



SMOKE-FREE WORKPLACE AND TOBACCO POLICY	Procedure Number SAF-1.14
	Issue Date August 2, 2002
SAFETY	Revision Date February 25, 2020
	Page 1 of 2

ISSUED BY:  Safety Manager Coosa Pines Mill	APPROVED BY:  General Manager Coosa Pines Mill
<u>2-25-20</u> DATE	<u>2-25-20</u> DATE
INTERPRETATION AND PERIODIC REVIEW OF THIS PROCEDURE IS THE RESPONSIBILITY OF: SAFETY MANAGER	
DISTRIBUTION ALL MANAGERS ALL TEAM LEADERS	

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	Page 2 of 2

COOSA PINES MILL and TALLADEGA CHIP MILL

1. This policy applies to all persons, including employees, contractors, vendors, and visitors on mill property. Violators will be subject to disciplinary action.
2. The Coosa Mill and Talladega Chip Mill are smoke-free workplaces. Smoking is prohibited on the mill site and on company property such as the aeration basin, landfills, T-dam, and river pump house and at the chip mill. This includes tobacco and non-tobacco products such as e-cigarettes. Smoking in company vehicles is prohibited at all times as is smoking in personal vehicles on the mill sites or on company property.
3. The use of smokeless tobacco products is currently permissible. Smokeless tobacco users must utilize personal cups or bottles, and users must maintain control of their containers and properly dispose of them after use. Spitting in drink fountains, sinks, toilets, floors, u-drains, trash cans, and/or on the grounds, etc. is unsanitary and is strictly prohibited.

RECORD OF REVISIONS

Section	Revision Number	Effective Date	Description Of Changes
ALL	1	02/25/08	Name change due to merger.
ALL	2	12/1/08	Change to smoking only being permitted in designated smoking areas only on mill property (in-doors and out-doors).
Appendix 1	3	01-29-09	Addition of Janitor Shop smoking area.
Appendix 1	4	08-06-09	Modification to Recycle smoking areas.
Appendix 1	5	02-11-11	Addition of Dock 14 smoking area.
Appendix 1	6	07-04-12	Removed: Coosa South; News Mill areas including between Winders, Wet End, S.wall outside offices, NE corner of Maint. Shop; Finishing & Shipping; Recycle; Added: Designated areas at Pulp Warehouse and at the West Digesters Capping Floor.
Appendix 1	7	07-10-12	Moved Ross Dryer Maint. Shop area from to inside E. Door, Added Old Pipe Shop.
ALL	8	03-21-14	Included e-cigarettes, updated designated locations.
ALL	9	1-5-2015	Coosa Mill becomes a smoke-free workplace; Appendix 1 deleted.
ALL	10	1-24-17	Updated management signatures.
ALL	11	7/31/18	Talladega Chip Mill and Jackson's Gap Chip Mill added to policy.
ALL	12	02/25/2020	Removed Jackson's Gap Chip Mill from policy.