

EHS SAFETY POLICY

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Effective:08/28/19	Document Owner: Safety Manager	Approved By:	

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I. POLICY/SCOPE

It is the policy of the Quinnesec Mill that housekeeping will be maintained at a high level throughout our facilities including grounds and parking areas. It is vital that all mill areas are owned by a department who is responsible to ensure good housekeeping practices are maintained at all times.

Housekeeping requirements apply to all mill members.

II. INTENT/PURPOSE

The intent of this housekeeping policy is to ensure everyone working at the Quinnesec mill site understands, supports, and takes an active role in keeping our workplace safe, organized, and clean.

III. DEFINITIONS

IV. PROCEDURES/PRACTICES

- A. All locations shall be kept clean to the extent that the nature of the work allows.
- B. All floors shall be maintained, as far as possible, in a clean, dry condition.
- C. Where wet processes are used, drainage shall be maintained. Platforms, mats, other dry standing places may be provided where appropriate, or barricades utilized.
- D. Waste disposal containers for solid or liquid refuse shall be constructed so that they do not leak and are capable of being cleaned and maintained in a sanitary condition.
- E. Where mobile equipment is used, safe clearances shall be maintained for aisles, at loading docks, through doorways and where turns must be made. No obstructions shall be in aisles that could create a hazard.
- F. To facilitate cleaning, every floor, working place, and passageway shall be kept free from protruding nails, splinters, holes, or loose boards.
- G. Inspect cable trays to identify excessive buildup of combustible materials.

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- H. It is expected that each location be inspected no less than quarterly, and that those inspections are documented (VPP).
- I. It is an expectation that each department (including contractor controlled areas) utilize a process to maintain housekeeping on a daily basis. Examples include:
 1. Departmental storage areas (including departmental storage in the contractor building(s)).
 2. Keep floors free of dust, dirt, garbage, oil or water.
 3. Keep floors free of obstructions such as wood, hoses, air lines, hand tools, or buckets.
 4. Keep tools and equipment properly stored away.
 5. Keep machinery, steps, handrails, and control areas free of excessive oil leaks or buildup.
 6. Keep area lighting adequate for work being done.
 7. Keep machines, guards, stairs, handrails, walls, ceiling, control rooms and storage cabinets properly painted and maintained.
 8. Keep department chemicals properly sorted and ensure the containers are free of leaks.
 9. Keep spare parts stored properly.
 10. Keep exits, stairways and emergency equipment free of obstructions.
 11. All scrap lumber, forms, crates, and other lumber with protruding nails will have such nails pulled or beaten down immediately upon dismantling.
 12. Keep oily rags and similar materials isolated and dispose of at regular intervals.
 13. Keep all electrical panel doors free of obstruction. Do not stack materials under, on top of, or in front of panel doors.
 14. Keep all electrical cables, cords or hoses crossing aisles elevated above traffic or covered to prevent damage to the device, and to prevent a tripping hazard.

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V. RESPONSIBILITIES

A. Member

1. It is the responsibility of each member to:
 - a. Understand the housekeeping expectations and responsibilities for their work area.
 - b. Thoroughly perform housekeeping duties as assigned.
 - c. Recognize and address/report housekeeping issues when identified

B. Departments

1. It is the responsibility of each department to:
 - a. Develop procedures/practices that effectively maintain each area owned by the department in a clean, orderly manner.
 - b. Plan and follow-up on housekeeping items (including staging of materials) as maintenance outages are approached, executed, and completed.

C. Health & Safety Department

1. It is the responsibility of the Health & Safety Department to:
 - a. Provide initial training on Housekeeping and Plastic contamination to all new members.
 - b. Provide training on Housekeeping and Plastic Contamination to contractors, visitors and other non-mill personnel via online safety training.
 - c. Utilize the mill's VPP Quarterly Safety Inspection Program to perform a periodic check on housekeeping conditions around the mill and assign corrective actions where issues identified.