CONTRACTOR SAFETY RESPONSIBILITIES WOODLAND PULP LLC& ST CROIX TISSUE INC (Mandatory Appendix to Bid Invitations)

All contractors are fully responsible for the safety of their employees and subcontractors, as summarized in this mandatory Appendix. (A copy of Appendix B is to be attached to all invitations to bid). Portion of this Appendix will be included and reviewed in contractor safety orientation.

A. Required Written Program

Each contractor must provide, upon request, a written safety and health program. The written program must include a clear indication of the contractor's top management commitment to safety for the contractor and their subcontractors. For purposes of this document, the term "contractor" shall mean both contractors and subcontractors. Contractors are primarily responsible for ensuring their subcontractors comply with all provisions of the WOODLAND PULP LLC & ST CROIX TISSUE INC. contractor safety policy.

B. Required Safety Procedures

Contractors must develop and implement (*or follow WOODLAND PULP LLC*) safety procedures for protection of their employees and subcontractors based upon the work to be performed. At a minimum, contractors must develop safety procedures, which provide protection to employees, which equals or exceeds the protections provided by WOODLAND PULP LLC & ST CROIX TISSUE INC. procedures and/or OSHA regulations. These procedures include (but are not limited to) at least the following:

- 1) competent person designated (per CFR 1926)
- 2) new employee orientation
- 3) regular safety meetings/training
- 4) testing to verify employee comprehension of safety training (or similar method of certification)
- 5) tracking of required training and safety meetings
- 6) emergency action/evacuation plan
- 7) emergency medical services arranged
- 8) accident investigation procedure
- 9) chemical hazard communication (with appropriate SDS)
- 10) agreement to remove all materials brought on site at the conclusion of work (hazmat materials, paints, oils, chemicals, etc.).
- 11) lockout
- 12) hot work permitting
- 13) excavation permitting
- 14) line breaking and equipment opening procedures
- 15) fall protection for work at or above four feet in elevation
- 16) personal protective equipment required (general)
- 17) respiratory protection
- 18) confined space entry
- 19) monthly power tool/drop cord inspection and identification or use of GFCIs (OSHA assured grounding)
- 20) mobile equipment/crane operator training (with license issued)
- 21) mobile elevated work platform; needs to include a documented rescue plan for a rescue from height, job specific if possible
- 22) contractor self inspection, reporting, tracking
- 23) asbestos permitting/certification
- 24) paint analysis/removal (lead)
- 25) written plan for demolition (refer to (CFR 1926.850, Subpart T)

26) radioactive material permits

The following are considered good management practices and are strongly recommended for both contractors and subcontractors:

- 1) accountability/responsibility for safety assigned to particular contractor employee(s).
- 2) heavy/critical/multiple point lift permits
- 3) established procedures for disciplinary action
- 4) supervisory training program
- 5) "toolbox" safety meetings (frequent/informal)

C. Contractor Safety Responsibilities

- Necessary Skills. Contractors must have appropriate skills and training for the work to be done. All contractor managers and supervisors are required to have a thorough knowledge of all safety regulations and safe work practices which apply to the work they direct. Contractors are fully accountable for the safety and health of their employees working within WOODLAND PULP LLC & ST CROIX TISSUE INC. facilities. Safety and health instructions and compliance must be an integral part of all phases of the contract work.
- Accountability. The contractor is to indemnify and hold WOODLAND PULP LLC & ST CROIX TISSUE INC. harmless for any claims, demands, lawsuits, OSHA penalties, or other liability resulting from contractor's actions. This requirement must be written into all contractual agreements.
- 3) **Contractor Management Responsibility**. The ranking job site manager/supervisor for the contractor shall retain overall responsibility and accountability for implementation of and continued compliance with all applicable safety standards and programs. An on-site individual shall be designated by the contractor with overall responsibility for safety, regardless of crew size. The designated individual must be competent in safety regulations pertaining to the work performed and shall perform certain day-to-day safety activities as noted below.
- 4) **Contractor Training/Inspection**. The contractor's designated individual for safety and health matters (OSHA *Competent Person*) shall support the contractor's safety efforts by development of programs to train employees, implementation of applicable standards and monitoring the overall program for problem areas. The general contractor safety and health designee shall perform at least the duties listed below.
 - a) Conduct informal inspections of work sites **daily** to ensure unsafe conditions are corrected and employees are complying with safety standards.
 - b) Ensure that all contractor employees receive a safety orientation prior to initially reporting to work on the WOODLAND PULP LLC & ST CROIX TISSUE INC. site, that attendance is documented and that the contractor employees **understood** the instruction (test scores or other means of certifying understanding). This

safety orientation must comply with OSHA, WOODLAND PULP LLC & ST CROIX TISSUE INC. and facility safety standards.

- c) Promptly investigate and document all significant near misses and injuries requiring medical attention, which involved or could have involved contractor or WOODLAND PULP LLC & ST CROIX TISSUE INC. personnel or equipment. The contractor shall make a verbal report of these events to the WOODLAND PULP LLC & ST CROIX TISSUE INC. coordinator and safety supervisor on the day they occur or on the day the contractor becomes aware of them. Written accident reports are to be received by WOODLAND PULP LLC & ST CROIX TISSUE INC. within 8 hours for fatalities and within 24 hours for all other near misses and injuries. Accident reports are to be forwarded to the WOODLAND PULP LLC & ST CROIX TISSUE INC. coordinator or other designated representative. Refer to Appendix H for a sample contractor accident investigation report.
- d) For PSM (process safety management) covered operations incidents, which could reasonably have resulted in a catastrophic release of highly hazardous chemicals, must be investigated within 48 hours of the incident. The investigation team must consist of personnel knowledgeable in the process involved and must include a WOODLAND PULP LLC & ST CROIX TISSUE INC. representative even if the incident involved work of the contractor.
- e) Maintain records required by OSHA and other regulatory agencies.
- f) Enforcement. Contractors are to assure that they have addressed and enforce required safety practices at a minimum. Those programs required by OSHA must be in writing, be included in the contractor's written safety program and be available upon request to WOODLAND PULP LLC & ST CROIX TISSUE INC. representatives. Where there are additional on-site specific safety requirements, the contractor must comply with the WOODLAND PULP LLC & ST CROIX TISSUE INC. facility practices as minimum standards. A brief written explanation of basic requirements for each element can be found in Section D.
- g) Further explanation of WOODLAND PULP LLC & ST CROIX TISSUE INC. and OSHA requirements can be obtained in the OSHA Standards in 29 CFR 1910 (General Industry) and 1926 (Construction), or from the facility.

D. Definitions

Chemical Hazard Communication Program. Each contractor must have a written hazcom program, which complies with the program and employee training requirements of 29 CFR 1910.1200 or 1926.59, as appropriate. Before *introducing* any hazardous materials on WOODLAND PULP LLC & ST CROIX TISSUE INC. Premises, it is extremely important that the WOODLAND PULP LLC & ST CROIX TISSUE INC. project manager obtains and review a Safety Data Sheet (SDS) for the chemical(s) or substance(s). Any SDS for materials in use at the site *must be available for review* by the WOODLAND PULP LLC & ST CROIX TISSUE INC. project manager, the safety

designate/supervisor on site, or other department representative designated by local management. Contractor employees must read and observe all safety requirements posted by a manufacturer on the SDS.

WOODLAND PULP LLC & ST CROIX TISSUE INC. facility has a chemical approval system in place for materials brought on site by contractors. If the contractor brings materials onto the WOODLAND PULP LLC & ST CROIX TISSUE INC. site, they must first be reviewed/approved by the facility.

Confined Space Program. This procedure is mandatory whenever a confined space must be entered for the purpose of inspection, cleaning, or repairs. The procedure must cover entry into any tank, manhole, confined space or confined area that meets the definition described in 29 CFR 1910.146. Because of the many different types of equipment in use at WOODLAND PULP LLC & ST CROIX TISSUE INC facilities, these procedures will serve as minimum requirements. A mandatory lockout procedure is in effect. Each confined space will require a lockout checklist. Contractors must follow the WOODLAND PULP LLC & ST CROIX TISSUE INC. Confined Space Entry procedures and use the WOODLAND PULP LLC & ST CROIX TISSUE INC. entry Checklist and Permit.

Lockout Program. Locking out equipment is a means of protecting employees from serious injury or death while working on/near equipment, process lines, or in vessels. The purpose of lockout is to eliminate all sources of energy and bring the equipment to a zero-energy state. This policy applies to energy sources such as, but not limited to: electrical, mechanical, hydraulic, pneumatic, chemical, radiation, thermal, compressed air or steam, energy stored in springs and forces of gravity.

Written equipment specific procedures have been developed to cover each job or type of equipment on the site.

The lockout procedure shall be Lock-Tag-Try - to verify successful lockout.

(Return controls to the neutral or "off" position after testing)

Tags are not a substitute for locks where equipment is lockable.

Refer to the facility's written lockout program for instruction on electrical and mechanical lockout guidelines.

Hot Work Permitting. Basic precautions are necessary to protect employees and equipment from hazards associated with welding, brazing, cutting, grinding and other forms of hot or spark producing work. These precautions are to be considered minimum levels of preparation. Some facilities or departments may have increased levels of hazard due to the process or work activities, which require more stringent safeguards. These safeguards will be included in the facility procedures. It is the contractor's responsibility to assure that **all** contractor and subcontractor workers understand and follow these procedures.

Some areas in the facility have been designated as not requiring a hot work permit. These typically include maintenance shops and fabrication areas. All other areas will require a permit prior to beginning hot work.

Precautions against fire/explosion.

The hot work permit can be issued only by the WOODLAND PULP LLC & ST CROIX TISSUE INC. person responsible for the area or the individual specifically designated by the facility.

Permits can be issued only after the WOODLAND PULP LLC & ST CROIX TISSUE INC.(or other designated) person issuing the permit has personally visited the work site and observed that all necessary precautions have been followed. Permits cannot be issued from an office (without first visiting the work site). The individual issuing the permit must assure that the work is to be done in the area specified on the permit.

Permits are good only for the duration of the shift or the duration of the job, whichever is shorter.

The permit should specifically and exactly identify the precise area where work is to be performed (i.e., 3rd floor, NE corner, maintenance access platform), unless work is to be performed generally in an area (i.e., install new tank, NE corner of process area).

The person issuing the permit signifies with his/her signature that he/she is responsible for having made the above assurances and that all necessary safeguards have been followed (fire watch, atmospheric sniff testing, for example). The worker signing the permit signifies their responsibility for following all necessary precautions to prevent fire/explosion during the work.

Assigned fire watches are required for all permitted hot work. The fire watch will remain posted during the work plus 60 minutes. If work is performed in elevated areas or where the possibility exists for slag or sparks to travel to adjacent rooms, upper/lower floors, or remote areas (as by conveyor), the fire watch will also include these areas in their visits/observations.

Once work and 60-minute fire watch is completed, the contractor must return the completed hot work permit to the issuing party.

General precautions. Make sure fire extinguishers, sprinklers, and/or hose lines in the area are operational prior to start of work. In high-risk areas, a fire hose and 10 lb. ABC dry chemical extinguisher must be at the site prior to starting hot work.

Before starting, close doors, windows or other closable openings, sweep floors clean, wet down wooden floors or cover them with sheet metal or equivalent.

For inside or outside work, move combustible material 35 feet away; cover what cannot be moved with fire retardant tarpaulins, other approved cover or sheet metal.

All cable trays or plastic piping in exposed proximity are to be covered by a non-combustible shield.

When working in areas where other people are or may be present, use of proper curtains or other shielding devices is required around welding work.

Welding ground leads shall be connected as closely as possible to welding work.

Seal all floor and wall openings with non-combustible materials to prevent ignition of combustibles in wall spaces and on floors below.

Do not use the equipment near or on closed tanks/containers, which have held flammable liquids or other combustibles. If this work is absolutely necessary, specialized precautions including multiple flushing, cleaning, washing, inerting or other preparation may be necessary to perform the work safely.

For hot work to be performed on ducts, remove inside deposits before beginning work.

New Employee Orientation Program. Contractors are expected to have their employees fully oriented to the safety requirements of the facility and all OSHA required training prior to reporting to work at a WOODLAND PULP LLC & ST CROIX TISSUE INC. facility. Contractors are further required to **certify** that their employees understand the safety training. This is most commonly done by providing test scores for all employees. If this is not feasible, the contractor may issue a list of employees with a contractor representative's signature certifying that all employees received the required safety training, that they understood it, **and that the contractor is responsible for their employees following these rules.**

The contractor is further required to track safety meeting attendance and safety training accomplished for all employees and is expected to provide WOODLAND PULP LLC & ST CROIX TISSUE INC. documentation that all employees have received current training as required upon request. Tracking of safety meetings does not have to include informal "tool box" or "tailgate" safety meetings.

Accident Investigation Procedure.

All significant near misses that could have resulted in serious injuries or property damage, injuries or illnesses of contractor personnel must be reported by the contractor to the WOODLAND PULP LLC & ST CROIX TISSUE INC. Contractor Coordinator verbally on the day of their occurrence or on the day which the contractor first became aware of the injury/illness. In the event of a fatality or hospitalization of two or more employees, the contractor must notify WOODLAND PULP LLC & ST CROIX TISSUE INC. immediately and OSHA within 8 hours (by phone). Written accident reports are to be received by WOODLAND PULP LLC & ST CROIX TISSUE INC. within 8 hours for fatalities and within 24 hours for all other near misses and injuries/illnesses. Accident

reports prepared by contractors are to be forwarded to the contractor coordinator or other individual designated by the facility. (Refer to Appendix G for sample report. The WOODLAND PULP LLC & ST CROIX TISSUE INC. safety procedures are to be followed concerning injuries to contractors and/or third parties and property damage.

WOODLAND PULP LLC & ST CROIX TISSUE INC. and contractor representatives are to be jointly included in the accident investigation efforts for those operations covered by the OSHA Process Safety Management Standard (CFR 1910.119), whether WOODLAND PULP LLC & ST CROIX TISSUE INC. employees were injured or not.

Any recommendations arising from the accident/near miss investigation are to be assigned by the leader of the investigation to an individual with responsibility for correction. These recommendations are to be tracked to completion by the contractor and reported to WOODLAND PULP LLC & ST CROIX TISSUE INC.once completed. Documentation must include the person responsible, the method of correction and the date corrections were made.

Contractor Self Inspection. Each contractor must accomplish weekly, **documented** self-inspections for all jobs lasting five days or more. (Appendix G may be used for this purpose) A copy of this self-inspection report must be supplied to WOODLAND PULP LLC & ST CROIX TISSUE INC. upon request. It is the responsibility of the contractor to assure that work areas and employees are in compliance with applicable safety standards at all times. WOODLAND PULP LLC & ST CROIX TISSUE INC. facility supervision may, at any time, inspect contractor's equipment, tools and/or work area(s). Such inspections or the failure to inspect does not in any way relieve the contractor of the responsibility to maintain safe equipment, tools and/or work areas.

Any discrepancies noted during these self-inspections must be documented and tracked to completion. Upon completion of corrective actions, WOODLAND PULP LLC & ST CROIX TISSUE INC.is to be supplied with the name of the responsible person performing the corrections, how the corrections were made, and the date upon which they were completed. Self-inspection results should be reviewed in meetings between the WOODLAND PULP LLC & ST CROIX TISSUE INC. and contractor representatives.

Assured Grounding Program. An assured grounding program must be in place on all contractor jobs. GFCIs may be used to accomplish this assured grounding system, or an inspection and identification system may be implemented. If an inspection and identification system is implemented, the contractor must develop a system, which will permit ready determination as to whether an observed power tool or extension cord has been currently tested. This can be done by application of tags, decals, colored tape or other means at the discretion of the contractor or subcontractor. All cord and plug attached equipment; tools and drop cords must be visually inspected before use to verify good condition. It is the contractor's responsibility to immediately remove from service any cord and plug attached tools or extension cords found to be damaged or defective until appropriate repairs or replacement can be completed. Power tools, including extension cords, trouble lights, and temporary wiring is to be in good condition without cuts, nicks, cracked or damaged components. The cord must be double insulated and

have the proper National Electrical Code rating for that given environment and application. No splices are permitted.

Electrical Hazards. All temporary electrical wiring is to be installed in a safe manner. Electrical wiring must not present any hazard to contract personnel, mill personnel or vehicular traffic in the area. All electrical extension cords, welding leads, etc. strung across walkways or roads shall be tied off a minimum of 7 feet overhead and flagged at 5foot intervals with red or yellow flagging. If an electrical cord must be run across a road or through a doorway, it must be protected by a ramp or similar device to prevent damage to the conductor or insulation.

All electrical work, installations and wire capacities shall meet OSHA requirements and specifically the requirements for ground-fault protection as indicated in NFPA's National Electrical Code and OSHA's Assured Equipment Grounding program.

Do not splash, drop or hose water or any other liquid onto electrical wiring, switches, switchgear, motors or control panels. Only equipment approved for damp/wet locations may be used in such applications.

Emergency Action/Evacuation Plan.

Each contractor is to follow the emergency evacuation plan in effect at the location where they are working. A review of the facility plan specific to the area where work is to be performed will be completed during the facility orientation. The emergency evacuation plan specifies what is to be done and evacuation routes/muster points to be used for chemical spills/releases, fires, tornadoes or other emergencies. Some areas/processes have unique or particular hazard potentials. Air monitoring devices and alarms may be in place to warn of these particular hazards. It is the responsibility of each contractor to review the emergency procedures with each of their employees **prior to their reporting to work**. Further, each contractor and subcontractor must make certain that all of their employees fully understand the purpose of these alarms, restrictions against entering areas where alarms have been activated and what is to be done in the event of an emergency.

Respiratory Protection. Appropriate use of respiratory protective devices is sometimes necessary to protect workers from occupational injury/illness due to breathing air contaminated by harmful dusts, mists, fumes, vapors and gases. Areas/jobs where such protective devices are known to be required will be identified for the contractor during the facility safety orientation prior to beginning work.

If the work being done or materials being used by the contractor generates dusts, mists, fumes, etc., or if the area where work is being performed requires emergency escape respirators, it is the responsibility of the contractor to provide such equipment and assure its proper selection, use and maintenance in conformance with 29 CFR 1910.134. This includes a facial hair policy (clean shaven) in conformance with facility policy and regulatory agency requirements when negative pressure face-fitting respiratory protection is used.

Competent Person Designation.

Each contractor performing construction, maintenance, rebuilding, alteration, repairs or similar work on WOODLAND PULP LLC & ST CROIX TISSUE INC. sites must designate a *competent person* on site as defined by 29 CFR 1926.32(f). This individual must be capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective action to eliminate them.

Excavation Procedures. An excavation permit is required prior to any excavation work on WOODLAND PULP LLC & ST CROIX TISSUE INC. property. This is necessary to reduce the risk of injury or property damage from digging into buried utility lines, process piping and cave in. Obtaining a permit prior to commencement of work assures that all reasonable measures have been taken to identify buried utility lines and process piping prior to excavation. (Refer to Appendix E for sample permit).

Drawings/information of/on the area showing known utility lines and piping will be supplied to the contractor performing the excavation. Information on the location of utility lines/piping discovered during excavation that was not noted on the current drawings will be forwarded to the maintenance/engineering department to update the plans.

Excavation permits and signatures indicate that utility lines or piping are not present to the best of the knowledge of the individual(s) signing the permit. However, excavation should always be performed with caution as utility lines or piping may have been buried prior to the most current plans and may not be known to mill staff.

All excavations, manholes, or other openings must be properly protected by railings, barricades and/or warning signs. After dark, barricades with flashing lights shall be used.

Daily visual inspections of excavations shall be made. If evidence of possible cave-in or slides is apparent, all work in the excavation will cease until necessary precautions have been taken to safeguard employees.

As specified in CFR 1926, Subpart P, the sides and faces of all excavations and trenches 4 feet or more deep will be shored, sloped back to proper angle of repose, or some other equivalent means of protection shall be provided.

In excavations which employees may be required to enter, excavated or other material will be properly stored or retained at least 2 feet or more from the edge of the excavation.

In excavations where oxygen deficiency or gaseous conditions are possible, air in the excavation shall be tested. Where necessary, powered ventilation will be used to assure continuous adequate oxygen levels.

All OSHA requirements regarding excavations and trenches must be followed and a WOODLAND PULP LLC & ST CROIX TISSUE INC. excavation permit must be obtained before excavation begins (Appendix E).

Line Breaking/Equipment Opening Safety Procedures

Each facility has procedures to allow for the safe opening of process equipment, tanks, hatches or piping which contain acids, poisons, hot/cold fluids, steam, corrosives, flammable/explosive liquids, hot dusts, dangerous vapors/gases and any material under pressure. Line breaking/equipment opening procedures may be part of the written lockout procedures, confined space entry procedures, or line-breaking procedures may have been developed separately. A permit **must** be used as part of line breaking/equipment opening activities involving hazardous materials (Refer to Appendix F for a sample permit). It is the contractor's responsibility to become thoroughly familiar with facility requirements on line breaking/equipment opening and adhere to them at all times.

Safe Work Checklist

All work performed by contractors must be preceded with a documented review of necessary safe work procedures (Appendix D). This review will be accomplished by contractor representative(s) and the facility contractor coordinator or other designated individual from the facility. Only supervisors, planners or construction project managers will be authorized to complete Safe Work Checklists. The purpose of the safe work checklist is to provide a review of the potential hazards present in an area and the permitts required before work can begin. Completion of this review should assure that all personnel engaged in the work are fully aware of the identified hazards present in work area and that the contractors and their employees are following all applicable safe work practices.

It is the responsibility of each contractor to comply with the review procedure. It is the responsibility of each WOODLAND PULP LLC & ST CROIX TISSUE INC. contractor coordinator to assure contractor compliance with the provisions of this policy.

Safe Work Checklists issued to cover work "per list" (all repair jobs to be accomplished are listed) require the list to be attached and each job site reviewed **before** the checklist is signed and work begins.

A production supervisor or other designated individual knowledgeable in the hazards of the area where the contractor work is to be performed will inspect the job site with the contractor representative prior to completing the Safe Work Checklist. Both will agree the equipment is safe to work on before work begins. The two representatives will review all necessary precautions and required permitting procedures to be followed (refer to Appendix D) before work begins.

Mobile/Material Handling Equipment Operator Training

Only trained and authorized individuals shall be permitted to operate powered material handling equipment as specified in CFR 1926 (cranes, lift trucks, front end loaders, bobcats, 966s, etc.). Each contractor and subcontractor is expected to have provided this training for all their employees operating such equipment and should expect to provide documentation of such current training upon request to WOODLAND PULP LLC & ST CROIX TISSUE INC. personnel. For the purposes of this policy, "current" operator training shall be certification training conducted within the last 3 years, with annual refresher training.

Contractor Vehicles Personal vehicles belonging to the contractor's personnel and contractor vehicles shall be parked in areas designated by WOODLAND PULP LLC. The contractor shall be responsible for the prompt removal of any vehicles parked in unauthorized areas.

WOODLAND PULP LLC & ST CROIX TISSUE INC. has implemented a pass system to control access to company property by non-company vehicles. At such facilities, only permitted vehicles displaying the required pass will be allowed inside the mill fences. The contractor vehicle must be parked in a designated contractor parking area when not in use, with the keys left in the vehicle.

When riding in cars or trucks, riders must be seated in the cab wearing seat belts as required by Maine Law and per manufacturer's recommendations. Standing on the truck bed, sitting on the running board, tailgate, or toolboxes, or sitting with the legs over the side while the vehicle is in motion is prohibited.

Passengers are forbidden on vehicles not designed for passenger carrying (i.e., fork trucks, cranes, etc.).

Fall Protection System. A fall protection system must be in effect when working four (4) feet or higher above floor or ground level. If personal protective equipment is used for fall protection, **only harnesses** and lifelines are approved.

Barricade tape and warning signs must be used for all overhead work, or one person must be posted below for watch.

All working platforms and scaffolds which are 10-feet high or higher in elevation above the nearest floor level must be fully decked and provided with toe boards, cleated planking, a mid-rail and top rail, and access ladder. Bracing may not be used as ladder access for scaffolding unless designed to be a ladder.

Ladders must be visually inspected before each use and tied off during use. Defective ladders must be removed. Painted ladders are not allowed.

Each ladder will be marked with the name of the contractor to which it belongs. Proper identification assists in inspection procedures and also in storage.

Ladders will be returned to the proper storage area after each use to protect them from damage and exposure to chemicals and the elements.

Aluminum ladders will not be permitted in the mill due to the potential for electric shock.

Personal Protective Equipment.

The contractor and subcontractor shall provide all necessary and required safety and health equipment and instrumentation necessary to perform the contract work effectively, efficiently and safely. It is the responsibility of the contractor to determine what the necessary equipment will be and to make it readily available to their employees. Enforcement of proper use of protective equipment is also the responsibility of contractor supervision. All required personal protective gear must meet ANSI or NIOSH specifications for the application.

Document No: SAF/CONF Issue #:3 Date of Issue: 02/01/2016 Reviewed: 02/16/2023







144 Main St Baileyville, Maine

Confined Space Policy and Procedure

Document No: SAF/CONF Valid 24 hours after: 1/7/2025 2:21 PM Issue#: 3 Date of Issue: 02/01/2016 Effective Date: 02/01/2016 Reviewed: 02/16/2023

Authorized By:

Brandon Ireland, Safety Manager

USE OF DOCUMENT

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1. Purpose

To ensure the best possible safety conditions for employees, to meet the requirements for practices and procedures to protect employees in general industry from the hazards of entry into permit-required confined spaces.

2. Scope

This procedure applies to all St. Croix Tissue, St. Croix Chipping, Woodland Pulp personnel, contractors and service suppliers while on company property and involved in a permit-required confined space entry.

Employees Who May Enter Confined Spaces - employees who may enter confined spaces shall comply with the confined space entry procedures contained herein and with those procedures stipulated by their supervisor. To comply, employees shall carry out the following tasks:

1) Store, clean, maintain and guard against damage, equipment used for confined space entry.

- 2) Report any deficiencies or malfunction of equipment to a supervisor.
- 3) Understand emergency procedures in case of an accident in a confined space.
- 4) Under no circumstance enter a confined space that is suspect of having a non-respirable atmosphere, even to rescue a fellow employee.

3. Policy

All employees shall follow, at a minimum, the requirements for permit-required confined spaces as outlined in OSHA 29 CFR 1910.146 Subpart J General Environmental Controls, Title "Permit-Required confined Space" and Appendices A, B, C, D, E and F.

4. Definitions

Acceptable entry conditions mean the conditions that must exist in a permit space to allow entry and to ensure that employees involved with a permit-required confined space entry can safely enter into and work within the space.

Attendant means an individual stationed outside one or more permit spaces who monitors the authorized entrants and who performs all attendant's duties assigned in the employer's permit space program.

Authorized entrant means an employee who is authorized by the employer to enter a permit space.

Blanking or blinding means the absolute closure of a pipe, line, or duct by the fastening of a solid plate (such as a spectacle blind or a skillet blind) that completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line, or duct with no leakage beyond the plate.

Certified Breathing Air is air designed for breathing purposes. Mill compressed air cannot be used for breathing purposes.

Confined space means a space that:

- Is large enough and so configured that an employee can bodily enter and perform assigned work; and
- Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry.); and
- Is not designed for continuous employee occupancy.

Double block and bleed means the closure of a line, duct, or pipe by closing and locking or tagging two in-line valves and by opening and locking or tagging a drain or vent valve in the line between the two closed valves.

Emergency means any occurrence (including any failure of hazard control or monitoring equipment) or event internal or external to the permit space that could endanger entrants.

Emergency Contact Number – The main gate dispatches the Rescue Team. Phone 207-427-3311 and press Zero (0) if using a cell phone. Note: if 911 is called from a cellphone or internal phone within the Tissue building, the call will go to outside rescue services.

Engulfment means the surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated to cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction, or crushing.

Entry means the action by which a person passes through an opening into a permitrequired confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

Entry permit (permit) means the written or printed document that is provided by the employer to allow and control entry into a permit space and that contains the information specified in paragraph (f) of this section.

Entry supervisor means the person (such as the employer, foreman, or crew chief) responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required by this section.

NOTE: An entry supervisor also may serve as an attendant or as an authorized entrant, as long as that person is trained and equipped as required by this section for each role he or she fills. Also, the duties of entry supervisor may be passed from one individual to another during the course of an entry operation.

Hazardous atmosphere means an atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue (that is, escape unaided from a permit space), injury, or acute illness from one or more of the following causes:

• Flammable gas, vapor, or mist in excess of 10 percent of its lower flammable limit (LFL);

• Airborne combustible dust at a concentration that meets or exceeds its LFL;

NOTE: This concentration may be approximated as a condition in which the dust obscures vision at a distance of 5 feet (1.52 m) or less.

- Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent;
- Atmospheric concentration of any substance for which a dose or a permissible exposure limit is published in Subpart G, Occupational Health and Environmental Control, or in Subpart Z, Toxic and Hazardous Substances, of this Part and which could result in employee exposure in excess of its dose or permissible exposure limit;

NOTE: An atmospheric concentration of any substance that is not capable of causing death, incapacitation, impairment of ability to self-rescue, injury, or acute illness due to its health effects is not covered by this provision.

- Any other atmospheric condition that is immediately dangerous to life or health.
- For air contaminants for which OSHA has not determined a dose or permissible exposure limit, other sources of information, such as Safety Data Sheets that comply with the Hazard Communication Standard, section 1910.1200 of this Part, published information, and internal documents can provide guidance in establishing acceptable atmospheric conditions.

Hot work permit means the employer's written authorization to perform operations (for example, riveting, welding, cutting, burning, and heating) capable of providing a source of ignition.

Immediately dangerous to life or health (IDLH) means any condition that poses an immediate or delayed threat to life or that would cause irreversible adverse health effects or that would interfere with an individual's ability to escape unaided from a permit space.

NOTE: Some materials -- hydrogen fluoride gas and cadmium vapor, for example -- may produce immediate transient effects that, even if severe, may pass without medical attention, but are followed by sudden, possibly fatal collapse 12-72 hours after exposure. The victim "feels normal" from recovery from transient effects until collapse. Such materials in hazardous quantities are considered to be "immediately" dangerous to life or health.

Inerting means the displacement of the atmosphere in a permit space by a noncombustible gas (such as nitrogen) to such an extent that the resulting atmosphere is noncombustible.

NOTE: This procedure produces an IDLH oxygen-deficient atmosphere. **Isolation** means the process by which a permit space is removed from service and completely protected against the release of energy and material into the space by such means as: blanking or blinding; misaligning or removing sections of lines, pipes, or ducts; a double block and bleed system; lockout or tagout of all sources of energy; or blocking or disconnecting all mechanical linkages.

Line and equipment opening means the intentional opening of a pipe, line, or duct that is or has been carrying flammable, corrosive, or toxic material, an inert gas, or any fluid at a volume, pressure, or temperature capable of causing injury.

Non-permit confined space means a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

Oxygen deficient atmosphere means an atmosphere containing less than 19.5 percent oxygen by volume.

Oxygen enriched atmosphere means an atmosphere containing more than 23.5 percent oxygen by volume.

Permit-required confined space (permit space) means a confined space that has one or more of the following characteristics:

- Contains or has a potential to contain a hazardous atmosphere;
- Contains a material that has the potential for engulfing an entrant;
- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
- Contains any other recognized serious safety or health hazard.

Permit-required confined space program (permit space program) means the employer's overall program for controlling, and, where appropriate, for protecting employees from, permit space hazards and for regulating employee entry into permit spaces.

Permit system means the employer's written procedure for preparing and issuing permits for entry and for returning the permit space to service following termination of entry.

Personal Protective Equipment (PPE) – PPE must be worn as the hazard dictates.

Prohibited condition means any condition in a permit space that is not allowed by the permit during the period when entry is authorized.

Rescue Team means the personnel designated to rescue employees from permit spaces.

Retrieval system means the equipment (including a retrieval line, chest or full-body harness, wristlets, if appropriate, and a lifting device or anchor) used for non-entry rescue of persons from permit spaces.

Testing means the process by which the hazards that may confront entrants of a permit space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space.

NOTE: Testing enables employers both to devise and implement adequate control measures for the protection of authorized entrants and to determine if acceptable entry conditions are present immediately prior to, and during entry.

Tools – where explosive atmospheres may be encountered, only use non-sparking tools. If electrical tools must be sued, or welding performed, the atmosphere must be continuously tested for explosive vapors during the time the sources of ignition are used. Only reduced voltage (6 or 12 volts) lights or ground fault interrupters will be used for confined space entry.

5. Responsibilities

5.1 Safety Manager & Administrative Assistant are responsible for:

- Communications, Awareness & Training.
- Ensuring the OSHA standards are followed.
- Verifying that confined space permits are completed properly.
- Downgrading a confined space when appropriate.
- Updating the confined space procedure when necessary.
- Ensuring that all entry supervisors, attendants, and entrants are fully trained in their duties before they are assigned to their duties.
- Maintaining a permanent record for training that will be up-dated annually.
- Reviewing confined space entry permits to verify completion of permit.
 - If while reviewing these entry permits a specific confined space is found to require special safety modifications, notification will be made to the safety manager and the department manager.

5.2 Team Leaders, Supervisors & Management are responsible for:

- Communicating changes in safety procedure
- Scheduling employees to attend training
- Ensuring that confined space issues brought to their attention are immediately addressed.
- 5.3 Mill Employees, Contractors, and Service Suppliers are responsible for:
 - Understanding and following the mill's confined space procedure.
 - Completing the confined space permits correctly.
 - Removing the permit after the completion of the entry and sending cancelled permit to the Safety Manager.
 - Reporting to the area supervisors or manager any issues or concerns noted during the confined space entry.

6. Entry Supervisor

Entry Supervisor is responsible for: determining if acceptable entry conditions are present and maintained; authorizes entry; can terminate the entry if required.

Duties include the following:

- Knows the hazards that may be faced during the entry and will brief the attendant and all entrants.
- Checks that all entries have been made on the permit tag.
- Ensures all air tests have been completed and documented by a trained and qualified person according to the requirements on the tag.
- Ensures that all safety equipment, work equipment, and procedures specified by the permit are in place before endorsing the permit and allowing the entry to begin.
- Verifies through contacting the area supervisor that four members of the rescue team are on site and available to respond and the means of summoning them are operable.
- Removes unauthorized individuals who enter or attempt to enter the permitted area.
- Determines that entry operations remain consistent with terms of the entry permit and procedures and that acceptable entry conditions are maintained by periodically visually checking the entry.
- When the duties of the entry supervisor are transferred to another trained person the new entry supervisor will go to the entry site to ensure that entries to the space are being done according to the entry procedure and to inform the attendant and entrants of the change.
- Any employee, who enters the space, or that employee's authorized representative, shall be provided an opportunity to observe the required pre- entry testing.
- The entry supervisor will have the authority to terminate the entry when conditions warrant such actions.

- Makes sure the confined space is crossed off with an 'X', red Danger tape, and a No Entry Confined Space sign if a door is not able to be shut.
 - This also applies if the entry attendant and entrant will be leaving the space for breaks, lunch, or after the work is done but before the space can be shut / closed.

7. Entry Attendant

Is an individual stationed outside a permitted space that monitors the authorized entrants and performs the following assigned duties:

- Knows the hazards that may be faced during entry
- Is aware of possible behavioral effects of hazard exposure in entrants
- Attendant has the authority to recall an entrant from the space or deny entry if he thinks the entrant is behaving unusually.
 - In such cases the medical department will be called.
- Continuously maintains an accurate count of authorized entrants in the space.
- Continuously maintains gas meter readings while entrants are in the space.
- Ensures monitoring equipment is working properly monitoring the gases at all times
 Some types of monitors do not read gas levels while charging.
- Ensure all entrants are wearing harnesses unless there is an exception noted on the permit
- Remains outside the permit space during entry operations until relieved by another trained attendant
- Maintains communication with entrants either visually or vocally to monitor entrant's status or the need to evacuate the space.
- Monitors activity inside and outside the space to ensure entrant's safety and will order the entrants to evacuate when conditions warrant such an order .
- Keep all unauthorized persons from entering the space and contact the entry supervisor of such activity
- Perform non-entry rescues. Under no circumstances will the attendant enter the vessel. Their role is to get help.
 De familier with how to summer help when needed
- Be familiar with how to summon help when needed.
- Have a radio so they can call the main gate if necessary.
- Must not be on cell phones talking or texting while entrants are in space
- Performs no other duties that might interfere with the attendants' primary duty to protect and monitor the entrants.
- Ensures there is no music playing inside the space
- Makes sure the confined space is crossed off with an 'X', red Danger tape, and a No Entry Confined Space sign if a door is not able to be shut.

 This also applies if the entry attendant and entrant will be leaving the space for breaks, lunch, or after the work is done but before the space can be shut / closed.

8. Entrant

Is an employee who is authorized to enter a confined space and has the following duties and obligations:

- Know the hazards involved during entry
- Properly use safety equipment supplied
- Wear safety harness as required
- Do not listen to music while in a confined space
- Communicate with the attendant as necessary
- Alert the attendant of unsafe conditions
- Exit the confined space whenever an unsafe or prohibited condition forms
- Any employee who enters the space, or that employee's authorized representative, shall be provided an opportunity to observe the required pre- entry testing.

9. Procedure

a. Permit – Required Confined Space Procedure

This program is mandatory whenever confined spaces must be entered for inspection, cleaning or repairs. This procedure covers entry into any tank, manhole, vessel or confined area, including sewers, that are ordinarily used for containment of materials and that are not ordinarily occupied by people.

All confined spaces at our facility are considered Permit-Required Confined spaces. The safety manager or designee if not available, is the only person who can downgrade a confined space. Because of the many different types of confined spaces at our facility, this procedure will serve as a minimum.

In preparation of a confined space, the following steps must be performed:

- The product normally found in the vessel will be safely removed before entry into a confined space is made.
- The atmosphere in the confined space will be tested by a qualified person for oxygen percentage, combustible and a toxic gas to determine its suitability just before entry is made. To be qualified a person will have the understanding, knowledge and skills to perform this duty. Training will establish the employee's proficiency and will be documented with the employee's name, signature of trainer and the dates of training.

An attendant is required for the person conducting the test if the tester is required to break the plane of the entry point.

- The training for using the mill supplied meters will consist of the following: background information, proper usage and possible problems that may be encountered followed by a practical hands-on demonstration. The employee must demonstrate to the trainer an acceptable understanding of the proper use of such instrument. Training will be done annually before the annual outage for those you use the meters.
- The confined space must be thoroughly ventilated by use of fans or blowers (if air tests warrant) and it is preferable to exhaust vapors through roof manholes to facilitate dispersion into surrounding air, thereby reducing the chance of pockets forming at ground level.
- Continuous monitoring is required on every confined space. An alternative that may be used with department manager's permission is gas detection tubes at a regular interval to be defined by the entry supervisor based on conditions of the confined space. Exceptions may be made during major outages.
- For confined spaces, with only top manholes, air must be carried to the bottom of the confined space. Mechanical ventilation systems, where applicable, shall be set at 100% outside air. Where possible, open additional manholes to increase air circulation. Use portable blowers to augment natural circulation if needed. After a suitable ventilation period, repeat the testing. Entry may not begin until testing demonstrates that the hazardous atmosphere has been eliminated or air-breathing equipment (airline/SCBA) is worn.
- No entry shall be made if combustible gases are present. Any questions concerning a confined space entry should be referred to the safety manager or designee for assistance.
- If a confined space has been evacuated due to failure of an atmospheric test, workers will not return to the area until a SUPERVISOR who has completed the gas detector training has used a direct reading gas detector to evaluate the situation and has determined that it is safe to do so.
- A confined space entry permit must be completed prior to entry into a confined space to verify that all sections of the confined space entry procedure have been completed, including verifying that the rescue team is available. The permit will be located at the entrance of the confined space and will be signed by the entry supervisor and the individual who performed the gas testing.

- Outside contractors will be informed of potential risks and a meeting between a Mill supervisor and a supervisor(s) representing contractors entering the confined space will take place before entry to coordinate activities such that contractors are not endangering other contractors or Mill employees. If outside contractors are entering a confined space, the entry permit must include a signature from the contractor in charge of the particular job.
 - As the Host Employer, the Construction Standard (29 CFR 1926.1200.1203) requires that the host employer inform controlling contractors of each know n space, hazards within those spaces and precautions implemented in previous entries in writing.
- The confined space will require re-testing of the atmosphere and re-issuing of a new confined space entry permit under the following conditions:
- Confined space permits will be considered valid only during the shift they are issued. When entry supervisors who authorized the permit are relieved, they will inform their relief of permits issued and the oncoming entry supervisor will re-issue permits for any work not completed.
 - The exception for this would be during extended outages. One permit can be used for the entire outage as long as an attachment shows all the gas testing results, entrants, safety attendants and supervisor in charge of crew.
 Completed permits must be sent to the safety department as soon as the confined space entry has been completed.
- Wherever confined space entry procedures are interrupted for any period of time, the procedure for testing and entry must be repeated.
- Make sure the confined space is crossed off with an 'X', red Danger tape, and a No Entry Confined Space sign if a door is not able to be shut.
 - This also applies if the entry attendant and entrant will be leaving the space for breaks, lunch, or after the work is done but before the space can be shut / closed.
- All lines connected to the confined space, including sewer connections, will be checked as a source of hazard.
- Both the Lockout and Line and Equipment Opening Procedures must be followed.
- Before entering the confined space served by pipeline carrying liquid, steam or other gases under pressure or at extreme temperatures, all valves carrying these elements must be tightly closed, chained locked and tagged.

- All electrical current to the confined space or associated equipment must be discontinued using the electrical lockout procedure.
- To retrieve personnel from vertical spaces more than 5 feet deep, emergency equipment intended for immediate rescue shall be located at or near the entry point. This may be items such as tripods, retrieval devices, harnesses, rope, fans, etc.
- At times, we will have planned entries that require supplied air. In this case the attendant must always be supplied with the same type of equipment as the entrant. For example, if the entrant is in SCBA then the attendant must have SCBA available to them as well. If the entrant is in supplied air then the attendant must have immediate access to supplied air.

b. Procedure for Confined Space Entry

A properly trained attendant and entry person will always be assigned to any task involving confined space entry.

Each employee entering a confined space shall be properly attired in protective equipment as needed

All employees entering the confined space will check the confined space entry permit to ensure that it is valid

Entry into a confined space requires an employee to wear a chest or full body harness. The entry attendant will always keep in contact, either visually or by radio, with the person in the confined space. In the case where entanglement causes more of a hazard than not having a lifeline, exceptions will be made. Before this occurs however the safety manager or designee must be briefed and will make the determination. A full body harness will still be required. Vessels with constricted entryways may require wristlets or other types of retrieval devices.

Make sure the confined space is crossed off with an 'X', red Danger tape, and a No Entry Confined Space sign if a door is not able to be shut.

 This also applies if the entry attendant and entrant will be leaving the space for breaks, lunch, or after the work is done but before the space can be shut / closed.

c. Procedure for Downgrading a Confined Space

Only the Safety Manager, Safety Superintendent, or designee can downgrade a permit required confined space.

- 1. Obtain downgrading form (see attached)
- 2. Ensure all hazards have been eliminated from the space

- 3. Conduct Gas monitoring to ensure that no gaseous hazards are present
- 4. Complete downgrading form
- 5. Post form at entrance to space with the confined space permit.
- 6. Collect form when entry is complete

d. Immediate Evacuation of a Confined Space

Immediate evacuation of a confined space shall occur in the event of any of the following conditions:

- Attendant has to leave without a qualified replacement.
- Any change in behavior for any of the entrants.
- Any building alarms such as fire, chemical or evacuation.
- Personal alarms.
- Alarms from a continuous air monitor or unacceptable test results on gas detection tube.
- Radio failure.
- Unauthorized persons entering the space.
- Failure of any components of air supply equipment (breathing air).
- Failure of support equipment such as ventilator fans, retrieval equipment.
- Any recognized serious safety or related hazard such as changes in work areas that may impact the space or have a potential to impact the confined space entry.

e. Returning the Confined Space to Operations

Ensure that all work inside the vessel has been completed, all equipment removed, and all employees accounted for. Then, and only then, will the electrical and valve locks be removed. The expired confined space entry permits will be sent to the Safety / Medical Department where they will be maintained on file for one year.

NOTE: The back of the entry permit has locations for personnel involved with the entry to list other protective measures taken or that possibly should be taken in the future for a safe entry into the specific confined space listed on the permit.

f. Sewer Entry

Special precautions must be taken before entering sewers as they pose special hazards. A sewer at this mill would be any underground process or sanitary piping and possibly some collection sumps. The Safety Manager, or designee, will determine if a confined space entry is a sewer entry.

The following conditions must be met, where applicable, before entering any sewer:

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- Provide adequate ventilation.
- Continuous monitoring for oxygen
- Continuous monitoring for combustible gases
- Test for chlorine dioxide
- Test for hydrogen sulfide
- Test for sulfur dioxide
- Lock out all valves, gates, etc. leading into sewer, both upstream and downstream.
 - If it is absolutely impossible to lock out all valves, gates, etc. an observer must be placed at those locations to prevent any valves, gates, etc. from being inadvertently opened while people are in the sewers.
- A minimum of two (2) rescue team members trained in confined space rescue, will be in full rescue gear and standing by the point of entry.
- Additional responsibilities of attendants are:
 - o Tend the lifeline
 - o Radios
 - Observe personnel in sewers at all times
 - Observe gas monitoring devices
 - Know location of nearest mill phone to call Security, which would then activate the rescue team. The main gate dispatches the Rescue Team. The main gate phone number is 207-427-3311. Note: if 911 is called from a phone in the tissue mill, or from a cell phone, the call will go to outside rescue services.
- All personnel entering sewers may be required to wear either self-contained breathing apparatus or air-line respirators with egress cylinder, depending on the results of the atmospheric testing completed.
- Vessel entry permit must be signed by the entry supervisor and the safety manager or designee, regardless of time of day or night.
- Gas Testing Limits:
 - Oxygen -- 19.5% to 23.5%
 - Sulfur Dioxide -- less than 2 ppm
 - Hydrogen sulfide -- less than 10 ppm
 - Flammable vapors (LEL) -- below 10%
 - Temperature less than 120 F.

NOTE: Any time toxic gases are detected in a vessel, even if less than the minimum required standard, a continuous monitor should be used to monitor the air to verify that these gases do not increase above the acceptable levels while work is being performed.

10.Summary

St. Croix Tissue, St. Croix Chipping, and Woodland Pulp have the responsibility to establish a written, comprehensive program which includes provisions for working in confined spaces.

These provisions entail preventing unauthorized entries, identifying and evaluating hazards, establishing procedures for safe permit space entry, issuing and maintaining proper equipment, using outside attendants, establishing rescue and emergency procedures, identifying duties and job classifications of employees entering and/or working in confined spaces, establishing a system for issuing entry permits, developing post-entry procedures, and conducting post-illness/injury reviews.

The written plan will be reviewed annually for accuracy and completeness.

The written plan and its elements will be updated in the following situations:

- 1. When there is reason to believe that provisions of the program may not protect employees.
- 2. When new processes and/or technologies are introduced.
- 3. When job duties mentioned in the program are changed.
- 4. When locations mentioned in the program are changed.
- 5. When requirements for written confined space entry programs have changed in accordance with applicable standards, codes and regulations.
- 6. When any other elements are changed.

11.Distribution

- SCT Intranet
- WP Intranet

Appendix A: Atmospheric Testing and Monitoring

1. PROCEDURES FOR ATMOSPHERIC TESTING AND MONITORING

Atmospheric testing is necessary for two purposes: evaluation of the hazards of the permit space and verification that acceptable entry conditions for entry into that space exist.

1) **Evaluation Testing**

The atmosphere of a confined space should be analyzed using equipment of sufficient sensitivity and specificity to identify and evaluate any hazardous atmospheres that may exist or arise, so that appropriate entry procedures can be developed, and acceptable entry conditions stipulated for that space. A minimum of three tests should be performed to identify atmospheric hazards in confined spaces. These tests must be performed in the following sequence:

- Oxygen Content
- Flammability
- Toxicity

2) Verification Testing

The atmosphere of a permit space which may contain a hazardous atmosphere should be tested for residues of all contaminants identified by evaluation testing using permit specified equipment to determine that residual concentrations at the time of testing and entry are within the range of acceptable entry conditions.

3) Duration of Testing

Measurement of values for each atmospheric parameter should be made for at least the minimum response time of the test instrument specified by the manufacturer.

4) **Testing Stratified Atmospheres**

When monitoring for entries involving a descent into atmospheres that may be stratified, the atmospheric envelope should be tested a distance of approximately 4 feet in the direction of travel and to each side. If a sampling probe is used, the entrant's rate of progress should be slowed to accommodate the sampling speed and detector response.

5) Equipment Calibration

To ensure that the atmospheric testing equipment is functioning properly, any direct reading test device should not be used without performing the following three operations:

- Inspection
- Calibration

- Bump
- Test

All three operations should be performed according to specific manufacturer's instructions.

Woodland Pulp performs the Calibration once a month for all gas meters. The Bump tests are performed for each gas meter, once a day, usually on the night shift.

If a gas meter is being used passed the Bump Test date on the meter, the meter needs to be taken to the Electrical Shop and bump tested. All confined spaces will need to be stopped and entrants removed until a gas meter with the correct Bump Test date has been provided.

2. AIR MONITORING GUIDE

1) Calibrate Instrument

2) Inspect Instrument

Check physical condition of instrument (case, meter, attachments, hoses for cracks)

• Review instructions to insure you know how to use the device and interpret results.

3) **Perform Function Test**

- Oxygen sensor: breathe into sampling device to reduce the oxygen level below 19.5%. The oxygen alarm should sound.
 - Combustible gas sensor: remove cap of solvent magic marker or open a cigarette lighter without a flame near the sampling device until it reaches a 10% reading. The gas sensor should sound.
 - Always perform a function test in the field before use.
 - Never perform a function test in the suspected atmosphere.

4) **Pre-Test Space**

- Zero instrument in known fresh air.
- Test entire space, top to bottom, every four feet and in the direction of travel.
- Order of tests:
 - Oxygen
 - ◊ Flammability
 - ◊ Toxicity

5) Monitor the Space

• If continuous monitoring is required, position the instrument near the workers breathing zone.

Appendix B: Ventilation of Confined Spaces

Ventilation is one of the most effective means of controlling hazardous atmospheres in confined spaces. In this procedure, clean air replaces contaminated air by natural or forced (mechanical) ventilation.

1. FACTORS IN VENTILATING CONFINED SPACES

When ventilating a confined space, the following factors must by taken into consideration:

1) Volume of air:

This determines the capacity of the blower or ejector.

2) **Type of atmosphere:**

This will determine the type of blower or ejector used and the length of time needed to ventilate until it is safe for people to enter the space.

3) Access to space:

This determine how to get the ventilating air into and out of the space.

4) **Power requirements and availability:**

This will influence the power source and fan motor size. A portable generator may be required as a source of power.

5) **Cost, efficiency, and maintenance:**

This may have an effect on the type of device that is selected and what is necessary to keep it working properly.

6) Shape of space:

This will affect the type of directional device needed and the amount of air pressure required to provide sufficient ventilation.

7) Source of clean air:

This is necessary to ensure adequate ventilation.

8) Length of time ventilation is needed:

This is determined by the type of contaminant and the work that is to be done in the space.

9) **Type of work to be done:**

This determines whether local exhaust ventilation or general ventilation is required.

2. VENTILATION GUIDE

- 1) Select fan with a capacity to quickly replace the air in the space. Limitations are pasted on the fan housing.
- 2) Use reliable, grounded electrical power.

- 3) Eliminate any hazardous atmosphere. Exhaust toxic and flammable air; supply fresh air when oxygen-deficient.
- 4) Provide constant circulation of fresh air while space is occupied.
 - Natural ventilation is allowable only on "non-permit" entry.
 - Direct high-velocity supply ventilation to mix the air throughout the space.
 - Capture contaminants during hot work or cleaning with solvents by using additional local (or point) exhaust.

Pure oxygen is not "fresh air". Never use bottled oxygen for ventilation.

- 5) Arrange ductwork to ensure safety:
 - Locate supply fan intake away from flammable or toxic air.
 - Position exhaust fan outlet to avoid recirculation of bad air or endangering others outside the space.
 - Position exhaust duct inlet next to the source of contaminants.
 - Keep ducts short and straight.
 - Make sure air circulates through entire space and does not short-circuit.
- 6) Monitor the air to ensure ventilation is keeping the air safe to breathe.

Appendix C: Filling Out a Confined Space Permit SOP



STANDARD OPERATING PROCEDURE

Document ID:	Title:	Print Date:
SCT-SAF-	Filling Out a Confined Space Permit	
Equipment ID:	Prepared By:	Date Prepared:
	Kristen Worden	3/2/2016
Revision	Standard:	Date Reviewed:

Purpose: To correctly and consistently fill out a confined space permit.

Scope: All SCT Areas

Responsibilities: SCT Operations & Maintenance Personnel

Definitions: **PPE – Personal Protective Equipment**

Procedure:

1.0 Preparation for Confined Space Permit

- 1.1 Supervisor and Attendant to fill this out together to make sure all the information is accurate and verified.
- 1.2 If the confined space usually has something in it, the space should be washed, cleaned, and dried. All hazardous lines should be isolated, locked out, and/or tagged out. A zero energy state checklist needs to be filled out. Tank signs are to be read and safety precautions reviewed.
- 1.3 If a hot work permit is needed for grinding or welding for example, a hot work permit should be filled out and the area mechanical ventilation is required.
- 1.4 A line breaking permit should be completed if needed and lines connected to the sewer should be blanked.
- 1.5 Engulfment danger needs to be eliminated, a fire extinguisher should be in the area, and the SCBA/rescue equipment needs to be within 5 minutes of the location of the confined space.
- 1.6 Any electrical equipment to be used during entry will be ground fault protected.

Location Currant Entry Supervisor: Location of Lock Box	ry Bupervisor: Lock Box			Purpose of entry Date: Start	-	End		
	PRE	PARA	TION	OF C	ONFINED SPACE			
	Pleas	ALC: NO	Cierre	date-	the second s	Pinterio,	dense 1	Com
Washed and cleaned				-	Firs Categougher	100	PET	1.64
Drussed of the second s					SCBA available in general area			
Mechanically Venilland (Required					Electrical equiprisent 12 yeat or			
when weathing	-	_			ground fault protocled			
CONTRACTOR AND A CONTRACTOR	-	-		-	Placeously devices socked out			
Excitation and an and					Flead tarik sign			
Zero energy state checkast					Review safety preceptions	1		
Personal monitor required					Lives connected to server are blanked			
Holl work permit					Line Breaking permit used when required			
Erspeffronrit Chromateut					Atmospheric test in compliance			1.1

- 1.7 All potential hazards of the space will be written out, as well as any additional information that could include special procedures or additional equipment if needed to enter the space.
- 1.8 Communication should be checked off, as well as the names of the people who are on the Rescue Team with the corresponding radio numbers.

2.0 PPE for Entry

- 2.1 Check off in each list what is required to enter the space.
- 2.2 Eye/Face protection is required as well as Safety shoes.
- 2.3 Body protection will always be a harness in case a rescue is needed. If there is a climb or drop of four (4) feet or above, a lanyard is required.

PPE for entry	<u>e</u> t				C. C	
Boots Leather Rubber	Gloves Leather Rubber Cut-Proof Not Required	Eye / Face Safety glasses Goggles Face shield Welding Shield	Hard Hat Yes No	Body Protection Harriess Lanyard Not Required	Hearing Protection	Insulated Mats / Diarkiets Yes No

3.0 Atmospheric Tests

- 3.1 The time the contaminants are monitored as well as the initials of the person doing the testing and the date need to be completed.
- 3.2 The MX6 Gas Meter needs at least 5 minutes to acclimate it to the environment it is placed in. After the time has passed, record the values given. If the meter does not test for something, such as Ammonia, write NA in that space.
- 3.3 The Factory Equipment Number and Bump Test Date must also be completed.

arrays Monitoried								
Sector Initials / Chate								
Contaminant	OSHA Limits	Fienatta	Residen	Results	Results	Results	Benute	Recuits.
N of Oxygen (Ou)	10.0%-23.5%	-						
Continuation N of L E.L.	Maximum 10%					_	_	
Lation Montaile (CO)	35 ppm or less					_		
Autorogen Guttele (Hu3)	10 ppm or was					-		
Interne Country (CAL)	0.1 ppm or was						-	
Commendativide (HCI+O)	O 75 Dears of beaut		_	-		_		
Suprus Datable (BOy)	2 parts or heres					_		
Longitude (1915.)	25 ppm in later					_	_	
and Mader	Factory County #					_		
Cast Master	Burner Louis Links					_		

4.0 Names

- 4.1 The name of the current attendant must be written down as well as the signature of the attendant.
- 4.2 The authorized entrant is the person(s) that are entering the confined space. If the entrant(s) are a third party, such as contractors, they need to sign their name on the form.
- 4.3 The Supervisor needs to sign the form after verifying the information is correct.



4.4 On the back of the permit is a place to keep track of the people entering and exiting the confined space as well as times in and out. This will help to keep track of people. The Attendants will write their name down. The Attendant will keep track of entrants, what time they go in, and what time they exit the confined space.

Attendants:	Entrants:	1	Time In:	Time Out:	Time In:	Time Out
	Land Laborer					

5.0 Approval

- 5.1 Submit the SOP to the Admin Assistant for proper routing/indexing.
- 5.2 Process: OPS Dep Leader Maint Dep Leader Safety Leader Mill Manager
- 5.3 If any changes are needed the SOP will have to restart the process.
- 5.4 Once the SOP is approved the Admin Assistant will assign it a Document ID and convert it into a protected PDF document
Appendix D: Downgrading CSE

Non-Permit Required Spaces

Date: Time: Confined Space:				
Person Requesting the downgrade to a non-permit confined space:				
Have all people involved in the confined space been informed?	Yes		No	
Will permit space be entered? If no, then prevent employees from entering space. Do task from ou	Yes tside (D of spi	No ace.	
Who will be entering the space: Contractors 🔲 Employees 🔲				
Does the space have known or potential hazards?	Yes		No	
If yes, can the hazards be eliminated? (If no, no action needed)	Yes		No	
Will the space be <u>reclassify</u> to a non-permit required confined space?	Yes		No	
Safety Representative:				
Confined Space Entry Supervisor:				

RETURN TO SAFETY DEPARTMENT WHEN JOB IS COMPLETE.

NOTICE THIS CONFINED SPACE HAS BEEN DOWNGRADED TO A NON-PERMIT REQUIRED SPACE.

Document No: SAF/CONF Issue #:3 Date of Issue: 02/01/2016 Reviewed: 02/16/2023

WOODLAND PULP LLC ST. CROIX TISSUE INC. COLLECTIVELY WOODLAND Environmental Guidance Statement Exhibit H Drum and Container Management

APPLICABILITY TO WOODLAND PULP LLC and ST. CROIX TISSUE, INC.

This Guidance Statement applies to the on-site handling and storage of drums and containers used at WOODLAND facilities. It also provides guidance on proper disposal methods for steel, fiber and polyethylene drums, pails, cans and other containers. Empty drums and containers are addressed in the ISO Work Instruction WI 11.01 Empty Container Management.

WOODLAND promotes a drum-free policy for all facilities; therefore, the WOODLAND drum policy should be followed whenever possible. If for some reason drums are required on the property, this guidance should be followed.

EXEMPTIONS/EXCLUSIONS

- Requirements for handling, labeling, storage and disposal of drums and containers of hazardous and/or universal waste are not included in this Guidance Statement. These requirements are covered in ISO Work Instruction WI 07.01 Hazardous, Universal and Biomedical Waste Management.
- Requirements for handling, labeling, storage and disposal of drums and containers containing PCBs are not included in this Guidance Statement. PCB's above regulatory thresholds are no longer found or allowed on Woodland property. Should an unexpected issue arise contact the Environmental Department.
- Requirements for handling, labeling, storage and disposal of drums and containers containing used oil are not included in this Guidance Statement. These requirements are covered in ISO Work Instruction WI 08.01 Oil Waste (Used Oil) Management.
- Requirements for disposal of aerosol cans are not included in this Guidance Statement. These requirements are covered in ISO Work Instruction WI 07.01 Hazardous, Universal and Biomedical Waste Management.

REGULATORY REMINDERS

Regulatory Reminders do not include all of the federal regulations but list some of the general regulations applicable to this guidance statement. If this guidance statement applies to your facility, you should review the regulation to ensure that you are meeting all the requirements of the entire regulation.

DRUM AND CONTAINER MANAGEMENT REGULATORY REMINDERS

1 DRUM & CONTAINER LABELING

All drums and containers containing **hazardous** materials shall be legibly labeled or marked with their contents and meet all applicable OSHA and DOT requirements.

2 REGULATIONS REGARDING DRUM MANAGEMENT

Hazardous Waste and SPCC regulations have specific requirements related to drum handling and storage. These must be followed when these regulations apply.

10/07/2015

WOODLAND REQUIREMENTS

In addition to the Federal, State and Local regulations that are applicable to drum and container management, WOODLAND requires certain steps beyond the regulatory requirements. These requirements **will be** included in the scope of environmental audits of WOODLAND facilities. This is to ensure that facilities will have the systems and measures in place to sustain compliance and/or meet WOODLAND's environmental goals.

DRUM AND CONTAINER MANAGEMENT WOODLAND PULP LLC and ST. CROIX TISSUE INC. REQUIRED PRACTICES

1 CONTRACTOR DRUMS & CONTAINERS

Drums and containers brought onto WOODLAND property by contractors shall be managed in compliance with this Guidance Statement. Separate areas shall be designated for drums and containers owned by WOODLAND contractors. When leaving the WOODLAND property, contractors shall remove any drums and containers they brought on the property. Drums or containers with less than 1 inch of material in them are considered empty and should be disposed of properly as outlined in **ISO Work Instruction WI 11.01 Empty Container Management.**

RECOMMENDED PRACTICES

There are a number of Recommended Practices (RPs) that WOODLAND contractors may want to follow regarding drum and container management. In addition to these recommended practices, all Federal, State and Local regulations that are applicable to drum and container management must be followed. See referenced Work Instructions and Procedures. Contractors are encouraged to follow these practices unless there are site-specific conditions that preclude their application. These practices **wi**ll be included in the scope of environmental audits of WOODLAND facilities.

DRUM AND CONTAINER RECOMMENDED PRACTICES

RP1 DRUM & CONTAINER LABELING

All drums and containers should be legibly labeled or marked with their contents. This will allow the facility to easily distinguish between material utilized on site and waste material.

RP2 DRUM & CONTAINER CONDITION

All drums and containers shall be stored with covers on and bungs in place, and should be free of excessive rust or corrosion. Drums showing excessive signs of deterioration should be replaced or put in an overpack drum.

RP3 DRUM & CONTAINER SECONDARY CONTAINMENT

Drums and containers should be stored in diked or bermed areas, where necessary. Pallets with built-in secondary containment are commercially available in many styles and sizes. These devices should be used if diked or bermed areas are not otherwise available at the facility. Petroleum products in container of 55 gallons or greater must have secondary containment equal to the volume of the largest container with 110% capacity of the largest container recommended.

RP4 DRUM & CONTAINER STORAGE

Drums and containers containing hazardous material should be stored in specifically designated areas protected from ignition sources, sparks, flames, excessive heat, hot work areas and away from forklift or other vehicular traffic. Random and uncontrolled storage of individual drums and containers around WOODLAND facilities should not be practiced unless in use for day-to-day process operations.

RP5 OUTSIDE DRUM & CONTAINER STORAGE

Drums and containers stored outside of WOODLAND facilities should be in covered areas to minimize effects of precipitation and other adverse weather conditions. If roofed or shed storage is not reasonable, drums should be stored on their side on racks.

10/07/2015

RP6 DRUM & CONTAINER INSPECTIONS

Routine and periodic inspection of drum and container storage areas should be conducted and documented by WOODLAND personnel who work in the area where the drums and containers are stored. The Environmental Department will determine the frequency for inspection, but monthly inspections are recommended. For shorter term contractor operations and/or projects weekly is more appropriate.

RP7 DRUM & CONTAINER COMPATIBILITY

Drums and containers should be segregated according to compatibility of contents. Reactive materials, flammable materials and acids/caustics shall be stored in separate areas. Hazardous waste drums and drums with other hazardous materials should not be commingled.

RP8 DRUM & CONTAINER EMPTYING

All drums and containers shall be emptied of their contents in a manner that does not cause release of materials to bare soil, the ground, stormwater or sanitary sewer system. Whenever possible, substances in drums and containers should used up in order to prevent generating wastes. IN all cases contents must be identified and the disposal or use method approved by the Woodland Environmental Department before hand.

RP9 EMPTY DRUMS & CONTAINER STORAGE

Empty drums and containers stored on WOODLAND facilities should be maintained in specifically designated areas with signs indicating "Empty Drum Storage." If empty drums and containers are not stored in a designated "Empty Drum Storage" area, the individual drums and containers should be labeled "empty."

RP10 REMOVAL OF WOODLAND MARKINGS FROM DRUMS & CONTAINERS

All drums and containers removed from WOODLAND property shall have all WOODLAND markings removed or painted over so that they are entirely obscured. In addition, containers destined for scrap metal or to a landfill should have components separated (i.e metal and plastic) such that the components can be disposed or recycled and as appropriate be crushed, if possible. At a minimum, holes should be punched in the container to prevent its reuse.

RP11 EMPTY DRUM & CONTAINER DISPOSAL

Empty drums and containers should not be given to employees or other unauthorized persons. The four preferred methods for disposal in order of preference are: (1) return the drum or container to the supplier or vendor who sold it; (2) sell the drum to a licensed drum recycling or reconditioning company, (3) sell the drum or container as scrap metal; and (4) send the drum or container (preferably crushed) to a licensed landfill. Returning drums and containers is generally more acceptable to the suppliers when the drums and containers are kept in good condition, free of dents, rust and corrosion. However, if any facility decides to give empty drums to employees they should be triple rinsed, the labels removed and the employee must sign a material release.

RP12 DRUM & CONTAINER VENDORS

All vendors used for disposal of WOODLAND drums and containers may be subject to evaluation of Off-Site Disposal Operations prior to the drums and containers leaving company property.

KEY REGULATORY REQUIREMENTS

The Department of Transportation governs the transportation of hazardous materials in drums and containers. These regulations are found in 49 CFR 171-179. Most significant to this Guidance Statement are the requirements for using proper containers at WOODLAND facilities. Different types of drums and containers are required to be manufactured in accordance with DOT/UN/HM181 Specifications. WOODLAND facilities shall ensure that all vendors shipping any materials to WOODLAND facilities are using drums and containers that meet the required DOT/UN/HM181 specifications.

3



Exhibit "K" Contractor Bidding Qualification Form Environmental Compliance Information Questionnaire WOODLAND PULP, LLC and ST. CROIX TISSUE, INC. Woodland Mill ISO 14001 Certified Operation

Company Name		
Address		
Owner/Manager	Phone	
Completed By	Fax	
	Email	

Good Environmental stewardship and WOODLAND PULP LLC's Environmental Management System requires environmental aspects and impacts associated with products and services utilized, to be identified and controls established when deemed necessary. This form provides a basis for contractor related environmental aspects & associated impacts to be evaluated in regards to the service/product supplied.

Please complete this form and return it with the required environmental information as indicated. This material will be evaluated prior to a Contractor being awarded a bid or issued a contract.

Description	Yes	No	If Yes Please provide Copy
1. Does your company have an Environmental Policy?			Х
2. Does your company have an EMS (Environmental Management System)?			Х
3. Is your company certified under ISO 14001 or an alternative certification system?			X
4. Is your company audited by independent 3 rd party auditors in the areas of environment and sustainability?			
5. Is your company a member of organizations which promote sustainable business practices i.e. Certified Forest Products Council etc? If yes, please identify. SFI, CFPC- FSC, PEFC etc			x
6. Does your company have a list or tracking program of all environmental laws and regulations that is required to comply with?			X
7. Does your company generate, as result of its operations, any of the following:			
a. Air emissions			
b. Wastewater			
c. Solid waste			
d. Hazardous waste			
e. Land alteration (clearing, cutting, filling, dredging, building etc)			
If yes, please describe type (i.e, H2S gas, fiberglass debris etc.), generating process and any controls. Attach additional pages if necessary.			

6. Does the company conduct or have procedures or processes to provide incentives for the recycling of materials, such as paper, cardboard, wood waste, metal etc.	x
 7. Is there a strategy at this company/facility to improve energy efficiency and minimize reliance on fossil fuels? 	
8. Is there a strategy to minimize air emissions/ wastewater effluent from their operation?	
9. What is the percentage of recycled material used for the manufacturing of the product the completion of a project?	, for an operation or in
10. Are there any nuclear gauges or nuclear materials being brought on site for this project please list gauge(s), nuclear isotope & activity:	t or contract? If Yes,
For Nuclear Gauges/Nuclear Materials please complete information requested on LLC's Nuclear Device Entry Log & fax to the Environ. Dept (fax #: 207-427-4142) printo the mill.	WOODLAND PULP ior bringing device
11. Does material to be used (or its components) comply with any applicable federal,	
state or international regulations? If yes please list applicable regulations.	
12. Did your company have any environmental violations, consent agreements, law suits or prosecutions over the last 3 years? Please provide a list attached.	x
13. Did your company have any land law suits, violations or prosecutions over the last 3 years? Please provide a list attached.	x
14. Are there any ongoing disputes with indigenous population or local authorities likely to be subject to legal action? Please provide a list attached.	x
15. Did you company received any safety, qualityand/or environmental awards and recognitions over the last 3 years. Please provide a list attached.	X
16. What materials/chemicals will be brought to mill site for completion of this operation, pr Please list.	oject or contract?
For each of the chemicals/materials listed above please complete information reque PULP LLC's chemical approval form and provide SDS – PRIOR BRINGING MATER INTO THE MILL.	sted on WOODLAND NALS/CHEMICALS
17. How will unused portions of the materials/chemicals be disposed of?	
18. What methods/procedures will be utilized to prevent spills of chemicals or oil products?	? Please describe:
 Please describe typical environmental training provided to your employees in regards to amount of time and frequency. (I.e.): Stormwater training- basic compliance and issues – once a year – all employees. 	o audience type, s identification – 1hour
20. Please describe and provide documentation of your employee's competency to perform contract or bidding form. Documentation can be in the form of: Statement, training resumes etcas appropriate.	n tasks outlined in this ing records, licenses,

I certify that the above information is correct and have enclosed a copy of all documentation requested above.

Signature of Company Representative

Date:

Document No: SAF/HAZ Issue #: 4 Date of Issue: 02/01/2017 Reviewed: 02/16/2023



144 Main St. Baileyville, Maine

Valid for 24 hours after printing: 1/7/2025 2:25 PM

Hazardous Communications & Chemical Approval Procedure

Document No: SAF/HAZ Issue #: 4 Date of Issue: 02/01/2017 Effective Date: 02/01/2017 Reviewed: 02/16/2023

Authorized By:

Brandon Ireland Safety Manager

USE OF DOCUMENT

The master copy of this document resides in electronic format on WP's intranet. Printed copies of this document are for convenience only. Verify that the issue number of this document matches the current issue number of the electronic master document before use.

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1. Purpose

The purpose of this procedure is to aid in the safe storage, use and handling of hazardous materials as well as ensure accessibility to SDS documentation at St. Croix Chipping and Woodland Pulp (which will be mentioned as "The Company" from here on out.) To ensure that information about the dangers of all hazardous chemicals used by The Company is known by all affected employees, the following hazard communication procedure has been implemented. Under this program, workers will be informed of the requirements of the OSHA Hazard Communication Standard, the operations where exposure to hazardous chemicals may occur, and how workers can access this program, as well as labels and SDSs.

This program applies to any chemical which is known to be present in the workplace in such a manner that workers may be exposed under normal conditions of use or in a foreseeable emergency. All work areas that involve potential exposure to chemicals are part of the hazard communication program. Copies of the hazard communication program are available in Compliant Pro for any interested worker.

This written Hazard Communication Program has been developed in compliance with the Federal Hazard Communication Program 29 CFR 1910.1200 (HCS) and the State of Maine Right-To-Know Law, Chapter 22, Title 26, Maine Revised Statutes Annotated 1984, Public Law, Chapter 823.

The Training Manager is the program coordinator, with overall responsibility for the program including reviewing and updating this plan as necessary.

2. Scope

This procedure applies to all employees of the company which include Woodland Pulp LLC and St. Croix Chipping, employees, contractors and service providers while on The Company property.

3. Hazard Communication Standard

The OSHA Hazard Communication Standard requires that information about chemical hazards be conveyed on labels using quick visual notations to alert the user, providing immediate recognition of the hazards. Labels must also provide instructions on how to handle the chemical so that chemical users are informed about how to protect themselves.

While labels provide important information for anyone who handles, uses, stores, and transports hazardous chemicals, they are limited by design in the amount of information they can provide. Safety Data Sheets (SDs), which must accompany hazardous chemicals, are the more complete resource for details regarding hazardous chemicals.

The Hazardous Communication Standard (HCS) requires the label to have the following information:

- Name, address and contact number for the chemical manufacturer, importer or other responsible party.
- Product Identifier

The Product Identifier is how the hazardous chemical is identified. This can be (but is not limited to) the chemical name, code number or batch number. The manufacturer, importer or distributor can decide the appropriate product identifier. The same product identifier must be both on the label and in Section 1 of the SDS.

• Signal Word

Signal words are used to indicate the relative severity of the hazard and alert the reader to a potential hazard on the label. There are only two words used as signal words, "Danger" and "Warning". "Danger" is used for the more severe hazards and "Warning" is used for the less severe hazards. There will only be one signal word on the label no matter how many hazards a chemical may have. If one of the hazards warrants a "Danger" signal word and another warrants the signal word "Warning", then only "Danger" should appear on the label.

• Hazard Statement(s)

Hazard statements describe the nature of the hazard(s) of a chemical including, where appropriate, the degree of hazard. For example: "Causes damage to kidneys through prolonged or repeated exposure when absorbed through the skin." All the applicable hazard statements must appear on the label. Hazard statements may be combined where appropriate to reduce redundancies and improve readability. The hazard statements are specific to the hazard classification categories, and chemical users should always see the same statement for the same hazards no matter what the chemical is or who produces it.

Precautionary Statement(s)

Precautionary statements describe recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to the hazardous chemical or improper storage or handling. There are four types of precautionary statements:

- 1. Prevention to minimize exposure
- 2. Response in case of accidental spillage or exposure emergency response
- 3. Storage
- 4. Disposal

For example, a chemical presenting a specific target organ toxicity (repeated exposure) hazard would include the following on the label: "Do not breathe dust/fumes/gas/mist/vapors/spray. Get medical advice/attention if you feel unwell. Dispose of contents/container in accordance with local/regional/national and international regulations."

• Pictogram(s)

Pictograms are graphic symbols used to communicate specific information about the hazards of a chemical. On hazardous chemicals being shipped or transported from a manufacturer, importer or distributor, the required pictograms consist of a red square frame set at a point with a black hazard symbol on a white background, sufficiently wide to be clearly visible.

Hazard Symbols (to be used in pictograms for substances of the particular class)		
FLAME OVER CIRCLE—USED FOR THESE CLASSES :	FLAME—USED FOR THESE CLASSES:	EXPLODING BOMB-USED FOR THESE CLASSES:
Oxidizers	 Flammables Self Reactives Pyrophorics Self-Heating Emits Flammable Gas Organic Peroxides 	 Explosives Self Reactives Organic Peroxides
<u></u>	L. M.	
SKULL & CROSSBONES—USED FOR THESE CLASSES:	CORROSION—USED FOR THESE CLASSES:	GAS CYLINDER—USED FOR THESE CLASSES:
 Acute toxicity (severe) 	Corrosives	Gases Under Pressure
	¥2	
HEALTH HAZARD—USED FOR THESE CLASSES:	ENVIRONMENTAL HAZARD— USED FOR THESE CLASSES:	EXCLAMATION MARK—USED FOR THESE CLASSES:
 Carcinogen Respiratory Sensitizer Reproductive Toxicity Target Organ Toxicity Mutagenicity Aspiration Toxicity 	Environmental Toxicity	 Irritant Dermal Sensitizer Acute toxicity (harmful) Narcotic Effects Respiratory Tract Irritation

While the Globally Harmonized System of classification and Labelling of Chemicals (GHS) uses a total of nine pictograms, OSHA only enforces the use of eight. The environmental pictogram is not mandatory but may be used to provide additional information.

It is important to note that the OSHA pictograms do not replace the diamondshaped labels that the U.S. Department of Transportation (DOT) requires for the transport of chemicals, including chemical drums, totes, tanks or other containers. Those labels must be on the external part of a shipped container and must meet the DOT requirements set forth in 49 CFR 172, Subpart E.

4. Procedure

4.1 Receiving and Container Labeling

All chemicals in totes, drums, or bags (not bulk) are received at the Woodland Pulp storeroom. Once received by the storeroom, the chemicals are stored until requested.

The Woodland Pulp Storeroom Receiving verifies that all containers of chemicals received are labeled, marked or tagged with:

- The name, address and contact information for the manufacturer, importer, or other responsible party
- Product identifier
- Signal Word (if required)
- Hazard statements (if required)
- Precautionary statement (if required)
- Pictograms (if required)

The Receiving department ensures that the labels or other forms of warning are:

- Legible
- In English; and
- Prominently displayed on the container(s)

If no label exists or it is damaged and illegible the Receiving department will not remove the containers from the truck or rail car. It is both Woodland Pulp and St Croix Chipping policy that no chemical containers will be accepted until all of the above is identified.

It is the responsibility of the department supervisors, and/or other involved party to ensure that all secondary (any container other than the original as supplied by the manufacturer) containers are labeled with the required information. The Safety Coordinator can aid with proper labeling.

Chemicals shipped in bulk tanker truck loads are cleared through security, who verify the correct documentation is present with the shipment. The required DOT placarding on the delivery tanker truck is the responsibility of the company shipping the product. SCT and the supplier of the chemical are jointly responsible for the required labeling of the bulk storage tank.

4.2 Safety Data Sheets (SDS)

i. SDS sheets are required for all chemicals used on-site for both Woodland Pulp LLC and St. Croix Chipping.

- ii. A hard copy of all SDS's is kept in the Medical Department. A database, MSDSOnline, is available throughout the mill and the SDS sheets can be accessed at any time. SDS sheets are also on the mill's intranet site and can be accessed at any time.
- iii. Archived SDS must be retained for 30 years after the discontinuation and removal of the chemical.

4.3 Employee Training and Information

The training manager is responsible for the employee training program and ensures that each new employee is given a health and safety orientation, prior to starting work. The information and training include the following:

- An overview of the requirements contained in the hazard communication standard and the location of a copy of the standard for the employee review
- Location and availability of the written communication program
- Physical and health effects and location of any hazardous chemicals
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area
- Steps the company has taken to lessen or prevent exposure to these chemicals

General chemical safety and Hazard Communication training is provided via computer-based training program in Vivid Learning / HSI.

4.4 Personal Protective Equipment

Before an employee begins to work in an area where chemicals are stored or are in active use in the mill, their trainer should ensure that the employee familiarizes themselves them self with the following topics:

- Emergency procedures to follow if the employee is exposed to these chemicals
- Instruction regarding how to read labels and review SDS to obtain appropriate hazard information
- Location of SDS file and hazardous chemical list
- Explanation of non-routine exposure
- Hazards posed by unlabeled pipes and piping systems

Before a new hazardous chemical is introduced into any work area, the department supervision is to give each employee assigned to the work area the information listed above.

Note: In the case where two or more chemicals are mixed to form a new chemical, such as the biocide used on the tissue machines, it is required to have the SDS sheet on file for the product produced by the chemical reaction. A simple admixture of two or more chemicals, where a new chemical compound is not formed, does not require a separate SDS sheet.

4.5 Hazardous Non-routine Tasks

Periodically employees are required to perform potentially hazardous tasks. Prior to starting work on such projects, each affected employee is given information by their Team Leader or the area superintendent about the hazardous chemicals to which they may be exposed. This information includes:

- Specific chemical hazards
- Protective safety measures the employee must take
- Measures the company has taken to reduce potential hazards. Such measures may include ventilators, respirators, and the response procedures.

4.6 Chemicals in Unlabeled Pipes

While The Company has made every effort to label all chemical pipes, lines and hoses, work activities may sometimes be required in areas where chemicals are transferred through unlabeled pipes, lines or hoses. Prior to starting work in these areas, the employee must contact their Area Operations Supervisor for information regarding:

- Chemicals in the pipes and a copy of the SDS sheet
- Potential hazards
- Safety precautions which should be taken

5. Chemical Approval Policy

To manage the use of hazardous chemicals, the following approval policy will be utilized for the purchase of new chemicals.

- The Area Superintendent and/or their representative requesting the new chemical will obtain a safety data sheet (SDS) and the associated documentation.
- When the safety data sheet has been obtained, the requester will complete the chemical approval form (see Attachment), attach the SDS and forward the document to the Environmental department for approval.
- The Environmental department will forward the request to the Safety department.

- The Safety Manager and the Environmental Manager or their representative will review the documents and any other relevant information to make a determination.
- Upon completion of the review process, the safety department will forward a copy of the approved request to the Vice President. If the request is not approved the safety manager, the environmental manager or their representative will notify the originator of the reasons for the disapproval.
- Reasons for disapproval include but are not limited to; chemical is or contains any substance which is not currently permitted in the mill or authorized by the Clean Water Act, FDA and the like.

6. Contractors

It is the responsibility of all contractors to follow The Company's Hazard Communication Program. This is covered in the safety orientation required for all contractors, vendors and visitors entering the mill.

Contractors bringing any chemical(s) into the mill property are required to provide a copy of the SDS.

7. Distribution

WP Intranet



144 Main Street Baileyville, Maine

Mobile Crane Safety Procedure

Valid for 24 hours after: 1/7/2025 2:25 PM

Document No.: SAF/MOBCRA Issue #: 3 Date of Issue: 02/28/2014 Effective Date: 02/28/2014 Reviewed: 03/09/2023

Authorized by:

Brandon Ireland, Safety Manager

USE OF DOCUMENT

The master copy of this document resides in electronic format on WP Intranet. Printed copies of this document are for convenience only. Verify that the issue number of this document matches the current issue number of the electronic master document before use.

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Attachment 1 – Yearly Sign Off on Physical Abilities to Operate Crane

Attachment 2 - Pre-Work Lift Worksheet

Attachment 3 – Sample of Inspection Log Book

1. POLICY STATEMENT

It is the goal of Woodland Mill to provide a safe workplace for all employees' contractors and service personnel. This Mobile Crane Safety Procedure ensures the safe operation of the mill's mobile crane and boom trucks. Note: Section 8 is specifically for contractors.

2. SCOPE

This procedure applies to all Mobile Cranes and Boom Trucks operated at the Woodland Mill, for all other vehicles please refer to the Mobile Equipment Procedure.

3. CRANE OPERATION

Mobile crane equipment can be complex and subject to hazards beyond those experienced with fixed equipment. To avoid hazards associated with material handling by mobile crane, general work practices must be followed by all personnel involved in mobile crane operations.

3.1 MANUFACTURER'S INFORMATION

Load Rating Chart

A durable rating chart with legible letters and figures must be provided with crane and securely attached in the cab, easily accessible to the operator while at the controls. The date and information to be provided on these charts must include a full and complete range of manufacturer's crane load ratings at all operating radii, boom angles, work areas, and all state boom lengths and configurations, jib length, and angles or (off set), as well as alternate ratings for use and nonuse of optional equipment on the crane, such as outriggers and extra counterweights, that affect ratings.

Operational Manual

An operating manual supplied by the manufacturer must be readily available to the operator at all times.

3.2 LIFT PLAN

At the initial stage of the planning process, the lift must be classified as a noncritical or critical lift. To define the lift as non-critical the operator must complete the pre-work lift checklist. See attachment #2 at the end of this document. This will be included in the binder with all of the crane information.

Designation of a "critical lift" meets at least one of the following criteria:

- 1. When a crane if lifting more than 75% of its rate capacity
- 2. When a load is lifted near electrical power lines
- 3. When a load if lifted near the PSM area of the mill
- 4. When the lift requires two or more pieces of lifting equipment working in unison.
- 5. Special hoisting/ rigging equipment will be used.
- 6. There is a potential for release of hazardous materials due to collision or upset of load.
- 7. The lift poses a high risk of injury or damage to personnel, property, or natural resources due to location and/or space constraints.
- 8. Damage would result in excessive costs or delay to the schedule
- 9. When lifting personnel in a man-basket/personnel platform

3.3 CRITICAL LIFT PROCEDURE

When the lift is determined to be a "critical lift" additional precautions must be taken. Before a critical lift is made a critical lift plan must be completed. See attachment #4 Critical Lift Plan and attachment #5 Critical lift plan in the PSM area at the end of this document.

3.4 CRANE OPERATOR TASKS

Before starting the crane, see that all controls are in the off or neutral position and that all personnel are in the clear. Operators are responsible for those operations under their direct control. The crane operator must perform the following activities:

- 1. Safely operate equipment.
- 2. Follow the equipment operating guidelines.
- 3. Perform the daily inspection.
- 4. Ensure inspections are current via inspection sticker, other documentation, verbal confirmation.
- 5. Abide by any restrictions placed on the use of the equipment.
- 6. Verify that the crane is not at any time going to be closer than 20 ft to any overhead electrical line. If there are any questions on this refer to the electrical line chart in this procedure and see your supervisor
- 7. Ensure that the load will not exceed the rated capacity of the equipment.
- 8. The crane must not be loaded beyond its rated capacity of the equipment.
- 9. Verify the crane is level.
- 10. Ensure crane pads are in place.
- 11. Check wind speed before lifting.
- 12. The load is attached to the hook by means of slings or other approved devices.
- 13. The load is well secured and properly balanced in the sling or lifting device before it is lifted more than a few inches.
- 14. The hoist rope is not kinked.
- 15. Multiple-part lines are not twisted around each other.
- 16. The hook must be positioned above the center of gravity of the load in such a manner as to minimize swinging when the load is lifted.
- 17. If there is a slack-rope condition, it should be determined that the rope is properly seated on the drum and in the sheaves.
- 18. All personnel, including qualified riggers, must be clear of the load.
- 19. No side loading of the crane
- 20. Do not engage in any attention-diverting activity while operating the crane.
- 21. When physically or mentally unfit, do not engage in the operation of equipment.
- 22. Respond to signals from the appointed signal person.
- 23. Obey a STOP signal no matter who gives it.
- 24. Whenever there is any question as to the safety of the activity, an operator has the authority to stop and refuse to handle loads until the matter are been resolved by supervisory personnel.

- 25. Notify the next operator of any defects in the equipment or operating problems at shift change or on inspection sheet.
- 26. Secure crane before leaving.
- 27. Do not hoist two or more separately rigged loads in one lift, even though the combined load is within the crane's rated capacity.

28. Do not lift, lower, or travel the crane while anyone is on the load or hook.

29. Lifts must be halted until weather conditions have changed enough to allow continuation and make this decision.

Side Pulls

• Side loading of booms is prohibited. Cranes must not be used for dragging loads sideways.

• Drum Brake test

• The operator must rest the brakes each time a load approaching the rated load is handled. The drum brakes must be tested by raising the load a few inches and applying the brakes.

Outriggers

- When the load at a particular radius exceeds the rated load without outriggers as given by the manufacturer for that crane, outriggers must be used. Where floats are used, they must be securely attached to the outriggers. Wood blocks used to support outriggers must be –
 - Strong enough to prevent crushing.
 - Free from defects
 - Of sufficient width and length to prevent shifting or toppling under load
- Each outrigger must be visible to the operator or to a signaler during extension or setting; pads must be in place as well.

• <u>Traveling</u>

• Before a crane travels with a load, a designated person must be responsible for determining and controlling safety. Decisions such as position of load, boom location, ground support, travel route, and speed of movement must be in accordance with his or her determinations.

• Boom Height Limit

• A crane with or without a load must not be allowed to travel with the boom so high that it may bounce back over the cab.

3.5 ROTATING

Avoid sudden starts and stops when rotating the crane. Rotational speed must be such that the load does not swing out beyond the radius at which it can be

controlled. A tag or restraint line must be used when rotation of the load may cause hazardous conditions.

3.6 HOLDING

The operator must not leave his or her position at the controls while the load is suspended. No person is allowed to stand or pass under a load on a hook

3.7 WINCH HEAD

Ropes must not be handled on a winch head without the knowledge of the operator. While a winch head is being used, the operator must be within convenient reach of the power unit control lever.

3.8 BALLAST OR COUNTERWEIGHT

Operating cranes without the full amount of ballast or counterweight in place as specified by the manufacturer is prohibited. The ballast or counterweight must not exceed the manufacturer's specifications.

3.9 CAB HOUSEKEEPING

Necessary clothing and personal belongings must be stored in such a manner as to not interfere with access to the crane or its operation. Tools, oils, cans, waste, extra fuses, and other necessary articles must be stored in the toolbox and must not be permitted to lie loose in or about the cab.

3.10 FIRE EXTINGUISHERS

Ensure that a 10BC or larger fire extinguisher is installed in the cab of caboperated cranes. The extinguisher must be maintained in a serviceable condition.

3.11 UNATTENDED CRANE

Before leaving the crane unattended, the operator must perform the following tasks:

- 1. Land any load, bucket, lifting magnet or other devices.
- 2. Disengage master clutch.
- 3. Set travel brakes and other locking devices.
- 4. Put controls in the of or neutral position.
- 5. Secure the crane against accidental travel.
- 6. Stop the engine.

Exceptions to engine stop for an unattended crane

An exception to stopping the engine is allowed when the crane operation is frequently interrupted during a shift and the operator must leave the crane. Under the following circumstances, the engine may remain running, including the requirements when leaving a crane unattended:

• The crane is situated where unauthorized entry of the crane can be observed.

• The crane is located within an area protected from unauthorized entry. If there is a warning sign on the switch or engine starting controls, do not close the switch or start the engine until the warning sign has been removed by the person who placed it or another appointed person.

4. HOISTING

When loads that are limited by structural competence rather than by stability are to be handled, the operator must determine the weight of the load within 10-% before hoisting. The weight will be determined accurately enough to determine safety of the pick. The crane and rigging equipment must not be loaded beyond its rated capacity, except for authorized testing.

The use of a crane to hoist employees on a personnel platform is prohibited except when the erection uses and dismantling of conventional means of reaching the worksite, such as a personnel hoist, ladder, stairway, aerial lift, elevating work platform or scaffold would be more hazardous, or is not possible because of structural design or worksite conditions. The definition of hoisting for this section means all crane functions such as lowering, lifting, swinging, booming in and out or up and down or suspending a platform. See Man Basket Section for special requirements.

4.1 PRE-LIFT CHECK

Before the lift is performed, the operator must ensure that:

- The hoist rope is wrapped around the load.
- The load is attached to the hook by means of slings or other approved devices.
- The crane is level and where necessary, blocked properly.
- The load is well secured and properly balanced in the sling or lifting device before it is lifted more than a few inches.
- The hoist rope is not kinked.
- Multiple part lines are not twisted around each other.
- The hook is brought over the load in such a manner as to prevent swinging.

4.2 PROHIBITIONS ON HOISTING

Crane operators must comply with the following hoist prohibitions:

- The load must not be lowered below the point where less than two full wraps of rope remain in the hoisting drum.
- During hoisting, ensure there is no sudden acceleration or deceleration of the moving load, and the load does not contact any obstructions.
- Do not hoist, lower or travel while anyone is on the load or hook.
- Do not carry loads over people.

4.3 MAN BASKET / PERSONNEL PLATFORM

Man-baskets used to hoist personnel have stringent regulations on both design and construction.

- A bridle sling used to suppose the basket must have a master link or shackle to evenly distribute weight.
- The bridle sling and any other rigging attachments used for manbasket hoisting shall not be used for any other purpose.
- Load lines must be capable of supporting without failure at least seven times the maximum intended load.
- A proof test lift at 125% of the basket must be conducted and held suspended for 5 minutes at each new lift site.
- Before personnel use a basket, trial lifts with the anticipated weight must be made to all lift locations. Trial lift shall be performed every time the crane is repositioned.
- The total weight of the loaded platform and related rigging shall not exceed 50% of the rated capacity for the radius and configuration of the crane.
- The number of employees occupying the personnel platform shall not exceed the number required for the work being performed.
- If the hoist is non-rotating wire rope, the safety factor must be 10:1.
- The crane must be equipped with an anti-two block device.
- The crane must have a flip over, positive type hook latch or a construction block with shackled bridle assembly.
- The basket should have a metal nameplate with the basket capacity rating clearly indicated.
- Man basket design must be approved by an engineer.

5 ELECTRICAL STORM

In the event of a lightning storm, all personnel on or near a crane, including the crane operator must be evacuated away from it to a safe shelter. Before evacuating the crane and if there is enough time before the electrical storm is imminent, the operator should follow the procedures for an unattended crane.

6 POWER FAILURE

If power to the crane fails during a lift operation:

- Set all brakes and locking devices
- Move all clutches or power controls to the neutral position
- If practical, land the suspended load under brake control

7 OPERATIONS NEAR OVERHEAD LINES 7.1 SAFETY PRACTICES

The following steps must be taken to minimize the hazard of electrocution or serious injury because of contact between the energized power lines and the crane, load line, or load.

- Any overhead wire must be considered to be an energized line.
- Durable signs must be installed at the operator's station and on the outside of the crane, warning that electrocution or serious bodily injury may occur unless a minimum clearance of 10ft is maintained between the crane of the load being handled and the energized power lines.
- Greater clearances are required because of higher voltage as stated below in Table 1 (minimum clearance distances) These signs must be revised, but not removed, when a local jurisdiction requires greater clearance.
- Exercise caution when working near overhead lines with long spans between towers, as they tend to move latterly or vertically due to the wind, which could cause them to breach the safety zone.
- Cranes must not be used to handle materials stored under electric power lines unless any combination of the boom, load, load line, or machine component cannot enter the prohibited zone.
- Crane operators must not rely on the coverings of wires for their protection.

Table 1		
Minimum Clearance Distances		
Normal Voltage (phase to phase)	Minimum clearance from overhead line	
up to 50	10	
over 50 to 200	15	
over 200 to 350	20	
over 350 to 500	25	
over 500 to 750	35	
over 750 to 1000	45	
over 1000	(as established by the power line owner/operator or registered professional engineer who is a qualified person with respect to electrical power transmission and	

7.2 DE-ENERGIZING LINES

De-energized power lines are the preferred condition under which the operation can be performed safely.

Procedures for De-Energizing Lines

The following steps must be taken to ensure that de-energization of the power lines has occurred:

- The Power Company or owner of the power lines must de-energize the lines.
- The lines must be visibly grounded to avoid electrical feedback and appropriately marked at the jobsite location.

A designated representative of the owner of the lines or a designated representative of the electrical utility must be on site to verify that the two preceding steps have been completed and that the lines are not energized.

8 CONTRACTORS

Contractors must have a documented training and qualification program that includes the following elements:

- Classroom or computer-based training
- Written test with established and documented pass/fail criteria.

- On the job training
- On the job evaluation

9 EQUIPMENT TESTS 9.1 NEW CRANES

Each production crane must be tested by the manufacturer to the extent necessary to ensure compliance with the operational requirements of ASME B30.5 *Mobile and Locomotive Cranes*. If the complete production crane is not supplied by one manufacturer, such a test must be conducted at final assembly. Certified production-crane tests must be kept on file, written reports must be available showing test procedures and confirming the adequacy of repairs and alterations.

10 CRANE INSPECTIONS

Inspections requirements for cranes must follow the procedures provided by the crane manufacturer unless authorized alternative procedures are prescribed in this procedure or attachments.

Any deficiencies discovered during the inspection of a crane conducted according to the procedures outlined in this section that could reduce its load capacity or adversely affect its performance must be corrected before the crane is returned to service.

10.1 INITIAL INSPECTION

New, reinstalled, altered, modified, or extensively repaired cranes must be inspected before initial use according to the written procedures outlined in the crane manufacturer's manual and in this procedure. All safety devices, controls, and other operating parts of the equipment must be checked during each inspection and must be in good working order before operating crane.

10.2 DAILY INSPECTION

Each crane must be inspected by a qualified crane operator or designated inspector before daily use or before each work shift. The operator must determine whether equipment must be removed from service or if a more detailed inspection is required.

10.3 CONTROLS

Test all controls. If any controls do not operate properly, they should be adjusted or repaired before operations begin. Check that motions are smooth and regular, with no hesitations, vibration, binding, weaving, unusual noise, or other irregularity.

10.4 CRANE CABLES

Visually inspect all cables for damage.

10.5 FUNCTIONAL OPERATING MECHANISMS

Inspect all functional operating mechanisms for maladjustments that can interfere with the proper operation, including:

10.6 DAILY INSPECTION RECORDS

Ensure that inspections of all components, including wire rope, chains, and crane, are current via inspection sticker or other documentation from the designated inspector. The inspection will be documented in the binder for the particular crane being inspected.

10.7 QUARTERLY INSPECTION

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The maintenance department or other designated inspector must inspect the following items at least once per quarter:

- Engine Oil Level
- Engine Oil Leak
- Water Level
- Battery Cable & Engs
- Fan Belts
- Fuel
- Backup Alarm
- Glass
- Mirrors
- Gauges
- Brake Operation
- Steering Operation
- Transmission Operation
- Throttle and linkage
- Park Brake
- Operators Manual
- Load Chart _
- Hand Signal Chart
- Boom Angle indicator
- Winch rotation indicator
- Anti-two block system
- L.M.I. Function
- Controls identified
- Air control leaks
- Swing break operation
- Fire extinguisher
- Level
- Spill kit
- Axle pivot pins
- Axle seals
- Tires
- Lugs and wheels
- Inflation
- Outrigger jack leaks

- Pads, beams and hoses
- Axle oscillation lockout
- General lubrication
- Steps deck
- Sheet metal
- Paint
- Steering cylinder leaks
- Hydraulic valve leak
- Main winch leak
- Main winch wire rope
- Aux winch leak
- Aux winch wire rope
- Boom pivot pin / bottom pivot bushing
- Boom lift cylinder leaks
- Becket wedge and pin
- Cable clamps in place
- Block swivel and latch
 - Block capacity and weight
 - Ball swivel and latch
 - · Ball capacity and weight
 - · Boom pads and rollers
 - Boom idler sheaves
 - Boom point sheaves
 - Boom ext cylinder and reel
 - Boom condition (hydraulic)
 - · Jib, mount, pins, and pendants
 - Swing lock
 - · Guards in place
 - Hydraulic Oil Level
 - Windshield Wipers
 - Lights and Signal
 - Horn
- 10.8 ANNUAL INSPECTION

A qualified inspector must examine the following items for deficiencies and determine whether they constitute a hazard:

- Deformed, cracked, or corroded members.
- Loose bolts or rivets
- Cracked or worn sheaves and drums.
- Worn, cracked, or distorted parts, such as pins, bearings, shafts, gears, rollers, locking and clamping devices.
- Load hooks and load blocks
- Excessive wear on brake system parts, linings, pawls, and ratchets.
- Load, wind, and other indicators over their full range, for any significant inaccuracies.
- Gasoline, diesel, electric, or other power plants for improper performance or noncompliance with applicable safety requirements.
- Excessive wear of chain drive sprockets and excessive chain stretch.

A designated inspector must inspect wire ropes at least annually. The inspector must carefully note any deterioration that results in appreciable loss of original strength and determine whether further use of the rope constitutes an acceptable risk. The inspection must include examination of the entire rope length without detaching it from the drum.

10.9 OTHER INSPECTION

Load Hook, Load Block, and Hoist Chains

Inspection records must be retained on file throughout the service life of the hook or load block and must be readily available for review by designated personnel. A certification record of inspections for the following crane components must be kept on file:

- Hooks with deformities or cracks, with a certification record that includes the date of inspection, the signature of the person who performed the inspection, and the serial number or other identifier of the hook inspected.
- Hoist chains, including end connections, with a certification record that includes the date of inspection, the signature of the person who performed the inspection, and the identifier of the chain inspected.

11 MAINTENANCE 11.1 CRANE IN REGULAR SERVICE

Maintenance of the crane is the responsibility of the crane operator and must follow the guidelines of the crane manufacturer and this procedure. See the manufacturer's manual for a copy of the crane maintenance and inspection schedule.

A preventive maintenance program must be established based on recommendations of the crane manufacturer. If equipment maintenance procedures deviate from published manufacturer's recommendations, the alternate procedures must be approved in advance by the manufacturer or another designated person and must be kept on file and readily available to designated personnel.

11.2 PRE-MAINTENANCE PROCEDURES

Before starting adjustments or repairs on a crane, maintenance personnel must take precautions in the following chronological order:

- 1. Place the crane where it will cause the least interference with other equipment or operations in the area.
- 2. Lower the lower load block to the ground or otherwise secure it against dropping.
- 3. Place all controls in the OFF position and secure all operating features from inadvertent motion by brakes or other means.
- 4. Lock out the means of starting crane operating equipment.
- 5. Stop the power source or disconnect it at the power takeoff.
- 6. "Warning" or "Out-of-Order" signs must be placed on the crane controls and underneath the crane where overhead work may create a hazard. Signs or flags must be removed only by authorized personnel.
- 7. Guard adjacent runways for the length of the work area to prevent contact with another crane.

11.3 ADJUSTMENTS & REPAIRS

Any hazardous conditions disclosed by inspection or during operation must be corrected before operation of the crane is resumed. Adjustments and repairs must be done only by designated personnel.

Adjustments must be maintained to ensure correct functioning of components, which include:

- Functional operating mechanisms
- Safety devices
- Control systems
- Power plants
- Braking systems

Repairs or replacements must be provided promptly as needed for safe operation.

11.4 POST-MAINTENANCE PROCEDURES

After adjustments and repairs have been made, the crane must not be operated until:

- All guards have been reinstalled.
- Safety devices have been reactivated.
- Maintenance equipment has been removed.

11.5 LOAD ATTACHMENT CHAINS & ROPE SLINGS

Load attachment chains and rope slings showing defects must be repaired or replaced promptly, as must all critical parts that are cracked, broken, bent, or excessively worn.

11.6 PENDANT CONTROL

Pendant control stations must be kept clean and function labels kept legible.

11.7 WIRE ROPE

Personnel using wire rope must ensure proper care in compliance with the following guidelines. All rope that has been idle for a month or more due to shutdown or storage of a crane must be thoroughly inspected before it is used. This inspection must be for all types of deterioration and performed by a designated inspector whose approval must be required for further use of the rope. Non-rotating rope must be carefully inspected.

11.8 STORAGE

Store rope to prevent damage or deterioration, unreel or uncoil rope as recommended by the rope manufacturer and with care to avoid kinking or twisting.

11.9 CUTTING

Before cutting a rope, use a method that prevents the unlaying of the strands. Heataffected zones of flame-cut wire rope must not be allowed to bear a load.

11.10 INSTALLATION

During installation, avoid dragging the rope in the dirt or around objects that will scrape, nick, crush, or induce sharp bends in it.

11.11 LUBRICATION

Maintain rope in a well-lubricated condition to reduce internal friction and to prevent corrosion. Ensure that lubricant applied as part of a maintenance program is compatible with the original lubricant. Consult the rope manufacturer when in doubt. Lubricant applied must be of the type that does not hinder visual inspection. Those sections of rope that operate over sheaves or that are otherwise hidden during inspection and maintenance procedures require special attention when the rope is lubricated.

11.12 WORN ENDS

When an operating rope shows greater wear at its ends than on the remainder, its life can be extended (in cases where a reduced rope length is adequate) by cutting off the worn end, thus shifting the wear to different areas of the rope.

11.13 HOOKS

Discard hooks with cracks or those having more than 15 percent in excess of normal throat opening or more than a 10-degree twist from the plane of the unbent hook.

Repairs by welding or reshaping are not generally recommended. If such repairs are attempted, they must be done only under competent supervision, and the hook must be tested to a rated load test before further use.

11.14 MAINTENANCE RECORDS

Dated maintenance records must be kept where readily available to appointed personnel. The most recent copy of dated records that document maintenance of critical

items, such as hoisting machinery, sheaves, hooks, chains, ropes, and other lifting devices, must be retained in a maintenance file. Maintenance records must be retained in the crane history file, or an electronic recordkeeping system may be used.

12 CRANE BREAKDOWN

In the event a crane breaks down with a suspended load intact and the operator cannot lower the load safely, the operator must:

- Cordon off the area under the load to prevent personnel from entering.
- Contact the supervisor or other designated person immediately and inform him or her of the situation.
- Assist with or take charge of the situation if a supervisor or other designated person is not available and ensure that the area under the suspended load is suitability cordoned off and posted.

13 PERSONAL PROTECTIVE EQUIPMENT 13.1 SLIPS, TRIPS, FALLS

All workers involved in material handling and lifting with cranes must be provided protection from slips, trips, and falls.

13.2 FALL PREVENTION & FALL ARREST

Workers must be provided with suitable fall protection when working on walking and working surfaces near unprotected sides and edges that are 4ft or more above a level. See Fall Protection Procedure for more information.

When an employee is performing maintenance, repair, or inspection of a crane 4 ft or more above the ground or lower level and a standard rail or platform is not provided, the employee must wear an approved safety harness and lanyard or a fall arrest device and fasten the lanyard or device to a secure anchor. See Fall Protection Procedure for more information.

13.3 SAFETY SHOES

All personnel participating in lifts involving cranes or hoists must wear approved safety shoes. See PPE Procedure for further information.

13.4 HARD HATS

All personnel must wear approved hard hats when such personnel:

• Participate in a lift or are within 15 ft of the vertical plane of the load.

If the top of the load is lifted to a height greater than 5 ft, the load is considered an overhead hazard and head protection must be worn.

13.5 GLOVES
Workers who handle wire rope or loads with rough or sharp edges or splinters must wear sturdy work gloves. See PPE Procedure for further information.

14 EMERGENCY SITUATIONS - INJURED PERSON

In case of an accident that results in serious injury (i.e., requires medical attention) call 911.

15 RESPONSIBILITIES 15.1 MAINTENANCE MANAGER

The Maintenance Department Manager is responsible for reviewing this procedure as necessary and has overall responsibility for ensuring that the requirements of this procedure are followed. The Maintenance Department Manager will:

- Ensure that the appropriate insurance and inspection documentation is available with each crane.
- Ensure crane has load rating charts located inside of the crane.
- Ensure inspections are completed as outlined in this procedure.
- Be responsible for the actions of mill employees or subcontractors.
- Stop work if dissatisfied with a operation of the crane.

15.2 SAFETY MANAGER

The Safety Manager will conduct periodic hazard assessments and ensure that all appropriate safe work practices prescribed in this procedure for each type of lift operation, crane maintenance activity, and crane inspection are implemented. The Safety Manager has the authority to suspend or stop crane operations if he or she determines that workers are exposed to potential injury or if equipment may be damaged.

15.3 SUPERVISORS

The supervisors of lifting and rigging operations must be knowledgeable in the specific types of lifting and rigging operations and the operational hazards under their supervision. The supervisors must be familiar with applicable rules and procedures implemented at the site to ensure that lifting and rigging work under their control is done efficiently and safely, with safety as the top priority. Supervisors will ensure that employees fully understand the importance of safety and that they recognize their own authority and responsibility to stop work when safety is questionable.

16 TRAINING

All personnel who operate, rig, inspect, or perform maintenance on cranes and related equipment covered under this procedure must be provided with training, including a means of evaluation, to ensure that they are competent to perform their tasks safely. This training must also include applicable site-specific lifting and rigging procedures that address abnormal or emergency operations as well as possible equipment failure.

16.1 PHYSICAL REQUIREMENTS

The physical examination of crane operators must meet the requirements of the following consensus standards: American Society of Mechanical Engineers (ASME) B30.2, B30.17, and B30.5 The operator must sign off that he or she meets the below listed physical requirements to operate a crane.

A mobile crane operator who successfully passes a commercial motor vehicle (CMV) driver's physical that complies with federal transportation requirements (see 49 CFR 391 Subpart E *Physical Qualification and Examinations*) satisfies the crane operator physical exam requirements.

Operators must meet the following physical requirements to operate a crane:

- Have vision of at least 20/30 Snellen in one eye and 20/50 in the other, with or without corrective lenses
- Distinguish colors regardless of position, if color differentiation is required tor operation.
- Adequate hearing with or without use of a hearing aid.
- Have physical strength, coordination, and sufficient reaction speed to meet the demands of equipment operation.
- Show no evidence of physical defects or of emotional instability that could create a hazard to the operator or others and interfere with safe performance. Such evidence may be sufficient cause for disqualification. Medical examinations may be required to determine these conditions.
- Have normal depth perception, field of vision, manual dexterity, coordination, and no tendencies to dizziness or similar potentially hazardous characteristics.
- Have no detectable or known disease or physical restriction that would render the operator incapable of safely operating equipment. Where any deficiency of arms or legs exists, the acceptability or an operator trainee must be the decision of the supervisor after consulting with the designated physician.

16.2 SUBSTANCE ABUSE TESTING

Upon initial assignment and at least every 3 years thereafter, all personnel involved in crane operations must successfully pass a substance abuse test with a negative result. The test must be confirmed by a recognized laboratory service.

16.3 **PROFICIENCY REQUIREMENTS**

Every 3 years mobile crane operators and boom truck operators must complete training.

Written Exam – Operators and operator trainees must satisfactorily pass a written examination covering operational characteristics and controls, along with emergency control skills, such as response to fire, power line contact, loss of stability, and control

malfunction. The exam will also include characteristic and performance questions appropriate to the crane type for which qualification is sought.

Reading Comprehension & Arithmetic Skills Test – The operator must demonstrate the ability to read, write, comprehend, and exhibit arithmetic skills and properly interpret load capacity charts in the language of the crane manufacturer's operation and maintenance instruction materials.

Load chart usage test. Operators must satisfactorily complete a combination written and verbal test on load chart usage that covers a selection of the configurations the crane may be equipped to handle for the type of crane for which qualification is being sought.

Operating Skill Evaluation - The operator must complete a practical operating skill evaluation test (actual or simulated), demonstrating proficiency and basic knowledge in handling the specific type crane for which the operator is being evaluated, that includes:

- Prestart and post-start inspection
- Maneuvering skills
- Shutdown
- Securing the crane

Limit of Qualification - Qualification must be limited to the type of equipment for which the operator is being evaluated.

16.4 TRAINING METHODS

Trainers must use training methods best suited for the students and the subject material. This may include, but is not limited to:

- Computer-aided training
- Classroom training
- Simulated field training
- On-the-job training
- Training by equipment manufacturer or commercial training companies

Score standards must be set for each examination by the training organization. The minimum passing score will depend on the subject, testing technique, and test difficulty. Management must determine the course of action for persons receiving negative evaluations.

16.5 CRANE OPERATORS

Only qualified and authorized operators, or operator trainees under the direct supervision of a qualified operator, are permitted to operate cranes.

Operators must demonstrate knowledge of equipment operating characteristics, capabilities, limitations, effects of variables, safety features, and operating procedures for the cranes they will operate.

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The following checklist contains basic factors with which an operator must be familiar. This checklist must be tailored to suit actual conditions.

- Stability
- Load Charts
- Crane Setup
- Refueling
- Assembly and Disassembly
- Outriggers
- Operator Aids
- Operator Characteristics
- Environmental hazards, including weather
- Electrical hazards
- Traveling with load
- Traveling without load
- Lifting personnel
- · Equipment inspections and tests
- Load weight estimation
- Emergency procedures
 - Access and exit routes
 - Warning devices

16.6 MAINTENANCE WORKERS

Operational Requirements and Qualifications

Employees who operate cranes to perform crane maintenance must be trained and qualified to operate the cranes on which maintenance is being performed. Crane operation by maintenance personnel must be limited to those crane functions necessary for performing maintenance on the crane or for verifying the performance of the crane after maintenance has been performed.

Training Topics

Employees who perform maintenance activities on equipment covered by this standard should have an understanding of the following criteria:

- The tools to accomplish their work safely
- Access to operating instructions to perform adjustments
- Parts information furnished by the manufacturer or the responsible maintenance or engineering organization
- Manufacturers' recommendations as to points and frequency of lubrication and levels and types of lubricant to be used
- Maintenance and repair procedures recommended by the manufacturer or responsible maintenance or engineering organization
- Wiring diagrams

- Rigging
- Lessons <u>learned</u>
- Hand signals
- Load dynamics
- Applicable standards and regulations
- Critical lifts
- · Safety features of equipment
- Terminology and definitions
- Ropes and reeving
- Records and documents
- Limit switches
- Warning signals
- Operating practices
- Fire protection
- Crane components

• Documentation requirements for maintenance and repair

Inspectors

Employees who operate cranes to perform crane inspections must be trained and qualified to operate the crane on which the inspection is being performed. Qualified inspectors must have the necessary knowledge and experience to properly inspect hoisting and rigging equipment. Crane operation by crane inspectors must be limited to those crane functions necessary for performing the inspection on the crane.

Inspector training must include basic inspection techniques and acceptance/rejection criteria as specified in this procedure and other applicable sources.

Instructors

Instructors who develop or deliver lifting and rigging training programs must meet the qualification standards specified by the responsible training organization.

Qualifications

Instructors must develop technical competence by satisfactorily completing documented training or technical experience in the hoisting and rigging discipline.

Continuing Education

Instructors should attend recognized training courses, workshops, or seminars in order to remain current on industry practices and changes in applicable codes and standards.

17 DEFINITIONS

- **Crane** means a machine for lifting and lowering a load and moving it horizontally, with the hoisting mechanism an integral part of the machine. Whether fixed or mobile, cranes are driven manually or by power.
- **Designated person or personnel** means selected or assigned by the employer or the employer's representative as qualified to perform specific duties. The term designated personnel in reference to recordkeeping refers to company and regulatory officials.
- **Hoist** means a device integral to a crane used for lifting or lowering a load by means of a drum or lift-wheel around which rope or chain wraps. It may be manually, electrically, or pneumatically driven and may use chain, fiber, or wire rope as its lifting medium.
- **Mobile crane** means a crawler crane, locomotive crane, wheel-mounted cranes of both the truck and self-propelled wheel type, and any variation that retains the same fundamental characteristics. It includes only cranes powered by internal combustion engines or electric motors that utilize drums and ropes.

18 PROCEDURE REVIEW & UPDATE

Document No: SAF/MOBCRA Issue #: 3 Date of Issue: 02/28/2014 Reviewed: 03/09/2023

This procedure will be reviewed periodically and updated as needed to reflect changes in the work and/or worksite conditions, and when injury or illness incidents warrant a review.

Attachment 1 – Yearly Sign Off on Physical Abilities to Operate Crane

Operators must meet the following physical requirements to operate a crane:

- Have vision of at least 20/30 Snellen in one eye and 20/50 in the other, with or without corrective lenses
- Distinguish colors regardless of position, if color differentiation is required tor operation.
- Adequate hearing with or without use of a hearing aid.
- Have physical strength, coordination, and sufficient reaction speed to meet the demands of equipment operation.
- Show no evidence of physical defects or of emotional instability that could create a hazard to the operator or others and interfere with safe performance. Such evidence may be sufficient cause for disqualification. Medical examinations may be required to determine these conditions.
- Have normal depth perception, field of vision, manual dexterity, coordination, and no tendencies to dizziness or similar potentially hazardous characteristics.
- Have no detectable or known disease or physical restriction that would render the operator incapable of safely operating equipment. Where any deficiency of arms or legs exists, the acceptability or an operator trainee must be the decision of the supervisor after consulting with the designated physician.

Employee Signature

Employee Name Printed:

Date:

Attachment 2 – Pre-Work Lift Worksheet

Pre-Work Lift Worksheet

Before the lift is performed, the operator must complete this Work sheet

<u>Date of Pick</u>	<u>Weight of Pick in</u> <u>Ibs</u>	<u>Radius of pick</u>	<u>Crane Capacity</u>	<u>Is it a Critical</u> <u>Lift?</u>

Reminder:

Ensure all Crane Operator Tasks are completed before operating the crane

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Attachment 3 – Sample of Inspection Log Book



CRANE INSPECTION LOG

Year of Inspection	
Crane Model	
Crane Serial No.	
Type of Chassis	
Chassis VIN No.	
Equipment Number	

Introduction

This Woodland Mill Crane Inspection Log is designed as a convenient and precise method of recording maintenance, inspections, tests, and repairs made to the crane. Use this log to keep an accurate machine history and as a way to keep your crane in a safe operating condition. This log should be considered to be a standard part of the crane and should be transferred to any new owner of the crane. The log should also be available to any state, federal, or local inspectors responsible for enforcing compliance codes that are applicable to your equipment.

This log provides charts for daily, and quarterly inspections, charts for lubrication and maintenance performed on a scheduled or unscheduled basis. This log also provides for the recordkeeping of any accidental damage and repairs made due to the damage. The front cover provides for the recording of the calendar year, crane model, crane serial number, type of chassis and chassis VIN number. Use these areas to record data for the specific crane and chassis applicable and keep this log with the particular unit.

Instructions for Manual Use

Mark each area with an "S", "I", or "R"

- "S" (Suitable) Area is suitable for operation
- "I" (Inspect) Area is acceptable for operation but some wear is showing should be inspected carefully before next use
- "R" (Repair) Area is in need of repair and unacceptable for operation, remove from service immediately

WARNING

Neglecting to follow the checklists, manuals, and performance appraisals that pertain to this crane and supporting equipment may resort to damage to the crane and/or vehicle or DEATH or SERIOUS INJURY to the operator and/or others nearby.

WARNING

Welding or modification of this crane is strictly prohibited unless permission is received in writing from the manufacturer. Any welding done on the crane must be performed by a certified welder.

Quarterly Crane Inspections

<u>Quarterly</u>	<u>] st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>
Structural damage				
Hydraulic pump				
Hydraulic motors				
Hydraulic hose wear				
Rotation backlash				
Crane controls				
Crane mounting bolts – torque				
Rotate mounting bolts				
Cylinders oil leaks				
Cylinders nicks/dents				
Cylinders rod scoring				
Cylinders rust on rod				
Cylinders pin boss				
Winch cracks				
Winch worn sheaves				
Winch worn drum				
Crane hook				
Wire rope				
Holding valves load test				
SIGNATURE				
DATE				

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DAILY INSPECTIONS

JANUARY

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
CRANE: Structural [
Loose Parts																															
Manual Controls																															
Crane Cable																															
Crane Remote Control																															
Crane Rotate																															
Leaks in valve																															
Hydraulic system leaks																															
Hydraulic oil level																															
Hydraulic Oil filter																															
Load Handling Equipment																															
CHASSIS: Engine Oil																															
Radiator																															
Battery																															
Tires/Wheels																															
Suspension																															
Brakes																															
Warning Lights																															
Safety Equipment																															
Lights																															
Initials																															

Note if the inspection indicates any issues, please note it here and let the General Services Supervisor know to allow for timely <u>repair</u>

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Effective Date: September 30, 2012

January

 Date
 Signature
 Operation Performed
 Scheduled (S) Unscheduled (U)
 Hours
 Total Hours

 Image: Signature
 Image: Scheduled (U)
 Image: Scheduled (U)<

Maintenance, Lubrication & Repair

ACCIDENTAL DAMAGE AND REPAIR LOG

<u>Date</u>	<u>Signature</u>	Description of Damage	Description of Repair

Date	<u>Signature</u>	Description of Modification or Revision	<u>Purpose</u>

OPERATING PROCEDURES SAFE WORK PRACTICES/CRITICAL LIFTS OVER COVERED PROCESSES

Critical Lift Plan Mobile Crane

1	ocation:		Date of Li	ft:	_	
1	.oad Description:		-		-	
1	ift Description:	Discourse Attacho	d. Voc	No	-	
	Diagram of Crane Lift and Load I	riacement Attache	No. Tes			
	Diagram of Rigging and Load Att	tached: Yes	110			
	A. Load					
1	. Load Condition New Us	ed				
1	2. Wt. Empty	lbs.				
:	 Wt. of Contents 	lbs.	100	-		
4	. Wt. of Aux. Block	lbs.	F.	Crane Placement		
Ę	5. Wt. of Main Block	lbs.	1.	Any Deviation from Smo	oth Solid Foundation?	
6	 Wt. of Lifting Beam 	lbs.				
	 Wt. of Slings/Shackles 	lbs.	2.	High voltage or Electrica	I Hazaros?	
8	Wt. of Jib or Boom extension (e)	erected/stowed)			Lift of Curing?	
	lbs.		3.	Obstacles/Obstructions 1	to Lift of Swing?	
9	 Wt. of Hoist Rope (extra) 	lbs.		Travel2		
	 Wt. of Excess Load Material 	lbs.	4.	Travel?		
-	11. Other	_lbs.		0 i Diani 3		
	TOTAL	lbc	5.	Swing Direction?		
	IUIAL	IDS.		0 11 11-11		
				-Considerations	ano's canacity attach	
	Source of Load Wt. Information (Drv	wgs, Calcs, etc.)	1.	in int exceeds / 5% of cl	tions restrictions	
				additional special instruc	ng lift etc	
1	Load Wt. Confirmed by:			diagrams for crane, riggi	ng, int, etc.	
1	3. Crane		~	Yes No	re e constata plan for	
23	 Anti-two-block device on crane 	? Yes_No_	2.	Multiple crane lifts requi	re a separate plan for	
	2. Type of Crane			each crane.	a configuration	
	 Maximum Crane Capacity 		3.	Any changes in the cran	e configuration,	
	 Radius @ Pick-upft./Set Do 	wnft		placement, rigging, liftin	g scheme, or calculations	
	5. Crane Capcty at Radius: Over r	earlbs		require that a new Critic	cai Lift Plan bê	
	Over side Ibs. / Over fro	ontlbs.		developed.	Inter d Datas to 116	
	Bm angle at Pick-upft./Set	-downft.	н.	Pre-Lift Checklist - Com	pleted Prior to Lift	
1	7. Max Rated Capacity of Crane a	at this Radius and	1.	Crane inspected	10. Rigger qualificat.	
	Boom Angle for this lift is	lbs.	2	_ Rigging inspected	11Signal System	
	 Max Load on Crane is 	lbs.	3	_ Crane set -Up	12. Tag Lines	
	B. Lift is %of Crane's	Rated Capacity	4	_ Swing room	13. Wind/Temp	and the second s
C. C. Carriero C.	C. Jib		5	_ Hoist heights	14. Safety spotter	
	1. Erected Stowed		6	Head room	15 Traffic	
	If Jib is to be used: Length	Angle	7	_ Crane Ctrwt.	16. I ailboard	
	Rated capacity of jib from char	t	8	Load test	17Site control	
	D. Hoist Rope		9	_ Operator Qualified	18. Signatures	
	1. Rope Diameter No. of	Parts	١.	Notes/Comments		
	Lift Capacity based on Parts					
	E. Rigging		J.	Authorizations:		
	1. Hitch Type		Lift	Supervisor Signature (Red	quired) Date	
	2. No. of Slings Size Ty	pe				
	3. Sling Assembly Rated Capacity	·	Ma	nagement Designee (Requ	uired) Date	
	4. Shackle Size No. of Sha	ickles				
	5. Shackle Rated Capacity	lbs.	Dep	partment Employee/Opera	tor (Required) Date	
	Shackle Secured to Load by:		Cra	ne Operator/Rigger Signat	ture Date	
				no operatorningger olgital		
			PSI	M/RMP Coordinator/Safety	y Date	
1		100115 01		DATE: 05/01/00	PAGE 6 OF 6	
	PSM	ISSUE: 01		DATE: 05/01/00	PAGE 0 UF 0	

SPEC 1.17

WOODLAND PULP, LLC & ST. CROIX TISSUE INC

WOODLAND, MAINE

SPECIFICATION NO. MS-001 MILL STANDARDS REVISION # 1 – February 23, 2004 REVISION #2 – November 23, 2015

WOODLAND PULP, LLC and ST. CROIX TISSUE, INC. WOODLAND, MAINE

DATE: 11/23/15

SPECIFICATION NO.: MS-001 MILL STANDARDS

STANDARD MILL CONDITIONS AND HARDWARE COMPONENTS

PURPOSE

This specification defines the standard plant conditions and general services to be utilized within the mill. All equipment is to be designed in accordance with the criteria specified below.

Vendors of equipment, which utilize these classes of hardware or drive components are required to use only the manufacturers and makes designated. Normally no other make will be accepted, but in a case where an exception may be recommended or desirable, written consent must be obtained from the Engineer before a substitution will be permitted.

Unless the Engineer is advised otherwise, the purchase order by WOODLAND PULP, LLC and ST. CROIX TISSUE, INC. to equipment vendors will be issued on the basis that the designated manufacturers, makes and services will be utilized, and claims for additional costs due to this requirement will not be considered thereafter.

MILL SERVICES AND PLANT CONDITIONS

Plant Utilities

<u>Item</u>		<u>Unit</u>	<u>Amount</u>
10.01	Mill Water Pressure – Design Temperature – Design	psig °F	60-80 34-85
10.02	Process Steam Low Pressure Medium Pressure High Pressure Motive Steam For	psig/°F psig/°F psig/°F	6-/310 160/500 875/850

10.03	Power Supply (3 phase, 60 Hz) Low Voltage Medium Voltage High Voltage	Volts Volts Volts	480 2,300 13,800
10.04	Control Power (1 phase, 60 Hz)	Volts	120
10.05	Air Design – Mill/Instrument	psig	55-85

Site Conditions

<u>Item</u>		<u>Unit</u>	<u>Amount</u>
20.01	Wind Loading – Design (BOCA Building Code)	mph	90
20.02	Earthquake (BOCA) Zone		2
20.03	Ambient Temperature Winter Summer	°F Low °F High	40 100
20.04	Elevation Above Mean Sea Level	ft.	118
20.05	Building Layout To Conform To Mill Grid		

LIST OF HARDWARE

Suggested or Approved Equal Manufacturer, Make or Class

30.01	Hex bolts	ANSI A193, heavy, hexagonal, SAE J429C-Gr. 5
30.02	Hex Nuts	ANSI A194, heavy, hexagonal, SAE J429C-Gr.5
30.03	Grease fittings	Alemite or approved equal
30.04	Hydraulic Oil	Currently using Mobil
30.05	Gear box lubricating oil	Mobil
30.06	Bearing lubricating oil	Mobil
30.07	Turbine oil	Mobil
30.08	Hydraulic oil filters	Fram or equal
30.09	Grease	Mobil
31.01	MC Pumps (thick stock pumps)	Ahlstrom / Warren
31.02	Centrifugal stock pumps	Ahlstrom / Goulds / Bingham
31.03	Centrifugal liquid pumps	Ahlstrom / Goulds / Bingham
31.04	Sump Pumps	Flygt
31.05	Metering pumps	Moyno / Milton Roy / Microyal
31.06	Agitators	Lightnin / IMPCO / Beloit
31.07	Mechanical Seals	Durametallic, Safematic, A.E.S
31.08	Pumps seals and packing	Industrial packing
34.01	Lined pipe (no gaskets)	Resistoflex, Kynar / TFE
34.02	Carbon steel piping Connections 2" and down	Screwed ANSI B2.1 Socket weld steam and gases

34.03	Carbon steel piping Connections 2-1/2" and up	Flanged ANSI B16.5 or B16.1 Butt weld, ANSI B16.25 Steam and gas to be seamless Pipe or any service over 150#
34.04 LIST OF HARDWARE	Fabricated stainless steel	A312, 316 L domestic only Suggested or Approved Equal
34.05	Threaded joint compound Teflon liquid seal (tape not Permitted)	Locktite
34.06	Tubing for hydraulic and lubricating oils	NFPA and JIC hydraulic standards (316SS)
34.07	Tubing fittings	Parker Hannifin
34.08	Tubing supports	316SS or aluminum (depending on area) Unistrut, or approved equal
34.09	Manual steam valves	Edwards, Yarway, Powell, Crane & Walworth
34.10	Steam control valve	Fisher
34.11	Steam traps	Yarway, Armstrong, Dresser, Sarco
34.12	Safety relief valves	Consolidated
34.13	Air traps	No preference
34.14	Unit heaters	Electric (owner approved), Grinnell or Trane (Steam) w/120V fan
34.15	Heat exchangers	Depends on Application
34.16	Water columns	No preference
34.17	Knife gate valves	DeZurik, Fabri (metal seated)
34.18	Seal water flex. Hose ½" teflon	Parker Hannifin
34.19	Stock check valves	Crane, Fabri
34.20	Water pressure regulators	Ashcroft, Fisher
34.21	Air pressure regulators	Wilkerson
34.22	Quick-connect joints	Evertight

34.23	Globe valves	Yarway, Edwards, Powell, Crane, Walworth, Vogt
34.24	Vacuum breaker	No preference
34.24 LIST OF HARDWARE	Ball valves	Neles-Jamesbury, Fisher <u>Suggested or Approved Equal</u> Manufacturer, Make or Class
34.26	Packing	Industrial Packing
34.27	Plug valves	Tufline, Durco, Neles-Jamesbury
34.28	FRP resin	Hetron 980
34.29	Butterfly valves	Fisher, Jamesbury, Velan
34.30	Sampling valves	BTG
34.31	Pipe supports	Grinnell
34.32	Strainers, cleaners Basket type, full length	Armstrong, Sarco
34.33	Manways	Check design, Concave
34.34	Expansion joints	Rubber, Garlock SS-American BOA Dependent on Application
34.35	CLO2 service valve	Comline, Tufline or equal w/on-off throttle
34.36	Chain handwheels for valves	Babbitt or OEM
34.37	Chiller	Trane, York
34.38	Air Purification	West Vaco
34.39	Air Conditioning (HVAC)	Liebert
35.01	Thermal insulation	Silicone, Fiberglass
36.01	Permanent hoists	CM. Northern Crane, Yale
39.01	Worm gear speed reducers	Falk, Radicon, David Brown
39.02	Helical gear in-line speed reducers	Linkbelt

39.03	Helical gear parallel shaft Falk, Linkbelt, Foote Jones
	reducers over 8900 in lb. Output
	torque. No shaft mounted speed
	reducers

LIST OF HARDWARE		Suggested or Approved Equal Manufacturer, Make or Class
39.04	Helical gear parallel shaft reducers. Under 8900 in lb output torque. No shaft mounted speed reducers	Falk, Linkbelt, Foote Jones
39.05	Gear speed reducer service factor	For the selection of gear reducers a service factor shall be applied to the motor nameplate rating to determine the mechanical rating of the reducers. The following service factors shall be used.
		Application Service Factor
		Normal Duty 1.50 Heavy Duty 1.75
		Gear reducers shall be sized for continuous duty, 24 hours per day and 365 days per year.
39.06	Shaft mounted gear reducer	Not permitted, unless approved by Purchaser
39.07	Roller chain ANSI standard, Rexnord, Diamond	US Made
39.08	Fluid drive hydraulic (variable speed)	American Standard, Haaglund
39.09	Drives	American Standard, Haaglund
39.10	Couplings & spacer couplings	Falk, Dodge (low speed), AtraFlex
39.11	Sprockets	ANSI standard, Taper lock bushings up to 3" bore. 3-1/16" and above straight bore. Flangeless hubs. <u>Martin</u>
39.12	Driver sprockets	Hardened teeth
39.13	V-belts	Goodyear

39.14	V-belt sheaves	Dodge
39.15	Hydraulic couplings	Twin Disc, American Standard
LIST OF HARDWARE 39.16	Shafting diameters	<u>Suggested or Approved Equal</u> <u>Manufacturer, Make or Class</u> 15/16, 1-7/16, 1-15/16, 2-7/16, 2-15/16, 3- 7/16, 3-15/16, 4-7/16, 4-15/16, 5-7/16 (inches)
39.17	Bearing pillow blocks for all services	SKF ductile iron or cast steel housing. Four mounting holes for shaft sizes 1-15/16" and larger
39.18	Bearings	SKF hydraulic mounting, large bearings. Manufacturers fig. Shall be listed in maintenance manual
39.19	Keyways	ANSI B17.2 square Parallel with ends rounded
39.20	Hydraulic power units	Vickers, Oilgear, Haaglund
39.21	Cylinders	Parker-Hannafin or approved equal
40.01	All electrical equipment	Applicable standards of ANSI, NEMA, and UL
41.01	Substation Power Transformer	ABB, Virginia, Square D
41.02	Lighting Transformer	Cutler Hammer, GE, ABB, (copper winding only)
41.03	460 volt switchgear	GE, Cutler Hammer
41.04	13.8 and 2.3 kV Switchgear	GE, Cutler Hammer
41.05	Motor control centers (460 volt) And individual starter	Furnas Series
41.06	Medium voltage motor control centers (2300 volt)	Allen Bradley 1500 Series, 400A Vacuum Bottle
41.07	120 volt AC motor (1/2 hp and less)	US Motor, 120 Volt, 1 phase, 60 Hz motors

41.08	460 volt AC motors (3/4 hp and less)	US motor, totally enclosed fan cooled. High Efficiency. 460 volt 3 phase, 60 Hz motors induction type with Class 155(F) insulation, 1.15 service factor. Nema design B unless otherwise approved. Thermal switch over 100 HP.
LIST OF HARDWARE		<u>Suggested or Approved Equal</u> <u>Manufacturer, Make or Class</u>
41.09	Medium Voltage (2.3 KV) AC Motors (250 hp and up)	US Motor, TEFC for Pulping, OD or WP II for boiler and machine area, 2300 volt, 3 phase 60 Hz Class 155 (F) insulation, 1.15 service factor. Nema design B. Thermal switch. 6 stater and 2 bearig RTD's 100 ohm Platinum
41.10A	DC Motors	US Motor, Reliance
41.10B	Inverter Duty AC Motors	US Motor, Reliance
41.11	Pulp machine drives	Reliance, Allen Bradley
41.12	AC variable frequency drives	Reliance, Allen Bradley
43.02	Pushbutton stations	Cutler Hammer, Furnas, Allen Bradley
43.03	Pilot lights	Cutler Hammer, Furnas, Allen Bradley
43.04	Limit switches	Allen Bradley, Cutler Hammer
43.05	Control fuses	Buss, Gould Shawmut
43.06	Fuse fittings	Gould Shawmut, Allen Bradley
43.07	Relays (for Motor Control)	Avoid if possible, Cutler Hammer, Porter Brumfield, Allen Bradley
43.08	Timers	Agastat
43.09	Wire markers	Brady or approved equal
43.10	Enclosures	Stahlin or approved equal NEMA type 112 in Electrical Rooms. Type 4X in field Stahlin w/SS Hardware
43.11	Motion switches	Ronan, Allen Bradley
44.01	Conductivity systems	ТВІ

44.02	Consistency Transmitters	BTG, Valmet
44.03	Field controllers	Foxboro
44.04	Converter current / pneumatic	Fisher 546 (not Valve Mounted)

Suggested or Approved Equal

LIST OF HARDWARE

44.05	Converter electro / pneumatic	<u>Manufacturer, Make or Class</u> Fairchild
44.06	Density – nuclear	Kayray, Berthold
44.07	Density-refractometers	L.S.C.
44.08	D/P cell transmitters	Honeywell (Smart only)
44.09	Magnetic flowmeters	Yamatake (Smart only)
44.10	Mass flow	Foxboro, Honeywell
44.11	Rotameters	Fisher Porter or equal
44.12	ION measurement	Kajahni, Foxboro
44.13	Level controllers (displacer type)	Fisher
44.14	Water level indicators	No preference
44.15	Glass gauge indicator	No preference
44.16	Level transmitter D/P cell	Honeywell (Smart only)
44.17	Level transmitter ultrasonic	Milltronics
44.18	Level transmitter capacitance	Drexelbrook
44.19	Level transmitter nuclear	Berthold
44.20	Level transmitter bubbler	Avoid if possible
44.21	Pressure transmitters	Honeywell (Smart only)
44.22	Pressure repeaters	Fairchild
44.23	Pressure & temperature gauges	Ashcroft
44.24	PH measurement	TBI

44.25	Radioactive instrumentation	Berthold, Kayray
44.26	Speed transmitters	Avtron
44.27	Flow switches	No preference
44.28	Level switches (float)	Magnetrol, Mercaid
LIST OF HARDWA	RE	Suggested or Approved Equal Manufacturer, Make or Class
44.29	Level switches (nuclear)	Berthold
44.30	Level switches (ultrasonic)	No preference
44.31	Level switches (capacitance)	Drexelbrook
44.32	Limit switches	OEM
44.33	Safety switches	No preference
44.34	Speed switches	No preference
44.35	Proximity switches	Allen Bradley
44.36	Temperature switches	Ashcroft
44.37	Temperature transmitters	Honeywell (Smart only)
44.38	Thermocouples	No preference
44.39	RTD's	No preference
44.40	Resistance bulbs	No preference
44.41	Thermometers	No preference
44.42	Globe control valves	Fishes, Neles-Jamesbury
44.43	Ball control valves	Fisher, Neles-Jamesbury
44.44	Butterfly control valves	Fisher, Neles-Jamesbury
44.45	Solenoid valves	Asco
44.46	Temperature regulating valves	Ashcroft
44.47	Plug valves (On/Off)	Fishes, Neles-Jamesbury
44.48	Gate valves	Crane, Powell

44.49	Damper drives	Bailey, Beck
44.50	Remote water indicator	Diamond
44.51	Distributed control system	Honeywell
44.52	Programmable logic controllers	Allen Bradley or Honeywell LM
LIST OF HARDWARE		Suggested or Approved Equal
44.53	Process control field tubing	316SS Seamless
44.54	Tubing for instrumentation	316SS Seamless
44.55	Tubing raceway and supports corrosive areas other areas	Unistrut or approved equal 316SS Aluminum of Galvanized
44.56	Multitube bundles	No preference
44.57	Single Tube Runs	No preference
44.58	Process control tubing fittings	Parker
44.59	Terminals	No preference
44.60	Instrumentation cables	Belden, Alfa
44.61	Control cables	Per Spec
44.62	Wire markers	Brady
44.63	Cable trays	"B" Line or approved equal Material depends on area of mill
44.64	Flange Transmitter – Isolation Ball Valves and purge	Fabri

Document No: SAF/PPE Issue #: 5 Date of Issue: 02/01/2016 Reviewed: 02/27/2023



144 Main St. Baileyville, Maine

Valid for 24 hours after printing: 1/7/2025 2:22 PM

Personal Protective Equipment Policy & Procedure

Document No: SAF/PPE Issue #: 5 Date of Issue: 02/01/2016 Effective Date: 02/01/2016 Updated: 5/26/2021 Reviewed: 02/27/2023

Authorized By:

Brandon Ireland, Safety Manager

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1. Purpose

To reduce employee exposure to hazards when engineering and administrative controls are not feasible or effective by requiring the correct use of personal protective equipment (PPE) in accordance with the OSHA standards 1910.132 – 1910.137 (excluding 1910.134 (Respiratory) and 1910.137 (Electrical) which are under separate procedures.

Information regarding Bloodborne Pathogens PPE requirements according to OSHA standard 1910.1030 can be found in the Bloodborne Pathogens Exposure Control Plan.

2. Scope

This policy and procedure applies to all Woodland Pulp and St. Croix Chipping personnel, contractors and service suppliers while on mill property.

Visitors and non-mill employees are required to meet the minimum employee dress code and PPE requirements.

3. Policy

Woodland Pulp and St. Croix Chipping employees, contractors and service suppliers must follow the PPE requirements as set out in this document. PPE is considered the last line of defense behind engineering and administrative controls.

Visitors must, at a minimum:

- wear PPE in the mill area including hearing and eye protection, and ANSIapproved high-visibility vest or clothing;
- wear safety boots or shoes unless escorted by a mill employee and remain on designated walkways;
- be escorted by a mill employee unless approved in advance;
- must report all incidents, injuries, near misses, unsafe condition or damaged/unsafe equipment to a mill employee.

4. Definitions

- PPE: Personal Protective Equipment
- Metatarsal guards: special foot protection that covers the top arch of your foot.
- Safety footwear: Can be either a safety shoe or boot. The toe can be either steel or made from approved composite materials.
- Line breaking / Equipment Opening: initially opening a process line or piece of equipment.

5. Responsibilities

- a. The Safety Manager is responsible for:
 - Identification and evaluation of hazards in the workplace.
 - Determining if the use of PPE is an appropriate control measure; determines if PPE is to be used, how it is selected, maintained and its use evaluated.
 - Establishing and arranging training for employees in the use of PPE.
 - Determining PPE effectiveness in preventing employee injury or illness.
 - Ensuring the relevant OSHA standards are followed.
- b. The Supervisors are responsible for:

- Communicating changes in safety policies and procedure to their team members.
- Scheduling employees to attend training.
- Ensuring the correct PPE for the task is used and worn correctly.
- c. Employees, Contractors and Service Suppliers are responsible for:
 - Using/wearing PPE, where required, as directed by safety procedures and the associated Job Safety Analysis for specific tasks.
 - Using/wearing the appropriate type of PPE correctly.
 - Properly inspecting and maintaining all PPE according to manufacturer's standards.
 - Removing from service any defective PPE.
 - Complying with the minimum employee dress code and PPE.

6. Hazard Assessment for PPE

The Safety Department, in conjunction with Supervisors and hourly employees, will conduct a walk-through survey of each work area to identify sources of work hazards. Each survey will be documented using the Hazard Assessment for PPE Form, which identifies the work area surveyed, the person conducting the survey, findings of potential hazards, and the date of the survey. The Safety Department will email copies to all employees, keep hard copies in a file in the Safety Department, and keep electronic copies in Dropbox.

The Safety Department will conduct, review, and update the hazard assessment for PPE whenever

- A job changes
- New equipment or process is installed
- There has been an accident
- Whenever a supervisor or employee requests it
- Or at least every year (annually)

7. Procedure

7.1 General Requirements

- 1. Once the hazards of a workplace have been identified, the Safety Department and Management will determine if the hazards can first be eliminated or reduced by methods other than PPE (i.e methods that do not rely on employee behavior, such as engineering controls.)
- 2. If such methods are note adequate or feasible, then the Safety Department and Management will determine the suitability of the PPE presently available;

and as necessary, will select new or additional equipment which ensures a level of protection greater than the minimum required to protect our employees from the hazards.

a. Care will be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards will be recommended.

- 3. Protective equipment, including personal protective equipment for eyes, face, head and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used and maintained in a sanitary and reliable condition.
- 4. Only those items of protective clothing and equipment that meet NIOSH, or ANSI standards will be procured or accepted for use.
- 5. PPE shall be used wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, biological hazards or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.
- 2. In addition to the PPE mentioned above, barriers may be used for further protection against caustics and acids.
- 3. In addition to the requirements of this procedure, Electricians will be responsible for following the Mill Electrical Work Safe Procedures.
- 4. Employees will only use Mill approved or provided PPE.
- 5. The Safety Manager and Supervisor(s) shall verify that the required workplace hazard assessment has been performed through a written certification (JSA).
- Defective and damaged personal protective equipment shall not be used.
 NOTE: Defective equipment can be worse than no PPE at all. Employees would avoid a hazardous situation if they knew they were not protected; but they would get closer to the hazard if they erroneously believed they were protected, and therefore would be at greater risk.

7.2 Eye and Face Protection

- 1. Safety glasses must meet the latest ANSI Z87 standard and be labeled accordingly.
- 2. Eye protection is required on Woodland Pulp and SCT property once you have entered the gates. Slip-on side shields are not allowed.

- 3. Electricians are not allowed to wear metal framed safety glasses.
- 4. The following areas are exempt from wearing eye protection:
 - All offices
 - Control rooms and completely enclosed booths
 - Enclosed lunchrooms
 - Inside enclosed cabs of company vehicles (windows closed)
 - Locker rooms
 - Restrooms
- 5. Safety glasses with photo chromatic lens will be allowed with medical approval for employees working inside the mill. Tinted and/or colored lenses are only permissible for exterior areas unless medically required or task warrants special lens protection, such as welding.
- 6. Before starting a job the proper eye and face protection must be assessed for the task. Specific eye protection may be required for working in a specific area and must be worn.
 - Chemicals splash goggles and face shield must be worn.
 - Grinding or cutting on metals safety glasses with foam back or goggles must be worn with a face shield.
 - Welding welding goggles must be worn.
 - Cutting wires safety glasses and face shield must be worn.
 - Dusty areas goggles must be worn.
- 7. Safety glasses can be removed for temporary relief when environmental conditions cause them to fog but are to be returned to one's eyes after fog conditions subsides and/or employee is no longer in the area causing the fogging condition.
- 8. Employees who don't wear prescription glasses may obtain a pair of plain safety glasses through the Stores Department. Employees and visitors may wear approved safety glasses over their prescription glasses.
- Employees are responsible to inspect and replace worn, damaged or lost equipment that no longer provides adequate protection or causes distortion in one's vision.
- 10. Employees need to use care after handling chemicals or working in dusty environments. Hands should be washed any time an employee works with or near chemicals to prevent possible eye contamination and use caution to not wipe one's face and wipe material into one's eye.

- 11. After doing production or maintenance work, clothing and facial area should be cleaned of all residual material to prevent possible eye contamination such as dust, material, debris, etc.
- 12. Employees who experience eye irritation or sense material enter one's eye are required to immediately report and obtain medical attention, even if the employee feels he/she has completed a self-administered eye washing and no longer feels the material.
- 13. Employees who are in areas or perform work that constitutes the need/use for goggles should be appropriately equipped.
- 14. Goggles or tight-fitting safety glasses are to be worn in windy and dusty conditions or when there is the possibility of dirt and material falling from overhead, etc.
- 15. In those locations where hard hats are required, if an employee needs a face shield then he / she must use the type of face shield that attaches to the hard hat.

7.3 Respiratory Protection

See Respiratory Protection Program

7.4 Bloodborne Pathogens

See Bloodborne Pathogens Exposure Control Plan

7.5 Head Protection

- 1. Head protection shall comply with ANSI Z89.1-1986
- 2. Employees will wear hard hats in all areas in which danger of overhead hazards exist.
- 3. Employees will wear hard hats in all areas that have been designated as permanent hardhat areas, which include any area deemed a construction site.
- 4. Employees are required to wear hard hats when reporting to or leaving their work location during shutdowns (gate to gate policy).
- 5. Employees will wear hard hats in areas, in which work is being done at different levels, in areas of low staging or confined spaces, in areas where articles may drop and during area outages.
- 6. During the annual outage, all employees will wear a hard hat while in the mill complex. This will be a gate-to-gate policy with the exceptions of:
 - All offices

- Control rooms and completely enclosed booths
- Enclosed lunchrooms
- Inside enclosed cabs of company vehicles
- Locker rooms
- Restrooms
- 7. Hardhats shall be worn according to the manufacturer's recommendations.
- 8. Employees are responsible to follow manufacturer's suggested use and replacement. Worn or damaged hard hats that no longer provide adequate protection must be replaced.
- 9. Employees will wear hard hats in all areas that have been designated as permanent hardhat areas, which include:
- 1. Kraft mill except 4th floor of the bleach plant (for bleach plant operators only)
- 2. Lime kiln
- 3. Steam and Power operations except while working on the spout deck

7.6 Hearing Protection

See Hearing Protection and Testing Procedure

7.7 Foot Protection

- 1. Employees are required to wear safety footwear, which meets the specifications of ANSI Z41 -1991.
- 2. Employees are required to wear safety footwear when reporting to or leaving their work location at the beginning and end of their shift.
- Safety footwear is exempt in office areas. Upon leaving an office area, safety footwear is required when entering or passing through an operational area.
- 4. Fully enclosed footwear is required beyond the gate.
- 5. Safety footwear is required in all out-lying areas such as the lagoon, Grand Falls, landfill, power lines and dams.
- 6. Employees are responsible for promptly replacing worn or damaged safety footwear that no longer provides adequate protection. Chemical saturated footwear is to be discarded immediately.
- 7. Metatarsal guards shall be worn in addition to safety toed footwear when the possibility exists that conditions or tasks would allow objects to fall on the feet or that equipment might impact the instep of the foot. For example: employees shall wear metatarsal guards when using a jackhammer.
- 8. Specific safety footwear may be required for working in a specific area and must be worn.
 - Electricians must wear electrical hazard rated safety footwear.
 - When working in areas where risk of chemical exposure is present rubber boots should be worn.
 - Flooded areas require rubber boots.
 - Normal dry conditions, leather footwear can be worn.
- 9. It is the employee's responsibility that for footwear conditions regardless of type or age, that contain rips, holes, seam failures, saturated with acidic/caustic chemicals, etc.; the employee must discard and replace one's footwear.

7.8 Hand Protection

- 1. Employees whose tasks warrant hand protection are to have convenient access to appropriate type gloves for the task.
- 2. All employees are required to wear gloves if the task involves a hazard to their hands. Example: handling wood, handling objects with sharp edges, chemicals, use of knife, etc.
- 3. The appropriate gloves must be worn for the specific task
 - <u>Cut resistant gloves</u> <u>on both hands</u> when adjusting or changing slitters, doctor blades, using utility knives, or working around/with sharp objects.
 - <u>Welding gloves</u> when welding or handling hot materials
 - <u>Rubber or chemical resistant gloves</u> when handling or working around chemicals
 - Insulated gloves when working around hot and high temperature items
- 4 Care of protective gloves:
 - Employees need to check their gloves before each use to ensure that they are not torn, punctured or made ineffective in any way.
 - A visual inspection will help detect cuts or tears.
 - Gloves that are discolored or stiff may also indicate deficiencies caused by excessive use or degradation from chemical exposure.

Note: Any gloves with impaired protective ability should be discarded and replaced.

7.9 Clothing Requirements

- 1. For non-specific tasks when entering SCT, Woodland Pulp, and all outlying areas such as the Lagoon, Grand Falls, Landfill, Power Lines, and Dams employees, visitors, and non-employees must wear the following:
 - a. Long or short sleeved shirts will be worn (tank tops and sleeveless shirts are not permitted).
 - b. Long pants are required.
- 2. For specific positions identified such as electricians, specified flame-resistant clothing is required to be worn during job hours.
- 3. For specific tasks, such as using wire cleaning, exposure to high temperature and steam areas, additional clothing is required such as rubber rain suits, insulated jackets, enclosed head gear, etc.

7.10 Jewelry Requirements

Note: E&I Technicians are not allowed to wear rings or conductive watches.

- 1. The term "jewelry" refers to finger rings, earrings, studs, facial attachments such as chains and rings, bracelets (including medical alert bracelets), necklaces and watches.
- 2. Necklaces must be worn inside the shirt at all times and must not be permitted, or be able to, fall out.
- 3. Bracelets must not be won except for "Medic Alert" type. These bracelets must be completely covered by clothing cuffs.
- 4. Metal rings must not be worn in all manufacturing, operational, warehouse, maintenance, and construction areas. A single, plain silicone band can be worn.
- 5. Earrings must be small, stud or sleeper type and are not to extend below the ear lobes.
- 6. Any exposed piercings that are not closely attached to the body are not permitted within 10 feet of the tissue machines or winder operating areas, or in areas where tissue broke is processed or moved.

- 7. Any dangling accessories, such as key chains, are not permitted within 10 feet of the tissue machine or winder operating areas. Personal locks may be worn on the person provided they have a secure point of attachment.
- 8. Watches must be fitted with a quick release or not worn. Watches cannot have bands that continue underneath the watch face. Pedometers and smart watches with continuous latching bands are not allowed in manufacturing, operational, warehouse, maintenance, and / or construction areas.

7.11 Extreme Temperature Protection

See Heat and Cold Procedure

8. Knife Use

The type of knife used and how it handled and maintained are very important in achieving the desired results. All of these factors are also essential for worker safety and preventing injuries. The type of injuries that occur from the unsafe use of knives range from small nicks to serious disabling cuts.

Other injuries related to the repeated and long-term use of knives can include wrist strains and sprains.

a. Using Knives Safely

The basics of safely using a knife include:

- Making sure the area around is clear.
- Grasping the knife handle with your whole hand.
- Cutting away from your hand and body. Never cut toward your hand or your body. Do not try to cut while distracted.
- 1.1 Choose the right knife for the job:
 - 1.1.1 No single utility knife is right for the job.
 - 1.1.2 Too large a blade is unwieldy.
 - 1.1.3 Too small a blade makes the job more difficult than necessary.
 - 1.1.4 Different blade types are designed for different functions.
- 1.2 Knife features to choose from:
 - 1.2.1 Utility knife blades are either fixed or retractable.

1.2.2 Fixed blades cannot collapse but can be hazardous to carry around.

- 1.2.3 Most retractable knives are reliable and not prone to collapse.
- 1.2.4 Straight blades are better for cutting clean edges.

1.2.5 Other features to look for are blade guards and secure grip handles.

1.3 Safe care and storage of utility knives:

1.3.1 Keep blades sharp – they are safer and require less force to use.

1.3.2 Blades should be replaced as often as necessary, using the correct cut-resistant gloves.

- 1.3.3 Keep knives sheathed.
- 1.3.4 Never leave knives laying loose. Store them in a drawer or toolbox.

1.4 Using utility knives safely:

- 1.4.1 Plan your task before you begin.
- 1.4.2 Work in a well-lighted area.
- 1.4.3 Select a sharp knife with a good grip and blade guard.
- 1.4.4 Always cut away from your body.
- 1.4.5 Always cut on a sturdy surface.

b. Personal Protective Equipment

2.1 Utility Knives with Steel Blades

Utility knives with steel blades are incredibly dangerous and can cause serious injuries. Due to the severity of the injury a person could sustain from using a utility knife with a steel blade, personal protective equipment (PPE) **must be worn**. There are also restrictions to what tasks a utility knife with a steel blade can be used for.

To prevent accidents and injuries from occurring when using utility knives, the following guidelines must be followed:

- Utility knives are **not** to be used for cutting and collecting samples from the reel or dressing the rolls, in any department.
- Cut-resistant gloves and cut-resistant sleeves are to be worn when using utility knives.

9. Visitors

9.1 Escorted Tour Group Visitors

- No dresses, shorts, or tank tops allowed.
- Hard hats will be required for entering the SCT/Woodland Pulp complex.
- Safety glasses with fixed side shields will be required. Safety glasses with side shields can be worn over prescription street glasses. Mirrored glasses are not permitted to be worn unless a medical waiver is provided.
- Hearing protection required in posted areas.
- Article of high visibility clothing required gate to gate. (shirt or vest)
- Boots or closed toed shoes. Sandals or high-heeled shoes are not allowed.

9.2 Deliveries to Stores or Tissue Office Area

- Typical delivery uniform required by company personnel such as UPS or Fed Ex.
- Boots or closed toed shoes. No sandals will be allowed.
- Safety glasses with fixed side shields will be required. Safety glasses with side shields can be worn over prescription street glasses. Mirrored glasses are not permitted to be worn unless a medical waiver is provided.
- Seat belts are required for vehicle traffic. All posted traffic signs will be observed.
- No cell phone use while operating mobile equipment.

9.3 Truckers

- ANSI rated hi-visibility safety vest when in or around the warehouse area
- Safety glasses with fixed side shields will be required. Safety glasses with side shields can be worn over prescription street glasses. Mirrored glasses are not permitted to be worn unless a medical waiver is provided.
- Boots or closed toed shoes. No sandals will be allowed
- Seat belts are required for vehicle traffic. All posted traffic signs will be observed.
- No cell phone use while operating mobile equipment.

9.4 Vendors

- Hard hats will be required for all non-employees entering the mill complex.
- ANSI rated hi-visibility safety vest to be worn at all times.
- Safety glasses with fixed side shields will be required.
- Hearing protection required in posted areas.
- Boots or closed toed shoes. No sandals will be allowed.

- Seat belts are required for vehicle traffic. All posted traffic signs will be observed
- No cell phone usage while operating mobile equipment

10. Cleaning and Maintaining PPE

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. Employees must inspect, clean, and maintain their PPE in accordance with manufacturers' instructions before and after each use.

Supervisors are responsible for ensuring that users properly maintain their PPE in good condition.

PPE must not be shared between employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible.

11. Training Requirements

- 1. Each employee who is required to use PPE shall be trained in the following:
 - When PPE is necessary
 - Type of PPE alternatives and appropriate application.
 - How to don, doff, adjust and wear PPE.
 - Limitations of the PPE.
 - Proper care, limitations, useful life and disposal of the PPE.
- 2. Each affected employee shall demonstrate an understanding of the training specified.
- 3. Retraining, performed by the Safety Manager or delegate, is required as follows:
 - When there has been a significant change in the workplace.
 - When there have been changes in the types of PPE.
 - When inadequacies in an affected employee's knowledge or use of assigned PPE indicate that the employee has not retained the requisite understanding or skill.
- 4. The employer shall verify that each affected employee has received and understood the required training. Employees must demonstrate competency in the subject matter.

Document No: SAF/PPE Issue #: 5 Date of Issue: 02/01/2016 Reviewed: 02/27/2023

12. Distribution

- SCT Intranet
- WP Intranet

Document No: SAF/ROOF Issue #: 1 Date of Issue: 02/01/2016 Reviewed: 02/16/2023



144 Main St. Baileyville, Maine

Valid for 24 hours after printing: 1/7/2025 2:18 PM

Roof Safety Procedure

Document No: SAF/ROOF Issue #: 1 Date of Issue: 02/01/2016 Effective Date: 02/01/2016 Updated: 05/10/2019 Reviewed: 02/16/2023

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1. Purpose

To protect employees and contractors from exposure to falls and unsafe conditions when they are accessing the roof.

2. Scope

This procedure is vital to everyone's safety when accessing the roof(s) and will be enforced in all departments as a uniform practice.

3. Responsibilities

- a. The Maintenance Manager is responsible for:
 - Determining the condition of the roof decks and safe working loads.
 - Identification and evaluation of safety hazards as they relate to the roofs in the mill.
 - Maintaining the roof survey file.
- b. The Safety Manager is responsible for:
 - Working with the Maintenance Manager and the Materials Facility and Service Manager from Woodland Pulp to identify and evaluate the hazards associated with the roofs in the mill.
 - Determining the level of fall protection required when accessing a roof.
 - Providing training for all SCT employees around the safety issues from accessing the roofs and discussing the safety equipment needed to access the roofs.
- c. The Team Leaders / Supervisors are responsible for:
 - Being aware of the conditions of the roofs in their working areas
 - Ensuring that all their team members are completely knowledgeable of the requirements and PPE needed for accessing the roofs

- d. Employees and Contractors are responsible for:
 - Obtaining permission from the appropriate person before accessing any roof.
 - Using the appropriate fall protection, where required, and as directed by the Safety Manager.

4. Procedure

- a. Danger signs with instructions at access points of the roofs will describe the precautions, such as PPE, to be used while doing any inspections or repairs to the roofs.
- b. Employees who have business and authorization to inspect or perform any necessary work to the roofs, or who have equipment attached to the roof, will use all precautions and required PPE while doing the inspection or repairs on the roof(s).
- c. Access by authorized personnel onto roofs that do not require danger warning signs shall be limited and controlled by the Mill Manager or designee.
- d. Walkways are installed on certain roofs and must be used by all who travel on roofs to do inspections, check equipment, or take necessary readings on a regular basis.
 - i. Access to roof areas from these walkways may require a safety harness and ropes, particularly roofs with known weak roof decks and roofs without perimeter handrails.
- e. Roofs equipped with handrails and that have sound roof decks will not require the use of safety harnesses.

5. Distribution

- SCT Intranet
- WP Intranet



Document No. SAF/SCA Issue #4 Date of Issue: 02/01/2016 Reviewed: 05/03/2021

144 Main St. Baileyville, Maine

Scaffolding Procedure

Valid for 24 hours after: 1/7/2025 2:19 PM

Document No: SAF/SCA Issue #: 4 Date of Issue: 02/01/2016 Effective Date: 04/25/2018 Updated: 04/02/2021 Reviewed: 05/03 /2021

Authorized by:

Brandon Ireland, Safety Manager

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- 1. Purpose

The purpose of this procedure is to establish guidelines and procedures for the safe and effective use of scaffold to meet the requirements of OSHA standard number 1910.28 and number 1926.450 Subpart L.

2. Scope

This procedure will apply to all Woodland Pulp employees, outside contractors, and any visitors that are required to use scaffold.

3. Discussion

Scaffolds are used throughout Woodland Pulp LLC. The OSHA standard 1926.454, paragraph A states "The employer shall have each employee who performs work while on a scaffold trained by a person qualified in the subject matter ..." This procedure has been written, accepted and implemented in compliance with the OSHA standard.

This procedure addresses erection, dismantling, moving, tagging, and general use of scaffold.

4. Responsibilities

A. Supervisor / Superintendents

Supervisors will communicate the appropriate needs to the contracted company NES/NIS/NSS to allow them to complete the erection and dismantling of the necessary scaffolding for the job. They

will also ensure that the contracted company has inspected the scaffolding and affixed the correct inspection tag.

Supervisors will not allow any employee(s) who have not received the required training to perform any of the tasks or activities related to scaffold erection and / or dismantling. Supervisors will ensure that employees are provided with the necessary PPE for their job. PPE includes, but is not limited to, hard hat, full-body harness, self-retracting lanyard, safety glasses, and gloves.

Supervisors are responsible for ensuring that everyone on their crew is complying with this policy and procedure.

B. Scaffold User

Scaffolding users shall comply with all applicable guidelines contained in this safety policy and procedure. Scaffolding users will report damaged scaffolds, accessories, and missing or lost components. Scaffolding users will assist with inspection (working with a competent person if needed) as requested and before using, to ensure their personal safety.

- 5. Definitions
- **Brace** A tie that holds one scaffold member in a fixed position with respect to another member. Brace also means a rigid type of connection holding a scaffold to a building or structure.
- **Competent person** One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.
- **Coupler -** A device for locking together the tubes of a tube and coupler scaffold.
- Fabricated Frame Scaffold (tubular welded frame scaffold) A scaffold consisting of a platform(s) supported on fabricated end frames with integral posts, horizontal bearers, and intermediate members.
- Green Tag A green tag, listing erection and load information, placed on the scaffold indicates the scaffold is ready for use and has been constructed to meet all OSHA fall protection standards.
- Guardrail System A vertical barrier, consisting of, but not limited to, top-rails, mid-rails, and toe-board and posts, erected to prevent employees from falling off a scaffold platform or walkway to lower levels.
- **Maximum Intended Load** The total load of all employee, equipment, tool, materials, transmitted, wind, and other loads reasonably anticipated to be applied to a scaffold or scaffold component at any one time.
- **Mobile Scaffold -** A powered or unpowered, portable, caster or wheel mounted supported scaffold. If a scissor lift, see AWP/MEWP Policy.
- **Outriggers –** The structural member of a supported scaffold used to increase the base width of a scaffold in order to provide greater stability for the scaffold.
- **Platform –** The horizontal working surface of a scaffold.

- **Qualified** One who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his/her ability to solve or resolve problems related to the subject matter, the work, or the project.
- **Scaffold** Any temporary elevated platform (supported or suspended) and it's supporting structure (including points of anchorage), used for supporting employees or materials or both.
- **Tube and Coupler Scaffold** A supported or suspended scaffold consisting of a platform(s) supported by tubing, erected with coupling devices connecting uprights, braces, bearers, and runners.
- **Yellow Tag** A yellow tag placed on the scaffold indicates the scaffold is ready for use with restrictions. The loading information, if fall protection is required and the incomplete items will be checked. The SCT Fall protection procedure requires a safety harness for work above 4 feet.

6. Procedure

a. Erection of Scaffold

- 1. Only trained and qualified personnel shall erect scaffold.
- 2. The scaffold erection crew will hang the empty scaffold tag holder while erecting the scaffold. And users shall not be allowed on the incomplete scaffolding. When the scaffold is complete either the yellow or green inspection tag will be filled out prior to vacating the area in which the scaffold is being erected.
- 3. Only a qualified person in the erection of scaffold can deem the scaffold fit for use without personal fall protection.
- 4. Woodland Pulp employees who have been trained and are qualified are allowed to build one (1) tier.

b. Dismantling of Scaffold

- 1. Only trained and qualified personnel shall dismantle scaffold.
- 2. The dismantling crew will remove the tag insert and leave the DO NOT USE holder in place and turn it into their team leader, supervisor or project coordinator.

c. Moving of Scaffolding

- 1. Only trained and qualified erection crews will move scaffolds <u>no matter how short the</u> <u>distance</u>. The only exception to this is a mobile scaffold.
- 2. The old tag insert will be removed as if the scaffold was dismantled and a new tag will be hung after the scaffold has been relocated.

d. Inspecting and Tagging of Scaffold

Scaffolds and scaffold components shall be inspected for visible defects by a competent person before each work shift, and after any occurrence which could affect a scaffold's structural integrity.

- 1. The scaffold tag will be completed with the following information:
 - Site / Location
 - Date erected
 - Erected by
 - Inspected by / Competent Person
 - Loading Schedule
 - Fall Protection Required
 - Complete / Incomplete Items
- 2. The scaffold will be considered incomplete and unacceptable for use if a tag is not hung on the scaffold or insert is not completed and dated with the current date.
- 3. It is unacceptable to work on a scaffold that either does not have a tag or has the empty tag holder on the scaffold.
- 4. Only commercially available frame scaffolding, tube and coupler scaffold, and systems (ring lock, Layher, Qcuplock, etc) shall be used. Any other scaffold types must be authorized by the plant engineer.
- 5. Mobile scaffold will use the same tagging system but may have different restrictions listed on the inspection tag. This is excluding scissor lifts.
- 6. See Appendix A for the Self-Inspection Scaffolding Safety Checklist.

e. General Scaffold Use

- 1. Only those who have completed Scaffold Training may use a scaffold.
- 2. It is the scaffold user's responsibility to verify the scaffold tag prior to using. If the scaffold does not have a tag or has a red tag, or is not dated with the current days date, DO NOT USE!!
- 3. The user will visually inspect the scaffold prior to use and review the tag (yellow or green) for restrictions in addition to safety harness.
- 4. To safeguard against a fall, fall protection, safety harness or railings (top and mid rail) and toe boards will be used for any scaffold platform that is 4 feet or higher.
- 7. Safe Work Practices

These safe work practices are included to ensure that users are knowledgeable about the correct way the scaffold should look before being used. If the scaffold in question does not look as described in this policy and procedure, please alert a member of the management team so that NES/NIS/NSS can be brought in to correct any issues.

This is for information purposes only, not to be used as a guide to erect or dismantle scaffolding.

• The footing or anchorage for scaffold shall be sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as barrels, boxes, loose brick, or concrete blocks shall not be used to support scaffolds or planks.

- No scaffold shall be erected, moved, dismantled, or altered at any time. If this task is to be completed, NES/NIS/NSS will complete this task.
- Guardrails and toe-boards shall be installed on all open sides and ends of platforms more than 10ft above the ground or floor. Scaffolds 4ft to 10ft in height having a minimum horizontal dimension in either direction of less than 45inches shall have standard guardrails installed on all open sides and ends of the platform.
- Guardrails must be 2x4 inches, or the equivalent, not less than 36inches or more than approximately 42 inches high, with a mid-rail, when required, of 1x4 inch lumber (or the equivalent). Supports must be at intervals not to exceed 8ft. Toe-board and the guardrail shall extend along the entire opening.
- Scaffolds and their components must be capable of supporting without failure at least four(4) times the maximum intended load.
- Any scaffold, including accessories such as braces, brackets, trusses, screw legs, ladders, couplers, etc., damaged or weakened from any cause must be repaired or replaced immediately, and shall not be used until repairs have been completed.
- All planking or platforms must be overlapped (minimum 12 inches) or secured from any movement.
- An access ladder or equivalent safe access must be provided.
- The poles, legs, or uprights of scaffolds must be plumb, securely and rigidly braced to prevent swaying and/or displacement.
- Slippery conditions on scaffolds shall be eliminated immediately after they occur.
- Ladders and other devices shall not be used to increase working heights on scaffold platforms.
- Scaffolds shall not be moved while employees are on them.
- Loose materials, debris, and /or tools shall not be accumulated to cause a hazard.
- Employees working on scaffolding shall use a fall-arrest system.
- Scaffold components shall not be mixed or forced to fit, which may reduce design strength.
- Scaffolds and components shall be inspected at the erection location. Scaffolds shall be inspected before each work shift, after changing conditions, or after prolonged work interruptions.
- 8. Training
- Awareness level training is provided online using Vivid / HSI Learning.
- Training via online Vivid / HSI will be done at the time of hire and every year.
- Training includes:
 - The nature of any electrical hazards, fall hazards, falling object hazards.
 - The correct procedures for dealing with hazards.
 - The proper use of the scaffold and handling of materials on the scaffold.
 - The maximum intended load and carrying capacity of the scaffold.
- Retraining shall be provided when -
 - Where worksite changes present a hazard about which the employee has not been trained.
 - Where changed in the equipment, conditions, or process presents a hazard about which the employee has not been trained; or

- Employee(s) lack the kill or understanding needed for the safe use of scaffolding.
- 9. Procedure Audit
- 1. It is the Safety Department's responsibility to review this procedure as appropriate to ensure compliance with OSHA standards.
- 2. It is the Management's responsibility to review the departmental compliance of this procedure.
- 3. Supervisors will ensure that the respective employees are in compliance.
- 4. Each individual employee is responsible for review and compliance by themselves and others.



This picture shows a scaffold tag holder and a green and yellow scaffold tag. When no tag is in the holder, the scaffold is considered incomplete and unfit for use. Scaffold users must read the tag to determine if fall protection is required and what scaffold items are complete or incomplete.

10. Contractors

Contractors may use their own scaffolding tags however; they must at a minimum contain the information as required in this document.

- 11. Distribution:
- WP Intranet





144 Main Street Baileyville, Maine

Trenching & Excavating Procedure

Valid for 24 hours after: 1/7/2025 2:23 PM

Document No.: SAF/TE Issue #: 2 Date of Issue: 10/31/2012 Effective Date: 10/31/2012 Reviewed: 02/24/2023

Authorized I

Brandon Ireland, Safety Manager

USE OF DOCUMENT

The master copy of this document resides in electronic format on WP Intranet. Printed copies of this document are for convenience only. Verify that the issue number of this document matches the current issue number of the electronic master document before use.

Table of Contents:

- 1. Purpose
- 2. Scope
- 3. Definitions
- 4. Responsibilities
- 5. Procedure
- 6. Distribution

1. PURPOSE

To ensure that all excavation and trenching initiated onsite is completed safely.

2. SCOPE

This procedure applies to all St. Croix Chipping and Woodland Pulp personnel, contractors and service suppliers while on company property.

3. DEFINITIONS

- A. Benching A method of protecting workers from cave-ins by excavating the sides of an excavating to form one or a series of horizontal levels or steps, usually with vertical or near vertical surfaces between levels. *Benching can not be done in type C soil.*
- **B.** Competent person An individual who is capable of identifying existing and predictable hazards or working conditions that are hazardous, unsanitary, or dangerous to workers, soil types and protective systems required and who is authorized to take prompt corrective measures to eliminate these hazards and conditions.
- **C. Excavation -** An excavation is any man made cut, cavity, trench, or depression in an earth surface formed by earth removal.
- D. Shielding- Protects other workers by using trench boxes or other types of supports to prevent soil cave ins.
- E. Shoring- Requires installing aluminum hydraulic or other types of supports to prevent soil movement and cave –ins
- **F. Sloping** Involves cutting back the trench wall at an angle inclined away from the excavation.

Document No: SAF/ATE Issue #: 2 Date of Issue: 10/31/2012 Reviewed: 2/24/2023

G. Trench (Trench Excavation) - A narrow excavation (in relation to its length) made below the surface of the ground. In general, the depth is greater than the width of a trench, but the width of a trench (measured at the bottom) is not greater than 15 feet.

4. RESPONSIBILITIES

- a. The Safety Manager is responsible for:
 - i. Maintaining the master list of all safety procedures
 - ii. Maintaining training records
 - iii. Communications and awareness
- b. The Area Managers and Supervisors are responsible for:
 - i. Communicating changes in safety procedures
 - ii. Ensure all trenching and excavating is completed according to the procedure.
 - iii. Ensure training is completed in their area.
 - iv. Immediately correct any unsafe condition
- c. The mill employees and contractors are responsible for:
 - i. Following the trenching and excavating procedure

5. PROCEDURE

A trench is a confined space with many special problems. Risks to consider are falls, electrocution, being struck by falling objects or the backhoe and bad air. Do not enter an unprotected trench (see trench safety measures below).

Trench Safety Measures

Trenches 5 feet deep or greater require a protective system such as benching, sloping, shoring, or shielding unless the excavation is made entirely in stable rock, if less than 5 feet deep, a competent person may determine that a protective system is not required.

Trenches 20 feet deep or greater require that the protective system be designed by a registered professional engineer or be based on tabulated data prepared and /or approved by a registered professional engineer in accordance with 1926.652 (b) and (c).

A competent person must be named to be in charge of the trench. This person must know the OSHA excavation standard, and protective systems. This person

also must be able to identify hazards and has the authority to stop the work right away.

Call Dig Safe – Woodland Mill dig safe station code is W111

All utilities must be marked before digging.

If it is determined that a reasonable possibility for contacting electrical lines or equipment exists, a hazard analysis shall be performed to identify the appropriate safe work practices that shall be used during the excavation following the NFPA 70E Standards.

Employees shall not work in excavations in which there is accumulated water, or in excavations in which water is accumulating, unless adequate precautions have been taken to protect employees against the hazards posed by water accumulation. The precautions necessary to protect employees will vary with each situation, but could include special support or shield systems to protect from cave-ins, water removal to control the level of accumulating water, or use of a safety harness and lifeline.

Excavations below the base or footing of any foundation or retaining wall is prohibited unless:

- Provide a support system such as underpinning *see note on installing and removing protective systems
- The excavation is in stable rock
- A registered professional engineer determines that the structure is far enough away from the excavation and that excavation will not pose a hazard to employees

Excavations under sidewalks and pavements are prohibited unless a appropriately designed support system or another effective means of support is provided *see note on installing and removing protective systems

A competent person must inspect the trench -

- Before it is entered
- Before every shift
- If gas monitoring is needed if the trench is in a sewer or near a dump or stored chemicals – rescue planning may be needed in these cases – or a confined space rescue team may be required to be on-site
- After anything that may increase the hazard such as:

- A rainstorm or other water intrusion
- Vibration from heavy equipment nearby
- The trench wall moves.
- A heavy load near the trench gets heavier or moves.

Ensure all equipment is in good working order including the water pumps and ventilators.

Ensure there is a way to get out. There must be a ladder within 25 feet of the personnel if the trench is more than 4 ft deep.

Do not work under suspended or raised loads and materials.

If there is overhead boomed equipment any overhead electrical lines must be shut off and the lines must be grounded. Also, see the mill's mobile crane procedure for concerns regarding cranes.

If there is a possibility of any air hazard in the trench then the confined space procedure must be followed including continuous gas monitoring and along with rescue planning, in advance of entering.

Ensure that personnel wear high visibility clothing / vests when exposed to vehicular traffic.

*Installing and removing protective support systems

When installing protective support systems:

- Connect members of support systems securely
- Install support systems safely
- Avoid overloading members of support systems
- Install other structural members to carry loads imposed on the support system when removal individual members temporarily is necessary

As soon as the work is completed, backfilling the excavation is required when the protective system is dismantled. After the excavation is cleared remove the protective system from the bottom up taking care to release members slowly.

6. **DISTRIBUTION**

Document No: SAF/ATE Issue #: 2 Date of Issue: 10/31/2012 Reviewed: 2/24/2023

• WP Intranet



Lockout Procedures

Document No.: Safety / LOCK Issue #: 15 Date of Issue: 02/28/2017 Effective Date: 02/28/2017

Authorized by: Woodland Safety Department

Contents

Purpose Scope References Responsibilities Definitions Procedure Documentation

PURPOSE

It is the intent of this document to establish a consistent policy throughout the mill to attain a zero energy potential for the protection of personnel and equipment. It is also the intent of this policy to comply with OSHA Standard "The control of hazardous energy (lockout/tagout)", 29 CFR - 1910.147.

All manner of potential, chemical, combustion powered, electrical, hydraulic, mechanical, pneumatic energy, and any hot fluids over 120° is present in the mill. By controlling energy sources, accidents and injuries will be prevented.

Whenever the unexpected start-up of machinery, electrical equipment, or the opening of valves would endanger anyone while adjusting, repairing, unjamming, or construction work is being done on the equipment, the device shall be locked out to avoid accidental start-up.

Control of energy sources is necessary and must be verified (try test) any time an individual is exposed to potential injury by any energy source. Examples of such instances include:

- 1. Line breaking/repair
- 2. Pump repair/installation
- 3. Confined space entry
- 4. Machinery repair/installation
- 5. Electrical repair/installation
- 6. Diagnostics (inspection, testing and trouble shooting)
- 7. Any time a machine guard is defeated
- 8. Other work activities with exposure potential

<u>SCOPE</u>

This procedure applies to all Woodland Mill personnel, contractors and service suppliers while on company property. See Mobil Equipment Procedure for mobile equipment maintenance.

REFERENCES

Document	Responsible Position	Location	Retention Time
1910.147 OSHA	Safety Manager	OSHA Website	Until Replaced
1910.261 (b)(1)	Safety Manager	OSHA Website	Until Replaced
1910.269 (d) & (m)	Safety Manager	OSHA Website	Until Replaced

RESPONSIBILITIES

Safety Manager:

Communications, Awareness & Training

- Ensuring the OSHA standards are followed
- Updating the lockout procedure when necessary
- Ensure that periodic audits are conducted and maintained

Area Managers and Supervisors

- Communicating changes in safety procedures
- Scheduling employees to attend training
- Providing qualified personnel to be available during lockout.
- Ensuring the correct lockout device for the area and task is selected, and used correctly
- Ensuring that proper lock out records are kept for all lockouts completed.
- Ensuring that lockout issues brought to their attention are immediately addressed.

Mill Employees, Contractors, and Service Suppliers

- Understanding and following the mill lockout procedure
- Using the lockout devices (including safety locks) correctly
- Reporting to the area supervisors or manager any noted issues or concerns while locking
 out

Radiation Safety Officer (RSO) / Assistant Radiation Safety Officer (ARSO)

- Maintaining and updating the Radiation Safety Policy
- Ensuring the safe operation of the nuclear devices located on site
- Ensuring that trained personnel are available to lockout nuclear devices

DEFINITIONS

Blue Lock Out Revision Form

A form used when the original lockout has been modified. The form is completed when a modification has been made to the lockout and the form is attached to the front of the original lockout list.

Designee

The operations shift foreman will act as the maintenance supervisor during the off hours.

Hazardous Substances

(A) Any substance or mixture of substances which (i) is toxic, (ii) is corrosive, (iii) is an irritant, (iv) is a strong sensitizer, (v) is flammable or combustible, or (vi) generates pressure through decomposition, heat, or other means, if such substance or mixture of substances may cause substantial personal injury or substantial illness during or as a proximate result of any customary or reasonably foreseeable handling or use.

Lock Box:

A Lock Box can be used for any lock out.

Lock Out / Tag Out:

Shall pertain to the locking / tagging out of equipment in all cases where a person(s) can assume an unsafe position with respect to a system, piece of machinery or equipment that has been rendered inactive or out of service.

Maintenance Supervisor Lock:

A lock utilized by the maintenance department to prevent the unwanted operation of equipment while personal safety locks are removed

Personal Lock Out /Tag Out:

Personal lock out / tag out shall pertain to the locking / tagging out of equipment in cases where a person(s) can assume an unsafe position with respect to a system, piece of machinery or equipment that has been rendered inactive or out of service, and can be locked and tagged out by individuals by using three locks or less.

Portable Lock Boxes:

Portable lock boxes are the lock boxes used by mill employes and can be moved to the site of the lockout. These boxes require both a lockout list and a log sheet.

Satellite Lock Boxes:

Satellite lock boxes are the lock boxes used by contractors. These should have a log sheet attached.

PROCEDURE

Lock Out

All lockouts will have documentation (a lockout list) on what was completed and tested, what was locked out and who was involved in the lockout. (See the Lockout list section for additional details.) This also pertains to personal lockouts with the lockbox being optional for this type of lockout. An operations supervisor will be responsible for setting up the lockout board. **See** *Mobile Equipment Procedure for working on mobile equipment.*

- 1. Operations will normally apply the first lock and remove the last lock during lockout/unlock, this could be a systems equipment lock or a personal lock. Operational locks are optional outside the Pulp Operations main gate.
- 2. Devices such as padlocks shall be provided for locking out the source of power.
- 3. Electricians will take care of power source disconnects and will initial the lockout sheet for each device to indicate the disconnect has been tested and verified as zero energy except where approved decontactors are installed.
- 4. Operators may disconnect and lock out local disconnects using approved decontactors where provided. It is the operator's responsibility to verify zero energy after the decontactor has been opened by attempting to start the equipment (try) and reviewing the

indicator lamps where provided. It is the operator's responsibility to log the appropriate information on the logbook / log sheet.

5. Local disconnects have been installed solely to provide complete electrical disconnect for equipment that is remotely located.

Note: The local disconnects are not for maintenance work they are operational disconnects for operational activities including but not limited to clearing, cleaning, unplugging equipment.

- 6. Only Radiation Trained E & I Technicians will lock out all nuclear devices. If there is a vessel entry then the procedure for "Vessel" work needs to be followed. This procedure is located in the Radiation Safety Policy.
- 7. If personal safety locks have to be removed from a piece of equipment (either because the employee is going home or leaving the job) and the equipment is not ready to go back in service a Maintenance Supervisor Lock must be installed. Maintenance Supervisor Locks are not to be used for personal safety, they are for equipment control. It is the responsibility of the supervisor installing the lock to clearly tag the lock with the reasons for lock installation, date, signature, etc. Removal of Maintenance Supervisor Locks requires that the supervisor removing the lock verify that the equipment is ready to be placed in service.
- 8. All person(s) who work on any operating systems, equipment or machinery that is locked out using a lock box shall place their safety lock identified with their name on the multiple lock adapter attached to the lock box, and not to another lock. They shall review the Lockout list, and sign the logbook / log sheet for that lock box.
- 9. The operators shall secure, isolate, and lock out the operating systems, equipment and machinery.
- 10. The operational person locking out the systems, equipment or machinery will:
 - Install all safety lockout devices, i.e. chains, locks, blanks, or other devices.
 - Ensure locks on all motor starters are installed in conjunction with electricians. A mill electrician shall be the only person who may connect or disconnect the power source except decontactors.
 - In conjunction with the appropriate operating personnel, testing of the system, to ensure the correct electrical equipment is isolated, will always be performed. This will be done by testing any local and/or remote stop/start stations or control devices.
- 11. Operational locks will be optional during electrical troubleshooting or exclusive electrical work.
- 12. If unguarded equipment is to be tested (example: checking for rotation) a red barricade tape will be used to prohibit access to the area if the area is left unattended.
- 13. In the event the primary electrical energy source is not disconnected and locked out because of testing or relocation, a lock must be placed at another point in the system, which will secure the transfer of energy to the elements being locked out.

Locks

- 1. Devices such as chains and locks for securing valves, locks and tags for securing power sources, blanks for securing the flow of materials or other devices shall be used as necessary.
- 2. Each lock or other device used in the lock out shall identify the operating system and the person(s) working on the system, equipment or machinery, by means of a properly completed tag, or a properly identified engraved lock.
- 3. Specific nuclear device locks are designated for each gauge and are located in the E & I shop.
- 4. When locking out single phase panels the electrical department will use specific tags in place of locks due to the weight of the locks and hasps causing problems with the lockout on these panels. The tags will carry pertinent information about the lockout.
- 5. Locks issued to a worker shall not be borrowed or installed by another worker.
- 6. Safety locks shall not be used for any other purpose except for lock out.
- 7. Specific cabinets have been installed at the main gate for the security and control of safety lock spare keys.
 - These cabinets shall be designated for this purpose only. One cabinet will be maintained just for the cabinet keys.
 - ✓ A master list of keys and to whom they have been issued will be maintained with these cabinets. Security will ensure that the master list is updated as changes occur. The list of personal locks will be audited annually to verify accuracy.
 - Only the security captain or lieutenant and safety manager or his designee has access to these cabinets. The security shift leader must be informed by one of these people if access is needed.
- 8. No safety lock spare keys will be issued without the authorization of the General Manager or his authorized representative. This authorization may be verbal.
 - Only the employee's supervisor may request and arrange issuance of any spare safety key. The supervisor is to contact the General Manager or designee. The General Manager, or an authorized representative if the General Manager is away, will contact security, either in person or by phone, to authorize the release of the key.
 - If a spare key is issued from the security cabinet to replace a lost key, the spare key will be returned to security and destroyed by the security captain or lieutenant. The destroyed key will be returned to the proper numbered slot. Another key will not be re-issued with the same number.
 - ✓ If an employee's key or a series key has been damaged and is repairable, the spare key may be issued and returned to the cabinet. If the key must be replaced, the safety manager will return the damaged key plus the spare key to security.
 - ✓ The safety manager or designee must be notified of any spare key that was issued that has not returned to security within 24 hours.

 \checkmark A record of a spare safety key issued will be maintained at the main gate.

Lock boxes

- 1. A lockbox can be used for any lockout / tagout.
- 2. The respective Departments shall maintain a suitable supply of "lock boxes".
- 3. The lock box shall be a device suitable for containing the keys to all equipment safety locks utilized. It shall be of secure design, with a clear plastic hinged cover and suitable hasp for attaching safety locks.
- 4. The operation's supervisor upon locking out a system, equipment or machinery shall place the key, in a suitable lock box in a designated area. One more lock shall be used to lock the lock box and those keys will be maintained by the operation representative who shall also sign (name or title) and date the logbook / log sheet.
- 5. The lockout list and logbooks / log sheets need to be kept together in an organized manner with the lock boxes to maintain legibility of the documents. The lock box is to be clearly labeled as to the operating system, equipment or machinery for which it is being used.
- 6. It shall be the responsibility of the individuals working on the system to verify that the lock box label, the lockout list, and the logbook / log sheets all list the same system, equipment or machinery.

Logbooks / log sheets

Each area where a lock box is located must have a logbook / log sheets, used specifically for one lock box only. This could be in the control room or in a location close to where the work is being performed.

Removing Locks

- 1. Should the worker(s) be relieved or released before the job is complete, the worker(s) will remove their lock and sign out of the logbook / log sheet, and the incoming worker(s) shall install their lock and sign the logbook / log sheet.
- 2. The Department lock shall be the last lock removed after all personal locks have been removed and the employees have signed out of the logbook / log sheet.
- 3. Each personal lock or tag must be removed at the completion of the shift. Failure to follow this procedure may result in the individual being called from home on his/her own time to remove the lock or tag, and may subject the individual to disciplinary action.
- 4. A personal lock or tag is not to be removed except by the person who owns and installed the lock or tag, except under the following conditions.
 - Attempt to prove that the worker is not in the mill. Prove that the worker is not exposed to any hazard by physically checking the work site, and to assure that no danger exists to any persons. After every reasonable effort has been made to

contact the worker outside the mill site, and if the worker(s) in question cannot be contacted; the General Manager or designee must be contacted for authorization to remove the lock or tag. The individual removing the lock or tag must keep proper documentation of all activities. See the attached form for removing a lock. This documentation shall be forwarded to the safety manager for record keeping.

- 5. If any maintenance job is not completed by the end of the shift, then the area maintenance supervisor will place an area maintenance lock and tag on the lock box prior to the employee removing his/her personal lock. The tag on the maintenance supervisor's lock will state the condition of the equipment and/or the reason that the lock has been applied. If both mechanical and electrical work is being done on a system, equipment or machinery then both a mechanical and electrical supervisor's lock is required. The Maintenance Department will manage the Maintenance Supervisor locks off hours in case equipment needs to be locked out or unlocked during such times.
- 6. The locks that are installed by the operations shall not be changed at each shift change. The key shall remain in the lock box until the completion of the job. The operation locks may be removed by any competent (trained) member of the operation designated by the Department Manager, and do not have to be removed by the operating individual who installed them.

Lockout List

- 1. A lockout list shall be utilized for each system, equipment or machinery that is locked or tagged out. The lockout list shall list each component of the system, equipment or machinery where a safety device is attached and shall also list the identification number of all locks used in the system. The Lockout list shall also describe all power sources which have been disconnected and locked out, have been proven isolated by testing both locally or by remote stop/start stations and other control devices, which include the DCS.
- 2. The Departments shall review all Lockout lists for accuracy and shall make any revisions necessary as changes are made to any system, equipment or machinery.
- 3. A review statement will be added to all Lockout Lists. The people doing the work on the system need to sign that they "reviewed the lockout / tagout sheets and find it to be complete".

The following information will be included in every lockout list:

 Verified that the line contained no hazardous substance? No 	Yes	
 Has the vessel, pump, line, drained completely? No 	Yes	
 Are the drains unplugged? No 	Yes	
 Can the position of each valve involved with this lockout be verified? No 	Yes	
 Is each value in the proper position? No 	Yes	
 After lockout, has the system cooled to reflect that it is isolated? No 	Yes	
 Is the temperature of the process below 120 degrees? No 	Yes	
 Is everything concerning this lockout normal? No 	Yes	
If the eventuate enviolation charactions is No. the lastration and an even		

Blue Lockout Revision Form

A blue lockout revision form will be attached to the front on the lockout out sheet whenever a modification to the original lockout has been completed. See sample form at end of this document.

Audits (Periodic Inspections)

Audits (Periodic Inspections) will be used to ensure that lockouts are being conducted in accordance with this procedure. See Attached Periodic Inspection Form.

Contractors

1. A Woodland Mill employee will determine if a contractor needs to establish a satellite lock box for their employee's use.

- 2. If the mill determines a satellite lock box is needed the contractor's responsible representative shall lock the lock box with their lock or tag.
- 3. The contractor's representative is responsible for ensuring all contractor personnel working on the system have signed their satellite logbook / log sheet. He/she must also verify that all their personnel have logged out of their satellite logbook / log sheets and keys have been removed from their satellite lock box before he/she removes his/her key from the mill's lock box.

DOCUMENTATION

			Retention Time
Documentation	Responsible Position	Location	
Safety Procedure	Safety Coordinator	Woodland Website	Until Replaced
Training Records	Safety Coordinator	Safety Department	3 years
I Department L			

Lockout Audit (Periodic Inspection) Form

Date of Audit:				
Mill	Mill Area lockout occurred:			
Wo	Work Covered by this lockout:			
Sys	tem or equipment locked out:			
Em	ployees involved in lockout:			
1.	Lockout Type: Single LockoutMultiple Lockout			
2.	Is the lockout sheet posted near the lockout box? Yes No			
3.	Have all items on Lockout sheet been initialed as being secured? YesNo			
4.	. Has all the necessary equipment been tested? YesNo			
5.	Are all required signatures in place with date? YesNo			
6.	Does every employee involved in the lockout have their lock on? Yes No			
7.	 On a multiple lockout, is the Supervisor Lock Attached? YesNo 			
8.	Are all individual and contractor locks properly identified? YesNo			
9.	If any corrective actions needed, list below and contact supervisor to correct:			
Auditor's Name:				

Auditor's Signature: _____

Lock Removal Form

A lock has been left on the following equipment and we have taken the steps listed below to ensure its safe removal.

Please Print:

Supervisor	
Witness	
Equipment	Description
Nam	e of Person who Applied Lock:
Nam	e
Date	Time
INITIAL as	checks are complete.
STEP I	Find Individual.
	Check work area. Is equipment ready to go? Call foreman to see if individual has left Mill or been reassigned to another job.
	If individual has left the Mill, attempt to contact them at home.
	If individual is contacted or found, they must return to the Mill lock site and remove their lock.
STEP II	If Unable to Find or Contact Individual
	Recheck the work area for signs of individual tools, missing parts, etc.
	Check dryers, confined space, locker room, parking lot, any place where individual would be at risk if equipment were started.
	Check with individual's coworkers.
	Time Clock check (when possible).

STEP III When all means to find and contact individual have been exhausted and lock must be removed:

Shift Supervisor will contact the Department Manager who will then contact the Director or designee for permission to remove the lock. Remove lock by cutting the <u>metal hasp.</u> not the lock, with a witness present. Once lock is removed, startup procedures can begin as normal. A witness should be a supervisor from another department.

STEP IV Follow-up

Employee was notified of this action before returning to work and will receive a copy of this form after he signs it.

Lock was removed:

Ву	
Witness	
Time	
Date	
Employee Signature	
Supervisor Initials	Lock Returned to Employee
malio 2	
Document No: SAF/LOCK Issue #:15 Date of Issue: 02/28/2017 Effective Date: 02/28/2017

IN USE LOCKOUT REVISION (blue sheet)

Lock Box

Additional Work Order Number and Description

Add / Remove Starter Lock-outs

Equip #	Motor Description	Location		Location		Location		Location		Location		Electrician Test Breaker	Initial Lock On	Operator Test Motor	Initial Lock Off
		ER	MCC			\sim									
						•									
				\mathcal{O}											
				X V											
			5												

Add / Remove Valve Lock-outs

Lockout Point	Lockout Point Description	Location	Locked Position	Initials On	Time On	Initials Off	Time Off	Normal Position
	0 ×							
	.0.							
	2							
	*							

Document No: SAF/LOCK Issue #:15 Date of Issue: 02/28/2017 Effective Date: 02/28/2017

Add / Remove Drain Lock-outs

Lockout Point	Lockout Point Description	Location	Locked Position	Initials On	Time On	Initials Off	Time Off	Normal Position
							2	

Additional Comments

EQUIPMENT LOCKOUT LIST (sample)

Equipment Description						
Equipment Number						
Date			Time			
Multiple Lock Number						
Number of Locks						
Lock Box					À	
W.O. # & Description					~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	
Originator Name:			Validator Name:			
Line Breaking Permit		Yes		No	11	NA
Confined Space Entry C	ompleted	Yes		No	\mathcal{C}	NA

Starter Lock-outs:

WHEN TESTING MOTORS AFTER LOCKOUT, STAGE INTERLOCK BYPASS SWITCH MUST BE ACTIVATED TO MAKE SURE INTERLOCK IS NOT PREVENTING MOTOR FROM STARTING!!! ALWAYS HIT THE STOP BUTTON AFTER TRYING THE EQUIPMENT AS ANOTHER SAFETY MEASURE.

Equip	Motor Description	Location		Electrician	Initials	Operator Test Motor	Initials Lock
#	# ER MCC		lesi bieakei	LUCK OII		Oli	
None							
		Ś					

Valve & Drain Lock-outs

Lockout Point	Lockout Point Description	Location	Locked Position	Initials On	Initials off	Normal Position
	0					

Drains: Lockout employee must ensure that drain lines are clear and a volume that corresponds with pump or line volume has drained from the drain valve.

Drain	Drain Point Description	Location	Position	Initials On	Initials Off

 \rightarrow

Blanks & Spools (if not applicable put in none)

Blank Description	Location	Initials On	Initials Off

Forces (if not applicable put in none)

Point	Location	Force on	Force off

Nuclear Devices (if not applicable put in none)

Description	Location	Operation Lock On	Radiation Lock On	Radiation Check	Radiation Lock Off	Operation Locks Off

maild 2A

ELECTRICAN'S EQUIPMENT LOCKOUT LIST (sample)

	Time		
			9
Validator Name			
	Yes	No	NA
	Validator Name:	Validator Name: Yes	Time Validator Name: Yes No

Starter Lock-outs:

WHEN TESTING MOTORS AFTER LOCKOUT, STAGE INTERLOCK BYPASS SWITCH MUST BE ACTIVATED TO MAKE SURE INTERLOCK IS NOT PREVENTING MOTOR FROM STARTING!!!

Equip #	Motor Description	Location	Electrician test breaker	Initials Lock On	Operator Test Motor	Initials Lock Off
None						
		50	0			

Forces (if not applicable put in none)

Point	Location	Force on	Force off
\cap			

Nuclear Devices (if not applicable put in none)

Description	Location	Operation Lock On	Radiation Lock On	Radiation Check	Radiation Lock Off	Operation Locks Off

NOTE: Return completed lockout sheets to area supervisor or area technical assistant following completion of work and lockout

LOCK OUT / TAG OUT REVIEW

I have reviewed the lock out / tag out sheet(s). I found them to be filled out completely.

<u>Print</u>	<u>Signature</u>	Date	Ó
		×0`	







Hot Work

Procedure

Document No.: Safety / Hot Work Issue #: 06 Date of Issue: 01/25/2023

Authorized by: The Mill Safety Department

Contents

Purpose Scope References – Not Included Responsibilities Definitions Procedure Documentation – Not Included Distribution – Not Included

Newest Updates are highlighted yellow.

Purpose

To prevent loss of life and property from fire or explosion because of hot work, this procedure provides guidelines ensuring a safe work environment for Woodland employees, as well as outside contractors and for those who supervise and perform hot work involving ignition source activities such as welding, open flame work, cutting, grinding, power sanding and heat-treating.

<u>Scope</u>

This Procedure applies to all work involving ignition sources.

- 1. Define the responsibilities and provide guidelines to minimize the exposure of ignition sources to combustible, flammable, or explosive mixtures.
- 2. Implement controls for on-site personnel performing work that involves the use of ignition sources.
- 3. Establish criteria for evaluating safety precautions for work involving ignition sources.
- 4. Outline monitoring guidance for initial fire watch monitoring and additional fire watch surveillance monitoring.

Responsibilities:

Prior to, during, and after hot work the following requirements must be fulfilled.

<u>Supervisors</u> Note: The supervisor may delegate their authority to perform his/her tasks and duties as delineated in this procedure to a designated qualified individual.

- The maintenance and operations supervisor are responsible for inspection of the work site prior to commencement of work involving ignition sources to determine the fire and explosion precautions necessary for the safe performance of the work. This inspection will provide necessary information for completing the hot work permit. Sign off that this is complete will be required before the permit can be issued.
- Ensures checklist on back of permit has been completed and all precautions have been met.
- After normal hours it is acceptable for operations to sign both lines when they are acting in the capacity of maintenance/operations supervisor for emergency work.
- Indicates in writing the precautions and actions that must be taken prior to starting hot work. This is accomplished by completing the Hot Work Permit. Special precautions must be noted.
- Ensures there is a continuous water supply available for high-risk areas.
- Protects critical equipment.
- Reviews the Hot Work Management Procedure Checklist to ensure compliance with the items listed.
- Signs and issues the hot work permit for each specific job. (With legible signature)
- Issues separate hot work permits for each area where hot work is to be done.
- Issues separate hot work permits for instrumentation and electrical equipment that is brought into an area on a temporary basis that does not meet the area's electrical classification.

Precautions must be established prior to turning on the instrument or connecting the equipment to the energy source.

- Designates an additional fire watch and issues a hot work permit when a fire watch cannot perform the entire scope of his/her assigned tasks. Examples of conditions requiring additional watches and hot work permits include:
 - Compressed gas cylinders containing flammable gas, or an oxidizer located outside an approved area that cannot be seen from the watch location.
 - Welding and cutting that may impact cable trays which cannot be seen from the watch location near the hot work or extinguished using the media assigned for the hot work.
- Posts the hot work permit or provides it to the individual, for posting, who will be performing the hot work.
- Makes a modification in the work performed or implement precautions to address new hazards before continuing the hot work if the job site changes. The permit should be reviewed and updated as needed or a new permit issued if required.
- Inspects the work area or has their designee inspect the area each shift that involves hot work.
- Ensures a final inspection is done after the job is complete.
- Ensures a surveillance program has been established with an initial 60-minute monitoring starting immediately after the job has been completed.
- Ensures operations sign off and take over for the 6-hour surveillance when the initial 60
 minutes has been completed. Operations then provides the completed hot work permits to the
 safety manager for record keeping and auditing purposes, with PSM permits provided to PSM
 Coordinator.

Safety Department

- Evaluates and verifies that the requirements of this procedure are being strictly followed.
- Provides guidance in resolving issues involving the fire protection program requirements of this procedure after considering NFPA 51B.
- Determines if practices at the facility are acceptable based on Woodland Mill Safety Procedures, Loss Prevention Guidelines, and Regulatory Requirements.
- Leads in the investigation of fires associated with hot work at the facility.
- Implement measures to improve or correct unsatisfactory results associated with the performance of hot work.

Fire Watch Note- Fire watch will be required for all hot work jobs!

- Designated person other than the person doing the hot work that monitors and ensures that safe conditions are maintained during and after the hot work.
- A fire watch is required for each ignition source if designated on the hot work permit for the job or area. A fire watch may cover more than one ignition source as long as:
 - It is physically possible to do so, and the issuer of the hot work permit deems it acceptable.
 - Each ignition source can easily be seen or monitored.
 - Additional hazards are not created.
 - It is communicated to personnel performing the hot work.
 - Fire Watch needs to be competent in the following matters:
 - The difference between incipient stage and structural fires
 - Incipient stage fire fighting
 - Selection of the appropriate extinguisher and media for different types of fire hazards
 - Selection and use of required personal protective equipment.

Hot Work Permit Procedure - Page **3** of **10** Last Printed: Tuesday, January 7, 2025

- Activation and use of appropriate firefighting equipment. Note: training must be provided on an annual basis for personnel that may use a fire extinguisher.
- Duties of the Fire Watch:
 - In the event of a fire emergency, the fire watch must call 9-1-1 from a mill phone or radio 700911 or cell phone (207)427-6400.
 - Review the hot work permit and verify that the precautions indicated on the permit have been implemented.
 - o Identify the nearest alarms or means of communication at the job site.
 - Remain in position to observe the area while work is in progress. Personal safety and health issues must be considered when selecting watch locations.
 - Implement action to correct deteriorating job site conditions. This includes the use of on-the-job authority to halt hot work. Examples of deteriorating conditions include flammable or combustible materials being introduced into the area, conditions for a fire become eminent, additional hazards beyond the capacity of the extinguishing media are created.
 - Watch for fires in all exposed areas and try to extinguish them only if they are in the obvious capacity of the equipment available and the training the fire watch has received.
 - Notify the Fire Protection Crew if fire equipment (fire hoses and extinguishers) is used.
 - Remain at the site of activity for at least an hour after hot work is completed to detect and extinguish smoldering sparks or fires. This includes coffee and lunch breaks, etc.
 - Sign off on the hot work permit when the initial fire watch is completed. and show Operations Supervision the permit for their sign off and transition to 6-hour surveillance.
 - Additional duties of the fire watch include wetting down combustible material with water prior to beginning hot work or using water to extinguish sparks that fall to the floor.

Individual Performing the Work:

- Obtains hot work permit(s) in completed form prior to performing hot work.
- Maintains the hot work permit at the job site for the duration of the hot work.
- Does not initiate hot work until the fire watch is present.
- Adheres to the requirements of the hot work permit.
- Stops work when conditions change that impacts fire safety. For example, the fire watch is not present, or flammable or combustible materials are introduced into the work area.
- Stops hot work when directed to do so by the fire watch.
- If arc welding in a confined space and work is to be suspended for any substantial period, such as during lunch or overnight, all electrodes shall be removed from the holders and the holders carefully located so that accidental contact cannot occur, and the machine be disconnected from the power source.
- When gas welding or cutting in a confined space, the torch valves shall be closed and the gas supply to the torch positively shutoff at some point outside the confined area whenever the torch is not to be used for a substantial period, such as during lunch or overnight. Where practical, the torch and hose shall also be removed from the confined space.

<u>Contractors who are directing Hot Work but are not authorized to issue hot work permits</u> must fulfill the following requirements: <u>Note- Contractors will no longer be allowed to issue</u> hot work permits all permits must be issued VIA Woodland mill personnel.

- Inspect the work area with the Mill Contact that will issue the hot work permit to verify what steps must be taken prior to performing the hot work.
- Post and maintain the hot work permit at the job site.
- When required, assure the removal or protection of combustible, flammable, or explosive material at the job site in accordance with the requirements outlined on the hot work permit.
- Determine with Mill operation's guidance if critical equipment may be affected by the hot work and take action as directed. Operations personnel or the mill contact person should note any additional precautions that are recommended on the hot work permit, along with approval.
- Evaluate compliance with the requirements of the hot work permit by personnel under his/her direction.

• Ensure a final inspection is completed as specified on the permit. This includes the 60-minute fire watch and ensuring a 6-hour surveillance takes place after the fire watch is completed.

• Operations returns the hot work permit in completed form to the safety manager for record keeping purposes after the job is complete.

Definitions

Note: Class III liquids with flash points greater than 100° F are excluded from the requirements of this procedure if they are not being heated within 30° F of their flash point.

Combustible Liquid - Any liquid with a flash point at or above 100° F for example diesel, kerosene

<u>Flammable / Combustible Materials</u> -Any solid, liquid, or gas which can burn and/or is classified as a flammable and explosive gas, a flammable liquid, a combustible liquid, or a highly combustible solid, for example NCG, Propane, or CLO2

Flammable / explosive gases - Any gas that will burn or explode in the presence of normal concentrations of oxygen in the air.

Flammable liquid - Any liquid with a flash point below 100° F

<u>**Combustible Solid</u>** - Any material <u>**Highly**</u> such as dry wood, Sodium Chlorate, paper, plastic, or rubber that can be ignited.</u>

Hot work - Any activity that involves an ignition source.

Ignition Source - Any process, equipment, tool, or accessory capable of causing a fire or explosion. Open flames, sparks, static electricity, and hot surfaces are all possible ignition sources.

Ex: Grinding, welding, cutting, Etc:

Procedure

Prior to, during, and after hot work the following requirements must be fulfilled.

Permit Areas

Permissible Areas

Hot work may only be performed in areas that have been evaluated prior to introducing the ignition source. The area should be designed for hot work, or appropriate fire prevention measures must be established before the hot work commences.

Areas requiring written permits:

- Written permits are required in all areas of the mill that have not been designated as suitable for hot work on a routine basis.
- Permits may be issued for a period of up to 12 hours, however, under certain conditions the permit may stay in place longer. Work areas must be reviewed for safety and fire protection requirements whenever the work area has been left unattended for more than 2 hours. Regardless of designation, hot work permits are required in the following, locations, or circumstances:
 - Areas where flammable or explosive gases are present in process components or storage containers.
 - Hot work that may impact flammable or combustible liquids.

Areas not requiring written permits:

• Written permits are not required in areas that have been evaluated by the Safety Department and found to be suitable for hot work. These areas shall be designated with a permanent sign.

Prohibited Areas

- Hot work shall not be permitted in areas prohibited by the Safety Department.
- Hot work shall not be permitted on tanks, piping, or equipment, which previously contained flammable or combustible materials that have not been cleaned or prepared to prevent flammable or explosive atmospheres from developing.
- Hot work is prohibited in sprinkled buildings while the sprinklers are impaired without establishing equivalent protection.
- There shall be typically no hot work, such as grinding, welding or other hot work activities, to be performed within 50 feet of flammable storage areas. These areas include but are not limited to: the methanol unloading area and pump house, the propane bulk storage areas and vaporizer building, the remote storage cabinets for lift truck propane cylinders, the flammable paint storage buildings, the paint shop, flammable storage area of flammable gas cylinder storage areas, areas where temporary flammables are used such as resins for fiberglass repairs, and other areas where flammables may be used.
- Any exceptions to performing hot work in prohibited areas must include agreement of the Safety Department, the department manager of the area and others as deemed necessary. Special requirements that render the area(s) safe must be established to include pre-testing and continuous testing of flammable vapors.
- In general, no hot work will be allowed in the CTS or old screen room building during operation without first evaluating and eliminating combustible dust hazards.

Procedure

Instructions

Systems Containing Flammable or Combustible Liquids or Gases:

- Welding, open flame work, cutting, grinding, or other spark producing work performed on any system or tank, vessel, or piping that may contain residual flammable gases or vapors must be performed following NFPA 327 as well as other applicable sections of this procedure.
- Suitable, calibrated instrumentation must be used to verify a safe atmosphere. The person performing the monitoring should be knowledgeable about the operation and limitations of the instruments.
- Potential sources of flammable or combustible materials must be isolated before hot work begins.
- The concentration of flammable gases or vapors must be below 10% of the lower explosive limit (LEL).
- Care must be taken to verify that the concentration is not higher in pockets or other levels.
- Oxygen concentration must be monitored where higher than ambient concentrations are possible. Hot work should not be performed if the oxygen concentration exceeds 23.5%.
- The potential for oxidizers, combustible residues, or higher reactant materials to be present must be evaluated and appropriate controls implemented before hot work begins.
- If an inert gas is used as a safeguard, the oxygen concentration should be zero before hot work is performed.
- Open flames must not be used for leak testing. Only procedures or instruments suitable for the gas, piping or equipment in question may be used.

Enclosed Systems Containing Materials Under Pressure

- Hot work should not be performed on systems under pressure if it will result in a significant increase in pressure that will have an adverse impact on process equipment or present a health and safety hazard to personnel.
- Hot work may be performed if adverse consequences are not created by the activity.
- Prior to starting work, precautionary measures must be established.
 - Relieving the pressure inside the system and isolating the pressure source or removing it from service
 - Opening the system
 - Analyzing the system to verify:
 - The structural integrity of the system will not be affected by the hot work.
 - Suitable relief devices exist.
 - The pressure increase will be less than the maximum pressure rating of the lowest rated process component.

System Containing Materials Capable of Rapid Thermal Expansion

- Hot work should not be performed on enclosed systems or piping containing materials capable of rapid thermal expansion unless appropriate safety precautions have been implemented prior to starting hot work. Examples include:
 - \circ $\,$ The system or pipe has been purged.

Hot Work Permit Procedure - Page **7** of **10** Last Printed: Tuesday, January 7, 2025

- The process has been opened.
- Analysis indicates that:
 - The structural integrity of the process will not be diminished by the work.
 - Suitable relief devices exist that can relieve the highest-pressure increase associated with the hot work without adverse impact on the health and safety of personnel or equipment.
 - The pressure increase will be less than the maximum pressure rating of the effected component(s)

Hot Work Permits

- Personnel authorized to issue hot work permits must be familiar with site requirements, this procedure, and the inherent fire hazards associated with the hot work.
- The individual authorizing the hot work and other approvals (as required) must be identified in writing on the permit.
- If entry into a confined space will be accomplished the monitoring data does not have to be listed on the hot work permit if the data has been recorded on the confined space entry permit posted at the job site.
- If a fire occurs the permit is void. The conditions must be upgraded, and a new permit issued before hot work may resume.
- The hot work permits will be reviewed for completion by maintenance and or operation supervision prior to sending them to the Safety Manager.
- The hot work permits are to be collected and returned to the Safety Manager upon completion of the hot work or the end of a shift after hot work is completed and all precautions are taken.
- The safety department will conduct periodic audits of the hot work permits to assure adherence to the hot work procedure.

Hot Tapping

Hot tapping refers to welding, cutting, boring, or drilling on equipment such as tanks or piping while in service.

- Hot Tapping requires a review of the Line and Equipment Opening Procedure to ensure compliance with this procedure as well.
- Hot tapping may not be initiated unless the activity has been approved by the supervisor of the job (contractors or lead person), the Mill's management official directing the work, and the department or area business team leader.
- Prior to starting the hot tap, the following precautions should be performed:
 - Verify the equipment metal thickness and type of material.
 - Identify if special safety precautions must be implemented and list them on the hot work permit or as an attachment to the permit.
 - If performing hot work on a pipe in service, establish and monitor a positive flow. The flow must be adequate to disperse the heat generated by the hot work.
 - If performing hot work on a tank or vessel, maintain the liquid level above the hot work unless additional health or safety issues are created.
- Hot taps involving gas or liquid pipelines or containers in the presence of flammable or combustible gases or vapors.
 - Hot tapping on equipment containing flammable or combustible gases and vapors will be performed only after it has been determined by the Mill's management official

Hot Work Permit Procedure - Page 8 of 10 Last Printed: Tuesday, January 7, 2025 requesting the work and the site Safety Department that it is impractical to perform the work using other methods which would isolate flammable materials in process.

- Hot tapping will be performed under the immediate supervision of an individual qualified by experience or education to direct the job.
- Hot tap must be performed by a trained and experienced crew.
- A detailed procedure for conducting the hot tap must be prepared in writing by an individual qualified by education or experience to do so.
- The procedure for performing the tap should address safe work practices, job parameters, precautionary measures, and emergency procedures.
- Prior to starting the job, the procedure must be approved by the Mill's management official directing the hot work, area business team leader, safety department representative and the supervisor in charge of the work (contractor or lead person).
- The personnel performing the tap and assigned fire watch must be trained and competent in the appropriate elements of the procedure before beginning work.
- The elements of the hot tap procedure must be in effect as delineated.

Special Instructions for Sulfuric Acid Tank at Water Treatment Plant

The Sulfuric Acid Tank at the Water Treatment Plant is an unlined tank, and the associated fill piping is unlined as well. The fact that the tank and piping are unlined creates a flammable hazard for completing hot work in the bermed area surrounding this tank. Sulfuric Acid is not flammable on its own, however, when it has contact with the tank or piping, hydrogen is created, which is highly flammable.

 No Hot Work within the berm surrounding the Sulfuric Acid Tank at the Water Treatment Plant will be allowed without authorization. If work must be completed in this area a JSA for the task will be developed incorporating the dangers of a confined space, continuous gas monitoring and have the approval of operations, maintenance and the safety department before work begins.

Special Instructions for PSM/RMP Controlled Areas

• In PSM/RMP controlled areas a qualified operations employee must sign the hot work permit in the box titled "PSM Operations to Sign".

Special Instructions for CE 33 Locked Areas (Electric Rooms)

• In CE 33 locked areas the initial 60-minute fire watch will be as described above. The sixhour surveillance monitoring will then be completed by the Shift E & I Technician on duty.

Hot Work Management Procedures Checklist

- Available sprinklers, hose streams, and extinguishers are in service/operable.
- Hot work equipment in good working condition

Requirements within 35 ft. (11 m) of hot work

- Flammable liquid, dust, lint, and oily deposits removed.
- Explosive atmosphere in area eliminated.
- Floors were swept clean.
- Combustible floors wet down, covered with damp sand or fire-resistive sheets.
- Remove other combustible material where possible. Otherwise, protect with FM Approved welding pads, blankets and curtains, fire-resistive tarpaulins or metal shields.
- All wall and floor openings are covered.
- FM Approved welding pads, blankets and curtains installed under and around work.
- Protect or shut down ducts and conveyors that might carry sparks to distant combustible material.

Hot work on walls, ceilings, or roofs.

- Construction is noncombustible and without combustion covering or insulation.
- Combustible material on other side of walls, ceiling or roofs is moved away.

Hot work on enclosed equipment.

- Enclosed equipment cleaned of all combustible material.
- Containers purged of flammable liquid/vapor.
- Pressurized vessels, piping, and equipment removed from service, isolated and vented.

Fire watch / Hot work area monitoring

- Fire watch will be provided during and for 60 min. after work, including during any break activity.
- For areas where there are multiple jobs <u>and</u> jobs are within visual line of sight, during the 60 minute period after the work, fire watch can between rotate between multiple jobs on a frequency based on the potential risk of the work.
- Fire watch is supplied with suitable extinguishers, and where practical, a charged small hose.
- Fire watch is trained in use of equipment and in sounding alarm.
- Fire watch may be required in adjoining areas, above and below.
- Monitor hot work area for an additional six (6) hours after the 60 min. fire watch

Audit of the Hot work Management Procedure

- Regular review/audit of the permits process for consistency completion
- Periodic Site Audits to ensure procedures are being practiced.



144 Main Street Baileyville, Maine

High Visibility Policy

Valid for 24 hours after: 1/7/2025 2:14 PM

Document No.: SAF/HIVIS Issue #: 2 Date of Issue: 07/5/2017 Effective Date: 07/5/2017 Reviewed: 02/17/2023

Authorized I

Brandon Ireland, Safety Manager

USE OF DOCUMENT The master copy of this document resides in electronic format on WP & SCT's Intranet.

Table of Contents:

- 1. Policy
- 2. Distribution

1. POLICY

Anyone accessing, visiting, or working in the following areas will be required to wear high-visibility clothing:

- Chipyard
- General Services
- Stores/Receiving.

High-Visibility clothing can consist of high-visibility vest, t-shirt, hat, etc.

Anyone who is found not adhering to this policy will be subject to discipline up to and including discharge.

2. DISTRIBUTION

WP Intranet



Line & Equipment Opening Procedure

Document No.: Safety / LINE Issue #: 07 Date of Issue: 02/01/2017 Effective Date: 02/01/2017

Authorized by: Woodland Safety Department

Contents: Purpose Applicability Scope References Responsibilities Procedure Documentation Distribution

Document No.: Safety/Line Issue #:7 Date of Issue: 02/01/2017 Effective Date: 02/01/2017

PURPOSE

This procedure is intended to eliminate or reduce the chance of injury or contact with process fluids when breaking into a process line, pump, tank, or vessel.

APPLICABILITY

This procedure applies to all Mill employees, on-site contractors and service suppliers.

SCOPE

Operations Supervision will initiate this procedure after the Lockout has been completed and when the Line & Equipment Opening Criteria questions fail to be answered affirmatively. See Mobile Equipment Safety Procedure for maintenance of mobile equipment. Following is the list of Line & Equipment Opening Criteria questions. This information will be added at the end of every Lockout list:

 Verified that the line contained no hazardous substance? No 	Yes
 Has the vessel, pump, line, drained completely? No 	Yes
 Are the drains unplugged? No 	Yes
 Can the position of each valve involved with this lockout be verified? No 	Yes
 Is each value in the proper position? No 	Yes
 After lockout, has the system cooled to reflect that it is isolated? No 	Yes
 Is the temperature of the process below 120 degrees? No 	Yes
 Is everything concerning this lockout normal? No 	Yes
9. Has the supervisor or issuer provided the correct isolation procedure	
for the equipment involved? No	Yes
If the answer to any of the above questions is No, the job must be stopped supervisor will then either correct the situation, determine that further action or determine that the equipment is safe to work on using the Line & Equip Opening Procedure.	d and an area on is needed, oment
IN SIL	

REFERENCES

Document	Responsible Position	Location	Retention Time
1910.261 (g)(21) OSHA	Safety Manager	OSHA Website	Until Replaced

RESPONSIBILITIES

The safety manager is responsible for:

- Communications, Awareness & Training
- Ensuring the OSHA standards are followed
- Updating the line & equipment opening procedure when necessary

The area managers and supervisors are responsible for:

- Communicating changes in safety procedures
- Scheduling employees to attend training
- Ensuring that proper line & equipment opening permits are kept for all parts of the process opened.
- Ensuring line & equipment opening permits are used where required
- Verifying that line & equipment opening permits are completed properly
- Insuring that process-opening issues brought to their attention are immediately addressed.
- Ensuring proper PPE is worn for all line and equipment opening

The safety coordinator is responsible for:

- · Maintaining the master list of all safety procedures
- Maintaining the completed line & equipment opening permits for a period of one year

The mill employees, contractors, and service suppliers are responsible for:

- Understanding and following the Mill's lockout procedure
- Using and completing the line & equipment opening permits.
- Removing the line & equipment opening permits when the job has been completed and sending the permits to the safety coordinator for filing.
- Reporting to the area supervisors or manager any noted issues or concerns while opening the process.
- Wear proper PPE for line and equipment opening

PROCEDURE

- 1. Operations Supervisor will contact the Maintenance Supervisor to discuss what the job is, specifically determining what material was in the line, pump, tank or vessel to be opened and the respective hazards present.
- 2. Supervisors will determine additional PPE requirements from discussion with their employees as well as JSA's, SOP's, and Personal Protection Equipment Procedure Table 2 for Line & Equipment Opening Procedure PPE requirements, (see attached).
- 3. Follow mill lockout procedure. Be sure to review the lockout sheets particularly the Line & Equipment Opening criteria questions before starting any job.

Due to the long run of pipes there may be low spots that don't drain effectively or completely. Be aware of material on the sides of tanks or otherwise contained / trapped in tanks or vessels.

- 4. During initial equipment opening or line breaking to keep other employees out of the line of fire, yellow barricade tape may be required around the equipment to be worked on. When evaluating area within the line of fire for the job, be sure to consider, areas beside, below, and above the work area. Also, a completed Line & Equipment Opening Permit, which can also serve, as the barricade tag, will be placed on the taped off area before the work begins.
- 5. Put on all required PPE as identified in Section 2.0 above.

When breaking the flange bolts, break the ones on the side away from

Line & Equipment Opening Permits

Every process identified through the procedure above will be documented by completion of the permit.

- 1. The permit shall be signed by a representative for operations and maintenance personnel (or designee) prior to work beginning. During the off hours, shift supervisor will be the designee for the maintenance supervisor.
- 2. The back of the permit may be utilized as a barricade tag for the job. If not used write "NA" on the back so it is clear that it wasn't used and not just forgotten.
- 3. Completed permits shall be removed as soon as the job has been completed. The completed permit will be sent to the safety coordinator for filing.
- 4. The completed permits will be maintained by the safety coordinator for a period of one year.

DOCUMENTATION

Documentation	Responsible Position	Location	Retention Time
Training Records	Safety Coordinator	Safety Department	5 years

DISTRIBUTION

On the Woodland Website.

Table 2

Line & Equipment Opening Minimum Personal Protection Equipment Required

Chemical / Systems

PPE Required

Acids	Hard Hat, Hearing Protection (as required), Goggles, Faceshield, Rubber Steel Toed Boots, Chemical Protective Clothing*, Respirator (as required), Chemical Resistant Gloves
Caustics such as : White Liquor, Black Liquor, Green Liquor, Weak Wash	Hard Hat, Hearing Protection (as required), Goggles, Faceshield, Rubber Steel Toed Boots, Chemical Protective Clothing*, Respirator (as required), Chemical Resistant Gloves
Steam / Condensate	Hard Hat, Hearing Protection(as required), Safety Glasses, Face Shield, Leather Steel Toed Boots, Respirator (as required), Welding Gloves, Long Sleeved Shirt or Arm Guards, Rain Clothing
Stock	Hard Hat, Hearing Protection(as required), Safety Glasses, Face Shield, Rubber Steel Toed Boots, Respirator (as required), Rubber Gloves, Long Sleeved Shirt or Arm Guards, Rain Clothing
White Water	Hard Hat, Hearing Protection(as required), Safety Glasses, Leather Steel Toed Boots, Respirator (as required), Leather Gloves, Long Sleeved Shirt or Arm Guards
NCG System	Hard Hat, Hearing Protection(as required), Goggles, Face Shield, Rubber Steel Toed Boots, Respirator, Chemical Resistant Gloves, Chemical Suit or Rain Clothing, Full face respirator
CLO2 Process Lines	Hard Hat, Hearing Protection (as required), Safety Glasses, Goggles, Face Shield, Rubber Steel Toed Boots, Chemical Protective Clothing, Respirator, Chemical Resistant Gloves, Full Face Respirator .
CLO2 Solution Lines	Hard Hat, Hearing Protection (as required), Safety Glasses, Goggles, Face Shield, Rubber Steel Toed Boots, Chemical Protective Clothing, Respirator, Chemical Resistant Gloves, Full Faced Respirator.
Methanol	Hard Hat, Hearing Protection (as required), Safety Glasses, Face Shield, Rubber Steel Toed Boots, Respirator (as required), Chemical Resistant Gloves,
Petroleum Products Such as: Bunker C Oil, Propane	Hard Hat, Hearing Protection (as required), Goggles, Face Shield , Leather Steel Toed Boots, Respirator (as required), Leather Gloves, Welding Jacket or Rain Jacket
Sanitary Systems	Hard Hat, Hearing Protection, Safety Glasses, Face Shield, Tyvek Suit, Rubber Steel Toed Boots, Respirator (as required), Rubber Gloves
Peroxide	Hard Hat, Hearing Protection (as required), Goggles, Faceshield, Rubber Steel Toed Boots, Chemical Protective Clothing*, Respirator (as required), Chemical Resistant Gloves
Sodium Chlorate	Hard Hat, Hearing Protection (as required), Safety Glasses, Face Shield, Rubber Steel Toed Boots, Respirator (as required), Chemical Resistant Gloves, Chemical Resistant Clothing

* Chemical Protective Clothing - Chemical Resistant Suit, Chemical Resistant Jacket and Pants, Chemical Resistant Apron.

Other Chemicals

For Example:

Additives, defoamers, slimicides, biocides, polymers, drainage aids See Department Superintendent for further guidance