

Document Safety & Health Policy	Published 8/1/2015	Valid for Escanaba Mill
------------------------------------	-----------------------	----------------------------

Vehicle Safety

Purpose:

It is the policy of the Escanaba Mill that motor vehicle safety requirements be followed by all team members, contractors, and visitors while on Escanaba Mill property. The scope of this policy applies to cars, pickups, vans, and buses; scooters, electric carts, and four-wheelers; log trucks, tanker delivery trucks and semi-tractor/trailer units. All operators of cars, pickup trucks, vans, and buses must possess a valid state driver's license and adhere to any restrictions indicated on their license.

Background:

Motor vehicle accidents are the leading cause of occupational fatalities. Several motor vehicle and motor vehicle /pedestrian accidents have occurred on mill property that have resulted in preventable injury.

Execution:

Headlights - Headlights and taillights furnished as original equipment on motor vehicles must be maintained in working condition. Those vehicles not originally furnished with headlights and taillights must have them installed as aftermarket items.

Mirrors/Signs - Each department/area will determine the best location for mirrors/signs to protect drivers and pedestrians from collisions.

Vehicle Inspection - It is the operator's responsibility to inspect the motor vehicle prior to operation. Any motor vehicle found to be defective/unsafe shall be immediately tagged and taken out of service.

Horns - Horns or audible warning devices are required on all motor vehicles and must be maintained in working condition.

Seat Belts - If any motor vehicle is equipped with a seat belt, it must be worn.

Passenger Riding Requirements - Passengers of carts and scooters must remain seated at all times. When riding in the back of carts or scooters, passengers must be seated on benches designed for passenger seating. Standing on the back of a cart or scooter or riding in the back of a truck is strictly prohibited.

Refueling

- Vehicle engines must be turned off during the refueling process.
- Vehicle operators must remain within proximity of the vehicle during refueling in case of fuel dispensing equipment malfunction.
- Fuel is to be dispensed from a pump directly to vehicle whenever possible.
- In the event fuel cannot be dispensed directly from a fuel pump into a vehicle, an approved portable fuel container may be used to transport fuel to the site where fuel is needed. (Metal can with spring-hinged lid)
- To prevent spills, do not overfill the fuel tank beyond the automatic cut off point.

Document publisher	Responsible organization	Document-ID	Version
Safety Specialist	Safety Department	<Doc ID>	2

Document Safety & Health Policy	Published 8/1/2015	Valid for Escanaba Mill
------------------------------------	-----------------------	----------------------------

Vehicle Safety

Driving Practices


- Vehicle operators must observe and comply with all traffic signs.
- Never move or drive around barricades.
- Signal with horn when approaching aisle way intersections within the mill.
- Extreme caution is to be taken at all railroad crossings. Trains have the right of way at all intersections.
- Motor vehicles are to remain outside designated pedestrian walkways and other restricted areas designated by painted floor markings.
- Motor vehicles must yield to pedestrians at designated aisle crosswalks.
- All motor vehicles must use headlights when traveling inside a mill building.
- Speed:
 - The vehicle speed limit on the mill property is 15 mph outside unless otherwise posted.
 - The maximum safe operating speed within the mill buildings is approximately 5 mph or equivalent to a brisk walk.
- Motor vehicles are to avoid areas of restricted entry. When entry is necessary, vehicle operators must take the appropriate steps to gain authorized entry into the area, i.e., woodyard, finishing and shipping, etc.
- Crossing Main Chain Roll Conveyor
 - When crossing the Main Chain Roll Conveyor operator must shut down the conveyor.
Please refer to the **Crossing the Main Chain Roll Conveyor SOP in SharePoint/Policies**

Working Around Material Handling Equipment

- Never approach operating equipment from the rear. Always make positive contact with the operator and confirm that the operator has stopped the motion of the equipment.
- Never approach the side of operating equipment, remain outside of the swing and turning radius.
- Maintain distance from pinch points of operating equipment.
- Never ride contractor/subcontractor equipment unless it is designed to accommodate passengers.
- Never work or walk under a suspended load.
- Always stay alert and maintain a safe distance from operating equipment, especially on cross slopes and unstable terrain.

Parking

- Vehicles are to be kept clear of fire hydrants, hose reels and fire extinguishers at all times.
- The parking brake must be set on unattended vehicles that are left running.
- Keys should remain in vehicles (or be immediately available) during off shifts, unless they are parked in a designated parking area. (So the vehicle can be moved/used in an emergency).



Document publisher	Responsible organization	Document-ID	Version
Safety Specialist	Safety Department	<Doc ID>	2