





HAND FREE SUSPENDED GUIDING LOAD SAFETY POLICY	Procedure Number SAF-1.39
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ISSUED BY:  Safety Manager Coosa Pines Mill	APPROVED BY:  General Manager Coosa Pines Mill
<u>8-26-20</u> DATE	<u>8-26-20</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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It is the goal of Resolute Forest Products (RFP) to eliminate or minimize injury resulting from various occupational hazards present at our operating sites, by protecting workers through the use of workplace safety standards and procedures that help employees know and control hazards and risks associated with performing their jobs.

1.0 PURPOSE

This Policy established RFP's minimum requirements to eliminate hand/finger injuries when guiding suspended loads, as well as eliminate/reduce severe incidents due to being crushed or struck by the sudden movement of a suspended load.

This Policy is to be used jointly with SAF-1.15 Electric Overhead Crane Safety and SAF-1.28 Heavy Mechanical Equipment Removal and Transport, as well as Corporate Standards.

2.0 SCOPE

This Policy applies to all individuals performing jobs that involve the movement and positioning of a suspended load.

3.0 DEFINITIONS

- 3.1 **Ergonomic Lifting with Lifting Equipment:** The action of lifting, lowering and positioning a ≤ 75 lb load with lifting equipment controlled by a person positioning the suspended load, the goal being to avoid the physical effort of lifting load manually.
- 3.2 **Guiding Device:** Any device that is used to remotely guide a suspended load without direct hand contact on the **suspended load** and **lifting devices**. Such device is not considered an integral part of the **lifting system**. Guiding devices include tag line, short or long positioning/guiding pole, guiding handle, guiding straps, C-clamp and hand hoist chain. A detailed list of these devices and their applications if attached in Appendix II.
- 3.3 **Heavy Suspended Load:** Any object that weighs ≥ 1 metric ton (≥ 2204 lbs) being transported or lifted/lowered using **lifting equipment** and has not been mechanically fixed or supported.
- 3.4 **Lifting Device:** Any device that is designed to be used directly or indirectly to secure a load to **lifting equipment** and is not an integral part of the **suspended load** (e.g., hook, sling, shackle, jib crane for lift trucks, etc.)
- 3.5 **Lifting Equipment:** Any mechanical device with the capacity of lifting or lowering a **suspended load**, including the following: crane, overhead crane, lift truck, manual or electric hoist, monorail hoist, hydraulic crane (tripod) for motors.
- 3.6 **Lifting System:** Assembly consisting of **lifting equipment**, **lifting devices**, and a **suspended load**.

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- 3.7 **Minimum Safe Distance from a Transported/Lifted Suspended Load:** Minimum distance of 5 feet to be kept at all times between the torso of a person and the suspended load being transported or lifted.
- 3.8 **Suspended Load:** Any object that weights > 75 lbs being transported or lifted/lowered using **lifting equipment** and has not been mechanically fixed or supported.
- 3.9 **Lifting Suspended Load:** The action of moving a suspended load vertically by lifting or lowering it using **lifting equipment**.
- 3.10 **Positioning Suspended Load:** Precise adjustment operations to position a load at a slow/inch speed using **lifting equipment** and within 5 feet and less from the **suspended load** over a distance of ≤ 24 inches horizontally and vertically AND between the **suspended load** and its tie-off or contact points.
- 3.11 **Safe Guiding of Suspended Load:** The action of guiding a suspended load using **guiding devices** without direct hand contact on the **suspended load** or its **lifting devices**.
- 3.12 **Transporting Suspended Load:** The action of moving a **suspended load** horizontally using **lifting equipment**.
- 3.13 **Final Load Positioning Adjustment:** The action of positioning a load still suspended to a lifting equipment confirmed immobilized in the vertical AND horizontal axis without any movement of the **lifting equipment**, and within 3 inches and less of its tie-off or contact points.

4.0 RESPONSIBILITIES & ADMINISTRATIVE DUTIES

4.1 Safety Manager

- Responsible to ensure the Policy is updated as required by Corporate and OSHA requirements.

4.2 General Manager:

- Responsible for implementation of this Policy.

4.3 Managers and Supervisors:

- Responsible for ensuring that RFP employees and contractors on site comply with this Policy.

4.4 Employees

- Responsible to each employee, qualified by training, to guide any suspended load without direct hand contact, in compliance with the general and specific requirements of this Policy.

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- Required to report any situations that prevent them from complying with the requirements of this Policy to their immediate supervisors and to stop work until appropriate control means can be determined.

5.0 GENERAL REQUIREMENTS

- 5.1 The use of hands is forbidden to handle/guide a **suspended load** and any component of the **lifting system** while load is being **transported or positioned** or lifted using **lifting equipment**. **If impossible, the exception process steps listed in Section 6 Detailed Process must be applied.**
- 5.2 It is forbidden to position your body or any body part under a **suspended load**.
- 5.3 Persons guiding a suspended load must use a **guiding device** (i.e., tag line, short or long positioning/guiding pole, guiding handle, guiding straps, C-clamp, hand hoist chain, etc.) to keep their bodies and especially their hands/fingers out of any potential pinch point in the line of fire of the **suspended load** movement.
- 5.4 When **transporting a suspended load**, persons involved in guiding must:
- Ensure the position of their torso remains at the authorized **minimum safe distance of 5 feet from the suspended load** while load is being moved/transported horizontally or vertically to its positioning location.
- 5.5 During the adjustment operations required for **positioning the suspended load**, the person guiding it is authorized to come within 5 feet of the **suspended load**, provided:
- They comply with the requirements in the definitions of **Suspended Load Safe Guiding and Suspended Load Positioning**, and do not use their hands to guide the load.
 - **EXCEPTION: Final Load Positioning Adjustment:** When positioning a load still suspended to a **lifting equipment BUT being confirmed immobilized in the vertical AND horizontal axis without any movement of the lifting equipment, and within 3 inches and less of its tie-off or contact points**, it is then authorized to touch with hands the suspended load to finalize the positioning.
- 5.6 When **transporting and positioning a heavy suspended load**, the same general requirements of this Policy must be applied, as well as those from SAF-1.28 Heavy Equipment Removal and Transport.
- 5.7 During the **ergonomic lifting** of a **≤ 75 lb** suspended load **with lifting equipment** that is directly controlled by the person moving and positioning the load, the use of hands is allowed to guide that specific load, subject to the following conditions:

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- During *movement/transportation* of the ≤ 75 lb *suspended load, lifting system* must be in stable position horizontally and vertically, and lifting devices must be fully tensioned vertically.
- During *positioning* of the ≤ 75 lb *suspended load*, if there is hand contact, hands must be positioned on the load so as to never be in a potential line of fire or being pinched between the load and its tie-off/contact points or an adjacent structure.
- When guiding this type of load, pinch hazards must be identified and the required safe position of hands (e.g., on top / on the side / on the back of the suspended load, etc.) must be clearly indicated in the 360° Risk Analysis completed by the person guiding the load and co-signed by a coworker (co-signature required only when guiding is done outside a Maintenance Shop or Store room).

6.0 DETAILED PROCESS

6.1 The detailed process for *safely guiding/moving a suspended load* without hand contact is the basic reference that explains how to perform all types of guiding and movement of suspended loads (cf. Appendix I of this Policy).

- **EXCEPTION: Moving/positioning a >75 suspended load without the possibility of avoiding hand contact.**

Where it is IMPOSSIBLE to move/position a *suspended load without hand contact on the load*, it is MANDATORY to stop work and notify Job Supervisor immediately so he can:

- Assess the situation and determine if **safe guiding of the suspended load is really impossible**.
- If so, the **Safe Work Permit for Guiding a Suspended Load with Hand Contact (Appendix III)** must be completed by employees involved, reviewed by Job Supervisor, and approved by a Site Management-designed Manager.
- The person guiding the **suspended load being transported/positioned** is REQUIRED to wear RFP-approved **cut/impact-resistant gloves**.
- Job Supervisor must be present on the jobsite during the entire movement and/or positioning with hand contact on the suspended load to ensure compliance with all conditions in the Permit for guiding a **suspended load** with hand contact.

7.0 TRAINING

7.1 All concerned employees likely to guide suspended parts are required to follow initial training on the requirements of this Policy, as well as annual refresher training. Refresher training may also be deemed necessary if it has been documented that an employee has failed to *safely guide/move a suspended load* as required by this Policy. Curriculum for refresher training shall cover the same topics as the initial training.

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7.2 Training will be documented in the LMS system.

8.0 ADMINISTRATIVE DUTIES

8.1 The Safety Manager or designee is responsible for oversight of this policy and applicable procedures. A copy of the procedure must be reviewed by employees of the Coosa Pines Mill. Implementation of this policy and applicable procedures is the responsibility of the site General Manager.

9.0 DOCUMENTATION/RECORDS

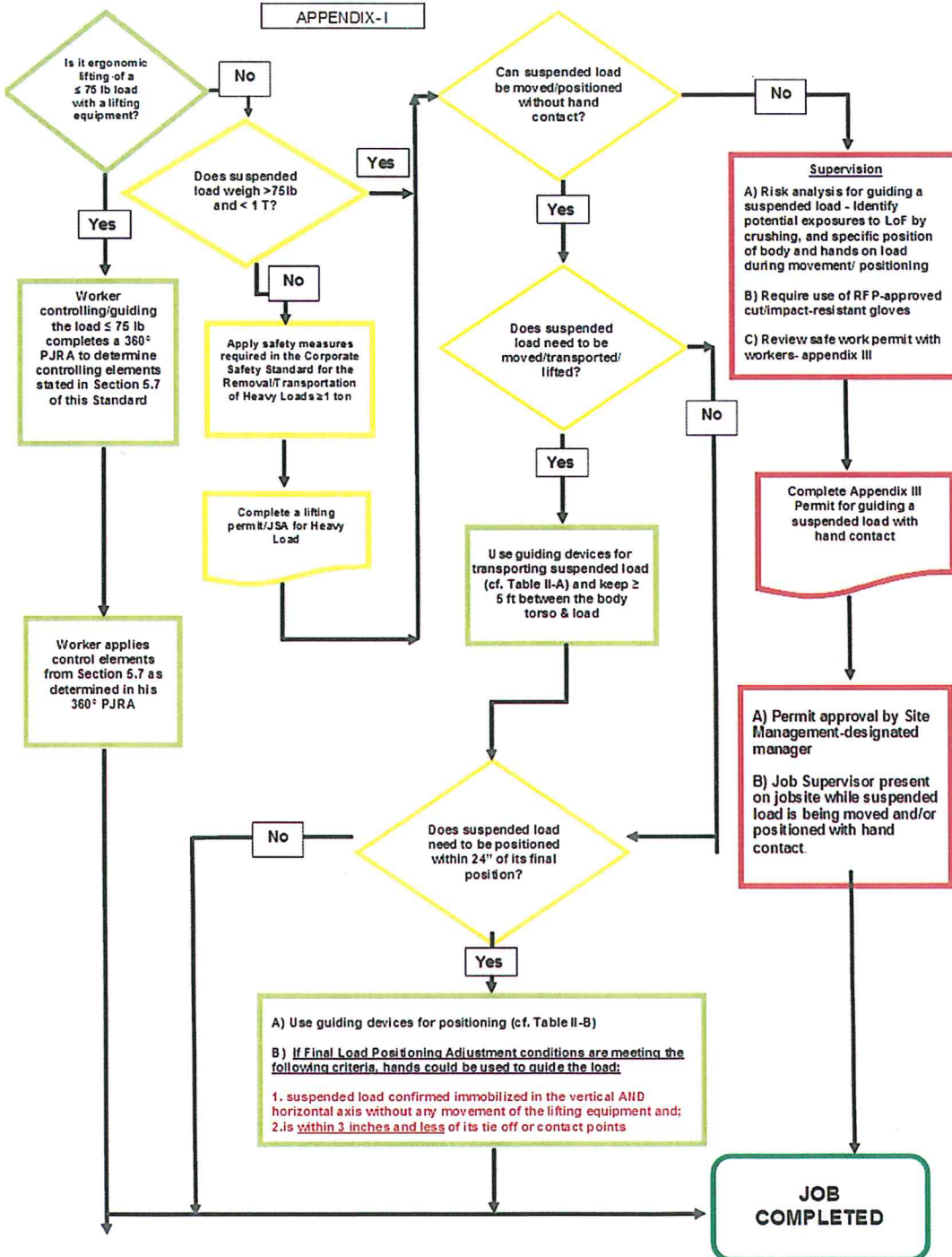
9.1 Documentation:

- The Safety Manager will maintain the original policy and any subsequent revisions with the latest version accessible through the Coosa Portal and update as required by Corporate and/or OSHA guidelines.
- Copies of the Corporate Standard and Coosa Policy shall be available for review by RFP employees and contractors.

9.2 Records:




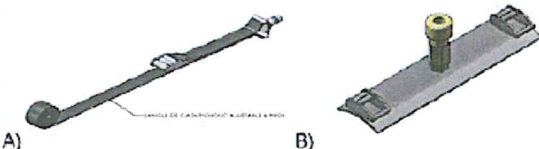

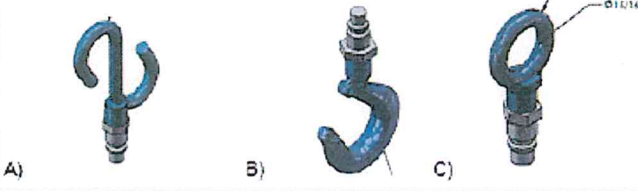
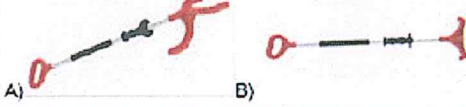

- The Safety Manager is responsible for maintaining all applicable records per site document control procedures and Federal guidelines.

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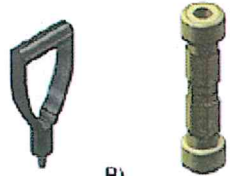
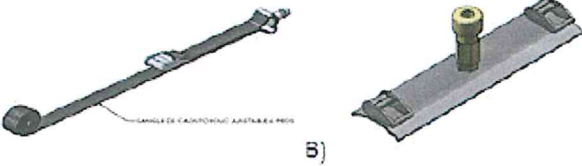




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APPENDIX II

TABLE A GUIDING DEVICES FOR TRANSPORTING/MOVING SUSPENDED LOADS		
Description of Device	Pictures	Part #
GLD Aluminium 5 foot guiding pole		1909-97387-01
GLD Fiberglass extensible pole- 6 to 12'		1909-97387-13
GLD Rubber guiding bumper		1909-97387-03
A) GLD Rubber strap 6'- for guiding piping, pump & motor B) GLD Piping guiding coupling for 2 rubber straps		A)1909-97387-9 B)1909-97387-12
A) GLD guiding magnet coupling B) GLD flexible 90 degrees coupling male-male C) GLD welded /bolted guiding coupling		A)1909-97387-06 B)1909-97387-05 C)1909-97387-10
A) GLD 'S' Hook coupling covered with rubber B) GLD Regular Hook coupling covered with rubber C) GLD Eyelet Hook coupling covered with rubber		A)1909-97387-07 B)1909-97387-02 C)1909-97387-08
A) Offshore-Handling-Systems Drill pipe handling pole-5' B) Offshore-Handling-Systems Drill pipe casing pole-5'		A) DPHT18004 B) DPCT18008
Tag Line		N/A

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TABLE B GUIDING DEVICES FOR POSITIONING SUSPENDED LOADS		
Description of Device	Pictures	Part #
GLD Fiberglass extensible pole- 2' to 4'		1909-97387-14
A)GLD Guiding handle coupling B)GLD female-female coupling		A)1909-97387-04 B)1909-97387-11
A) GLD Rubber strap 6'- for guiding piping, pump & motor B) GLD Piping guiding coupling for 2 rubber straps		A)1909-97387-9 B)1909-97387-12
A) GLD guiding magnet coupling B) GLD flexible 90 degrees coupling male-male C) GLD welded /bolted guiding coupling		A)1909-97387-06 B)1909-97387-05 C)1909-97387-10
A) RIDGID Straplock pipe handle for small pipes from 3" to 8" B) C-Clamp (8" to 12") C) Locking C-Clamp		A) 42476 B) N/A C) N/A

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APPENDIX III

	APPENDIX III – SAFE WORK PERMIT FOR GUIDING A SUSPENDED LOAD WITH HAND CONTACT	REVISION 01
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Department: _____	Date: _____
Job or Procedure: _____	
Employee Name: _____	Signature: _____
Employee Name: _____	Signature: _____
Risk Assessor (Supervisor): _____ Signature: _____	
Permit Approver (Designated Manager): _____ Signature: _____	

Supervisor must remain on jobsite to ensure hands/body position stays out of any pinch/crush line of fire during the entire time suspended load is being transported/positioned with the lifting device.

Is safe guiding of the suspended load really impossible? (Circle your confirmation)	Yes	No
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RISK ASSESSMENT

1. Assess the size of the suspended load being transported/positioned (estimate)			
Height	Width	Length	Weight (lb)

2. List of equipment used / Inspection / Training				
EQUIPMENT	Check equipment used	CAPACITY Identify lifting capacity	INSPECTION Pre-use inspection completed AND compliant (Check to confirm)	TRAINING Lifting equipment operator must have followed specific training on the equipment used (Check to confirm)
Overhead crane				
Lift truck				
Hand/electric hoist				
Crane				
Monorail hoist				
Other: _____				

3. Risk Control Measures	Compliant/Completed (Initials)
3.1 Person guiding the suspended load being transported/positioned wears RFP-approved cut/impact-resistant gloves.	
3.2 Lifting system is in stable position horizontally and vertically, and lifting devices are fully tensioned vertically.	
3.3 When transporting/moving the suspended load vertically or horizontally, the body of the person guiding it shall be positioned so as to never be in a potential line of fire of being pinched between the load and adjacent structural elements: a. Body to be positioned on what side of the load being moved: _____ b. Body to be positioned at what level of the load being moved (in the front, middle or back): _____ c. Identify all structures that present a pinch hazard between the body and suspended load during the move: _____ d. Determine the safe distance to be kept between the load and adjacent structures during the move: _____	
3.4 When positioning the suspended load, the hands of the person guiding it shall be positioned so as to never be in a potential line of fire of being pinched between the load and its tie off/contact points or an adjacent structure: a. Indicate the required safe location of hands on the load being positioned (e.g. on top / on the side / on the back of load). (Circle safe position) _____ b. Determine the safe distance (in inches) to be kept between the edge of the suspended load and its tie off/contact points or adjacent structures during load positioning over a maximum distance of 24": _____	

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APPENDIX IV: RECORD OF REVISIONS

Section	Revision Number	Effective Date	Description Of Changes
All	0	8/26/2020	New issue.