

EHS Safety Policy

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I. POLICY/SCOPE

It is the policy of the Quinnesec Mill, that as a condition of employment, all members are required to wear appropriate personal attire including protective equipment. All visitors, vendors, and contractors are required to wear appropriate personal protective equipment in operating areas. The scope of this policy is applied to personal attire, foot, eye, hearing, head and hand protection. Respiratory protection is addressed separately in its own policy.

II. INTENT/PURPOSE

This policy establishes minimum expectations of members, visitors, vendors, and contractors working at the Quinnesec Mill with respect to the required use of personal attire and protective equipment to protect themselves from the common hazards of the workplace. It is incumbent upon each individual to evaluate the risks associated with each task they perform to determine the need for additional PPE.

III. DEFINITIONS

Hard Hat - All hard hats must meet the requirements and specifications established in the American National Standards for Personal Protection, Protective Headwear for Industrial Workers - Requirements ANSI Z89.1. Bump hats are not approved.

Hearing Protection – Earplugs, earmuffs, or a combination of these two forms of protection that reduces noise exposure to acceptable levels. Protection levels are determined by the Noise Reduction Rating (NRR) of the device, or as evaluated by the Health and Safety group for specific applications.

Mill Operating Areas - All areas of the mill, including outside work areas, other than offices, control rooms, breakrooms, locker rooms, conference rooms and restrooms.

Safety Glasses – Protective eyewear with side shields that have been designed, tested and approved according to the American National Standards Institute Z87.1.

Safety Shoes – Footwear that will meet the MiOSHA requirements (ANSI or ASTM approved Protective Footwear).

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IV. PERSONAL PROTECTION REQUIREMENTS

A. Personal Attire

1. Clothing

a. Requirements for mill operating areas

- Shirt or blouse covering the entire upper torso with sleeves covering the shoulders and completely encircling the upper arm. The shirt or blouse must be solid material; no fishnet-type materials are to be worn. Full length slacks or jeans without holes must be worn at all times. Clothing is to be a first line of defense/protection and needs to be maintained in good condition.
- Anytime a hooded sweatshirt or jacket with a hood is worn in an operating area, the drawstrings must be tucked in at all times and the hood is to be either on the person's head or tucked in.
- Members are not to wear loose fitting clothing (i.e. untucked shirt tails, baggy clothing, pants, etc.) or neckties that can be pulled into nip points or caught on rotating equipment. Loose shirts need to be buttoned. Jackets need to be zipped or snapped shut and must not hang open

b. Exemption

- Office employees will be allowed to wear reasonable business attire such as dresses, skirts, or Capri pants in administrative or business offices and while passing through operating areas.

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, not to: operations, storeroom, central lab, or maintenance 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).

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3. Jewelry

- a. No jewelry is allowed to be worn when in a mill operating area except when just passing through an area. Rings are not to be worn while at the mill regardless of material
- b. Jewelry (other than rings) is allowed in non-mill operating areas.
- c. Jewelry includes:
 - “dangling” necklaces (tight to neck necklaces are acceptable)
 - 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
 - Wrist bracelet or wrist chains (medical alert bracelets allowed-break away desired)
 - Wallet chains
 - Rings of any material shall not be worn while at the mill. This applies to the entire Quinnesec facility. Quinnesec employees will be made aware of this update through this policy and during new employee safety training. Contractors and unescorted visitors will be made aware of this requirement through the contractor and visitor safety orientations. Visitors will be made aware by posting and notification at the front desk.
 - Wrist watches-watches that have bands that continue under the watch face are not allowed on the manufacturing floor. Watches with breakaway pins are acceptable. Watches with metal bands are not allowed in or around electrical power sources or welding.

B. Foot Protection (Safety Shoes)

1. Mill members are required to wear ANSI or ASTM approved safety shoes in all mill operating areas. Additional shoe/boot requirements may be needed, based on specific department task or if abnormal hazards are present. Each situation may be unique, so members need to evaluate the hazard and wear appropriate footwear. Steel toe rubber boots are available in the storeroom.

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2. Street shoes may be worn in non-operating areas such as offices. (Soft toe shoes may be worn for passage from the Administration Building to a member's workstation/office only. Designated walkways must be used and deviations from a route leading directly to the work area/office for any purpose other than emergency evacuation are strictly prohibited.) Soft toe shoes must be fully enclosed (toe & heel) – No sandals, flip flops, high heels, etc.

3. Contractor employees and vendors engaged in field activities are required to wear ANSI or ASTM approved safety shoes while in mill operating areas. Service companies such as janitorial and food services are required to wear appropriate footwear for the type of work they are performing (no high heel, open toe, sandals, flip-flops, etc.)

4. Guests and visitors are required to wear appropriate shoes (no high heel, open toe, sandals, flip-flops, etc.). Safety shoes are not required of guest and visitors touring the mill as long as they remain in the designated walkways. Quinnesec Mill personnel hosting visitors or vendors touring mill operating areas are responsible for ensuring proper foot protection is being used.

5. Safety shoes can either be purchased through merchants or from one of the shoemobile vendors that visit the mill.

The company provides a safety shoe allowance for two pairs of shoes per year with a 75/25% (company/member) cost sharing of the purchase price up to \$175 per pair. Authorization slips are available from the Administration building Receptionist. The procedure and limits periodically change, so clarify the current process before purchasing new safety shoes. Qualifying non-safety toe winter walking boots may also be purchased under these guidelines. (See Winter Walking Policy for requirements.)

C. Eye Protection (Safety Glasses)

1. Members, vendors, contractors, and visitors are required to wear safety glasses while in mill operating areas, except as noted in #2 below. (For mill members, this includes the member parking lots)
2. The following mill operating areas do not require safety glasses:
 - Storeroom (Exception: When South side overhead door(s) are open, safety glasses are required).

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3. Side shields on approved safety glasses are to be rigid. Flexible side shields are not allowed.
4. Safety Glass Fit: All safety glasses must be properly fitted for the user. Lenses must be large enough and bows must hold glasses tight enough to minimize gaps at the corners of the glasses and near the nose piece.
5. The front desk officer will issue safety glasses to visitors and vendors who enter the mill operating areas through the Administration Building.
6. Plant Protection will issue safety glasses to delivery personnel or visitors entering mill-operating areas through the scale gate or the contractor/delivery gate.
7. Contractors, visitors, and vendors requiring prescription glasses, and not having prescription safety glasses, are required to wear non-prescription safety glasses over their personal prescription glasses.
8. Contact lenses are permitted with the use of non-prescription safety glasses.
9. Tinted, mirrored or transition lenses are not permitted inside mill buildings.
10. Approved cutting goggles, or approved face shields worn in conjunction with safety glasses, are required for all torch cutting or burning operations.
11. Welders are required to wear proper welding hoods in addition to safety glasses while performing welding operations.
12. Face shields and safety glasses are to be worn while performing the following and similar type operations:
 - 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 (see #10 above)
 - g. Electrical switching requires ARC rated face shield and safety glasses

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13. Face shields and chemical goggles are to be worn while performing the following and similar type operations:
 - a. Handling chemicals (caustic, acid, ammonia, etc.)
 - b. Connecting/disconnecting chemical tank car or trucks
 - c. Applying chemical cleaners

14. Face shields and dust goggles are to be worn while performing the following and similar type operations:
 - a. Blowing down of dust, dirt, etc.
 - b. NOTE: Foam lined safety glasses **with head strap** can be used in lieu of dust goggles for this application.

15. Additional or alternate eye and face protection may be specified by department safety procedures.

16. Non-prescription safety glasses with attached side shields are available to members at no charge and are available at the storeroom issue window.
 - a. Replacement of damaged or lost non-prescription safety glasses should be obtained at the storeroom.
 - b. New members may use the visitor non-prescription safety glasses, available at the front desk, prior to obtaining the storeroom issue.
 - c. Non-prescription safety glasses may be worn over personal prescription glasses and must be worn over contact lenses, or the member may choose to purchase prescription safety glasses.

17. Prescription Safety Glasses
 - a. Members may purchase one pair of prescription safety glasses with attached side shields per year with the Quinnesec Mill contributing 100% of the cost.
 - i. Woodyard Members can get 1 pair of safety sunglasses each year in addition to their clear pair.
 - ii. Anyone else requesting a pair of safety Sunglasses must have a signed approval from their area lead team member. This form must be provided to the safety glasses provider when ordering. (Forms located with Department Manager)
 - iii. INTERNS / CO-OPS: 1 pair allowed during internship.
Co-ops may get 1 pair in a subsequent year
 - iv. SUMMER STUDENTS: 1 pair for the summer.
 - b. New members will receive instructions during the new employee safety orientation.
 - c. Members with special medical vision conditions should consult with the safety department.

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- d. The Quinnesec Mill will replace prescription safety glasses damaged or broken as a result of a work incident at no cost. The manufacturer warrants safety glasses for one year.
- e. Members who may be required to wear full face respiratory protection, and have prescription lenses, will be provided with the option to purchase MSA spectacle kit prescription glasses, with the mill covering 100% of the cost.
- f. Procedures for obtaining prescription eyewear can be found in Attachment A.

D. Hearing Protection

1. Hearing protection is required to be worn in all mill operating areas, except as noted below:
2. The following mill operating areas do not require hearing protection:
 - Outside work areas
 - Storeroom
 - Maintenance shops
 - Labs
 - Paper Roll Storage/Shipping Area of Building 415, west of the slat conveyors 305 and 604.
 - Pulp Bale Storage/Shipping Area of Building No. 301

Note: Personnel operating propane powered clamp trucks or fork trucks within these areas must wear hearing protection.

3. General:
 - a. The company will provide, at no cost to the member, quality hearing protection.
 - b. Different types of hearing protection are available to the members for their selection (ear plugs, disposable ear plugs, and earmuffs).
 - c. Contractors are to provide quality hearing protection for their employees.
 - d. The use of “electronic devices” (earbuds, headphones, etc.) in or on the ears is prohibited unless your work duties require it. Earbuds cannot be used in place of earplugs/ear protection. No devices are allowed that could impede ones hearing of panel alarms, radios, telephones, chemical alarms, co-workers voice, etc.

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4. Audiometric Screening Tests:
 - a. All new hire members are required to have audiometric screening during their pre-placement physical.
 - b. Quinnesec Mill members, depending on exposure, are required to have annual audiometric screening conducted through Medical Services.
 - c. All summer student members will have audiometric screening during their pre-placement physical evaluation.
 - d. Annual counseling is conducted for members who have been identified by the consulting audiologist as having a change in hearing that merits counseling.

5. Training:
 - a. Annual education and training will be conducted by Medical Services for those Quinnesec members receiving audiometric screening.
 - The hearing protection device purpose, advantages, disadvantages, and effectiveness of those made available.
 - Instruction of proper fit, use, and care of hearing protection/devices.
 - The purpose of audiometric testing and a review of the test procedure.
 - b. Review of this policy and hearing conservation principles will be an annual safety meeting topic.

6. Issue of Equipment:
 - a. New members are instructed on proper use and fit of hearing protection during the new member's orientation program, before actually going to work.
 - b. Various styles of hearing protection are available at the storeroom. Disposable earplugs are available at various mill locations to ensure use prior to entry into mill operating areas.
 - c. Plant Protection will issue disposable hearing protection to visitors entering the mill work area through the scale/delivery gate or gate three (3).

E. **Head Protection (Hardhat)**

1. Mill-wide hardhat use policy

Hard Hat Areas - Hard hats are to be worn by everyone in the following areas:

- Recovery & Utilities

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- Outside Work Areas
- Woodyard
- Pulp Mill
- Lime Kiln
- Chemical Preparation

Non-Hard Hat Areas – Quinnesec Mill personnel and service vendors (not contractors) who have an onsite office are not required to wear hard hats in the following areas under normal circumstances:

- #40 Machine - 340 Building
- Bale Line and Warehouse - 302 and 301 Buildings
- Storeroom
- Labs
- Maintenance Shops
- #41 Machine Complex
- Product Services
- Outside and Inside Walkways to #41 Complex including product services.
- Pulp Mill Operating Floor
- Motor Control Centers (MCC)
- Outside areas within 20 feet of non-hardhat building. Examples include:
 - Woodyard breakroom West parking area
 - Woodyard offices East parking area
 - South side of Storeroom / Maintenance shop area
 - South side of Admin bldg. near parking
 - Outside area between 40 machine and 41 complex
 - Outside areas around 40 machine building
 - MER shop East parking area

Special Conditions Requiring Hard Hat Use - The following conditions require hard hat use:

- Construction areas
- Overhead work being performed
- When designated by department managers
- During maintenance outages

2. New members or members requiring replacement hard hats can obtain them from the storeroom.

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3. Blue hard hats for visitors and vendors will be issued by the Administration Building Receptionist. Blue hard hats are to be worn by all visitors in all mill operating areas.
4. Plant Protection will issue blue hard hats for truck drivers and those entering the operating areas after normal hours and weekends.
5. Plant Protection will issue blue hard hats for delivery vehicle drivers and vendors required to enter gate three (3).
6. Contractors and vendors with long-term contracts are to furnish their employees with approved hard hats. Company names or logos are required to identify the company.
7. Hard hats are to be periodically inspected for deep scratches, cuts; worn suspension parts, etc., and replaced when defects are noticed or 5 years after being issued. Hard hats are not to be modified in any way from the manufacturers design.
8. Hard hats are intended to be worn with the brim or bill to the front to provide maximum protection for the wearers face.

F. Hand Protection

Gloves need to be worn at all times while performing work in operating areas at the mill with the exception of tasks requiring high levels of dexterity or when the gloves themselves increase the hazard of the operation. Members must carry a pair of gloves at all times. These should be the gloves most commonly used in their work area.

1. Operating areas may include areas such as maintenance shop, lab, storeroom, and outside yard areas, to protect our members from conditions such as; rough surfaces, sharp edges, high heat or cold, impact, chemicals, puncture, or electricity. Gloves would also be required in areas beyond operating areas when the work hazard requires it (example; lifting, carrying, opening boxes, collecting samples, using tools/equipment, moving tables, etc.)

Some tasks require a high level of dexterity or cannot be effectively performed while wearing gloves. Examples include: Handling single sheets of

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- paper, driving a vehicle, operating electronic equipment (computer, DCS, bench board, remotes, touch screen), manipulating very small items, etc.
2. All Verso members are expected to evaluate the hazards of a task before beginning and to address any concerns identified, including PPE needs. Note: Where standard operating procedures identify a specific glove type to be used it shall be worn.
 3. **IMPORTANT:** It is unacceptable to wear gloves while operating a rotating machine tool (ex; lathe, drill press, etc.). For rotating tools, gloves can and should be used to handle stock or parts while loading or unloading, **but never** while the rotating tool is in use. Where it is determined that gloves contribute to increased hazard, the procedures related to that equipment shall specify that gloves are not to be worn.
 4. Glove selection shall be based on performance characteristics of the gloves, and the hazards and conditions present at point of use, specifically:
 - a. Gloves that provide thermal protection shall be used to protect against extreme heat or cold. Leather gloves tend to provide better thermal protection than cut resistant gloves
 - b. Rubber or other non-permeable gloves must be worn when potential for contact with a chemical hazard exists.
 - c. Welder's gloves must be worn when welding.
 - d. Insulating rubber gloves with leather protectors and insulating rubber sleeves are to be used as required if there is danger of hand and arm injury from electric shock or burns.
 - e. Cut-resistant gloves (Minimum cut rating of A4) must be worn when handling material with sharp edges).
 - f. Cut-resistant gloves must be worn on both hands when using a utility knife, unless specifically excluded by department safety policies.
 5. Whenever blades of any type or sharp materials are being handled or worked near, gloves worn must have a minimum ANSI Cut Level rating of A4.
 6. Departments may have additional PPE requirements in specific operating areas or allow exceptions based on an assessment of the hazards. Refer to

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“Department Safety Policies” for these additional hand protection requirements and exceptions in each operating area.

7. All PPE must be kept in proper working condition. Gloves must be inspected prior to use. Discard gloves not fit for use.

G. Electrical Safety PPE

Requirements for Electrical PPE are spelled out in the mill Electrical Safety Policy.

H. Training

All members are required to complete an annual review of this policy.

V. RESPONSIBILITIES

A. Safety Department responsibilities

1. Initial training of new employees.
2. Specifying approved PPE products.

B. Members’ responsibilities

1. Each member shall be annually instructed on the provisions and requirements of this policy. This is a team responsibility.
2. All members have the responsibility to fulfill the intent/purpose of this policy. This includes both personal behavior and being an active advocate of the policy with all others in the mill.
3. Members escorting contractors, visitors, or vendors shall ensure their compliance to this policy.

C. Department responsibilities

1. Responsible for providing initial and refresher training to members on specific personal protective equipment requirements for their area.
2. Departments have responsibility for conducting routine job tasks analyses to determine additional appropriate PPE measures within their departments.

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ATTACHMENT A
MEMBER PROCEDURE TO OBTAIN PRESCRIPTION SAFETY GLASSES

1. Employee needs to obtain a Quinnesec Mill PPE Authorization form from the Front Desk. Employee will complete the form, sign it and bring it to appointment at either Shopko Optical or Norway Eye Care. If employee is not having a vision test conducted, they will also need to bring their eye glass prescription that is less than 2 years old.
2. Employee will select a desired frame from the Quinnesec Mill identified trays at the eye glass provider's office. The "wrap around" style of frame historically provides the best coverage.
3. Once desired frame is selected, the eye care professional will conduct a fit test using the Frame Fit Testing Kit. The professional will then complete an employee fit test form and fax it to the medical department at the mill
4. Provider will complete the eyeglass selection form that they have been previously provided with and will order employee's new glasses
5. New glasses will be shipped to the eye care provider. The eye care provider will notify the employee when the glasses have arrived.
6. Employee to return to eye care provider for final fitting and pick up

* If you are reordering your current/ existing frame style, you can do so at your normal eye care provider if other than Shopko or Norway Eye Care. If you decide to choose a different frame or your current frame is discontinued, you will need to go to Shopko or Norway Eye Care