

**EHS SAFETY**

<b>Subject: Vehicle Safety Policy</b>		<b>Doc ID:</b> <b>#34532</b>	<b>Page 1 of 5</b>
<b>Effective:8/26/19</b>	<b>Document Owner: Safety Manager</b>	<b>Approved By:</b>	

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**I. POLICY/SCOPE**

It is the policy of the Quinnesec Mill that vehicle safety requirements be followed by all members, contractors and visitors while on Quinnesec Mill property. The scope of this policy is applied to cars, pickups, vans and buses; scooters, tricycles, electric carts and four-wheelers; log trucks, tanker delivery trucks and semi-tractor/trailer units.

*Lift and clamp trucks are excluded from this policy and are covered separately under the Powered Industrial Truck Policy.*

*Heavy mobile equipment is not included in the scope of this policy.*

**II. INTENT/PURPOSE**

This policy outlines the program and procedures necessary for safe operation of vehicles.

**III. DEFINITIONS****Vehicles**

For the purpose of this policy, the term vehicle includes cars, pickups, vans and buses; scooters, tricycles, electric carts and four-wheelers; log trucks, tanker delivery trucks and semi-tractor/trailer units.

**IV. PROCEDURES/PRACTICES****A. Equipment Safety****1. Approval/License**

- a. 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.

**2. Headlights**

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

3. Mirrors/Signs

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

4. Vehicle Inspection

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

5. Horns

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

B. Operating Safety

1. Seat Belts

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

2. Passenger Riding Requirements

a. When riding in the back of trucks, passengers must be seated on benches designed for passenger seating. Standing, sitting, or kneeling in the bed or sitting on the box edge, tailgate, or tool boxes is prohibited.

b. 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 or riding on the back of a cart or scooter that does not have seating designed for passengers is strictly prohibited.

c. **Passengers are not allowed on tricycles.**

3. Refueling

a. Vehicle engines must be turned off during the refueling process.

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- b. Vehicle operators must remain within close proximity of the vehicle during refueling in case of fuel dispensing equipment malfunction.
  - c. Fuel is to be dispensed from a pump directly to vehicle whenever possible.
  - d. 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. A Type 1 or Type 11 safety can with spring loaded cap.
  - e. To prevent spills, do not overfill the fuel tank beyond the automatic cut off point.
4. Driving Practices
- a. Vehicle operators must observe and comply with all traffic signs.
  - b. Never move or drive around barricades.
  - c. Passing is not allowed on the mill site unless the slower moving vehicle acknowledges you and pulls to the side.
  - d. Vehicle operators must yield to pedestrians.
  - e. Signal with horn when approaching aisle way intersections within the mill.
  - f. Vehicle operator must signal with horn when approaching all designated aisle crosswalks. (applies whether pedestrians are visible or not)
  - g. Vehicle operators must signal with horn when approaching any pedestrians even if they are within a designated walkway.
  - h. Vehicle operators must signal with horn intermittently when traveling along any restricted visibility paths where pedestrians may enter unexpectedly.
  - i. Extreme caution is to be taken at all railroad crossings. Trains have the right of way at all intersections.
  - j. Vehicles are to remain outside designated pedestrian walkways and other restricted areas designated by painted floor markings.
  - k. All vehicles must use headlights when traveling inside a mill building.

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1. Speed:

- The vehicle speed limit on the mill property is 20 mph outside unless otherwise posted.
- The maximum safe operating speed within the Quinnesec Mill buildings is approximately 3 times walking speed (10 mph).
- Maximum speed within the Quinnesec Mill is 10 mph but conditions and hazards may warrant slower speeds.

m. 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.

n. Vehicles must be in park before any doors are open

o. Tricycle use is restricted to inside building operation only.

5. Parking

- a. Vehicles are to be kept clear of fire hydrants, hose reels and fire extinguishers at all times.
- b. The parking brake must be set on unattended vehicles that are left running.
- c. Overnight or extended parking of scooters or four-wheelers is to be in designated areas only. Departments can designate their own parking areas.
- d. Keys should remain in vehicles unless they are parked in a designated parking area.

6. Vehicle Emissions Control

Care must be taken when operating motor vehicles in the vicinity of monitoring sensors. Localized air monitoring equipment can be affected by CO emissions from motor vehicles.

- a. All gas and diesel driven motor vehicles must be shut down when inside a poorly ventilated space, i.e., elevator.

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- b. All gas and diesel driven motor vehicles must be shut down when not being used inside buildings.

**V. RESPONSIBILITIES**

**A. Supervisor**

Assure team members operating vehicles are trained in the elements of this policy and in the safe operating practices associated with the equipment they may be operating.

**B. Vehicle Operator**

- 1. Must comply with the provisions of this policy.
- 2. Report all accidents or near misses involving vehicle use.
- 3. If a vehicle accident is severe, member(s) involved must report to medical for medical evaluation. Examples of severe vehicle accidents include but are not limited to.

- a. Vehicle collision with another vehicle or stationary object
- b. Flipping or overturning a vehicle

- 3. Report all vehicle equipment problems and red tag the equipment when unsafe to operate.

**C. Member**

- 1. Each member shall effectively enforce compliance of the Vehicle Safety Policy. Team involvement is important.
- 2. Utilize designated walkways and man-doors as pedestrians to avoid vehicle traffic interference.
- 3. Report all cases of unsafe vehicle operation to your supervisor or Plant Protection.
- 4. It is the responsibility of each member to receive instruction on the Vehicle Safety Policy every three years.