
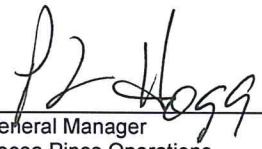




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SAFETY	Revision Date February 26, 2021
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ISSUED BY:  Safety Manager Coosa Pines Operations	APPROVED BY:  General Manager Coosa Pines Operations	<u>3-2-21</u> DATE	<u>3-2-21</u> DATE
INTERPRETATION AND PERIODIC REVIEW OF THIS PROCEDURE IS THE RESPONSIBILITY OF:		SAFETY MANAGER	
DISTRIBUTION ALL MANAGERS ALL TEAM LEADERS			

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1. PURPOSE

- 1.1. The purpose of this policy is to define the procedures to utilize temporary barricades to identify potential safety hazards, injury causing situations, and to restrict employee access to those areas.

2. SCOPE

- 2.1. This policy applies to the use of barricades by Coosa Pines employees, contractors, and visitors who discover, create, or work in any area which could potentially be a safety hazard to themselves and/or other personnel at the Coosa Pines Mill.

3. DEFINITIONS

3.1. Barricade

- 3.1.1. A physical obstruction (screens, cones, fences, ropes, tapes) put in place to delineate a dangerous area, warn persons of a hazard, and to deter the passage of persons or vehicles.

3.2. Barricade Tape Tag

- 3.2.1. A tag that is attached to the barricade that identifies the date, type of hazard, and the responsible person (see Attachment 8.1).

3.3. Yellow Barricade Tape

- 3.3.1. Used as a warning when there is a potential for danger.

3.4. Red Barricade Tape

- 3.4.1. Used to identify areas where there is a severe hazard that is likely to cause injury.

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3.5. Yellow/Magenta Diagonal Stripe Radiation Barricade Tape

- 3.5.1. Used to identify areas where there is a Radiation Hazard that is likely to cause a significant health injury.

3.6. Physical Barriers

- 3.6.1. A physical obstruction that blocks or limits access (i.e., cones, folding panel guards) to warn of potential hazard.

4. POLICY

- 4.1. Barricade tape or physical barriers will be used to identify a work or mill location where a temporary hazardous condition exists.
- 4.2. Employees, contractors and visitors are expected to understand the significance of the color of the barricade tape and the procedures to follow before crossing the barricade tape or entering a hazardous area with physical barriers.
- 4.3. There are three colors of barricade tape approved for use at Coosa.
- 4.4. Temporary floor openings shall have standard railings or shall be constantly attended by someone. (Standard railings are defined as vertical barriers erected along exposed edges of a floor opening, wall opening, ramp, platform, or runway to prevent falls of persons.) Hazards and controls must be noted on 360° Risk Analysis (360 RA).
- 4.5. All employees are prohibited to walk on any working surface where there are spills and/or when visibility of the walking/working surface is compromised which prevents visually (validation) clearly/safely seeing the walking surface. These type walking/working surface hazards must be barricaded, tagged and communicated (near miss entered) until the listed hazard has been corrected. Hazards and controls must be noted on 360° Risk Analysis (360 RA).
- 4.6. When entering an area each employee must make sure the structure of the walking/surface has adequate strength to support the load. When an area is noted of structure/strength hazards, these issue must be barricaded, tagged, communicated (near miss entered) and maintained until issue is corrected. Hazards and controls must be noted on 360° Risk Analysis (360 RA).

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4.7. Gratings (removed, missing, improperly installed):

Gratings moved, missing, improperly installed creating an opening or fall/trip hazard must be protected at all times by:

- (1) An Attendant (100% of the time without exception); or
- (2) Physical barricades should be sturdy and withstand wind/weather and working conditions that surround it.
- (3) Physical barricades must be made out of wood, such as 2x4, plywood, metal piping or angle iron.
- (4) Physical barricades must be present at the hazard site and encompass the entire potentially affected area of the hazard (i.e., sparks, falling objects, leaks, etc.). Take into account the possible deflection of an object from a structure below if it falls.
- (5) Only employees or contractors performing work inside the barricaded area are allowed.
- (6) All PPE required per PPE Policy (SAF-1.01) must be worn and donned correctly (such as harness/SRL and tied off if fall hazards are present).
- (7) Must have a caution tag stating,
 - (i) The hazard
 - (ii) The date
 - (iii) Name of person installing the physical barricade.
- (8) If a hose needs to be in or under grating on a regular basis, a permanent water line/piping shall be installed.
- (9) If a guard is damaged or missing and cannot be repaired or replaced before start-up, it must be communicated to the Shift Team Leader, Area Coordinator or Manager. Then a physical barricade **MUST** be installed far enough back where no person can be in the hazard zone and no one can pass through the area.

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5. RESPONSIBILITY

5.1. Management

- 5.1.1. Responsible to ensure that persons are promptly and adequately warned of potential hazardous conditions via the use of barricade tape, tags, and physical barriers and that the hazardous condition is remedied in a timely manner.

5.2. Safety Manager

- 5.2.1. The Safety Manager is responsible for oversight of this policy ensuring its accuracy and compliance with regulatory and corporate requirements.

5.3. Supervisors and Managers

- 5.3.1. Ensure compliance with this policy.
- 5.3.2. Ensure that hazardous areas are properly and adequately barricaded.
- 5.3.3. Ensure contractors comply with this policy.

5.4. Employee Installing Tape and/or Physical Barriers

- 5.4.1. Identify hazardous conditions and install barricades (tape or physical barriers).
- 5.4.2. Ensure physical barriers or barricade tape is in place, properly labeled and tagged.
- 5.4.3. Report identified hazards that require barricades to the Shift Team Leader.
- 5.4.4. Comply with all work practices required to remove the identified hazard.

5.5. Employees, Contractors, and Visitors

- 5.5.1. All individuals at the mill are to comply with requirements of this policy.

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6. PROCEDURE

6.1. Installing Barricade Tape

6.1.1. Use the proper color barricade tape to enclose the area of the identified hazard or condition. Use only one color tape for each area even though there may be different types of hazards.

NOTE: Use Barricade Tape of a color for the most serious or critical hazard.

6.1.2. The hazardous area must be completely encircled by the warning tape.

6.1.3. Tape shall be placed far enough away from the hazard to adequately protect those outside the barricaded area.

6.1.4. Tags will be installed at each approach point and at intervals of no greater than 50 feet along a run of tape.

6.1.4.1. Tags will state hazards within the barricade.

6.1.4.2. Tags will be dated.

6.1.4.3. Tags will be signed by the person installing the tape.

6.1.4.4. The tags will be updated daily so control can be retained.

6.1.5. Detour signs should be posted along access routes if conditions permit.

6.1.6. Remove the barricade tape as soon as the hazardous condition is removed and the task is complete. The removal of the tape must be done **only** by the person who installed the barricade, or his representative.

6.1.7. If the job is not complete, but there is no longer any danger, tape in well-traveled areas may be removed at the end of the workday with the approval of the responsible person.

6.2. Yellow Barricade Tape

6.2.1. Install yellow barricade tape when there is a potential for danger.

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6.2.2. Employees entering yellow taped areas must exercise caution and enter only if their job requires doing so and only after becoming aware of potential hazard.

6.2.3. The person responsible for installation or his designated representative shall remove the tape as soon as the task is completed or the risk is eliminated.

6.3. Red Barricade Tape

6.3.1. Red barricade tape is used to identify areas where there is a severe hazard that is likely to cause injury.

6.3.2. To cross red barricade tape you must have the permission of the person that signed the red barricade tag or his designated representative.

NOTE: If you cross red barricade tape without permission from the person who installed it or their designated representative, you are violating a safety rule and are subject to the appropriate disciplinary action.

6.3.3. No one removes a red barricade tape except the party responsible for its installation, or his designated representative.

6.4. Yellow/Magenta Diagonal Stripe Radiation Barricade Tape

6.4.1. If yellow/magenta stripe barricade tape is installed in the area that you are traveling, you must stop, proceed no further, and detour the area.

6.4.2. To enter an area barricaded with yellow/magenta stripe tape you must have the permission of the person that signed the barricade tag or his designated representative.

6.4.3. No one removes a yellow/magenta stripe barricade tape except the party responsible for its installation, or his designated representative.

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6.5. Physical Barriers

- 6.5.1. When physical barriers are in place in the area you are traveling, stop and do not proceed until the potential hazard is known. Entry should then be made only if you are performing work in the area.
- 6.5.2. Tags noting date, hazards, person who installed barriers are to be included on physical barriers and updated daily.
- 6.5.3. Physical barriers are used when taping off the area is not possible and are to completely encompass the hazardous zone.
- 6.5.4. Barriers are to be removed once the hazard is controlled and is only to be removed by the party responsible for its installation or his designated representative.

7. TRAINING AND DOCUMENTATION

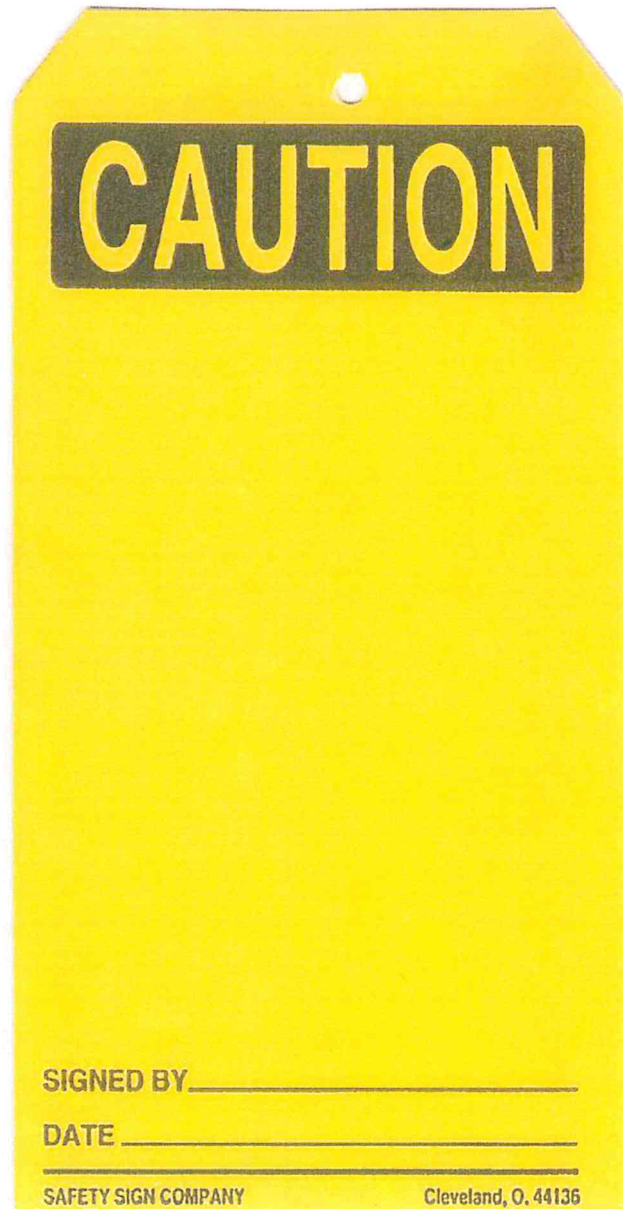
- 7.1. All employees at the Coosa Pines mill will be trained in this policy for the use of barricades.
- 7.2. Employees will be retrained anytime there is a change in the policy or an employee demonstrates a lack of understanding of the policy.
- 7.3. Documentation will be kept as part of the employee's training record in the Computer Based Training program.
- 7.4. The Safety Team will audit and update the policy as needed.

8. ATTACHMENTS

- 8.1. Barricade Tape Tag
- 8.2. Record of Revisions

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8.1 Barricade Tape Tag



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RECORD OF REVISIONS

Section	Revision Number	Effective Date	Description Of Changes
ALL	1	03-27-08	Name change due to merger. Addition of Record of Revisions.
ALL	2	03-18-13	Name change to Resolute
ALL	3	03-11-16	Management title updates.
ALL	4	05-25-16	Changed from Barricade "Tape" Policy to Barricade Policy. Incorporated use of physical barriers (6.5). Added Individual Responsibilities (5.5). Addition of 4.4 referencing temporary floor openings. Updated Policy number for new numbering system.
4	5	02-28-18	Sections 4.4, 4.5, and 4.6 added based on Corporate Incident Report (IR-2018-01).
All	6	02-26-21	Annual review; SWP comments updated to 360 RA; Addition of Section 4.7 improper grating barricade requirements.