

EHS SAFETY

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Effective:01/13/23	Document Owner: LeeAnn Johnson	Approved By:	

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I. POLICY/SCOPE

It is the policy of the Quinnesec Mill to protect individuals from potentially harmful situations. The Restricted Access Policy addresses restricted access to areas of the mill that have unique hazards and also identifies areas/equipment where access must always be maintained. This policy is applicable to all individuals at the Quinnesec Mill including mill members, visitors, vendors, and contractors.

II. INTENT/PURPOSE

This policy establishes minimum expectations of members, visitors, vendors, and contractors working at the Quinnesec Mill with respect to accessing areas that may contain unique or unusual hazards as well as maintaining access to areas/equipment where required. This policy is not intended to supersede any procedures or practices for job tasks performed by operating department members.

III. DEFINITIONS

Authorized Individuals – Individuals, who by their training, are qualified to enter the restricted area.

IV. PROCEDURES

A. General Practice

1. Operating departments establish access procedures for their individual areas as necessary to ensure the safety of all personnel.
2. Individuals entering a department who do not have a thorough understanding of the department requirements or the procedures outlined below are to first contact the control room operator to ensure their own safety prior to working in the area.
3. **Blue Lines – Moving Equipment:** Certain areas around moving equipment having been identified by solid blue lines painted on the floor, or by signage indicating no access. Persons other than trained operations or maintenance personnel wishing to enter these areas must request permission and be escorted by operating area personnel. (See Moving Equipment Policy)

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4. Red lines – Hazardous Equipment: Equipment within red lines have the potential to be in an unsafe condition during process upsets. It is required to review current process conditions with the area control room operator prior to entering the red line area.
5. MCC (motor control centers) and transformer rooms are to be entered only by authorized individuals. Those authorized individuals need to have the proper clothing on to meet the potential risks.

B. Maintaining Access: Mill-Wide

1. Fire System:
 - a. Fire Extinguishers
 - i. Must be readily seen, and readily accessible along normal paths of travel.
 - b. Fire Hoses:
 - i. Hose and hose outlets shall be within easy reach of a person standing on a floor, unobstructed and conspicuously marked.
 - c. Fire System Sprinkler Heads
 - i. The following clearances between a ceiling type sprinkler deflector and the top of a stock pile shall be:
 - ii. Thirty-six inches where the top of solid piled stock is more than 15 feet high or is more than 12 feet in rack or palletized storage.
 - iii. Eighteen inches for all other piling.
 - d. Fire System Control Valves
 - i. Clear access to, and a minimum 3-foot clear space must be maintained for access to fire system control valves.
2. Trauma Cabinets
 - a. Must be readily accessible at all times.
3. Exits / Aisleways
 - a. Exit routes must be free and unobstructed. No materials or equipment may be placed, either permanently or temporarily, within the exit route.
4. Eye-Wash / Safety Showers
 - a. Path of travel to eye-wash/safety shower must be free of obstructions. Clear space must be maintained in front of eye-wash/safety shower.

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5. Electrical Disconnects
 - a. Maintain a path to, and 3 feet of clearance in front of, disconnects (including circuit breakers) for the width of the equipment or 2.5 feet, whichever is greater.

6. SCBA Cabinets
 - a. Must be readily accessible at all times.

7. Maintaining Access: Department Specific
 - a. Paper Business Unit
 - i. Emergency Extrication Cabinets
 1. Must be readily accessible at all times.

C. Department Access Policies

1. Woodyard
 - a. **Vehicle Traffic:** Personnel gaining access to the Woodyard by vehicle are to enter the area only by way of the access road next to MER, continuing along the south side of the chip piles, and on to the main office area or the Woodyard Breakroom.
 - b. **Woodyard Inside Areas:** Personnel are to notify the CRO, Team Leader or Day coordinators prior to entry of any of the woodyard buildings whether the systems appear to be running or not. See the “Woodyard Restricted Access Areas” for more details regarding hazardous areas.
 - c. **Woodyard Outside Areas:** All Woodyard areas outlined on the “Woodyard Traffic Map” are off limits unless specifically approved by the Team Leader, CRO or appropriate operator. See the “Woodyard Traffic Policy” and Map for more details on contact information if you need to enter any restricted areas.
 - d. **Chip Pile:**
 - i. Unless you have assigned work on the Chip Pile (i.e. Dozer Operator), the chip pile is a NO ACCESS location
 - ii. Periodic work (ex; measuring the chip pile) that requires access must follow established procedures which include identification of who will be doing the work, communication with Woodyard leadership, and the use of a Chip Pile Access Permit.

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2. Recovery and Utilities

- a. **Recovery Boiler:** All personnel that are not assigned to the R&U department must sign in at the control room located on 2nd floor before entering the area behind the blast wall when molten smelt is present in the recovery boiler. A card/tag system is used to track those who enter the area. Exemptions: Mill emergency or maintenance personnel responding to requests from R&U operations, personnel accompanied by an R&U member, and anyone “passing through” the blast wall area (examples: moving from the elevator to the 5th floor offices and moving from the waste fuel boiler area to the evaporator area).
- b. **Stripper Building:** All personnel not directly involved with operating or maintaining the Stripper Column must sign in at the control room located on 2nd floor before entering the building.
- c. **Waste Treatment Plant:** All personnel entering a sub-grade pit area in the WWTP must first make radio contact with the area operator or CRO. Those individuals must also notify the area operator or CRO when they exit the sub-grade pit.

3. Pulp Mill

- a. **Lime Kiln:** All personnel not directly involved with operating or maintaining the lime kiln area are to check-in with the control room prior to working in the area.
- a. **R-10 Generator:** Federal regulations require controlled access of the R-10 tower and Chlorine Dioxide tank area. The R-10 tower can be accessed by swiping employee or authorized visitor badge. The Chlorine Dioxide Tank area is accessed by authorized individuals unlocking the gate to the fenced in area.
- b.
- c. **Bleach Towers:** All personnel wanting access to the bleach tower upper access decks, and not assigned to the Pulp Mill maintenance or operations department are to check-in with the Bleach Plant operator prior to entry.
- d. **Areas with RED barrier lines painted around them:**
 - i. Pulp Screw Conveyor: Members are not to enter the pulp screw conveyor platform or the immediate area under it without first getting permission from a responsible Pulp Mill member.
 - ii. Digester / IV area
 - iii. High Pressure Feeders on Ground & 2nd floors
 - iv. All Digester & Liquor Pump areas

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4. #41 Machine Area

- a. **Storage towers:** Access to the top of the white water storage tower, the softwood tower, the coated broke tower and uncoated broke tower is restricted. Members who need to access this area must contact the 41 Wet End Control Room Operator prior to accessing this area. The control room operator must also be contacted again when you leave this area.
- b. **#41 Machine roof:** Individuals who access the roof of the 41 Machine must have a means to contact the 41 Wet End Control Room if needed. They must be carrying a cell phone or radio.
- c. **CFO Rail Tracks 8 & 9 - All workers and visitors (except for CFO, Machine Utility, Shift Manager, and C&A Supervisor) who need to access the blue line area surrounding rail tracks 8 & 9 must contact the CFO. All team members will not go on, under, or in between railcars when the track warning light on the inside of the West wall for the affected track is RED. Additionally, ALL personnel will stay outside of the blue lines during a track switch, beginning when the railroad opens the high bay doors and until the rail switch is complete.**

5. #40 Machine Area (This policy does not apply to Emergency Response Team Members responding to an emergency)

- a. All workers/visitors entering the 40 Machine warehouse area, except personnel walking from the baleline area to the softwood pulper room or shipping office, must stop and notify the operators at the 40 Mach Dry End Team room first.
- b. The Pulp Storage Warehouse is a no hearing protection area for everyone other than #40 Operations Members. (See mill PPE policy for specifics)
- c. Orange/Yellow vests must be worn by all personnel, other than 40 machine personnel when entering the warehouse area. The only exception to this is for personnel walking from the baleline to the softwood pulper room. When going to the softwood pulper room, the pedestrian walkway must be followed.
- d. 40 Machine operators in the Dry End Team room must notify PIT (powered industrial truck) operators in the warehouse of the visitors via radio.
- e. Maintenance / contract workers must pick up cones at the Dry End before beginning work and use them around their work (See Dry End Team Leader if you need assistance locating the cones).
- f. Signage is posted instructing people approaching the warehouse from the different service doors to contact the Dry End Team Room first.

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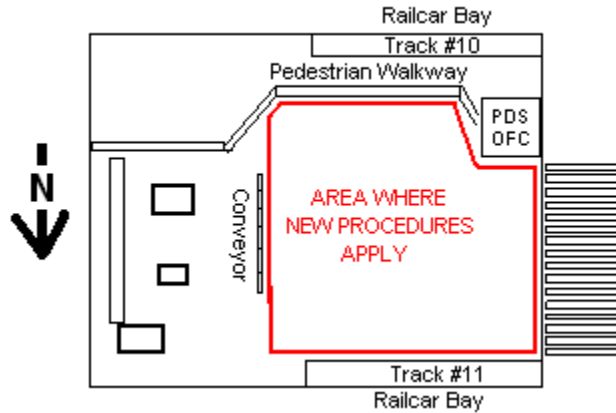
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6. Product Services Area (PDS): (This policy does not apply to Emergency Response Team Members responding to an emergency)
 - a. Orange/Yellow vests are required for everyone (other than PDS crews) who leave the yellow pedestrian path or need to go west of the floor conveyors (305 & 604). (These 2 conveyors are behind (west) of the rewinders).
 - b. The roll storage area is a no hearing protection area for everyone other than personnel operating propane powered clamp trucks or fork trucks. Signs are posted to help communicate this.
 - c. Maintenance or contract workers assigned work in warehouse area must call the Team Leader cell phone (906) 396-7268 to notify them of the work to be done and to notify the loaders. They must then wait for the Team Leaders or operators to give the OK before entering the roll storage area.
 - d. Team Leaders or operators will NOT give the OK to begin work until all PIT operators in the roll storage areas have been made aware of the maintenance or contract worker presence. Maintenance / contract workers cannot enter the area until they receive this OK.
 - e. Maintenance workers / contractors working in this area must wear an orange/yellow vest and use barriers (supplied by PDS Operations) around their work area.
 - f. West end service doors that are not to be used as an entrance door to the warehouse are painted red. With "DO NOT ENTER" stenciled on the door. The only west end door for truck drivers to use to enter 41 warehouse, which leads driver into the driver lounge, remains blue in color. All non - employees (except trailer spotter and railroad switch crew) must be escorted by a warehouse worker.
 - g. There is a drop-off point on the East end of PDS for storeroom deliveries. PDS personnel deliver storeroom materials from this drop-off point to the PDS offices.
 - h. Cycle Bay Counters must wear orange/yellow vests and put a cone out at the end of the bay they're working in.

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V. USE OF BARRICADE TAPE (DANGER & CAUTION):

Barricade Tape Procedures;

1. Use of cloth barricade tape is required.
 - a. **Yellow** – CAUTION. Choose another route if possible. Individuals can only pass through if they are thoroughly familiar with the job hazards and can safely do so. Tagging of CAUTION tape is required.
 - b. **Red** – DANGER - **Do Not Cross**: Only individuals involved with the work, who are fully aware of the danger and how to deal with it can be in an area isolated with red tape. Use RED tape only when necessary. Barricade tag or department specific tag / signage is required on DANGER tape
2. Place “BARRICADED AREA” tag on the tape, identifying the hazard, who it was placed by, who to contact with questions, the date/time it was placed and the date/time the barricade is expected to be removed.
3. Remove the tape when the danger has been eliminated or when work is complete.

VI. RESPONSIBILITIES

A. Health & Safety Responsibilities

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1. Initial training of new employees.
2. Maintaining the status of employee training log.
3. Initial training of contractors

B. Members' responsibilities

1. Understand and comply with the requirements of the policy.
2. Ensure contractor's compliance.

D. Department responsibilities

1. Ensure compliance – address individuals who don't check in
2. Respond to requests for entry – make sure the areas are safe prior to allowing access