





<b>PERSONAL PROTECTIVE EQUIPMENT</b>	Procedure Number <b>SAF-1.01</b>
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<b>ISSUED BY:</b>   _____ Safety Manager Coosa Pines Mill	<b>APPROVED BY:</b>   _____ General Manager Coosa Pines Mill
<b>4-10-24</b> _____ DATE	<b>4-10-24</b> _____ DATE
INTERPRETATION AND PERIODIC REVIEW OF THIS PROCEDURE IS THE RESPONSIBILITY OF: <b>SAFETY MANAGER</b>	
<b>DISTRIBUTION</b>  ALL MANAGERS ALL TEAM LEADERS	

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**1.0 PURPOSE**

The safety of our employees is of paramount importance. Consequently, in cases where hazards exist and cannot be mitigated through re-engineering, substitution or procedural changes, personal protective equipment (PPE) will be used to protect employees. This procedure provides guidance regarding the minimum requirements for the use, care and selection of PPE. The respective departments will publish any additional task-specific PPE requirements not outlined in this policy.

**2.0 SCOPE**

This policy applies to all Coosa Pines employees, visitors, vendors and contractors who enter and/or work in the designated gate-to-gate area unless specifically waived by the Safety Manager (or designee) and General Manager.

This policy **DOES NOT** apply to offices, control rooms, and indoor non-work areas (e.g., break rooms, locker/shower rooms, and restrooms). Persons driving or riding in totally enclosed vehicles are exempt from these requirements (**This does NOT** include powered industrial trucks, heavy equipment or soft-sided enclosures such as golf carts).

**3.0 RESPONSIBILITIES**

- 3.1 The Safety Manager is responsible for oversight of this policy, ensuring its accuracy and compliance with regulatory and corporate requirements.
- 3.2 All supervisors and managers are responsible for ensuring that employees, contractors or visitors under their charge comply with this policy. Supervisors have the primary responsibility for enforcement of the PPE Policy in their area. This involves:
  - 3.2.1 Providing appropriate PPE and making it available to their employees;
  - 3.2.2 Ensuring employees are trained to properly use, care and clean PPE;
  - 3.2.3 Maintaining records on PPE assignments and training;
  - 3.2.4 Ensuring that PPE policy elements are followed and that employees properly use and care for PPE;
  - 3.2.5 Seeking assistance from Safety to evaluate hazards;
  - 3.2.6 Notifying employees, Safety, and other affected individuals, when new hazards are introduced or processes are added or changed;
  - 3.2.7 Ensuring defective, expired, or damaged equipment is repaired or disposed of and replaced as necessary.
- 3.3 Employees are responsible for following the requirements of this PPE policy. They will:
  - 3.3.1 Wear PPE as required;

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- 3.3.2 Become knowledgeable of all PPE requirements, and the proper use of PPE;
- 3.3.3 Clean and maintain PPE in good working order.
- 3.3.4 Before each use, all employees, visitors and contractors must inspect all PPE for wear and damage. Any damaged or defective PPE must be removed from service, tagged out, repaired or replaced before continuing task at hand.

#### 4.0 GENERAL

- 4.1 Any individual whose hair is long enough to be caught in the machinery or equipment they are working around (shoulder length or longer) shall adequately confine their hair.
- 4.2 The wearing of rings and loose jewelry is not permitted in any operating area of the mill. Loose jewelry should be removed before work begins. Loop style earrings or piercings will be allowed only if the loop fits tight to the body. No dangling or hanging styles of any kind will be allowed.
- 4.3 Watches worn in the mill must have break away bands.
- 4.4 Medical Alert necklaces and/or Medical Alert bracelets are to be worn at work in order to facilitate emergency responders' work; however, medical alert bracelets are to be close-fitting, and medical alert necklaces are to be tucked securely into the shirt. No other type of bracelets are allowed.
- 4.5 Persons performing maintenance tasks in exempted areas must wear the minimum, plus any required, task-specific, PPE.

#### 5.0 POLICY

- 5.1 Clothing
  - 5.1.1 All employees and other personnel who enter the mill must wear long pants at all times. Shirts with sleeves, no tank tops, are required in operating areas of the mill.
  - 5.1.2 When performing welding/grinding, wear welding jacket.
  - 5.1.3 When performing work on the Lime Kiln Firing Deck, additional PPE is required. See Safety Standard-13 Lime Kiln Firing Deck.
- 5.2 Eye and Face Protection
  - 5.2.1 Protective eyewear is required while in the designated "gate-to-gate" area (see Attachment 2).
  - 5.2.2 Safety glasses must comply with ANSI Z87 standards. This standard applies to all eye and face protection. Safety eyewear approved under other national or international performance standards will also be considered "approved" provided those standards are at least as stringent as ANSI.

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- 5.2.3 Safety glasses with dark lenses are not to be worn inside buildings.
- 5.2.4 Non-employees requiring prescription eyewear and who will not be engaged in work activities that present eye hazards (e.g., walking tours), will be provided with protective devices designed to be worn over regular prescription eye wear.
- 5.2.5 The designated prescription eyewear vendor will dispense and fit safety glasses for Coosa employees. Side-shields must be made into the frame of the prescription safety glasses to create a tight/safe fit.
- 5.2.6 Woodyard, Lime Kiln, and other areas where dusty conditions are present require dust-resistant safety glasses or goggles.
- 5.2.7 In situations where safety glasses alone do not provide adequate eye protection for the task, additional eye protection approved for the specific condition must be used. Some examples include:
- Grinding (mono-goggles OR safety goggles + face shield)
  - Welding/cutting (tight-fitting safety glasses + welding mask)
  - Dust-resistant safety glasses are required underneath the welding hood during welding activities.
  - Safety goggles are required when working in dusty environments where safety glasses do not give sufficient protection. Examples include:
    - Dust collectors;
    - Wood chip piles (in situations where the required dust glasses do not give sufficient protection);
    - Wood bark piles;
    - Boiler ash;
    - Cleaning/blowing equipment with pneumatic energy source;
    - Driving or riding in open vehicles (or vehicles with the window down) in or through a dusty work environment;
    - High pressure water washing (safety goggles + face shield);
    - Spraying/washing with any chemical product (safety goggles + face shield);
    - When performing a task with a potential for injury from flying particles, molten metals, liquid chemicals, chemical gasses or vapors, light radiation or a combination of these.

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Employees, contractors and visitors must wear a face shield with a clear chin guard when there is the potential for facial and eye injury.

**Examples:** grinding, working with chemicals, or punching out smelt spouts.

**NOTE:** Any task that requires a face shield also requires splash goggles or tight-fitting safety glasses (depending on hazard).

- 5.2.8 Welding Helmet Requirements: Hardhat must be worn while welding. Welding shield that attaches to hardhat must be used. There is no hardhat exemption during welding.
- 5.2.9 When performing work on the Lime Kiln Firing Deck, additional PPE is required. See Safety Standard-13 Lime Kiln Firing Deck.
- 5.2.10 Tasks that put your face in the line of fire (involving a projection or contact with object) requires a faceshield (i.e., cutting metal bands).

5.3 Protective Footwear

- 5.3.1 Protective footwear is required while in the designated "gate-to-gate" area (see Attachment 2).
- 5.3.2 Safety-toed boots must be of sturdy construction and comply with ASTM F2413. Safety footwear approved under other national or international performance standards will be considered "approved" provided those standards are at least as stringent as the ASTM standard.
- 5.3.3 Safety-toed boots must have at least eight (8) inch uppers.

**Exception:** Safety shoes or boots with uppers less than 8 inches in height are allowed from and to the parking lots at the beginning and conclusion of the workday provided the employee does not walk through a process area.

- 5.3.4 Employees are responsible to ensure that safety footwear meets the following requirements:
  - Clean and in good condition
  - No obvious defects, cracks, tears or holes
  - Soles have good tread (not slick)

Employees must choose the most slip resistant footwear and are encouraged to choose footwear with the most ankle support possible by identifying work conditions under which the safety footwear will be worn. Safety footwear that is damaged or in poor repair shall be replaced.

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5.3.5 Pants legs are to be on the outside the shaft of boots, not tucked in.

5.3.6 Electrical Hazard (EH) footwear compliant with applicable ANSI standards is required for use by Electrical Personnel. Where insulated footwear is used as protection against step and touch potential, dielectric overshoes shall be required. Insulated soles shall not be used as primary electrical protection.

5.4 Hearing Protection

5.4.1 All employees, contractors, and visitors are required to don approved hearing protection when they enter posted areas or when exposed to noise levels that exceed 85 dBA or when specific tasks involve noise levels that exceed 85 dBA (e.g., during use of all power tools). When in doubt, don hearing protection.

5.4.2 When the noise level is so high that normal conversation cannot be understood, hearing protection must be donned.

5.5 Hand and Arm Protection

5.5.1 All employees, contractors, and visitors who enter the "gate-to-gate" designated area (see Attachment 2) are required to wear approved safety gloves at all times.

5.5.2 Gloves shall not be worn in cases when doing so increases the risk of injury such as when working around rotating machinery or equipment in machine shop.

5.5.3 For specific hand and arm protection requirements, see Task Analysis Guidelines (TAGs) or contact your supervisor.

5.5.4 In some cases, it may be necessary to have more than one type glove or to wear a liner glove with the proper cut resistance beneath another glove in order to attain the required cut resistance for a particular hazard exposure.

5.5.5 It is the responsibility of the employee or contractor to routinely inspect and properly care for their gloves to ensure that they are in good condition.

5.5.6 When performing work on the Lime Kiln Firing Deck, additional PPE is required. See Safety Standard-13 Lime Kiln Firing Deck.

5.5.7 Some hazards requiring ANSI Level 5 Cut Resistant gloves and arm protection are:

- When using utility knives or other knives for any application;
- Working on equipment or with materials that present a cut hazard for an employee's arms;
- Working near sharp edges such as metal pipe insulation jackets.

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5.6 Head Protection

5.6.1 All employees and other personnel who enter Coosa Pines site are required to wear an ANSI approved safety hat at all times within the defined "gate to gate" (see Attachment 2), including all operation areas, maintenance shops, industrial lift trucks, and outside areas. (see Attachment 2)

**Exceptions:** control rooms, labs, office building / meeting rooms, dining rooms, cars / trucks, heavy industrial mobile equipment with fully enclosed cab; such as cranes, frontend loaders, bulldozers, and similar mobile equipment that can't expose employee's head in contact with the cab frame if any collision is possible.

5.6.2 All employees are responsible for routinely inspecting and properly caring for their hardhats and any accessories attached. Ratchet suspension systems are to be replaced when damaged or when excessive wear is noticed. Hardhats are to be replaced every 5 years.

5.6.3 All hardhats must be worn with the helmet bib forward, except to accommodate other PPE such as a welding helmet. Reversible headwear can be authorized on a case by case basis, Safety Department approval following corporate guidelines is required along with a Risk Analysis (utilize Safe Work Permit).

5.6.4 All hardhats must be tight fitted only with an adjustable ratchet suspension system or other devices such as ear muffs or chin strap that maintain the helmet at all times on head. The wearing of baseball caps, knit caps or other headgear that interfere with the fit of the safety hat is prohibited. Winter headwear worn underneath the hardhat must be designed for such use.

5.6.5 All components, shells, suspensions, headbands, sweatbands, and any accessories should be inspected before each use. Look for signs of damage that might reduce the level of protection.

5.6.6 Hardhats shall be free of abrasions, nicks and cracks. They shall not be used as seats, be dropped or thrown. Defective hardhats shall not be used. After any hardhat has received a severe blow, it must be disposed of. Hardhats must be replaced after 5 years of use. Suspensions are to be replaced annually.

5.6.7 When performing work on the Lime Kiln Firing Deck, additional PPE is required. See Safety Standard-13 Lime Kiln Firing Deck.

5.6.8 Hardhats will be worn and maintained in accordance with manufacturer's instructions. Hardhat assemblies shall not be defaced (painted, taped, excessive amount of stickers or cut etc.) or altered in any manner.

5.6.9 New hires and transfers to new areas of operation are required to wear a yellow hardhat for 6 months.

5.6.10 Vented hardhats in high-vis orange with ratchet suspension are approved for use in the Woodyard, the Ross Dryer Building and at the Pulp Warehouse only.

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Employees will initial receipt of the vented hardhat and acknowledge understanding of where the hardhat can be worn and that it will be worn only during normal operating conditions. During outages, the ventless hardhat shall be worn. If an employee issued a vented hardhat transfers to an area of operation (other than Woodyard, Ross, and Pulp Warehouse), he/she will return the vented hardhat to the Shift Team Leader. Woodyard, Ross, and Pulp Warehouse management shall be responsible for issuing and maintaining documentation for the vented hardhats and shall ensure compliance.

5.7 Respiratory Protection

5.7.1 All individuals shall wear a class FFP3, NR95, or equivalent disposable respirator when working near surface aerators in wastewater treatment areas or when working in the near vicinity of cooling towers.

5.7.2 Refer to the Respiratory Protection Program.

5.8 Personal Monitor Protection

5.8.1 Personal H<sub>2</sub>S monitors are required in the following areas:

- Demin room at Recovery;
- Precipitator mix tank area at Recovery;
- Evaporator room at Recovery;
- Methanol pit at Recovery;
- Process lift station south of the chip piles;
- Upon entering the posted area inside the gate at the Waste Water Treatment Plant;
- Turpentine Area;
- Digester loading and capping floor and above;
- Tall Oil (areas identified by signs).

5.8.2 When traveling through these areas in a small group, at least one person is required to have a personal monitor as long as the group remains together.

5.8.3 Mill employees or contractors who are working in the areas are required to carry individual personal monitors.

5.8.4 H<sub>2</sub>S monitors are to be bump tested daily and before entering areas where required.



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5.8.5 H2S monitors, CL02 monitors, and other personal monitors are not to be clipped to hard hats and should be worn at approximate waist level in front of body in forward position unobstructed by anything such as clothing, pouch, etc.

5.9 Hot Zones

Specific areas with hazardous chemical pressurized materials are identified with orange chains, paint and/or curtains. The minimum requirements for appropriate protection for all personnel entering and performing work in these areas are posted at each identified Hot Zone. **Refer to the Hazardous Chemical Personal Protective Equipment Procedure for complete details or view PPE requirements for Hot Zones from the Coosa Portal home screen.**

5.10 Minimum Body Protection for Hazardous Material other Than Chemical

5.10.1 Steam, condensate and hot material other than chemical  $\geq 60^{\circ}\text{C}/140^{\circ}\text{F}$ : Tasks such as opening/closing valve, line breaking, draining/flushing/venting on process OR connecting/disconnecting hoses from process (*line breaking*) having these listed material are tasks where the following minimum PPE level must be used:

- Suits with a hood, made of PVC or Rubber FR2 or special material (i.e., CarbonX) rated to provide resistance to hot material, sealed at extremities (arms, legs, face with elastic OR tape OR Velcro), with minimum 8" safety boots rated for these materials OR long safety rubber boots, appropriate long gloves worn for the substance being handled, XP Max hood, and splash goggles.

5.10.2 Metal Foreign Bodies: If use of a metal head hammer/sledgehammer and metal head punch/cold chisel tool cannot be avoided, employees and contractors shall use the following, in addition to basic PPE and face shield:

- Cut-resistant apron.
- Welder's leather protective jacket.

If others are in the vicinity of any metal-to-metal hammering work, they must be protected by screens/tarps to contain any flying fragments, or the area must be forbidden with red barricade tape and tag(s).

5.11 Fall Protection

5.11.1 Refer to the Fall Protection Procedure for complete guide lines.

- At Coosa, 100% tie-off is required.
- At Coosa, self-retracting lanyards (SRLs) are required. As of 4/1/2017, no shock-absorbing lanyards are allowed.

5.11.2 Winter Cleats shall be worn any time icy conditions exist. When required, a sign will be posted at the main mill entrance and the scale house entrance stating, "Winter

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Cleats Required". When posted, you shall wear your cleats over your work boots at all times while **outside** on mill property, from the parking lots in (no exclusions).

5.12 Torso Protection

- 5.12.1 Chemical resistant suits are required in certain areas of operations. These areas are designated by signs, and an example is the acid pit at the "B" ClO<sub>2</sub> generator.
- 5.12.2 Proper clothing, properly fitted shirts with sleeves (full-length, no cut-offs, no tank tops), and full-length pants are required in all areas of operation. Clothing shall be properly fitted as to not create a caught-in hazard.
- 5.12.3 If use of a metal head hammer/sledgehammer and metal head punch/cold chisel tool cannot be avoided, employees are required to use the following, in addition to basic PPE and face shield:
  - Welder's leather protective jacket
  - Welder's leather apron or cut-resistant apron

If others are in the vicinity of any metal-to-metal hammering work, they must be protected by screens/tarps to contain any potential flying fragments, or the area must be forbidden with red barricade tape and tag.
- 5.12.4 Safe work practices will list required clothing specific to jobs with other torso hazards.
- 5.12.5 When performing work on the Lime Kiln Firing Deck, additional PPE is required. See Safety Standard-13 Lime Kiln Firing Deck.
- 5.12.6 High-visibility safety vest, shirt, or jacket is required to be worn in the woodyard at all times, whether walking through or working in the area. The high-visibility clothing shall be tight-fitting enough as to not cause issues with being caught on or in equipment and/or materials.
- 5.12.7 High-visibility safety vest, shirt, or jacket is required to be worn in the Pulp Warehouse and the tractor area at the Pulp Dryer. Notification is to be made to operations personnel in these areas before entering.

5.13 Electrical PPE

- 5.13.1 Refer to the Electrical Safe Work Practices Procedure for complete guide lines.

5.14 High Pressure Water Cleaning

- 5.14.1 High pressure water cleaning requires additional PPE when at a pressure of above 3000 PSI at the exit of the pump and with a lance at least 48 inches long:

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- Hardhat
- Splash goggles & face shield with clear chin guard
- Hearing protection worn correctly
- Heavy duty impervious suit rated for the pressure at the exit of the pump
- Heavy duty impervious gloves
- Steel-toed rubber or impervious boots with metatarsal

The cleaning tool operator must control the dump valve. At least one dump valve shall be fitted on each cleaning tool. Hose connections must have “whip-checks”, safety chains or an equivalent means of preventing hose whipping should hoses separate. Hoses connected to guns and lances must have cover over hose/area (36” min) that is near person working gun or lance. All shotguns must have a shoulder butt, equipped with a dead man switch device and dual trigger devices. The length of the shotgun from butt to nozzle must be at least 122 cm/48 inches and should touch the ground prior to approaching worker’s feet and legs to prevent the water jet from contacting the cleaning tool operator. Contractor shall provide operating procedures and training before being authorized to perform HPWC works.

## 6.0 ATTACHMENTS

- 6.1 Record of Revisions
- 6.2 Gate to Gate Map

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**ATTACHMENT 1  
RECORD OF REVISIONS**

Section	Revision Number	Effective Date	Description Of Changes
2.2.2 2.11	1	11-19-09	Added to shoe description. Jewelry clarification, exemption for specific Medical Alert jewelry.
2.10.4 2.11 2.13	2	12-11-09	Conductive apparel statement added. Conductive apparel statements. Added specific PPE for electrical hazard situations.
2.7	3	01-08-10	Respirator and Personal Monitor Protection rewrite
Policy Restructuring 2.0 2.5 2.8	4	03-08-10	Combined Visitor Exceptions Under Visitor Section General Rule Modified Gate to Gate Head Protection with Limited Exemptions Addition of Glove Requirement in Operational Areas
2.8	5	12-09-10	Wording structure change.
2.8.1	6	03-04-11	Wording change to clarify that maintenance and operations employees are required to wear cut resistant gloves on both hands when using utility knives.
Policy Restructuring	7	07-01-11	Defined Gate-to-Gate as used for PPE requirements. Redefined requirements in mill areas. General policy modification.
2.7.3	8	09-12-11	Addition of Tall Oil as an H2S Monitor required area.
2.8.5	9	10-17-12	Added: Cut Resistant Arm Sleeves are required when using utility knives for any application.
2.2.1 All	10	03-14-13	Added: All safety shoes will be of eight (8) inch height Resolute change.
2.2.1	11	09-04-13	Added: an exception that standard safety boots may be worn by employees from and to the parking lots at the beginning and conclusion of work unless walking through process areas.
Policy Restructuring	12	02-15-14	Reorganized and updated to meet corporate PPE requirements.
All	13	02-19-16	Annual policy review. Changed signature page for current management; updated Sec 5 Policy to include winter cleats, welding/cutting requirements, high-pressure washer special requirements, and metal-to-metal contact protective requirements.
4.0 4.2 5.1.2 5.1.3, 5.2.9, 5.5.6, 5.6.7, 5.12.5 5.5.6 5.6.9	14	06-08-16	Jewelry update for mandatory wearing of medical alert bracelets and/or necklaces. Jewelry update: Rings are not allowed to be worn in any operating areas of the mill. Additional PPE for welding/grinding (wear welding jacket). Additional PPE requirements for working on Lime Kiln Firing Deck. Removed exemption from Cut Level 5 Gloves at the Ross Winder. New hires are required to wear yellow hardhat for 6 months.

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ALL	15	01-23-17	Updated to include prescription safety glasses requirement for built-in side shields; Updated 5.2.6 to include Lime Kiln for tight-fitting safety glasses; Added 5.3.5 for EH-rated safety shoes for Electricians; Updated 5.10 to include example of CarbonX; Updated 5.10.2 to add protection for others with metal-to-metal contact; Updated Fall Protection Section; Added Sections 5.12.6 and 5.12.7 for high-vis clothing for Woodyard, Pulp Warehouse, and Ross tractor area.
5.1.1 & 5.12.2 5.6.9 & 5.6.10	16	8/9/18	Updated to include (5.1.1) no sleeveless shirts, tank tops in operating areas of mill; (5.12.2) redefined proper clothing. Updated 5.6.9 stating that transfers to new departments are required to wear yellow hardhat for 6 months. Addition of 5.6.10 for use of vented hardhats at Ross Dry End and Pulp Warehouse.
4.0, 5.2.10, 5.3.4, 5.3.5, 5.6.6, 5.6.10, 5.8.5, 5.10.1	17	4/10/24	4.0 Clarified only medical alert bracelets are allowed; 5.2.10 Addition of faceshield requirement when tasks puts face in line of fire; 5.3.4 Clarified good tread on soles of boots; Addition of 5.3.5 Pants legs are supposed to cover the boot shaft (not tucked in boots); 5.6.6 Addition of suspensions being replaced annually; 5.6.10 Addition of use of vented hardhats in Woodyard; 5.8.4 Proper placement when wearing personal monitors; 5.10.1 Replacement of hardhat and faceshield with XP Max Hood.

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**ATTACHMENT 2  
GATE TO GATE MAP**

