



## EHS Safety Policy

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<b>Revision Date:</b> 09/25/2023	<b>Document Owner:</b> Safety Manager	

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### I. POLICY/SCOPE

It is the policy of the Quinnesec Mill that all Mill Members and contractors shall comply with this policy. This includes;

- entering and exiting the mill
- performing outside duties
- Walking outside while on mill property,

In emergency situations, this policy does not apply (Example: emergency evacuation)

### II. INTENT/ PURPOSE

The purpose of the Winter Walking Policy is to mitigate the hazards associated with slippery outdoor surfaces caused by ice and snow. This policy has been written with multiple elements providing a comprehensive approach to managing slippery conditions caused by snow and ice.

### III. DEFINITIONS

**Winter Walking Conditions:** Walking conditions that are considered hazardous due to existing snow/ice, or the expectation of ice formation due to changing weather. In addition, significant snowfall, high winds and other weather related events will be taken into consideration when making this determination.

**Winter Walking Gear:** there are two categories of winter walking gear 1) ice cleats and 2) ice rated shoes & boots. See Winter Walking Gear section for more detail.

**Ice Cleats:** a footwear attachment with small spikes underneath. They are used to avoid sliding on slippery surfaces like ice and snow. The ice cleats are attached to footwear with either rubber straps on the heel and toes that covers the entire sole or a single strap with a cleat section which is worn around the mid-point of the shoe or boot.

### IV. PROCEDURES/PRACTICES

#### A. Notifications

1. Plant Protection will monitor conditions to determine when winter walking conditions go into effect. Once this occurs, the following will take place:
  - a. Plant Protection will activate the blue lights

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- i. One outside of building – visible from parking lot.
- ii. One inside building – visible from both hallways leading to front desk.
- iii. One at Gate 1 outside
- iv. One at Gate 3 outside
- v. One at Kimberly gate
- b. Plant Protection will use desk alert to notify them.
  - i. Area Control Rooms are responsible to notify their team members that winter walking conditions are in effect.
- c. In addition to the notification steps above, Plant Protection will initiate a blue alert via Billboard
- 2. When winter walking conditions are **no longer** in effect, the following will take place:
  - a. Plant Protection will turn off blue lights.
  - b. Plant Protection will use desk alert to notify them.
    - i. Area Control Rooms are responsible to notify their team members that winter walking conditions are **no longer** in effect.
  - c. Plant Protection will shut off the blue light alert via Billboard

#### B. Winter Walking Gear

- a. Ice cleats: Storeroom issued or personal ice cleats allowed.
  - i. IMPORTANT: Spring type cleats (Ex; YakTrax) are not to be used on site as they can be very hazardous to walk on once you leave the winter weather conditions.
- b. Ice rated shoes and boots
  - i. Ice rated shoes and boots at the Quinnesec Mill are those manufactured with ice gripping treads designed for winter/slippery conditions; ex; IceFX or Vibram Arctic Grip soles. Boots outside of these examples must be approved by the safety department.
  - ii. Safety toe ice rated shoes/boots are required for all onsite work taking place outside.



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- iii. Non safety toe ice rated shoes/boots allowed for accessing and leaving the mill. (See Mill PPE policy or more detail)

### C. Mill Member and Contractor Actions

1. The most effective way to prevent slips on ice and snow is to avoid walking on them. Selecting an internal route (when possible) ***is always the better choice***. Please encourage your fellow team members to join you when taking the inside route.
2. When winter walking conditions are in effect, members are responsible to take the following precautions:
  - a. Use winter walking gear for all outdoor work and when using any outdoor walking route(s) including entering/exiting the mill. NOTE: *Ice cleats can present a hazard themselves in certain applications (Walking on grating, Climbing on ladders, etc.). Please do not use them if they create a hazard in these and similar situations.*
  - b. Ice cleats should be removed as soon as possible when indoors as they can create a trip or slip hazard on interior walking surfaces.
  - c. When using outside walking routes, choose plowed / shoveled / salted paths whenever possible.
  - d. Observe the walking surface and walk cautiously.
  - e. Take smaller steps and move slower than normal.
  - f. Maintain three points of contact when exiting a vehicle and at other times when appropriate.
3. IMPORTANT: The mill will close/barricade walkways or work areas when it is determined that conditions are too hazardous to safely use.

### D. Snow and Ice Removal

1. The primary means to minimize the risk of a slip/fall during winter weather conditions are snow removal, and sand/salt distribution.
2. A snow plowing and salting company has been contracted to perform all snow and ice removal at the Quinnesec Mill.



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- a. The mill will provide the snow removal company with our expectations for prioritizing area snow removal.
  - b. Notify Plant Protection at 3299 if snow removal/salting is needed in your work area.
  - c. On an annual basis, the contracted company will be evaluated based on their performance.
3. Sidewalks at the front entrance to the mill and along the circle drive are to be shoveled by PSI when there is one inch of snow or more and salted after shoveling or whenever icy conditions exist.
  4. Salt/Sand barrels are strategically placed around the mill prior to the winter months. They may be placed inside and/or outside the mill near sidewalks and exit doors.
    - a. All mill members are expected to take action to prevent injuries by utilizing the salt/sand barrels to distribute the salt/sand on areas that are ice covered and slippery.
  5. If the salt/sand barrels are empty or are running low members shall contact Midwest-Gauthier for refilling.

#### **V. RESPONSIBILITIES**

1. The Safety Department is responsible for initially notifying members of the Winter Walking Policy during New Member Orientation. Contractors will be notified in their online training
2. Departments are responsible for ensuring that members in their area are in compliance with this policy.
3. Mill members and Contractors are responsible for complying with this policy.
4. All Quinnesec Mill Members will receive an annual review of the policy in the VLC.