



**STEVENS POINT MILL
VISITOR'S SAFETY ORIENTATION**

I acknowledge that I have read and understand Pixelle Specialty Solutions Stevens Point Mill's guidelines, policies, and procedures as written in the Visitor's Safety Orientation and have had an opportunity to ask questions. If at any time I have questions or am injured, I will notify my mill host.

Name (Print)

Company

Person Visiting

Signature

Date



STEVENS POINT MILL

***HIGH-VISIBILITY VESTS
Required in Stock Prep & Shipping Warehouse***



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**VISITOR'S SAFETY
ORIENTATION**



**Welcome
To the Pixelle
Stevens Point Mill**

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WELCOME



- ✓ Your safety and the safety of others are of the utmost importance to us. This brochure highlights some of the main safety precautions and practices that must be followed while visiting the Stevens Point Mill. We are committed to providing an injury-free workplace to our employees, visitors, vendors, and contractors. We want you to have a safe visit.
- ✓ It is your responsibility to understand and demonstrate safe and environmentally sound behaviors while at the Stevens Point Mill. If you have any questions, please ask your host employee before leaving the registration area.

PARKING AND MILL ACCESS

- ✓ All visitors are expected to park their vehicles in the north parking lot and enter the mill through the main entrance. There is limited "visitor" parking available by the flagpole.
- ✓ Parking lot speed limit maximum is 15 mph.
- ✓ Each person must obtain an access control badge through the security guard. You are expected to have your badge with you while visiting.
- ✓ Badge Classifications:
 - BLUE**-Mill Employee.
 - GREEN**-Non-Pixelle employee approved by lead team member to have their own badge; photo on badge required.
 - YELLOW**-Visitor to mill, can be unescorted, approved by management.
 - RED**-Visitor to mill, must be escorted at all times, approved by management.
- ✓ You are required to sign-in with your name and access control badge number in the register book at the security desk window.
- ✓ When you are done with your visit, you can either 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.

GENERAL SAFETY

- ✓ Smoking is not permitted on any STEVENS POINT MILL property; this includes our parking lots.
- ✓ Cell phone use:
 - * Walking & dialing is not allowed
 - * Walking & texting is not allowed
 - * Using the stairs while talking or texting is not allowed.

✓ Hand Rail Usage on Stairs

- * Using the hand rails while ascending or descending the stairs is mandatory.
- * If your arms are full, use an elevator.

✓ When traveling through the mill, be aware of powered industrial trucks, bicycles, carts, overhead cranes, and blind corners. Use the following precautions:

- * Walk slow; don't be hurried
- * Look where you are walking; keep your eyes on what is in front of you
- * Use the mirrors that are mounted at the blind corners
- * Listen for traffic
- * Make eye contact with operators of lift trucks, bicycles, cranes, etc.
- * Use designated walkways where provided.
- * Watch for overhead loads (i.e., bridge cranes). Do not walk underneath a suspended load.
- ✓ Be aware of moving floor conveyors. Conveyors can start automatically without notice.
- ✓ Be aware of moving equipment. Keep a safe distance at all times.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- ✓ No special PPE is required in order to get into our training center.
- ✓ **Safety Glasses**
 - * Safety glasses, with side shields, are required in production, maintenance, Boilerhouse, lab, and warehousing areas.
 - * Tinted or mirrored safety glasses are not allowed.
- ✓ **Safety shoes**
 - * Safety shoes of an appropriate design with a minimum rating of ANSI Z41, are required in production, maintenance, Boilerhouse, lab, and warehousing areas.
 - * Safety shoes are not required for persons being given a tour on our designated tour route. However, shoes must be closed-toed, secured heel, and flat.
 - * Protective safety-toe overshoes are available from the security guard for those needing a safety-toe or closed-toe shoe.

✓ Hearing Protection

- * Hearing protection is required in all production areas. Earplugs are available by most entrances into the mill.

✓ Hard Hats

- * Hard hats are required in all operating areas during maintenance outages.

✓ High-Visibility Vests Requirements—Stock Prep/Warehouse

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

CLOTHING / JEWELRY / HAIR / FOOTWEAR

✓ Clothing / Jewelry

- * Long pants are required in production, maintenance, Boilerhouse, lab, and warehousing areas.
- * Neckties, necklaces, scarves must be removed or securely tucked into the shirt so the ends are not hanging out when traveling through the mill.
- * Jewelry such as rings, necklaces, bracelets, watches, and dangling earrings must be removed if walking outside of the designated tour route.
- * Rings (includes rubber rings) cannot be worn underneath gloves on the operating floor; they must be removed.

✓ Hair / Beard

- * If hair length is below the collar, it must be tied up and secured.
- * Beards longer than 4 inches below the chin must be restrained.

✓ Footwear

- * Footwear on Pixelle company property must be closed-toed, secured heel, and heels must be no greater than 2 inches.

EMERGENCY PROCEDURES

- ✓ In the event of an emergency, follow the instructions of your host employee.
- ✓ If an alarm sounds, check the Audible Emergency Alarm Sticker on the back of your security badge. Do not evacuate unless the Evacuation Alarm sounds. Follow the direction of your mill host if you have questions.
- ✓ If there is a situation where you need immediate help and your host employee is unable to assist, pull a fire alarm pull box. Stay at the pull station until the Shift Team Leader arrives and pertinent information is relayed.