shutdown or outage situation.

You need to work with a Mill member to perform any individual lockout. We can ensure that ALL sources of energy have been locked out by working together.

Under the Lockout program we have stressed the importance of a complete lockout. This means that all piping introducing chemicals, air, steam, etc. must be locked out.

Additionally, stored energy needs to be drained and locked out, including mechanical or gravity operated equipment. All equipment should be in a ZERO mechanical state before work begins.

# Group Lockout



## Group Lockout

Group Lockouts are a simplified means of locking out larger systems and are used when individual lockouts would become too complex or inefficient. The most commonly used lockouts during mill shut downs are Group Lockouts.

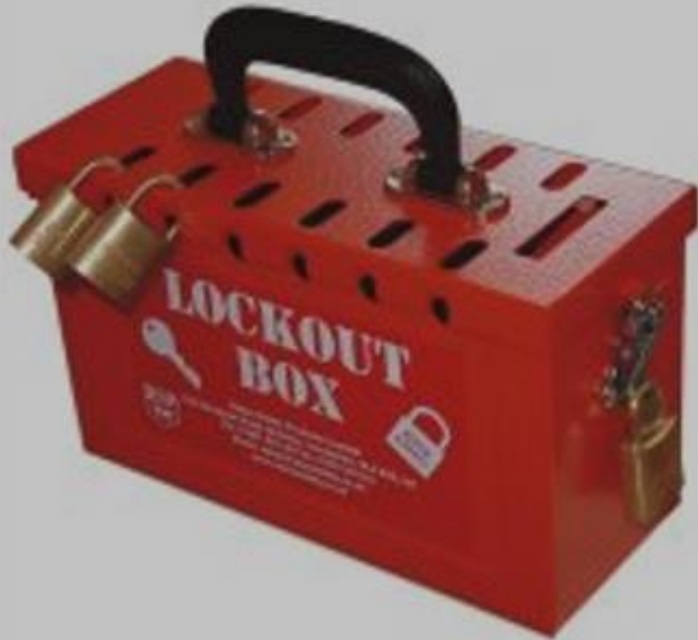
### **Group Lockout works as follows:**

Each group lockout contains a lock box, several keyed-alike locks, a project lock, a visual seal, a box lockout checklist, and a lockout procedure.

Mill personnel will complete the group lockout following the box lockout checklist and lockout procedure.

A red project lock is then placed on that lockbox to ensure that the key remains inside, and that all locks remain in place on the system. The project lock is the first one on, and the last lock removed from the lockbox.

# Group Lockout (continued)

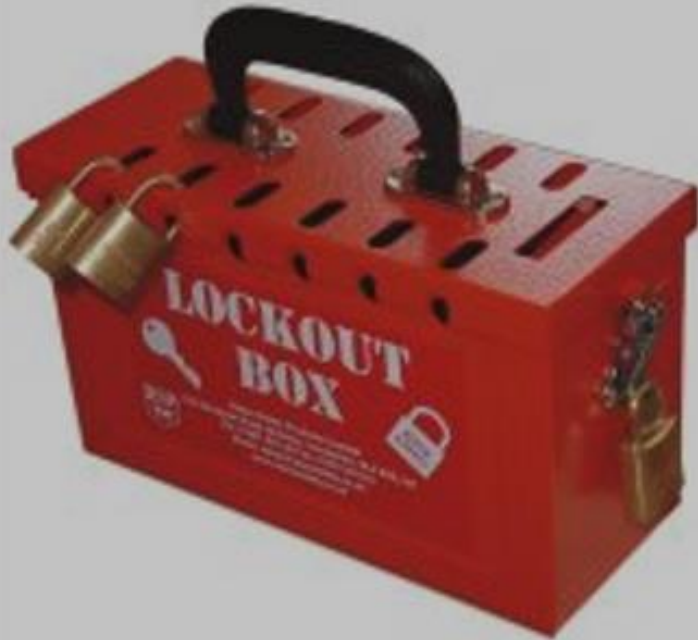


## Group Lockout (continued)

Before placing your personal lock on the lock box, you need to look at the lockout procedure and verify that what is locked out is the equipment you are working on. You also need to verify that the box lockout checklist is fully completed.

This is the point at which you will secure your personal lock to the lock box to control the key in the lock box. You need to identify the lock that you place on the lock box with your name and your company's name.

# Group Lockout (continued)



## Group Lockout (continued)

All contractors/vendors/service personnel and others working on equipment that is locked out must apply their own personal lock to that group lockout. Larger contractors can utilize a company lock at the group lock box with the key for that lock being locked up in a satellite lock box. Each employee working for that contractor must apply a lock assigned specifically to them to the satellite lock box. All locks applied to a mill group lock box must be identified with the company and employee name.

# Hot Work



## Hot Work

All hot work introduces a potential ignition source for fires. Hot work is classified as brazing, cutting, welding, soldering, thawing pipes, using torches to apply roofing, and grinding; any operation that involves open flame or sparks. Fires that are started by hot work result in industrial losses in excess of 100 million dollars each year. Hot work is one of the leading causes of fire losses reported to insurance companies. We developed a Hot Work Policy in order to control the fire hazards created by hot work.

All hot work must be performed under a mill hot work permit. These permits must be filled in completely and authorized by a mill supervisor. This is an ongoing effort between the individuals performing the hot work and the operations personnel responsible for the area where the work is being done. It is very important that we take extreme caution keeping combustibles at least 35 feet away from the work and enough water supply to ensure quick reaction to extinguish a fire.

Fire Watch and Monitor must be assigned to job to include all levels being worked on.

# Confined Space Entry

## Confined Space Entry



Many different kinds of confined spaces are found in paper mills. For example: storage tanks, manholes, pulpers, boilers, conveyor pits, and many others. A space is considered a confined space if it meets all **the following criteria**: 1) It is large enough to allow an employee to bodily enter and perform assigned work; 2) It has limited or restricted means of entry or exit; and 3) It isn't designed for continuous occupancy.

All entries into confined spaces must take place under a confined space entry permit.

The contractor shall work off of their own company's permit system and is responsible for supplying their own entry equipment including permits, air monitors, body harnesses, lifelines, low voltage lighting, tripods, mechanical lifting device, ventilation blowers, etc.

# Confined Space Entry (continued)



## Confined Space Entry (continued)

**All confined space entries require continuous tie-off.** The only exception to this is where a continuous tie-off creates an entanglement hazard. (Please Note: Workers must wear a full-body harness even when not tied-off due to entanglement hazards).

The lanyard or rope connected to the worker must be secured on the outside of the confined space.

Alternate means of tie-off should be considered before resorting to not tying-off when an entanglement hazard exists. Examples of this would include wristlets or anklets.



# Confined Space Entry (continued)



## Confined Space Entry (continued)

A vertical entry is any time when rescue requires to lift vertically 5 feet or more. A mechanical retrieval device must be used any time a vertical entry is being made.

If chemicals are the hazard of concern, chemical suits and/or appropriate respiratory equipment may need to be used.

Continuous air monitoring may also be required.



# Elevated Work



## Elevated Work

Elevated work is any work taking place 4 feet or more above the floor or working surface for general industrial work. At this height, a worker needs to be tied-off or otherwise protected if there is not a standard railing with a mid-rail in place.

Under OSHA, new construction work has a 4 foot requirement for tie-off. Protection for all workers exposed to a fall from these heights needs to be provided. Several different options can be chosen from when providing this protection.

# Elevated Work (continued)

## Elevated Work (continued)

The installation of a standard railing with a mid-rail affords the best protection. In order to qualify, the railing must be able to withstand 200 pounds of force when applied in any direction at any point on the railing. The railings are not to be used to reach work or for standing.

Workers can operate above **4 feet** by tying-off. When installing railings is not feasible, workers must use an approved harness and lanyard combination. When there is a direct fall hazard and workers are tied-off, they are required to be tied-off continuously.



# Inspection of Equipment



## Inspection of Equipment

Workers are required to be tied-off on any of the boom type platforms, such as Aerial Boom Lifts. Even though tie-off on "scissor lifts" where the elevated work platform remains directly over the unit base is not required, it is highly recommended.

The condition of ladders and scaffolding used is critical. Each day, prior to use, all equipment must be inspected. If equipment is found to be defective or damaged, it must be removed from service. All ladders, scaffolding, powered elevating platforms, and fall protection equipment used on-site must be industrial grade, must meet all applicable OSHA standards, and must be clearly marked to identify the company that owns it.

# Initial Line Breakage

## Initial Line Breakage

Occasionally, lines or vessels that carry hazardous chemicals need to be repaired, removed or serviced. When this happens, the first place where a line is separated or where a vessel is first opened is called Initial Line Breakage.

To ensure that lines are separated without endangering the employees performing the separation, specific safety procedures are needed.

Proper draining, flushing, and isolation of the line to be broken, is the first step in Initial Line Breakage.

Chemical information on the material that occupied the line is available on the mill computer system thru Comply Plus.

The material in the line will help people to determine the personal protective equipment required for the line breakage. The appropriate PPE shall be worn until you can visually see that the line is empty.



# Hair / Beard Policy



## Hair / Beard Policy

Long hair is a hazard, if not sufficiently contained, which exposes a person to entanglement in any type of equipment or machinery, or may obstruct vision.

The definition of long hair is hair that extends past the collar or hair that falls over the eyes.

All persons with long hair will be required to secure/contain their hair above the shoulders when in production, labs, maintenance, boilerhouse, and warehousing areas.

- Exception: Areas that are exempt from this rule are offices, office hallways, lunchrooms, restrooms, locker rooms, operator control rooms, guided tours, and designated walkway to storeroom offices.

Employees with long hair shall be required to do one or more of the following:

- Secure hair above collar and away from eyes (pin/clip/band).
- Contain hair with hair snood or cap with the hair tucked up inside the headband.
- Keep hair from covering the eyes.

Beards longer than 4 inches below the chin must be restrained with a beard restraint.

# Footwear / Clothing / Jewelry



## Footwear / Clothing / Jewelry

- Footwear on company property requires closed-toed, secured heels, heel height no greater than 2 inches.
- Clothing will not be loose, baggy, or otherwise subject to being caught in moving machinery or equipment. Neckties, scarves, necklaces must be removed or tucked into shirt.
- Clothing shall meet the requirements of Arc Flash Protection for category 0 tasks (see Arc Flash Protection section).
- Clothing will be adequate to protect against work place hazards such as chemicals/dusts, burns, or abrasions.
- The acceptable clothing is full length trousers and, at minimum, short-sleeved shirts. Tank top shirts or t-shirts cut into tank tops are not allowed. Hoods must be tucked/secured.

# Footwear / Clothing / Jewelry (continued)

## Footwear / Clothing / Jewelry (continued)

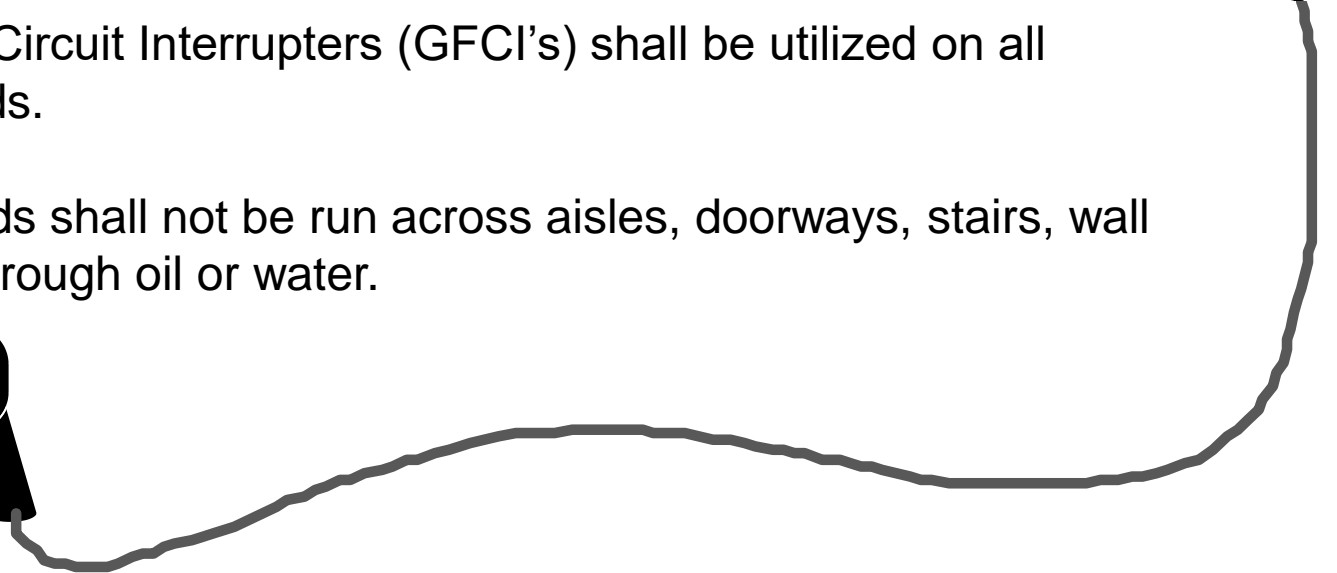
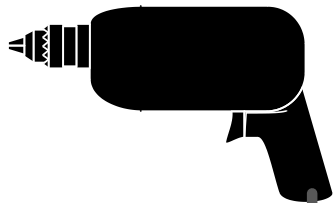
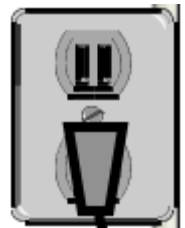
- Wristwatches with bands that continue under the watch face are not allowed in production areas. Watches with break-away pins are acceptable. Watches with metal bands are not allowed in or around electrical power sources.
- Reasonable street/office attire is allowed in the designated walkways, to and from locker/office areas only on the way into or out of work.
- Rings, dangling necklaces and dangling earrings are not allowed in production areas.
- *Rings (includes rubber rings) are not allowed on the production floor.*
- *Rings cannot be worn underneath gloves; they must be removed.*



# Electrical Equipment

## Electrical Equipment

- For portable electrical equipment, all power cords shall be grounded with a three-prong type plug including extension cords.
- All portable electrical equipment shall be inspected prior to use to assure proper grounding.
- Ground Fault Circuit Interrupters (GFCI's) shall be utilized on all extension cords.
- Extension cords shall not be run across aisles, doorways, stairs, wall openings or through oil or water.



# Excavating and Trenching

**DAILY EXCAVATION/DIG PERMIT**  
This permit covers the following:  
Any mechanical or manual operation that creates any man-made cut, cavity, trench or depression formed by earth removal.

**Permit Instructions**

1. Contact Diggers Hotline for utility locates prior to any digging or excavating.  
Telephone #1-800-242-8511 (72 hour notice required)

2. Project coordinator and excavation contractor verify precautions listed at the right prior to beginning or do not proceed with the work.

The digging or excavating contractor must complete the top portion of the permit and return it to the Project coordinator prior to starting work.

The digging or excavating contractor must post the hard copy of the permit in the window of the equipment being used or in the general area where the work is being done when no equipment is required.

At the end of each work day, or at completion of the work, the permit must be returned to the Project coordinator after the final checklist is done.

Work Order Number: \_\_\_\_\_

Name of Project Coordinator \_\_\_\_\_

verified implementation of all applicable safety and avoidance precautions as necessary for this

**Digging/Excavation Checklist**

Y	N	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have all locations been identified? (Public/Private) If so, by whom? _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have owner existing or abandoned utilities been reviewed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is environmental protection required? If so, what type of protection will be used? _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Utilities marked with stakes/paint every 2' in soil and every 15' on hard surfaces?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand dig with shovels to expose existing live utilities?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soil Analysis (visual and manual)? Soil Class _____ Method Used _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If necessary, has the air quality been checked in the excavation?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wet conditions controlled/eliminated?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are protective systems (cave-in) in place? Type _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spoil pile two feet back?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safe means of access and egress within 25 feet of entrance?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For the above soil classification has the proper benching/sloping been identified?

## Excavating and Trenching

All excavation work taking place on the mill site must follow the procedures spelled out in the mill Excavation Policy. Included with these are initial research to determine the location of underground lines that may pose a hazard to the excavation work.

When the excavation is left unattended for periods of time, or overnight, lighting, appropriate barricading, and other considerations must be made.

A Pixelle member trained in excavation practices must review all of the preparations before the excavation can take place.

The excavation permit is used to maintain this information.

# Moving Equipment

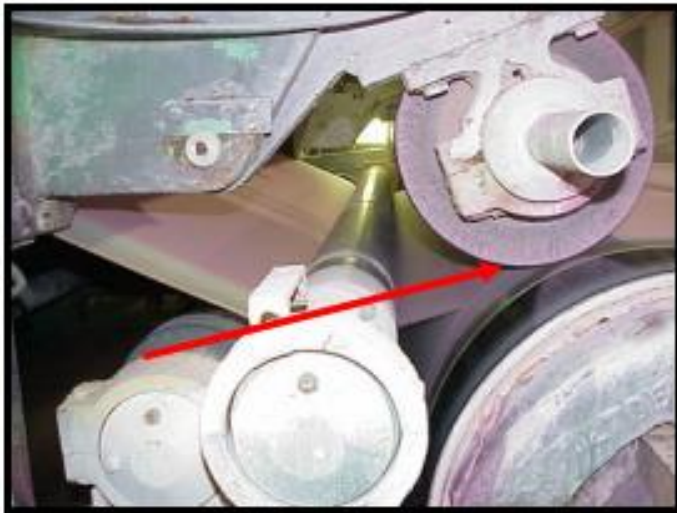


Figure 18. Nip hazard between support rolls and wire.

## Moving Equipment

The final policy we need to cover is the Moving Equipment Policy.

### *Intent/Purpose of Policy*

- The purpose of the Moving Equipment Policy is to protect individuals from the hazards associated with moving equipment.

### **What is 'Moving Equipment'?**

- Machinery/Equipment that presents hazards of; cutting, pinching, shearing, in-running nips, etc.

Examples include:

- Paper Machine
- Supercalendars
- Winders
- Salvage winders
- Presses



# Moving Equipment

## Equipment NOT Covered in the Policy:

- Equipment with a single energy source.
- Plug in type shop or lab equipment.
- Conveyor belts.
- Machinery that is completely guarded with fully enclosed guards that are not removed unless the equipment is in a zero energy state. Example below.



# Moving Equipment

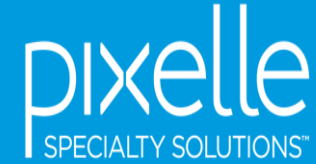


**Blue Line Example**

## Moving Equipment Boundaries

- A border or limit designated to minimize activities or access to areas containing moving equipment.
- Boundaries separate an area which contains moving equipment from areas that are free from moving equipment
- Boundaries are identified by painted lines on the floor – **Blue Lines**
- Additional boundaries include machine frames, guards, handrails, barricades, etc.

# Moving Equipment – Crossing Blue Lines



## **Q: Who can cross a Blue Line?**

A: Only Authorized Personnel or those individuals that are being escorted by a authorized person.

## **Q: What does it mean to be Authorized Personnel?**

A: Team Members who by job duty are authorized to perform assigned tasks within the boundaries of moving equipment and have reviewed training modules for moving equipment procedures.

## **Q: How Can Visitors or Contractors Cross Blue Lines?**

A: There are 3 Options:

1. When accompanied by an authorized member;
2. After receiving instruction about the hazards of the moving equipment in the area from the Authorized member; or
3. After the equipment is locked out

## **Q: On machine down days, how will I be able to cross the blue lines to work on equipment?**

A: If you need to work on equipment on a machine down day in order to cross the blue lines you need to apply your lock on the equipment that you will be working on within the blue lines.

## **Q: If I am a contractor that needs to perform routine service on equipment that is within the blue lines how do I get approved to cross? (Not on down days)**

***Examples of routine service:  
Vibration testing***

A: Contact the area manager to request approval.

Equipment



## Objectives

Become familiar with the following policies and procedures:

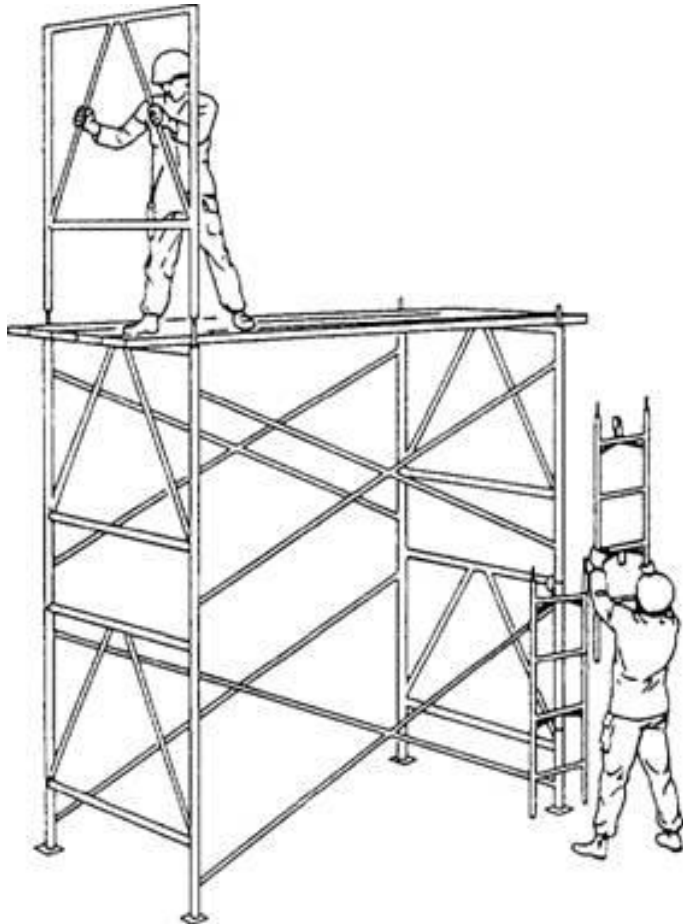
- Ladders
- Scaffolding
- Compressed Gas



## Ladders

- All of the contractor's ladders shall meet the ANSI standards, "safety requirements for portable, fiberglass reinforced plastic ladders," shall have an extra heavy-duty, type 1A (300 lb. rating), be equipped with safety feet, and meet all other normal safety standards regarding condition and features.
- No metal or wooden ladders are allowed on a Pixelle site. Use approved fiberglass ladders only.
- Ladders shall be inspected by the user prior to each use and maintained in a safe condition.
- The contractor will see that each of their employees receives adequate instructions on the proper methods of climbing and utilizing ladders.
- The contractor shall see that the ladders are collected and stored properly when not in use.

# Scaffolding



## **ALL SCAFFOLDING MUST BE TAGGED**

- RED:** Unsafe, no access permitted
- YELLOW:** Incomplete, needs modification
- GREEN:** Deemed safe, meets OSHA requirements

- Employees must be properly trained in setting up and taking down scaffolding.
- Check your “Contractors Safety Standards And Work Rules” book for specific scaffolding rules and regulations.

# Compressed Gases

## Gas Cylinders



- When gas tight valve outlet plugs or caps are provided on compressed gas cylinders, they shall be kept on the valve outlet at all times except when the cylinder is connected for use.
- All compressed gas or liquefied gas cylinders shall be secured at all times to prevent them from falling or being knocked over.
- Liquefied gas cylinders shall be stored in the upright position or in a position such that the pressure relief valve is in direct communication with the vapor space of the cylinder.

# Special Considerations



## Objectives

Become familiar with the following policies and procedures:

- Alcohol, Drugs and Firearms
- Plastics
- Signing In
- Overhead Crane Safety
- Barricading
- Lift Hole Areas
- Aisle ways
- Handrail Usage

# Alcohol, Drugs and Firearms

# NOTICE



**ALCOHOL, DRUG AND  
WEAPON FREE ZONE**

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## Alcohol, Drugs, and Firearms

Alcohol, drugs and firearms are not permitted on Pixelle Mill Sites. Alcohol and drugs are not to be consumed before reporting for work at the mill or at any time during the work shift.



# Plastic



## Plastic is Drastic!

**Plastic** is a very highly damaging contaminant in pulp and paper making. We do ask that you monitor and contain any plastic you bring in. Please take the time to pick up any stray plastic you might see in your work areas. This includes pens, sandwich bags, glasses, material wrapping or packing, or any other form of plastic. Also, if you notice any plastic getting into our system, let someone know as soon as possible. Plastic can enter our system anywhere throughout the paper making process. By letting someone know as soon as possible, we can minimize the damage.


 pixelle  
 SPECIALTY SOLUTIONS™

## Signing In

It is best to coordinate with the Mill Project Leader to prepare an access badge prior to your arrival. If this is not done, you can use the phone at the main entrance to call the security guard to gain access.

You need to ensure that your name is on our sign-in log along with the number of your assigned access badge. For larger groups, the contractor supervisor can give the security guard a roster of employees and their assigned badge numbers.

# Signing In



## Signing In

You do not need to sign in or out as long as you use your access badge every time you enter and exit the plant.

When you are done with your project at the Stevens Point Mill, you are required to sign out and give your access badge to the security guard or put it in the “drop box” located in the main entrance vestibule if the security guard is unavailable.

We strongly recommend that you contact the operating control room before beginning a job within an operating department. This will ensure that you are made aware of any hazards which might otherwise be unknown, and improve communication during the course of your job.

# Overhead Cranes



## Overhead Cranes

Working with or near overhead cranes is common at the Mill. The hazards associated with overhead cranes are quite severe, and therefore, strict safety practices must be observed by both crane operators and all workers in the vicinity. The primary rule for crane operators is never, under any circumstances, take a crane load over a person. It should also be obvious that, as a worker, you should never walk under any crane load.

All equipment used for rigging should be inspected for defects before use. Defective or equipment that is not operating correctly must be removed from service. Never rationalize that you can use damaged rigging equipment because the "load isn't that great" or "you only have one more lift" to complete the job. Operators should always make sure that material being lifted is safely and properly rigged, and the path and destination for the load is clear of obstructions and personnel.

Make sure you have a clear path of travel and watch where you are going if you need to walk along with the load. Finally, only personnel trained in how to properly operate an overhead crane are allowed to use the controls. An overhead crane load with an untrained operator is a potential disaster.

# Hazard Identification / Barricading



## Hazard Identification / Barricading

- A very important issue for contractor work is the proper barricading of your work area where potential hazards exist to other contractors or Mill personnel.
- Yellow caution tape is to be used for those conditions where a warning is necessary to alert all personnel before entering the area. This is intended as a caution, meaning no imminent dangerous conditions exist. To enter a yellow tape barricaded area, STOP before entering and ask for information pertaining to the hazard.
- Red danger tape is to be used to prohibit the entrance to the area by anyone other than those performing the operation due to dangerous conditions such as chemicals, overhead work, welding, cutting or other such operations. NEVER enter an area barricaded with red danger tape for any reason.
- Be sure to barricade areas with the right colored tape. Also, all barricade tape shall have the appropriate Caution tag or Danger tag hanging from it explaining what the hazard is and the tag dated and signed.
- If a fall hazard exists, a more permanent type of barricade must be used to prevent injury.
- Make certain to remove and dispose of barricade tapes when the hazards are eliminated.
- Due to potential broke contamination issues, **plastic barricade tape shall not be used in the Mill**. Only the cloth type is permitted. If you do not have the proper type, see your Mill representative. Cloth type is a mill store room item.

# Temporary Hazard Identification

## Temporary Hazard Identification

### Barricade Tape

**CAUTION**

“Warning of a Hazard”

Proceed with Caution

**DANGER**

“Do NOT Enter”

**Plastic Barricade Tape Shall NOT Be Used – Cloth ONLY**

# Lift Hole Areas



## Lift Hole Areas

For hoists, rigging and drop out areas, flashing red warning lights are located on the ground floor of drop out areas. Be sure to barricade or post a watch in these areas and be sure no one is allowed under a suspended load. Contractor employees doing rigging shall have proper training.

**All personnel must obey red warning light signs when flashing.**

## Aisle ways

Keep aisles and walkways clear.

- Hoses and cords shall be secured overhead or protected in walk ways.

# Safety First – Use Handrails



## Safety First – Use Handrails

**An easy way to prevent falls: Use handrails when descending or ascending stairs.**

The use of handrails at the Stevens Point mill is mandatory.

Falling down the stairs can lead to serious injuries such as fractures and sprains. Many such injuries can be avoided by simply using handrails.

Carry only what you can handle, leaving one hand free to use the handrail. Get help if you have to carry something large or use the elevator.

You can sanitize your hands after holding the handrail. There are hand sanitizers at the top and bottom of each stairwell.

# Environmental Awareness



## Objectives

Become familiar with the following policies and procedures:

- Pixelle's Environmental Expectations / EHS Policy
- Pollution
- Spill Prevention
- Bringing Chemicals on site
- Chemical Storage and Transportation
- Waste Disposal
- Permits
- Asbestos
- Underground and Contractor Supplied Fuel Tanks
- Control of Storm Water Runoff
- Excavation Permitting
- Nuisance Dust / Noise / Pesticide or Herbicide Applications
- Radioactive Material
- Lead based Paint

# Environmental, Health & Safety Policy



## Environmental, Health and Safety Policy

Pixelle Specialty Solutions is committed to conducting business in an ethical and sustainable manner. We demonstrate our commitment to our customers, employees and other stakeholders through our world-class environmental, health and safety (EHS) performance.

Everyone at Pixelle works together to maintain a healthy and safe workplace, and we operate our facilities in an environmentally responsible manner with an emphasis on the prevention of pollution.

We have implemented an EHS Management System that drives us forward on a path of continuous improvement. Pixelle Specialty Solutions also strives to offer products and services that consider environmental and safety impacts throughout their life cycles.

# Pixelle's EHS Policy



## Pixelle's EHS Policy

To achieve this commitment, we will:

- Meet or exceed all applicable environmental, health and safety laws and regulations as well as the requirements of all voluntary program to which we subscribe
- Develop, implement and maintain effective EHS management systems, including procedures and training
- Establish meaningful EHS objectives and targets and report to stakeholders on our performance
- Expect suppliers to operate in a manner that is consistent with our EHS policy
- Partner with customers to assist them in improving their EHS performance
- Evaluate and improve our EHS performance by monitoring results through effective management reviews and qualified, independent assessments

# Pixelle's EHS Policy (continued)



## Pixelle's EHS Policy

The people of Pixelle Specialty Solutions work every day to protect the environment.

- We practice pollution prevention
- We comply with all environmental laws, and
- We strive for continuous improvement

As a contractor or vendor, when working on a Pixelle Mill Site, you are responsible for conforming with our EHS policy and abiding by our Environmental practices for protecting the environment. Failure to do so could harm the environment or create legal liability for you or your company.

This includes proper waste management, spill prevention, and understanding the potential impact on the environment for the work you do. If you ever have any questions regarding proper waste handling or about your impact on the environment, don't hesitate to talk to your supervisor or your Pixelle Mill Project Manager.



# Pollution



## Pollution

A few examples of polluting materials around the mill

- Fuels - gasoline, diesel fuel, oils
- Solvents - acetone, toluene, etc.
- Chemicals - sodium hydroxide, sulfuric acid, etc.
- Salts - sodium chloride

### Spill Prevention

Outside Areas:

- Never dump chemicals or oil on the ground or to a storm sewer
- Immediately report any spills to the ground or storm sewer to a Pixelle Supervisor.

Inside Areas:

- Do not dump chemicals or oil to the mill sewer. In some rare cases, prior authorization is obtained by the Pixelle job supervisor to put cleaning chemicals into the mill sewer
- Immediately report any spills to the mill sewer to a Pixelle Supervisor.

# Spill Prevention



## Spill Prevention

Emergency Response:

In the event of a spill...

Immediately contact the Mill Environmental Manager if...

- Any substance is released to the river or into a storm sewer.
- Any substance is spilled to soil.
- Any substance is put into the process sewer system without prior approval.

Immediately control and mitigate the effects of any spill, including evacuation of an area if necessary.

Contractors are responsible for all cleanup and disposal of spill residues.

# Bringing Chemicals On Site

## Bringing Chemicals On Site

Prior to bringing chemicals on site, the Contractor will ...

- provide a SDS (Safety Data Sheets) for each chemical.
- provide an estimate of the quantity of all materials brought on-site.
- complete a material inventory form available through the Environmental Department.

At the completion of the project, the contractor will remove all unused materials from the site.

The Stevens Point Mill complies with the chemical hazard "right to know" standard, by having a full compliment of Safety Data Sheets or SDS's for chemicals we use. SDS's give information for the properties, hazards and emergency response guidelines for the chemical. Additionally, any chemicals you or your employer bring to our job site must be accompanied by a SDS.



# Chemical Storage & Transportation



- The Mill Project Manager will advise Contractors of designated storage areas for materials brought on site.
- **Flammable liquids must be stored in flammable cabinets when not in use.**
- Keep storage areas neat and orderly.
- Keep aisle ways clear.
- Do not store incompatible materials next to each other.
- Keep original labels on containers.
- Properly label materials placed in secondary containers.
- Transportation of all hazardous materials on Pixelle property is to be done according to DOT regulations.

# Waste Disposal



## Waste Disposal

All unused chemicals / hazardous materials are to be removed from the site by the Contractor.

No waste materials are to be disposed of on Pixelle property including into process and/or storm sewers, or by using dumpsters without prior approval.

### General Trash/Recyclables

Contractors can use designated Pixelle containers for general trash and recyclables.



- Recyclables include aluminum cans, glass bottles, some plastics, steel cans, and paper/cardboard.
- If there are any questions regarding the suitability of materials for recycling or general trash, the mill environmental contact should be consulted. Materials for general trash must be non-hazardous and contain no free liquids.

# Waste Disposal (continued)



## Waste Disposal

### Disposal of Batteries:

Do NOT dispose of batteries in mill trash. Bring all used batteries to the Storeroom and ask the storeroom clerks for assistance in recycling of batteries.

### Disposal of Light Bulbs:

Do NOT throw light bulbs in mill trash. All used light bulbs need to be collected and stored in CLOSED containers. Bring all used light bulbs to the Storeroom and ask the storeroom clerks for assistance in recycling of light bulbs.

### Disposal of Aerosol Cans:

Aerosol cans must be emptied AND depressurized prior to disposal.

Procedure: Hold the nozzle down until you can't see or hear anything escaping, shake the can to be sure it is empty (no more than 3% remaining), dispose with mill trash.

Occasionally, an aerosol cannot be emptied because of a malfunction of the container or the nozzle. All non-empty aerosol cans need to be taken to the Storeroom. Ask the storeroom clerks for assistance in recycling the aerosol can.



# Waste Disposal (continued)

## Waste Disposal

### Empty Drum and Container Policy

All empty drums and containers are to be removed from the site by the Contractor and disposed of properly.

### Scrap Metal

Utilize scrap metal hoppers for disposal. The mill Project Manager contact will review the location of the scrap metal hoppers closest to the job site.

Scrap metal that can be recycled is not to be placed in the general trash.

### Hazardous Wastes

If you will generate any **HAZARDOUS WASTES** while on-site, inform the Environmental Manager in advance. **Under no circumstances should a Contractor dispose of hazardous waste on Pixelle property.**



# Waste Disposal – Used Oil



## Waste Disposal, Used Oil

Used Oil:

Used oils are generated in the following areas of the mill:

- Process Applications: Hydraulic and Lubrication oils.
- Maintenance: Cutting fluids, vehicle maintenance areas, oil sorbents, etc

Used oils must be managed properly according to EPA regulations. Collect used oil in a closed container whenever possible. All used oil containers must be labeled as "USED OIL" (not: "Waste Oil"), This is very important and is specified by the EPA.

Never add gasoline, fuel oil, kerosene, or any other solvent to a used oil container

Used oil is normally collected at the point of generation and then transferred to a used oil tote for storage. Contact your Pixelle Stevens Point Mill Project Manager for location of collection drums/totes. When enough totes are filled, they are picked up by a vendor who uses the oils beneficially, either recycled or used as fuel.



# Permits

## Permits

Pixelle has air permits with the DNR which can impact Contractor activity. In general any work on combustion equipment such as boilers or gas-fired dryers may be impacted by the mill's air permit. Before performing any work on combustion equipment, see the Mill Project Leader.

Contractors must complete all work as stated in construction plans submitted to the regulatory agencies (i.e., no deviations in construction materials or equipment without prior approval from the Mill Environmental Manager.

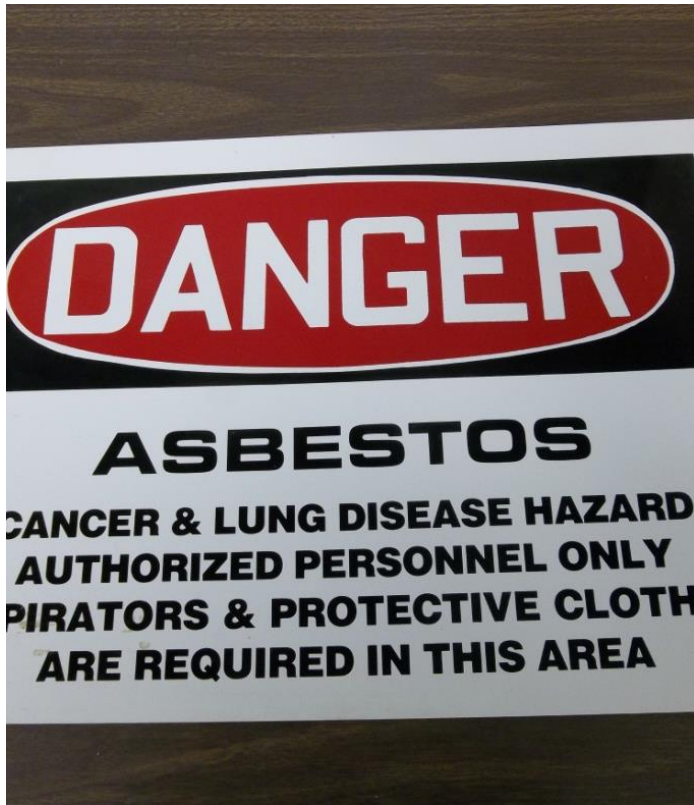
Any construction activities which disturb one or more acres of land require a storm water permit.

Permit Compliance - Contractors must adhere to all permits. Failure to do so will result in suspension of work. Willfully violating any permit will result in reassessment of the agreement with the Contractor to do the work and will be cause to dismiss the Contractor.

Questions Regarding Permits - Questions regarding the permit shall either be directed to the mill's environmental contact.



# Asbestos



## Asbestos

- We will review with you the location of any asbestos-containing materials in your work area.
- Do not to disturb asbestos-containing materials. If any asbestos-containing materials are damaged, immediately notify the Project Manager or Safety Manager.
- Do not remove any asbestos-containing materials (unless you are a licensed asbestos removal firm hired for that purpose).
- If you encounter materials that you suspect to contain asbestos contact the Mill Project Manager, who will arrange for testing and determine if work in the area can continue or needs to be halted.
- If asbestos-containing materials need to be removed for a project, Pixelle will hire an outside licensed asbestos removal firm. They will follow Pixelle's Asbestos Policy.

# Contractor Supplied Fuel Tanks



## Contractor Supplied Fuel Tanks

Only metal gas cans are allowed on-site.

Contractors will be encouraged not to bring fuel tanks on Pixelle property. Most mill locations have registered fuel tanks on site and arrangements may be made for outside Contractors to utilize these tanks if appropriate.

Approval must be obtained from the Mill Project Leader before bringing any fuel tank (other than five-gallon or smaller safety cans) on site. All tanks must meet the UL142 standard and be double-wall construction. Collision protection must be provided and tank usage and placement must comply with all regulations and applicable fire codes.

The Contractor will assume all liability for any releases or other damage associated with the supplied fuel tanks.



# Control of Storm Water Runoff



## Control of Storm Water Runoff

If your work results in a construction site that disturbs one or more acres of land...

- Inform the Project Manager and the Environmental Manager in advance.
- You will be required to maintain and implement a "Construction Site Erosion Control and Storm Water Management Plan."
- Contractors must inspect the site as specified in the "Construction Site Erosion Control and Storm Water Management Plan."

# Excavations

Company: \_\_\_\_\_

## EXCAVATION/TRENCH DIG PERMIT

Prior to starting or continuing an excavation/trench dig, this permit must be posted at the dig site and remain posted until the work day is completed. A new dig permit must be posted daily.

### Part A

Permit Instructions	Dig Checklist
<p>1. This permit must be completed and posted at the jobsite daily by the company's competent person.</p> <p>Part A is retained by the jobsite supervisor or competent person.</p> <p>Part B is posted at the jobsite until work is done.</p> <p>2. The National One Call number is 811 or get state-specific information at <a href="http://www.call811.com">www.call811.com</a>.</p> <p>3. The competent person must inspect prior to the start of work, as needed throughout the shift, and after every rainstorm or other hazard increasing occurrence.</p> <p>Job number: _____</p> <p>Location of trench/excavation: _____</p> <p>Description of trench/excavation: _____</p> <p><input type="checkbox"/> Safety checklist completed by competent person.</p> <p><input type="checkbox"/> <b>EMERGENCY PROCEDURES</b> on back of permit completed.</p> <p>Date permit issued: _____</p> <p>Time permit expires (must be same day): _____</p> <p>Name of competent person: _____</p> <p>Signature of competent person: _____</p>	<p><b>Excavation</b></p> <p><b>Note: National One Call number is 811</b></p> <p><input type="checkbox"/> Estimated location of underground utilities determined? By:</p> <p><input type="checkbox"/> Utility company or owner.</p> <p><input type="checkbox"/> Construction company (proceeded after 24 hour wait).</p> <p><input type="checkbox"/> Exact location determined when nearing underground installations.</p> <p><input type="checkbox"/> Underground installations protected, supported, or removed as necessary to safeguard employees.</p> <p><input type="checkbox"/> Hazardous surface encumbrances removed or supported. Spoil piles and other materials back at least two feet.</p> <p><input type="checkbox"/> Protection from hazards associated with water accumulation.</p> <p><input type="checkbox"/> Evidence of possible cave-in, failure of protective system, hazardous atmosphere or other hazardous condition.</p> <p><b>Employee Safety</b></p> <p><input type="checkbox"/> Means of egress provided for digs four feet deep or more and within 25 feet of all employees at all times?</p> <p><input type="checkbox"/> Employees exposed to public traffic provided with reflectorized or high-visibility safety vests?</p> <p><input type="checkbox"/> Employees instructed not to stand underneath loads.</p> <p><input type="checkbox"/> Employees protected from cave-ins by an adequate protective system except when excavations are:</p> <ul style="list-style-type: none"> <li>• Made entirely in stable rock.</li> <li>• Less than five feet deep and no potential cave-in (ARMED EXCAVATION).</li> </ul> <p><b>Other company specific or OSHA (31926.650 -.652) safety issues at this jobsite:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>

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101-TG 13603

## Excavations

If the project involves excavation, a permit is required:

- For Water Removal, comply with any permits required for the pumping and discharge of water removed from an excavation. Pixelle personnel will be responsible for obtaining such permits.
- For Soil Borings, all bore holes shall be properly filled.
- To determine Underground Utilities and Pipelines, Use the Diggers Hotline. Call 1-800-242-8511.
- In case of contamination, Immediately report it to the Mill Environmental Department. Work should be suspended until Pixelle personnel can determine the appropriate actions to be taken. Work shall not be reinitiated without the approval of the mill environmental contact.
- In the unlikely event that an Underground Tank is found during an excavation, stop work immediately and notify the Mill Environmental Department.

# Nuisance Dust / Noise / Pesticide or Herbicide Application

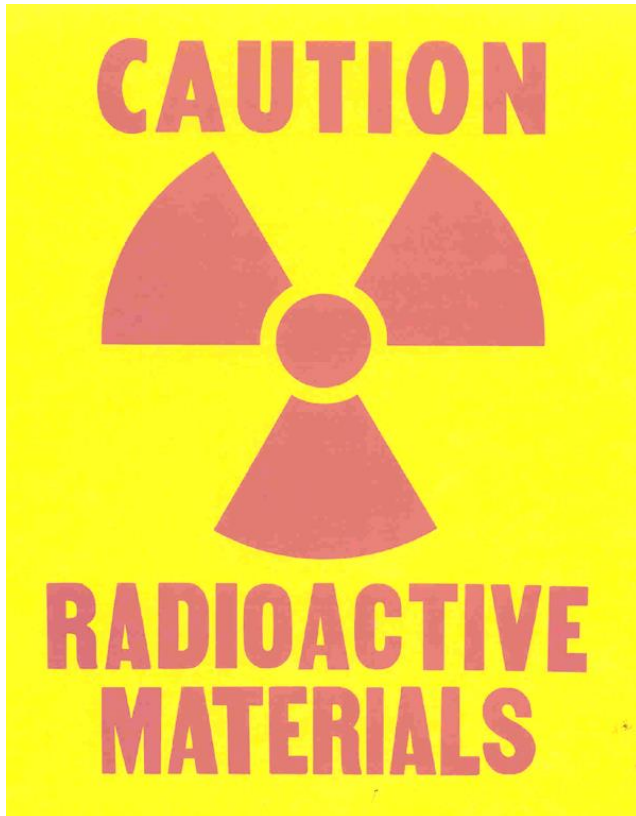


## Nuisance Dust / Noise / Pesticide or Herbicide Application



- Minimize the generation of fugitive dust by watering down dusty roadways.
- Where dusty materials are handled, use fans, hoods, or other air-cleaning devices.
- Where moving materials that are likely to become airborne, be sure to cover or secure the material.
- Conduct activities in a way to minimize noise.
- Only certified and licensed personnel are allowed to apply pesticide or herbicides at any Pixelle Mill. Be sure to make sure Mill Purchasing has a copy of the certificate documenting that you are a certified and licensed applicator in Wisconsin.

# Radioactive Materials



## Radioactive Materials

- There are a number of sealed radiation sources located at the Mill. These sources are primarily tank level gauges, flow meters, and density gauges. These sources should not present any hazard to you. All of the mill sources have signs on them that read "Caution, Radioactive Material." The mill also has a Radiation Safety Program to help ensure the safe operation of our gauges. If your work takes you near a source and you have any concerns, please contact your Mill Project Leader.
- Contractor employees are prohibited from working on these radioactive measuring gauges unless specifically trained and qualified.
- Unqualified Contractor employees are required to stay at least 3 feet away from any gauges bearing the radiation hazard symbol.

# Lead-Based Paint



## Lead-Based Paint

All lead abatement projects will be audited. No lead-based paints are to be used/applied at any Pixelle facilities.

The Contractor must indicate if their project will require them to disturb any painted surfaces. The Mill Project Leader will determine if any lead-based paint will be impacted. Testing of the painted surfaces may be required and will be arranged by the Mill Project Leader.

Contractors may complete incidental lead removal work of short duration provided they receive prior approval from the Mill Project Leader, have been trained to complete the lead removal activities, and properly manage dust and waste generated from the project.

# Summary



# Summary



You have completed the Contractor Safety & Environmental Orientation material.

To demonstrate your knowledge and understanding of this material you are required to complete the Contractor Safety & Environmental Test with a score of 100%.

Submit your completed Test to the mill's security desk to qualify yourself to work on-site at the Stevens Point Mill.