





CONTRACTOR SAFETY PROGRAM	Procedure Number SAF-1.05
	Issue Date February 17, 2014
SAFETY	Revision Date March 10, 2022
	Page 1 of 10

ISSUED BY:  Safety Manager Coosa Pines Mill	APPROVED BY:  General Manager Coosa Pines Mill
<u>3-10-22</u> DATE	<u>3-14-22</u> DATE
INTERPRETATION AND PERIODIC REVIEW OF THIS PROCEDURE IS THE RESPONSIBILITY OF: SAFETY DEPARTMENT	
DISTRIBUTION ALL MANAGERS ALL TEAM LEADERS	



CONTRACTOR SAFETY PROGRAM	Procedure Number SAF-1.05
	Issue Date February 17, 2014
SAFETY	Revision Date March 10, 2022
	Page 2 of 10

1.0 PURPOSE

- 1.1 A written contractor safety policy establishes guidelines to be followed for contractors working at our facility. The guidelines are established to:
 - 1.1.1 Provide a safe working environment;
 - 1.1.2 Govern facility relationships with outside contractors to reduce the risk of injury or harm to contractor's employees or our employees;
 - 1.1.3 Ensure that contractor employees and our employees are informed of all potential and existing hazards.
- 1.2 The contractor safety policy establishes uniform requirements designed to ensure that contractor safety orientation, coordination, and safety administration practices, including safety plans, policies, and procedures, are communicated to and understood by all employees and contractors.
- 1.3 This policy is also provided to ensure applicable company safety plans, policies, and procedures are communicated to all participating contractors. It provides an avenue for contractors to communicate their safety plans, policies, and procedures to the company.

2.0 SCOPE

- 2.1 This policy applies to all contractors and subcontractors who perform work or provide "hands-on" services on all Coosa Pines Mill premises. This "hands-on" work or service includes all technical services providers, such as chemical, equipment, or process control vendors or consultants; construction contractors; contractors who perform electrical or mechanical maintenance work, etc.
- 2.2 Vendors, such as those who provide uniforms, package or mail delivery, concessions, etc., may be excluded from the pre-qualification requirements of this policy. However, all vendors and visitors are expected to abide by all Coosa Pines safety rules.
- 2.3 The Safety Manager or designee is responsible for oversight of this policy. Implementation of this policy and any site-specific policies and/or procedures is the responsibility of the General Manager.

3.0 RESPONSIBILITIES

- 3.1 Purchasing Department (Cognibox Process)

Before hiring a contractor, Resolute Forest Products shall:

- 1. Obtain and evaluate information regarding the contract employer's safety performance and prevention programs.
 - A. If permitted by law, determine the past safety performance of the contractor by considering:

CONTRACTOR SAFETY PROGRAM	Procedure Number SAF-1.05
	Issue Date February 17, 2014
SAFETY	Revision Date March 10, 2022
	Page 3 of 10

- Employee injury records such as Experience Modification Rate (EMR or MOD) for worker’s compensation for the past three years and the contractor’s past safety record in performing jobs of a similar nature.
- OSHA Log (US facilities) for the past three years.

2. Supply to the contractor a copy of the Contractor Safety Policy and current “Coosa Summary of Safety Rules.”

3. Obtain confirmation from the contractor that its employees, subcontractors, suppliers, workers, and other persons performing services or work in connection with the Contract: (i) have the requisite skill and knowledge necessary to perform such services or work, and (ii) have received the required training and have passed appropriate testing, and are, as required, fully certified to perform the respective job.

4. Obtain a current certification of vehicle insurance, worker’s compensation, and general liability coverage. Minimum insurance requirements are defined in the Resolute Forest Products General Terms and Conditions. Additional coverage may be required depending on the type of work being performed by the contractor.

3.2 Safety Department

- 3.2.1 Has the right to obtain and evaluate information regarding the contract employer’s safety performance and prevention programs and approve or disqualify the contractor for work at the facility.
- 3.2.2 Maintain a contractor incident report file. Document incidents according to the Resolute Forest Products “Reporting of Events” policy.
- 3.2.3 Review the contractor’s written safety programs and training system.

3.3 Department Requesting or Overseeing Work/Project

- 3.3.1 Assign a Coosa Designated Representative(s) to serve as the point-of-contact with the contractor(s). This person will:
 - Be thoroughly familiar with the scope of work that the contractor is expected to perform and with the safety and health aspects of the work, or know who to contact to obtain this information;
 - Coordinate and communicate all safety and health issues with the contractor;
 - Ensure that all affected Coosa Pines Mill employees are informed of any hazards that might be introduced into the work environment by the contractor.
 - Conduct a pre-startup meeting and walk through (as applicable) with the contractor representative. During the pre-startup meeting and walk through, the Coosa Designated Representative will:

CONTRACTOR SAFETY PROGRAM	Procedure Number SAF-1.05
	Issue Date February 17, 2014
SAFETY	Revision Date March 10, 2022
	Page 4 of 10

- Inform the contractor of any emergency alarms, signals, and procedures that may be put into operation in areas where the contractor's employees are working.
- Inspect the proposed worksite so that any known information about on-site hazards, particularly non-obvious hazards, is documented and communicated to contractor.
- Inform contractor representative that it is the contractor's responsibility to convey safety and health information to its employees.
- Review all site requirements related to safety and health with the contractor representative, including but not limited to, policies, rules and procedures, personal protective equipment (PPE), and special work permits or specialized work procedures, such as LOTO and Confined Space Entry requirements. Identify connect-points for all services, such as steam, gas, water, electricity, etc. Define any limitations of use of such services.
- Provide the applicable written safety policies, Tags, Permits and procedures; and provide the site's drug, alcohol and tobacco-free workplace policy to the contractor's designated representative. Advise the contractor that the location's safety and health policies must be followed at all times by its employees, subcontractors, suppliers, workers and other persons performing services or work in connection with the work to be performed.
- Inform the contractor of the procedure for obtaining medical care, if needed, while working on our site.
- Report all contractor injuries and/or property damage to the Safety Department.
- Conduct or participate in project review meetings on a periodic basis to review status of work, near miss, first aid and any occupational injuries sustained by contractor crew.
- Limit, as necessary, the entry of company employees into contractor work areas.
- Refrain from loaning tools, PPE and equipment to contractor and subcontractors unless it has been approved by Resolute Forest Products project manager or coordinator.
- Approve the contractor beginning work each day, unless it is routine service or maintenance work or periodic outdoor service. All contractors performing hands-on work will be informed of 360° Risk Analysis (360° RA) requirements (formerly known as Safe Work Permit). The designated Representative shall know the whereabouts

CONTRACTOR SAFETY PROGRAM	Procedure Number SAF-1.05
	Issue Date February 17, 2014
SAFETY	Revision Date March 10, 2022
	Page 5 of 10

of all contractors working on site at all times and keep in periodic contact with contractors while working.

- In conjunction with contractor personnel, monitor the contractor's compliance with mill procedures and requirements throughout the duration of the contract.
- If an unsafe act or a condition is noted that creates an imminent danger of serious injury, immediate steps must be taken with the contractor's designated representative or, in his or her absence, the contractor's employees to stop the unsafe act or condition.
- Do not allow work that is in violation of a regulation or policy to continue.
- Document these discussions, including location, time, and names of contractor employees in attendance.
- Any items noted should be brought immediately to the attention of the contractor representative and the Safety Department.
- After conclusion of the contract work, Resolute Forest Products Coosa Pines designated representative will complete a post-project assessment of the contractor's safety performance for the Coosa Pines project manager, contractor coordinator, or his/her designee to be used for future reference, with a recommendation on whether or not to re-hire the contractor or subcontractor.

3.4 Security

- 3.4.1 Facilitate orientation process with visitors, vendors, contractors and consultants regarding Coosa Pines written safety policies and procedures.
- 3.4.2 Ensure that orientation provided to the contractor or its employees is properly documented and filed.

3.5 Contractor

- 3.5.1 Provide all documentation as required by Resolute's "General Terms and Conditions" as provided by Purchase Order.
- 3.5.2 Assign a Contractor Designated Representative to serve as the contractor's point-of-contact.
- 3.5.3 Obtain from Coosa Pines Mill any safety policies, rules and regulations in effect at the site or potential hazards present that may affect the contractor's work. Be certain to be informed of any emergency signals, alarms, permits and procedures that may be put into operation in areas where the contractor's employees are working.

CONTRACTOR SAFETY PROGRAM	Procedure Number SAF-1.05
	Issue Date February 17, 2014
SAFETY	Revision Date March 10, 2022
	Page 6 of 10

- 3.5.4 When part of the services or work is not performed by employees of the contractor, contractor shall identify in writing the names of any of its subcontractors at least three (3) business days prior to such subcontractors starting to perform such services or work on Resolute Forest Products premises as required by the "General Terms and Conditions."
- 3.5.5 Know how to obtain medical care, if needed, while working on the Coosa site.
- 3.5.6 Provide any and all Personal Protective Equipment (PPE) and monitoring equipment that is required by law or by policy to be worn or used or is otherwise necessary to ensure the safety of the contractor's employees or sub-contractors while performing work on Resolute premises. Ensure that each employee has been properly fit tested, if required, and trained (documented) in the proper use and wearing of such PPE and/or monitoring equipment. **Be willing and able to provide proof of training if requested by Coosa Pines.**
- 3.5.7 Provide any emergency rescue equipment required by law or otherwise necessary to ensure the safety of its employees or subcontractors while conducting the work and ensure that all its employees are properly trained in the use of such emergency rescue equipment prior to conducting work.
- 3.5.8 Advise and train employees on the facility safety policies, rules and regulations and potential hazards associated with the work to be performed. Ensure that all contractor employees performing work on Coosa Pines Mill premises have received the applicable training or information prior to beginning work. Provide proof of training if requested by Coosa Pines Representatives.
- 3.5.9 Keep the Coosa Designated Representative fully informed of any work which may affect the safety of Coosa Pines Mill employees or property. This includes complying with the state and federal right-to-know legislation, if applicable, and providing the designated representative appropriate Safety Data Sheets (SDSs) or other required information about chemicals the contractor will bring onto the site.
- 3.5.10 Provide any additional information required in your contract with Coosa Pines Mill.
- 3.5.11 Follow all Coosa Pines Mill safety policies and procedures. Ensure that all subcontractors are abiding by policies and procedures.
- 3.5.12 Perform work while the plant is operating, if necessary, and establish safe practices to permit work under operating conditions without endangering Coosa Pines Mill employees, visitors, or other contractors. This includes, but is not limited to, barricading, sign-posting, and fire watches.

CONTRACTOR SAFETY PROGRAM	Procedure Number SAF-1.05
	Issue Date February 17, 2014
SAFETY	Revision Date March 10, 2022
	Page 7 of 10

- 3.5.13 Ensure that any equipment, chemicals, or procedures used to perform contracted work meet all legal or governmental requirements.
- 3.5.14 Accept responsibility and accountability for any losses or damages suffered by Resolute Forest Products and/or its employees as a result of contractor negligence.
- 3.5.15 Use only the plant or building entrance designated and follow the facility access control practice. The Contractor is required to monitor and control access of its employees as well as subcontractor employees. The contractor also will ensure that each contractor employee is issued and wears some form of easily seen identification in accordance with mill policies or requirements.
- 3.5.16 Provide all tools and equipment for the work, including personal protective equipment (PPE), and ensure the equipment is in proper working order and meets requirements detailed in Coosa Policy SAF-1.34 Hand & Power Tools, and your employees are instructed in its proper use. Any use of Coosa Pines Mill tools or equipment must be pre-approved.
- 3.5.17 Must maintain good housekeeping in the workplace at all times. Must keep aisle ways clear and have no trip hazards in work areas. At the conclusion of the contract work, the contractor is responsible for cleaning all work areas and disposing of any discarded materials in a proper and legal manner. Area must be left clean and all hazards eliminated.
- 3.5.18 Notify the Coosa Designated Representative immediately of any work-related injury, near misses or illness to contractor employees or subcontractor employees occurring while on the Coosa Pines Mill site. Provide a copy of each incident report to the Coosa Designated Representative.
- 3.5.19 Contractors will report and investigate all injuries and/or property damage to the Coosa Designated Representative.

4.0 PROCEDURE

4.1 Pre-Qualification Process – CONTRACTOR

- 4.1.1 In order to be awarded work at the facility, contractors must accurately complete the pre-qualification process initially through Cognibox and annual requirements thereafter.
 - Complete and submit *Contractor Safety Questionnaire* (incomplete questionnaires will not be approved);
- 4.1.2 Upon being notified of approval, all contractor employees must complete the facility orientation (see the *Contractor Safety Orientation Web Site* link at www.coosacontractors.com).

CONTRACTOR SAFETY PROGRAM	Procedure Number SAF-1.05
	Issue Date February 17, 2014
SAFETY	Revision Date March 10, 2022
	Page 8 of 10

4.2 Pre-Qualification Process – SAFETY DEPARTMENT

4.2.1 The Safety Department will use the following criteria to evaluate contractors:

- No work-related fatalities in the most recent 3-year period;
- OSHA Incidence Rate (OIR) for most recent 3 calendar years
- OIR 3-year average will be compared to the most recent information from the Bureau of Labor Statistics.
- Lost Time Case Rate (LTCR) for the most recent calendar year
- LTCR 3-year average will be compared to the most recent information from the Bureau of Labor Statistics
- Zero OSHA citations issued for “willful” or “repeat” violations during the most recent two-year period. Citations for “serious,” “other,” or “unclassified” violations will be evaluated on a case-by-case basis.

4.2.2 Any deviation or waiver from these criteria must be approved by the Site General Manager or Corporate Safety Manager.

4.3 Contractor Designated Safety Representative

The contractor will assign a Designated Safety Representative who has the authority and support of his/her management to implement and enforce the contractor’s (and any lower-tier subcontractor’s) safety and health program and/or policies.

Contractors with a total company annual employment average of less than 10 employees are exempt from this requirement.

4.3.1 The Designated Safety Representative will be granted “stop-work” authority in addition to the responsibility and organizational freedom necessary to implement and enforce the contractor’s safety and health program.

4.3.2 The Designated Safety Representative must be present at the job site when the contractor or subcontractor employees are performing work.

4.3.3 On-site jobs of six-months or more duration (continuous work) and/or employing 20 or more on-site contractor personnel (including lower-tier subcontractor employees) require at least one full-time, on-site Designated Safety Representative that meets at least one of the following requirements:

- Safety Professional with at least 5 years safety experience;
- Certified Safety Professional (CSP) with at least 2 years safety experience;

CONTRACTOR SAFETY PROGRAM	Procedure Number SAF-1.05
	Issue Date February 17, 2014
SAFETY	Revision Date March 10, 2022
	Page 9 of 10

- Certified Occupational Health and Safety Technologist (OHST) or Associate Safety Professional (ASP) with at least 3 years safety experience;
- Safety supervisor who has completed the OSHA Training Institute Course 500 – Trainer Course in OSHA Standards for Construction or 501 – Trainer Course in OSHA Standards for General Industry. The supervisor must have performed full-time safety responsibilities for 2 years.

- 4.3.4 On-site jobs of less than six-months duration (continuous work) and/or employing more than 5 and fewer than 20 on-site contractor personnel (including lower-tier subcontractor employees) require one part-time, on-site Designated Safety Representative whose other assigned duties do not interfere with the oversight of the safety and health program. At a minimum, the Designated Safety Representative will be knowledgeable of general safety and health rules and regulations, and safety and health rules and regulations specific to the hazards of the work to be performed.
- 4.3.5 Any deviation from these requirements must be approved by the General Manager and the Safety Manager.

NOTE: Under no circumstances will any Coosa Pines personnel serve or substitute as the Contractor Safety Representative/Supervisor.

5.0 RECORDS

- 5.1 Records pertaining to contractor approval and orientation records are maintained electronically in the respective database.

6.0 ATTACHMENTS

- 6.1 Attachment 1 – Record of Revisions

