





HEAVY MECHANICAL EQUIPMENT REMOVAL & TRANSPORT SAFETY POLICY	Procedure Number SAF-1.28
	Issue Date JUNE 3, 2016
SAFETY	Revision Date October 25, 2023
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ISSUED BY:  Safety Manager Coosa Pines Operations	APPROVED BY:  General Manager Coosa Pines Operations
<u>10-23-23</u> DATE	<u>10-23-23</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 procedure is to define the means to safely handle and transport mechanical rolls or heavy mechanical pieces of process equipment (i.e., screw, mixer, motor, etc.).

2. SCOPE

- 2.1. This procedure applies to Coosa Pines employees, contractors, and visitors who participate in handling and/or transport of mechanical rolls or heavy mechanical pieces of process equipment (i.e., screw, mixer, motor, etc.).

3. RESPONSIBILITY

3.1. Safety Manager

- 3.1.1. The Safety Manager is responsible for oversight and periodic review of this procedure ensuring its accuracy and compliance with regulatory and corporate requirements.

3.2. Maintenance Manager

- 3.2.1. The Maintenance Team is responsible to conform to the General Requirements as outlined in Section IV of the Corporate Heavy Mechanical Equipment Removal & Transport Safety Standard utilizing Maintenance Standard Job Procedure for Roll Staging.

3.3. Supervisors and Managers

- 3.3.1. Supervisors and Managers are responsible for ensuring employees, contractors, or visitors under their responsibility comply with this procedure.
- 3.3.2. Supervisors are responsible for ensuring all individuals involved with this type activity have reviewed and understand the associated Task Analysis Guide (TAG).

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3.4. Employees, Contractors and Visitors

3.4.1. All individuals at the Coosa Pines Mill are responsible for complying with the requirements of this procedure.

4. CONTRACTOR

- 4.1. If contractor is used to perform this type of work, they shall be in full compliance of all Coosa applicable safety policies and procedures. The process for loading a trailer with the piece of equipment shall entail all aspects of the safety considerations.
- 4.2. No work shall be performed by the contractor without a prior review of the procedures and safety policies required for performing the job. This review shall involve the management supervision of Coosa and the contractor representative performing the job.
- 4.3. Resolute management shall designate a qualified employee to ensure the roll or other heavy mechanical piece of process equipment has been properly secured to the trailer bed for transport prior to the truck leaving area of the roll being received by the contractor. The qualified employee shall immediately notify supervisor if there is an issue securing the load.

5. PROCEDURE

- 5.1. All individuals involved in the removal or transport of rolls or heavy mechanical pieces of process equipment must review and understand the requirements of this procedure.
- 5.2. Prior to removing the roll or heavy mechanical piece of process equipment, ensure that all parts of the load are secure and mobilized prior to moving (i.e., loose bearing housings due to bearing failure, housings that tend to shift due to weight imbalance, doctor holder, vacuum boxes, etc.).
- 5.3. Ensure the load is properly secured to the roll cart to ensure stability in the event of an unexpected shifting of weight or upset.

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- 5.4. Ensure roll ports are plugged to prevent leakage or the piece of equipment to be transported doesn't have any material that may create slippery surfaces (i.e., pulp, sludge, etc.).
- 5.5. Identify hazards prior to the move (i.e., walk the path) to identify and clear all obstructions to minimize hazards that may interfere with the move or create a pinch point hazard.
- 5.6. Prior to moving the suspended load, the area must be barricaded to prohibit access to the area until the load is in place.
- 5.7. Establish method of maneuvering loads up or down sloped floors, uneven surfaces that ensure no worker is placed in the line of fire by using designed load carrying carts or designed carrying powered tools for these loads (crane, designed roll carrying lift truck, etc.). When traversing >5° slopes (either up or down), the load must be facing uphill.
- 5.8. Tools or equipment used for transport shall have documented pre-use inspections completed (i.e., PIT, crane, etc.).
- 5.9. Ensure that communication responsibility between all crew members is clear as well as to workers in the area.
- 5.10. Establish spotting system to minimize risk of unexpected interference with surrounding objects.
- 5.11. Establish method of maneuvering the load that ensure no worker is placed in the line of fire (i.e., lanyards, slings, push poles, other equipment) and set a safe distance (5' minimum when in motion) to keep worker from the load at all times while moving the heavy mechanical piece of process equipment.
- 5.12. If storing the roll or equipment, ensure the load is properly blocked for storage.

6. TRAINING AND DOCUMENTATION

- 6.1. All employees at the Coosa Pines mill with responsibilities that include removing rolls or heavy mechanical pieces of process equipment will be trained in the safe handling/transporting of such.
- 6.2. Employees will be retrained anytime there is a change in the procedure or an employee demonstrates a lack of understanding of the procedure.

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- 6.3. Documentation will be kept as part of the employee's training record in the Computer Based Training program and Department Files.

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RECORD OF REVISIONS

Section	Revision Number	Effective Date	Description Of Changes
ALL	0	6/3/16	Original issue.
3.2, 5.7, 5.8	1	8/26/2020	3.2.1 Revision to Maintenance conformance; 5.7 Load Facing Requirements for Slopes; 5.8 Included reminder of Pre-Use Inspections.
All	2	10/25/2023	Annual review; verify all equipment being hailed is secured.