

Document Health & Safety	Published 08/01/2015	Valid for Escanaba Mill
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Personal Protective Equipment

Purpose

The purpose of this program is to prevent injuries through the use of proper personal protective equipment (PPE).

Extent

All employees and visitors will comply with this policy and wear the appropriate personal protective equipment required for their specific work/area. All PPE must be approved by the Safety Department.

Mill Work Areas: defined as all areas other than: offices, operator control rooms, locker rooms, conference rooms, restrooms, and enclosed designated break areas.

Responsibility

1. Clothing
 - a. Requirements for mill operating areas
 - Shirt or blouse covering the entire upper torso with sleeves covering the shoulders. The shirt or blouse must be solid material; no fishnet-type materials are to be worn. Full length slacks or jeans and must be worn at all times. Clothing is to be a first line of defense/protection and needs to be maintained in good condition.
 - Members are not to wear loose fitting clothing (i.e. untucked shirt tails, baggy clothing, pants, etc.) or neck ties that can be pulled into nip points or caught in rotating equipment. Pants and shirts with holes that reduce the barrier of protection are not acceptable.
2. Hair
 - a. Hair length cannot be worn below the collar in mill operating areas, except when just passing through an area. The exception applies only to office support and visitors folks.
 - b. Hair lengths extending below the bottom of the normal shirt collar must be contained by tying AND tucking inside a shirt or underneath a cap, hard hat, hair net or other suitable head covering (includes facial hair longer than 4 inches).
3. Jewelry
 - a. No jewelry is allowed to be worn when in a mill operating area except when just passing through an area.
 - b. Jewelry (other than rings) are allowed in non- mill operating areas.
 - c. Jewelry includes:
 - Necklaces “dangling” (tight to neck necklaces are acceptable- 2 finger spacing only).
 - Earrings: Ear studs are allowed if they are of the type with hoops no larger than a dime. Chains or any other attachment to the stud are not allowed.

Document Health & Safety	Published 08/01/2015	Valid for Escanaba Mill
-----------------------------	-------------------------	----------------------------

Personal Protective Equipment

- Wrist bracelet or wrist chains (medical alert bracelets allowed-break away desired).
- Wrist Watches - watches that have bands that continue under the watch face are not allowed on the manufacturing floor. Watches with break- away pins are acceptable. Watches with metal bands are not allowed in or around electrical power sources.
- Wallet chains.
- Rings shall not be worn while working at the mill. This applies to the entire Escanaba facility.

IV. Eye Protection Policy

A. Safety Glasses and Eye Protection:

1. Use of safety glasses, with permanently attached side shields, is required from the Turnstile at the mill entrance to the job and returning.
2. All safety glasses must comply with ANSI Z87.
3. All employees, vendors, and visitors must wear safety glasses while in mill work areas (must have approved side shields).
4. Escanaba Mill will provide non-prescription safety glasses with permanently attached side shields to employees at no charge.
5. Prescription safety glasses are available through a vendor at no cost to the employee. See the Health Services Department for a form. All prescription safety glasses come with permanently attached side shields.
6. Approved cutting goggles, or approved face shields worn in conjunction with safety glasses are required for all torch cutting or burning operations.
7. Welders are required to wear proper welding hoods in addition to safety glasses while performing welding operations.
8. Chemical goggles or dust goggles (sealed safety eyewear with a strap that fit tightly around the eyes with no gaps) are required when blowing down fine dust (paper dust) during dryer cleaning, blowing down winders, etc.
 9. Face shield and chemical goggles are to be worn when performing the following and similar type situations:
 - a. Handling chemicals (caustic, acid, biocides, ammonia, lime, etc.)
 - b. Connection and disconnection of chemical cars or trucks
 - c. Applying chemical cleaners
 - d. Blowing down dirt, gravel, dust, and risk of stirring up airborne particles.
 10. Face shield and safety glasses are to be worn when performing the following type and similar type situations:
 - a. Using high pressure cleaners
 - b. Using steam cleaners
 - c. Rodding spouts and ports
 - d. Initial line breakage
 - e. Using grinders both portable and stationary
 - f. Torch cutting or burning operations.

Document Health & Safety	Published 08/01/2015	Valid for Escanaba Mill
-----------------------------	-------------------------	----------------------------

Personal Protective Equipment

11. Chemical goggles or dust goggles (sealed safety eye wear with a strap that fit tightly around the eyes with no gaps) are required when blowing down fine dust (paper dust) during dry cleaning, blowing down winders, etc. Additional eye and face protection may be specified in the departmental safety procedures.
 12. Areas and/or situations exempted from the above requirements include the following:
 - a. While in offices, office building, control rooms, locker rooms, conference rooms, restrooms and designated break areas (excluding maintenance and construction work in these areas).
 - b. At times when the level of risk is greater by wearing safety glasses than by not wearing safety glasses (example: lenses fogged by steam).
 13. Tinted lenses should not be worn indoors unless called for by the nature of particular occupations, or when prescribed for individuals.
 14. A clear lens must transmit not less than 89% of the visible (luminous) radiation. If an individual has a statement from their optometrist indicating the lens transmitted at least 89% or more of the available luminous radiation they could be used without an actual prescription. Any lens which falls below the 89% transmittance requires a medical reason for their use.
 - a. The use of phototropic or variable-tint lenses is not acceptable for use.
- C. Replacement of Damaged Glasses – Escanaba Mill will replace or buy new prescription safety glasses with permanently attached side shields if safety glasses are damaged at work. Must have authorization from the Health Services Department.
- V. Foot Protection
Safety-toed shoes must be worn throughout the mill operating areas except office areas, control rooms, lunchrooms, restrooms, break areas and locker rooms. Closed toe/closed heel shoes are required on mill property, while walking to and from the job or locker, including the parking lot. This includes shoes that have any openings exposing the foot. Heels greater than 2 inches in height or configured as a spike heel are strictly prohibited.

All steel-toed shoes/boots must be approved by the Safety Department and must be stamped/comply with the American Society of Testing Materials (ASTM) F2413-18 standard. Department safety procedures and job specific tasks may have additional and specific footwear requirements.

1. All employees assigned to E/I Departments must wear EH (Electrical Hazard) rated safety shoes which protects employees from open electrical currents where exposures to live electrical systems exist.
 - 1) Employers of contractors, visitors, and vendors are responsible for determining protective footwear requirements for their employees.
 - 2) When entering or leaving the mill site foot protection is not required.

Document Health & Safety	Published 08/01/2015	Valid for Escanaba Mill
-----------------------------	-------------------------	----------------------------

Personal Protective Equipment

VI. Hard Hat Policy

- A. All employees, working in, walking through or assigned to the following departments and/or areas are required to wear hard hats that meet or exceed ANSI Z89.1 standards:
 1. Recovery and Utilities (R&U)
 2. Fiberline (Kraft Mill, Lime Kiln, Woodyard, RMP) Pulp Makedown is not required to wear head protection unless there is a hazard present.
 3. Maintenance employees are required to wear a hard hat whenever outside a designated maintenance shop. Hard hats are not required while in designated maintenance shops and roll grinding rooms unless construction or overhead work is being conducted or a hazard is present.
- B. Head protection is required for all maintenance outages and/or areas where maintenance or construction work is taking place, from the start of the outage and/or work. For example, when a paper machine outage occurs, head protection is required at the time the machine is taken down and the locks are being applied.
- C. Head protection is required anytime there is a potential to hit one's head or an overhead hazard exists.
- D. All employees, driving or riding in a cab without roll over protection, are required to wear head protection that meet or exceed ANSI Z89.1 standards.
- E. All contractors, vendors or visitors are required to wear head protection when in any part of the mill.
- F. Head protection is not required to be worn in the following areas: offices areas, operator control rooms, locker rooms, conference rooms, restrooms, labs and enclosed designated break areas (excluding construction/maintenance activities in these areas).
- G. Head protection is not required when entering or leaving the mill at the start of the workday, leaving/returning the mill during the day, or at the end of the workday.
- H. The requirements for hard hat use may be waived for specific tasks when their use presents a hazard. This waiver is given by your supervisor before the job starts and after a safety huddle or discussion takes place.
- I. Department safety procedures and job specific tasks may have additional head protection requirements.
- J. Head protection must be inspected for deep scratches, cuts, worn suspension parts, etc., and replaced when defects are noticed or 5 years after being issued. Hard hats and bump caps are not to be modified in any way from the manufacturers design.
- K. Hard hats and bump caps are intended to be worn with the brim or bill to the front to provide maximum protection for the wearers face.

VII. Hearing Protection

- A. All personnel must wear hearing protection devices (i.e. earplugs, earmuffs, etc.) in mill operation areas. This includes while in route to and from the mill entrance to the job.
- B. Hearing protection is not required in the following areas and/or situations: offices, outdoor areas, control rooms, locker rooms, conference rooms, restrooms, labs, warehouse & storeroom areas (excluding construction/maintenance activities in these areas).

Document Health & Safety	Published 08/01/2015	Valid for Escanaba Mill
-----------------------------	-------------------------	----------------------------

Personal Protective Equipment

- C. Annual audiograms will be performed on employees with potential exposures to noise levels at or above 85 decibels as an 8-hour time weighted average (TWA). Hearing conservation training will be provided annually to applicable employees.
- D. The use of “electronic devices” (iPods etc.) in the ears is prohibited due to folks being unable to hear others trying to contact them. Standard ear plugs or ear muffs which provide adequate noise reduction must be provided and used where required.

VIII. Hand Protection

- A. Gloves shall be worn in all mill work areas, including outside areas, whenever a task is being performed with the exception of tasks requiring high levels of dexterity or when gloves themselves increase the hazard of operation. Team members must carry a pair of gloves most commonly required in their work area on them at all times.

- 1. Gloves need to be worn in mill operating areas, including maintenance, lab, storeroom, and outside areas, to protect team members from conditions such as: rough surfaces, sharp edges, high heat or cold temps, impact, chemicals, puncture or electricity. Gloves are also required in areas beyond the typical “operating areas” when the work hazard requires it. Examples include: lifting, carrying, opening boxes, collecting samples, use of tools and equipment, moving items, etc.

Some tasks require a high level of dexterity or cannot be effectively performed while wearing gloves. Examples include: handling a single sheet of paper, driving a vehicle, operating electronic equipment (computers, bench board, remote, touch screen), or manipulating very small items, etc.

- 2. All Verso team members are expected to evaluate the hazards prior to starting a task and address any concerns identified, including PPE needs.
- 3. Glove selection shall be based on performance characteristics of the gloves, and the hazards and conditions present at the point of use. Some examples include:
 - Heat resistant gloves must be worn when handling hot material or objects.
 - Rubber, nitrile or neoprene gloves must be worn when handling or working with chemicals, such as biocides, degreasers, cleaners, sulfuric acid, caustic, liquors, solvents, highly toxic chemicals, etc. (see glove requirements below).
 - Welding gloves must be worn when welding.
 - Insulating rubber gloves and insulating rubber sleeves are to be used as required if there is danger of hand and/or arm injury from electric shock or burns.
 - Cut-resistant gloves must be worn when handling material with sharp edges. ANSI Cut Level rating of A4 is required when handling any type of sharp material, utility knives, etc. A minimum rating of A7 is required whenever making contact with machine doctor or coater blades, chipper knives, etc. (see glove requirements below). Gloves must be worn on both hands unless specifically outlines in

Document Health & Safety	Published 08/01/2015	Valid for Escanaba Mill
-----------------------------	-------------------------	----------------------------

Personal Protective Equipment

department operating procedures. Never slide your gloved hand over a sharp blade edge.

IMPORTANT: It is unacceptable to wear gloves while working around moving equipment or operating a rotating machine tool (ex; lathe, drill press, etc.). Gloves can and should be used to handle stock or parts while loading or unloading these tools, but never while the rotating tool is in use.

Departments may have additional PPE requirements in specific operating areas or allow exceptions based on an assessment of the hazards. Refer to department safe operating procedures (SOPs) for additional hand protection requirements and exceptions in each operating area.

Click on the link below which shows which gloves are available at the Escanaba mill for various tasks, which are required and which gloves should not be used for certain applications. This is not an all-inclusive list.

[Escanaba Glove Chart](#)

IX. Dust Masks

- A. Use of dust masks is encouraged when performing jobs that involved nuisance dust levels (woodworking, cleanup jobs involving air movement, sweeping, etc.). Voluntary use of dust masks does not require respirator fit testing procedures.
- B. Use of other respirators for protection against established/regulatory exposure limits requires the completion of medical evaluations, fit testing and training qualifications before use. Refer to the respiratory protection program for more detailed information.

X. Other Body Protection PPE

- A. Examples of other personal protective equipment requirements that may exist in department and/or job specific tasks include:
 1. Welding jackets and gloves for welders
 2. Chemical suits, gloves and boots
 3. Respirators
 4. Fire protection gear
 5. Equipment to protect against electrical shock or explosion (i.e. gloves, faceshield, jackets, etc.)
 6. Personal fall arrest systems (refer to fall protection program description)

Employees should check with area supervisors and/or Area Trainers for job-specific personal protective equipment requirements and recommendations.

Document Health & Safety	Published 08/01/2015	Valid for Escanaba Mill
-----------------------------	-------------------------	----------------------------

Personal Protective Equipment

Escanaba Michigan Operations			
Subject: PPE Policy		Number: PC-11	
Effective Date: July 2000		Pages: 8	
Revision Date: March 2014		Approved By: Safety Leadership Committee	
Revision History			
REVISION	PAGE(S) AFFECTED	DATE	DESCRIPTION OF CHANGE
01	Page 2 & 3 - Section III, Item 12	03/2010	<ul style="list-style-type: none"> Added MIOSHA/OSHA verbiage on tinted lenses.
01	Page 2 & 3 - Section IV, Item A & Item 1	03/2010	<ul style="list-style-type: none"> Added Safety Shoe & EH requirement(s) information.
01	Page 5 & 6 - Section VII, Item A	03/2010	<ul style="list-style-type: none"> Added Cut-Resistant Gloves requirement(s) information.
01	Page 7 - Section IX, Item A	03/2010	<ul style="list-style-type: none"> Added goggle verbiage.
01	Page 8 - Section X, Item B	03/2010	<ul style="list-style-type: none"> Added goggle verbiage.
02	Page 5 & 6 – Section VII, Item B	03/2011	<ul style="list-style-type: none"> Add Chemical Gloves requirement(s) information.
03	Page 2, Section III.15.f	3/2014	<ul style="list-style-type: none"> Addition of “Maintenance Employees upon approval”.
04	Page 5 & 6 - Section VII, Item A	5/2014	<ul style="list-style-type: none"> Require cut resistant level 3 gloves for the handling/use of knives, blades, metal shavings.
05	Personal Attire	8/2015	<ul style="list-style-type: none"> Added requirements for personal attire.
06	Glove Changes	05/2016	<ul style="list-style-type: none"> Changes to cut resistant gloves.

Document Health & Safety	Published 08/01/2015	Valid for Escanaba Mill
-----------------------------	-------------------------	----------------------------

Personal Protective Equipment

07	Ring Changes	10/20	<ul style="list-style-type: none"> Rings shall not be worn while working at the mill.
08	Updates to glove requirements, gloves available and hard hat requirements.	12/20	<ul style="list-style-type: none"> Updates to glove requirements, gloves available and hard hat requirements.
09	Glove Changes	6/2021	<ul style="list-style-type: none"> Added Mercury to chemical glove chart.
10	Necklace change	7/2024	<ul style="list-style-type: none"> Two finger rule for necklaces.