

Document Health and Safety	Published 08/01/2011	Valid for Escanaba Mill
-------------------------------	-------------------------	----------------------------

Flagging and Barricading Policy

Purpose

Establish requirements to protect prevent and limit the exposure of all people at Verso Escanaba working in, or nearby, an area deemed hazardous via signs, signals and barricades.

Extent

This policy is applicable to ALL Escanaba employees, visitors, suppliers, contractors, or general public working in, or nearby, areas where hazardous conditions have been identified, i.e. line breaking on pipe lines/vessels/tanks or other receivers, chemical machine washing, equipment demolition, excavations, etc.

Summary of Requirements:

Responsibilities
Definitions
Procedures
“Danger Zone” Control

Execution

Responsibilities.

- A. Managers.** For the implementation of this policy to ensure the successful protection of employees, visitors, and the general public from injury or property damage due to controllable known hazards.
- B. Superintendent/Supervisors.** To support the manager in complying with this policy by:
 - Identifying, reporting and controlling hazards.
 - Providing signs, signals and barriers (available through the storeroom) necessary to properly inform affected parties of a hazardous situation.
 - Training employees on sign, signal and barrier identification and restrictions.
 - Ensuring signs and barriers are maintained correctly.
 - Enforcing the requirements of the procedures.
- C. Safety Dept.** Provides support in training and hazard identification. Acts as a resource for information, materials, and solutions to sign, signal and barricade issues.





BILLERUD

Document Health and Safety	Published 08/01/2011	Valid for Escanaba Mill
-------------------------------	-------------------------	----------------------------

Flagging and Barricading Policy

D. Employees. Learn and follow these procedures. Assist the superintendent/foreman in identification, reporting and control of known or potential hazards. Barricade as directed areas of known hazards according to the instructions provided within.

Definitions.

- A. Signs.** Are the warnings of a hazard, temporarily or permanently affixed or placed at the location where the hazard exists.
- B. Signals.** Are moving signs, provided by workers, such as flaggers, or by devices, such as flashing lights or back up alarms to warn of possible existing hazards.
- C. Barricades.** Is a physical obstruction designed to block individuals from entering an area that contains an actual or potential hazard. Barricade material may consist of materials such as lumber that is nailed or wired together, fencing, lockable gates, or saw horses and flashing type barricades, with necessary informational signs. Barricades are most often used when needing to physically limit or prevent access to an area. By their nature, these barricades are often used for larger and longer-term jobs.
- D. Barrier Tapes.** Tapes are usually used for shorter-term jobs. Two type are allowed, these are:
 - **Red Barrier Tape** (Example: "DANGER DO NOT ENTER") is intended for use when there is an imminent danger that no untrained, unequipped, unauthorized person is to be exposed to.
 - **Yellow Barrier Tape** (Example: "CAUTION" or "CAUTION-WORKERS ABOVE") is intended to control access and warn people of a potential danger they need to be aware of before they proceed beyond the tape, or request permission to proceed.
- E. Barrier Sign/Tag.** A barrier sign/tag is a communication device that informs anyone confronted with the barrier tape:
 - Who installed it
 - Why is was installed
 - When it was installed
 - Estimated duration

The signs/tags are to be of a quality that ensures the signs/tags, and their message, will last for as long as the barricades are in place. The information message on the tag shall be sufficiently clear as to be unmistakable as to the nature of the hazard in the "Danger Zone".

- F. Danger Zone.** The area, in which certain work is performed deemed as hazardous, under which, only approved personnel can enter with the correct protective safety equipment, or any other area where a known hazard exists.



Document Health and Safety	Published 08/01/2011	Valid for Escanaba Mill
-------------------------------	-------------------------	----------------------------

Flagging and Barricading Policy

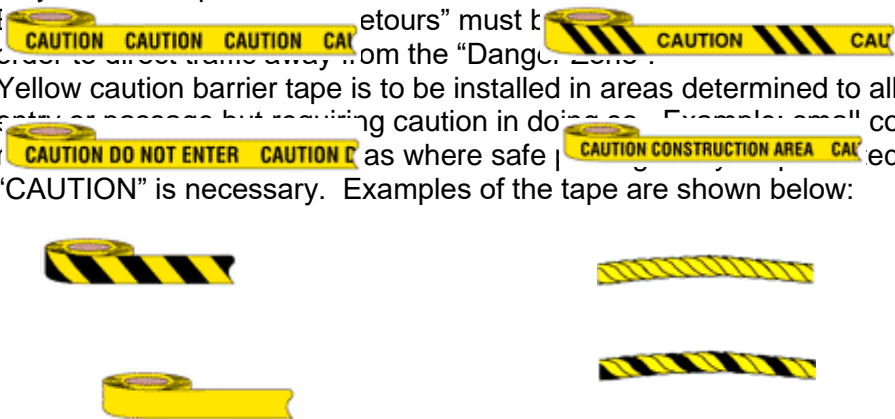
Procedure.

All excavations, trenches, holes, and openings, through which a person may fall, or be exposed to other potentially hazardous situations, must be guarded or barricaded in accordance with all applicable regulations and standards.

1. Before beginning any work which may present a hazard to people, the area(s) are to be inspected to determine the extent of barricading and/or barrier tape required.
2. Barricades and/or barrier tape are to be installed in order to block entry, and/or notify passers-by of hazards that exist in the "Danger Zone". This requires that any location, or entry point, where a person could reasonably be expected to have access to the hazardous area ("Danger Zone") shall be barricaded or taped.

The perimeter of the area shall be sufficient in size (example: not less than 6 feet, not more than 25 feet) as to afford a "Safe Zone" of exposure. Special care must be given while performing line-breaking activities, since the fluid exposed could either rise or sink/spill. Barricading upper and lower floors may also be required.

3. "Perimeters" must be marked with yellow caution tape, in order to direct traffic away from the "Danger Zone".
4. Yellow caution barrier tape is to be installed in areas determined to allow safe entry or passage but requiring caution in doing so. Examples of "caution" concrete work areas where safe passage is required but "CAUTION" is necessary. Examples of the tape are shown below:



5. Red Danger barrier tape is to be installed in areas where it is determined that is not safe for any untrained, unequipped, unauthorized person(s) to enter or pass through. Example: Demolition, asbestos removal, chemical line-break



Document Health and Safety	Published 08/01/2011	Valid for Escanaba Mill
-------------------------------	-------------------------	----------------------------

Flagging and Barricading Policy



work, hazardous leaks and spills, chemical washing, unprotected overhead



work, etc.




NOTE: Passage or entry is allowed only if it is deemed by those inside of, or otherwise in charge of, the posted area that it is safe to allow passage or entry and it is granted.

Examples of the tape are shown below:

- An information barrier sign/tag shall be attached to all barricades and/or barrier tape as outlined in the definition section of this policy. These signs/tags shall be placed in locations and at such intervals on the barricade and/or barrier tape as to adequately inform those approaching it of its reason for being installed.

Signs/tags are not required of the barricade and or barrier tapes if the "Danger Zone" is attended at ALL times. If the "Danger Zone" is to be left unattended, the sign/tags are to be applied.

Example of a sign/tag is shown below (minimum size 8.5" x 11")



BARRICADED AREA

Identified Hazard:

This barricade was placed by: _____

Questions, call ext. _____

Place on: _____ (date)

Removal expected by: _____ (date)

Document Health and Safety	Published 08/01/2011	Valid for Escanaba Mill
-------------------------------	-------------------------	----------------------------

Flagging and Barricading Policy

7. Emergency situations may call for barricades and/or barrier tapes to be installed quickly in order to restrict access to an area. Once the hazard(s) are controlled signs/tags are to be applied.
8. The barricades/barrier tapes are to be left installed for the duration that the hazard exists. Once the job is complete, or hazard eliminated, the barricade/barrier tape **MUST** be removed, but not before. When it has been verified that the hazard has been eliminated, the barricade/barrier tape may be removed. The only people authorized and to do this are the persons that installed it, the persons eliminating the hazard, or the Area Manager. The complete barricade/barrier tape and signs/tags are to be removed. Loose ends of barrier tape are not to be left hanging.

4.2 “Danger Zone” Control

1. Once an area has been classified as a “Danger Zone” under the Red Barrier Tape conditions, the area will be “Taken over” or “Controlled” only by those personnel named “authorized” or responsible for the work at hand, such as the case of machine acid cleaning. If no person is found responsible for the hazard, the responsibility will fall under the “default authorized” personnel which are:
 - The person identifying the hazard until communicated to the person to become responsible for the hazard (until handed over)
 - The Area Superintendent
 - The Lead Operator
 - The Safety or Environmental Department personnel
 - Plant Security
2. The person responsible to install/remove the barricade or barrier/tape is also responsible to communicate of the “Danger Zone” area to the following departments as necessary:
 - Lead Operator
 - Superintendent
 - Safety /Environmental Departments
 - Plant Security
3. All employees will be held accountable for compliance with this policy as outlined in appropriate labor agreements.