



Coosa Summary of Safety, Security, Rules for Coosa Employees, Visitors and Contractors

The purpose of this document is to provide contractors, vendors, consultants, visitors, and service technicians who anticipate working at Coosa Pines Operations with guidelines and information in advance of preparing bids, moving on site, or commencing work.

I. GENERAL SAFETY

- At Coosa Pines, we are committed to conducting all aspects of company business with integrity and transparency. To ensure due diligence and the efficiency of our contractor qualification process, we have implemented a centralized process using SIM Experts' Cognibox™ online solution. This secure platform allows for the evaluation of contractor qualifications to ensure compliance with Coosa's stringent insurance, safety, environmental, regulatory and administrative standards.

What this means for contractors and subcontractors:

In order to carry out work at our operating facilities in the United States and Canada, contractors must first be approved in Cognibox based on our compliance criteria. You will need to create a company profile at <http://www.cognibox.com/en/install-cognibox/open-an-account/>, complete a questionnaire and upload relevant documentation related to insurance, workers compensation, your Safety Management Program and training. A Coosa Pines Representative will access your Cognibox profile to verify your qualifications and approve or deny site access. Please note there is an annual fee associated with your membership in this valuable tool, and we have negotiated a preferential rate for contractors. Once the approval process has been completed, contractors will be entered into the orientation database allowing access to complete the training. The orientation website can be found at <http://www.coosacontractors.com>.

- Once you access the Coosa Contractor's Website, review all alerts, environmental guidelines, and safety policies before proceeding to the safety orientation.
- **All Contractor employees are required to complete the Contractor Safety Orientation before beginning work on the mill site. Orientations are completed online and can be accessed at: <http://www.coosacontractors.com>. Orientations are valid for one year from the date completed.**
- Contractors are required to identify their vehicles used at the Coosa mill with their company name on both sides. Identification may be permanent or temporary. **Contractors are required to identify their hard hats with the name of their contract employer.**
- All contractors are required to have a written safety and health program that complies with Federal, State, and Local laws and regulations.
- All companies are required to comply with **all** Coosa Pines Safety Policies. Personal Protective Equipment must be supplied by the contractor company and available upon beginning work.
- Coosa Pines will not furnish any PPE or Safety Equipment to contractors. (This includes toxic gas monitors.)
- Contractors who sub-contract work are required to communicate these safety rules to sub-contractors and ensure that all provisions outlined in this document are followed. All sub-contract employees must complete the Contractors Safety Orientation before arriving at the mill. You are also responsible for ensuring that all your vendors, delivery personnel, and visitors follow all Mill Safety Rules.
- An electrically qualified person with the proper safety equipment is required to energize or de-energize temporary power distribution panels and perform any electrical work.
- When bidding a job all safety requirements should be considered and included.
- Contractors with 20 or more employees at our facility are required to have a Safety Professional on site.
- All contractor employees are limited to no more than sixteen (16) hours work in any twenty-four (24) hour period. Exceptions must first be approved by the Contractor Coordinator or Maintenance Manager.
- Coosa Pines Safety Policies can be found on the Coosa Pines Contractors website at <http://www.coosacontractors.com>.

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II. SUMMARY OF MINIMUM SAFETY REQUIREMENTS:

- **Personal Protective Equipment:**

- i. **Foot Protection:** A minimum 8-inch safety toe boot is required in all operating areas of Coosa. Rubber/chemical safety toe boots may be required depending on the task. Electrical Hazard (EH) footwear compliant with applicable ANSI Standards is required for use by electrical personnel. Where insulated footwear is used as protection against step and touch potential, dielectric overshoes shall be required. Insulated soles shall not be used as primary electrical protection. No woven synthetic fiber materials allowed. Must have slip-resistant soles and or that best suited for the job.
- ii. **Head Protection:** Hardhats are required to be worn gate-to-gate, including from personal vehicles into the mill, unless in offices, control rooms or specific break areas. Wear brim forward. The wearing of baseball caps, knit caps, or other headgear that interfere with the fit of the hardhat is prohibited. Vented hard hats are only allowed in the Pulp Dryer Building (formerly referred to as the Ross Dryer) and the Pulp Warehouse. During outages vented hard hats are not allowed to be used/worn.
- iii. **Eye Protection:** Eye protection is required in all areas except offices and control rooms. Dark safety glasses shall not be worn inside. Safety glasses must comply with ANSI Z87 standards. Soft plastic “guitar picks” side shields are not permitted. Special dust seal-lined safety glasses must be worn in Woodyard, lime kiln, and other identified dusty areas. These identified areas may be created due to project/task work being performed. Special dust-sealed safety glasses must also be worn when wearing a welding hood.
- iv. **Additional Eye and Face Protection:** Eye and face protection shall be used that provides adequate protection from the hazards involved or created by task being performed.
- v. **Hand and Arm Protection:** Due to the potential risk of hand injuries in industrial settings, Coosa has adopted a glove policy with the following requirements:
 1. Gloves shall be worn in all gate-to-gate areas and shall be a minimum cut level ANSI 4 with a minimum threshold of 1750 grams of cut protection.
 2. Gloves shall not be worn when working around rotating machinery or equipment in the machine shop.
 3. In some cases wearing two pair of gloves may be required in order to meet all requirements to perform a task safely (i.e., welding).
 4. ANSI cut level 5 gloves and arm protection/cut resistant sleeves are required when using utility knives or other knives, when working on equipment or with materials that present a cut hazard for hands/arms, and when working near sharp edges such as pipe insulation jackets.
 5. It is the responsibility of the person using the gloves to routinely inspect them to ensure they are in good condition.
- vi. **Clothing:** Proper clothing (not loose or hanging), shirts, and full-length pants are required in all areas of operation. Tank tops are not allowed.
- vii. **Jewelry:** The wearing of rings and loose jewelry is not permitted in any area of the mill with the exception of office areas. Loop-style earrings or piercings will be allowed only if the loop fits tight to the body. No dangling or hanging styles of any kind will be allowed. If watches are worn in the mill, they must have break-away bands. Medical Alert necklaces and bracelets are to be

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worn at work in order to facilitate emergency responders' work; however, medical alert bracelets are to be close-fitting, and medical alert necklaces are to be tucked securely into the shirt.

- viii. **Hair:** Hair long enough to be caught in machinery or equipment (defined as shoulder-length) shall be safely / (under hard hat or stuffed inside shirt & secured where it doesn't fall out) adequately confined to where it does not present/cause a hazard to employee/contractor.
- ix. **Hearing Protection:** Hearing protection is required in all designated areas of operations or when near mobile equipment or entering any area having a noise level high enough so that normal conversation cannot be heard (or when using power tools, striking with hammer, etc.).
- x. **Escape Respirators/Respirators:** All visitors, contractors, and vendor personnel are required to carry an escape respirator approved for protection against chlorine, chlorine dioxide, sulfur dioxide, and hydrogen sulfide while on the mill premises in the Process Safety Management Awareness Area of the Chemical Pulp Mill (includes Pulp Dryer and Pulp Dryer Parking Lot), at the Effluent Lift Station in the Woodyard, and at the Sludge Filter Plant building area of the Waste Water Treatment Plant across the river. The only exception to this rule is when within 5 feet of the open areas of the Pulp Dryer. The escape respirators will be replaced upon leaving the 5-foot area.
***NOTE:** When planning a job at Coosa, it is the responsibility of the contractor to determine if respirator protection (such as full face piece, half mask, or supplied air) may be needed.*

- xi. **Personal Monitors: Personal H2S monitors** are required in the following areas:

1. Demin Room at Recovery
2. Precipitator Mix Tank area at Recovery
3. Evaporator Room at Recovery
4. Methanol Pit at Recovery
5. Process Lift Station South of the Chip Piles
6. Turpentine Area
7. Digester Loading and Capping Floor and Above
8. Tall Oil (areas defined by signs)
9. Upon entering the posted area inside the gate at the Wastewater Treatment Plant

H2S monitors are not to be clipped to hard hats and should be worn at approximate waist level in front of body in forward position unobstructed by anything such as clothing, pouch, etc. H2S monitors must be bump tested daily and must pass bump test for continued use as personal protection.

CL02 or other personal monitors are also to be worn at approximate waist level in front of body in forward position unobstructed by anything such as clothing, pouch, etc.

- xii. **Risk Analysis Process (360 RA)**

The **Contractor 360 Risk Analysis Process** (formerly **Safe Work Permit**) is in place to ensure that the Coosa Pines Mill maintains a system with the goal to eliminate or at a minimum to mitigate the risks to personnel and contractor employees. This process is to ensure incidents/accidents do not occur while performing activities on Coosa Pines sites. This risk reduction is accomplished by conducting a Contractor 360 Risk Analysis that evaluates the potential hazards prior to beginning a task and ensuring that the identified risks are minimized, controlled, or eliminated. A Contractor 360 Risk Analysis is required for all routine and non-routine tasks. **See Contractor Risk Analysis 360 at www.coosacontractors.com (Safety Policies Section).**

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1. Contractor 360 Risk Analysis cannot be completed in a control room or other area not related to job/task.
 2. Contractor must send person (Acceptor) knowledgeable of task being performed.
- xiii. **High Pressure Water Cleaning** requires additional PPE when at a pressure of above 3000 PSI at the exit of the pump and with a lance at least 48 inches long:
1. Hardhat
 2. Splash goggles & face shield with clear chin guard
 3. Hearing protection worn correctly
 4. Heavy duty impervious suit rated for the pressure at the exit of the pump
 5. Heavy duty impervious gloves
 6. Steel-toed rubber or impervious boots with metatarsal

The cleaning tool operator must control the dump valve. At least one dump valve shall be fitted on each cleaning tool. Hose connections must have “whip-checks”, safety chains or an equivalent means of preventing hose whipping should hoses separate. Hoses connected to guns and lances must have cover over hose/area (36” min) that is near the person operating the gun or lance. All shotguns must have a shoulder butt and be equipped with a dead man switch device and dual trigger devices.

The length of the shotgun from butt to nozzle must be at least 122 cm/48 inches and should touch the ground prior to approaching worker’s feet and legs to prevent the water jet from contacting the cleaning tool operator. Contractor shall provide operating procedures and training before being authorized to perform HPWC works.

Hazardous Chemical/ High Pressure/High Temperature Protection

1. When dealing/working with all pipelines or systems at Coosa, even though drained and vented, the lines must be assumed to contain hazardous materials, pressures or heat until verified safe/no hazards are present. Must follow the Equipment & Line Break Permit process.
 2. **Handling or Potential Exposure:** PPE must be worn during maintenance task, operational task and cleanup of areas, when handling or potential exposure to chemicals on parts, pumps, tools and when moving/handling parts/equipment, disassembly and rigging. Employee and contractor must verify that all hazardous chemicals/process materials are cleaned/removed from area, parts, tools, etc. before PPE is removed/doffed.
- xiv. **Fall Protection:** A harness and SRL (Personal Fall Arrest System) is required when working from a platform, piece of equipment, structural component, or scaffold, when not protected by standard railings, guardrails, partitions, or walls, and exposed to a fall of 4 feet or greater. A harness and SRL must be used immediately upon entering any type of man lift. Coosa requires 100% fall protection (full body harness, self-retracting lanyards, and a locking snap hook with a minimum tensile strength of 5,000 pounds). As of 4/1/17, shock-absorbing lanyards are not allowed at Coosa Pines Operations.
1. At no time is climbing on equipment, pumps, or motors allowed. Manlift, ladder, or scaffold is to be used to access areas as needed.
 2. Fall protection is required when working on or accessing mobile equipment when not protected by handrails or guardrails.
 3. All harnesses, SRLs, and other fall restraint/limited devices must be inspected prior to each use with documentation (inspection form) available at jobsite.

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NOTE: All hatches, lids, floor panels, grating, handrails, guardrails, or machine guarding removed for maintenance purposes must be barricaded, tagged, and communicated and then replaced once repair is complete! Floor openings and openings created by the removal of guardrails or handrails must be protected by the use of physical barricades (made of wood, metal piping, angle iron, etc.). Refer to SAF-1.27 Barricade Policy.

- xv. **Electrical PPE:** Individuals working in areas where electrical hazards are present shall be provided and use protective equipment that is designed and constructed for the specific part of the body to be protected and the work to be performed (see NFPA 70E 130.7).
 - 1. **Must be qualified/competent person to perform electrical repair/task.**
 - xvi. **Torso Protection:** If use of a metal head hammer/sledgehammer and metal head punch/cold chisel tool cannot be avoided, employees are required to use the following, in addition to basic PPE and face shield:
 - 1. Welder's leather protective jacket
 - 2. Welder's leather apron or cut-resistant apron
 - 3. If others are in the vicinity of any metal-to-metal hammering work, they must be protected by screens/tarps to contain any potential flying fragments, or the area must be forbidden with red barricade tape and tag(s).
 - 4. Safe work practices will list required clothing specific to jobs with other torso hazards.
 - xvii. **Winter Ice Cleats:** Use of ice cleats on boots is mandatory at all times on facility grounds, parking areas, and outside buildings when icy conditions are present. If conditions warrant use, signs will be posted at vehicle entrances.
- **Confined Space Entry**
 - i. Entries must be made in accordance with Coosa Safety Policies and Procedures. Communication with the Mill Contact Person and the Confined Space Entry Supervisor is a must. A list of Attendant duties will be supplied to the contractor's Attendant at the Entry Site. The attendant shall understand and speak English to effectively communicate with site personnel (Entry Supervisor, Security Officer, etc.). The attendant shall not be assigned other duties during his assignment as attendant. If the attendant must leave the entrance temporarily, all entrants must exit the confined space.
 - ii. Contractors shall provide their own atmospheric monitors, sample tubing, sampling wands, filters, bump test equipment, and associated items for all confined space work and provide proof of calibration upon request. These monitors shall be configured for the following:
 - 1. Chlorine Dioxide <0.1 ppm
 - 2. Carbon Monoxide <35 ppm
 - 3. Combustible (Iel) <10%
 - 4. Hydrogen Sulfide <10 ppm
 - 5. Oxygen 19.5 thru 23.5%
 - **Lock Out**
 - i. Contractors, consultants, and visitors shall provide locks for their personnel.
 - 1. The contractor and visitor Personal Lockout Device must be a keyed padlock with ONLY ONE KEY. Note: One key may unlock several locks belonging to one individual.
 - 2. Locks will be identifiable by the use of a Lockout ID Tag which will be attached to the lock. These tags are white in color with a red band. Coosa Pines contacts are responsible for seeing that these tags are available.

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3. Locks are not to be shared and no one is to unlock locks for anyone else.
4. Individuals must legibly complete the Lockout tag information which will include the **individuals name, the company or firm the individual is working for, and the Coosa Pines Contact Person.**
5. Locks with these Lockout ID Tags attached shall only be used for the purpose of hazardous energy lockout.
6. Before exposure to any hazardous energy in the facility, it is the responsibility of the Coosa contact person to ensure that individuals have been trained on the General H.E.L.P. Procedure and the specific H.E.L.P. Procedures as required.

- **Ladders/Scaffolding**

- i. Contractor managers are responsible to ensure all of their employees and subcontractors are knowledgeable of Ladder Safe Work Procedures.
- ii. Contractor managers shall ensure that all contractors have the appropriate ladders and scaffolds available that will be needed prior to entering the Coosa Mill.
- iii. All ladders shall be constructed of “Fiberglass” or a synthetic material, shall be non-conductive, and shall be electrically rated for Mill voltages. Metal, aluminum, and wood ladders are **not allowed.**
- iv. Ladders shall meet the requirements for “Industrial Heavy Duty” use, and must be of sufficient strength for the task.
- v. All scaffolding must meet the minimum OSHA requirements as outlined in 29 CFR 1926 Sub Part L. If you build scaffolding on our sites, you must have a “Competent Person” as defined in 29 CFR 1926 supervise the erection and daily inspections.
- vi. Scaffolds must have a Safe Scaffold Permit completed daily and attached before the scaffold is used. Scaffold inspection tags are green, yellow or red. See Fall Protection Policy for details.
- vii. Ladders and scaffolds are to be inspected prior to use with documentation (inspection form) available at jobsite.
- viii. Ladder Use Permit (completed form) required when working/performing task above 4’.
- ix. Must maintain 3 solid points of contact at all times climbing up or down a portable ladder or scaffold ladder.
- x. When 3 solid points of contact CANNOT be maintained, persons MUST use proper/correct fall protection systems.
- xi. Must not transport tools or parts in hands while climbing.
- xii. A ladder permit is NOT REQUIRED when using a ladder to access a lower or upper level.

- **Industrial Powered Trucks/Heavy Equipment/Mobile Cranes** are to be inspected daily prior to use with documentation (inspection form) available in vehicle/equipment.
 - i. Contractors operating industrial powered/heavy equipment/cranes must be properly trained to operate the equipment. Training must meet OSHA and Coosa requirements for Industrial Equipment, and the employee operating the equipment must have documentation of this training. Heavy equipment such as fork trucks, mobile cranes, front-end loaders, dump trucks, skid steer, rough terrain lifts or any vehicle with rearview obstructed, etc., **must have backup warning alarms.**

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- ii. Maintain safe distances from other vehicles and pedestrians (10 feet, if possible). Avoid blind spots, if possible. Otherwise, sound horn before entering/approaching a blind spot.
 - iii. Seat belts must be worn at all times.
 - iv. Always face the equipment and maintain 3-point contact when entering or exiting powered industrial trucks and other material handling mobile equipment.
- **All Vehicles** are to be inspected daily prior to use with documentation (inspection form) available in vehicle.
 - i. Utility Vehicles include battery-power and gas-power carts such as golf carts, gators, and maintenance carts. All carts will be equipped with the following safety features:
 - 1. Riding and parking brakes.
 - 2. Headlights if the vehicle will be operated outside between dusk till dawn or in darkened areas of the mill (such as basements). Reminder: Gas-powered vehicles are not allowed inside buildings unless additional ventilation is provided.
 - 3. Amber rotating or flashing beacon warning light on the roof operating at all times.
 - 4. Backup alarm and horn.
 - ii. All vehicles should be properly maintained. Any vehicle or UTV found to have a safety equipment defect and/or malfunction must be tagged out and removed from service.
 - iii. Eating and drinking is prohibited while operating a Utility Vehicle or vehicle.
 - iv. All riders must sit in a designated seat and wear seat belts if equipped with from the factory.
 - v. Never park a vehicle in front of an exit, stairs, fire hose, fire extinguisher, or fire hydrant, or on a ramp. If task/job requires to be parked on a grade or ramp, wheels must be chocked.
 - vi. Vehicles must be operated at safe speed that does not create a hazard for area of work.
 - vii. Operators will slow down at all corners, intersections, or other areas where visibility is restricted and when approaching pedestrians and sound the horn.
- **Aerial Lifts** are to be inspected daily prior to use with documentation (inspection form) available in lift.
 - i. Follow manufacturer's recommendations on aerial lifts. In addition, Coosa recommends that anemometers are used when all lifts are being operated. Anemometers are required for use when wind speed is verified as gusting above 10 mph during the previous hour. If an employee feels unsafe performing work at the height and wind speed the job is being done, the job should be stopped regardless of wind speed.
 - ii. All operators must have proof of training.
 - iii. Never travel on soft, un-level, or unstable ground.
- **Tools**
 - i. Hand tools, power tools, equipment, rigging, ladders, welding leads, cutting touches/hoses, air hoses etc., must be inspected before each use and not used outside their designed purpose or limits stated by the manufacture.
 - ii. All defective tools and equipment must be tagged out and removed from service. At no time is a defective tool to be used on a Coosa site.
 - iii. A safety perimeter of at least 3 feet is mandatory when working in co-activity (2+ workers) where one of the workers is using a hand tool (i.e., portable grinder, welding machine, saw, pole saw, chainsaw, hammer, sledgehammer, etc.), so as to avoid exposure to lines of fire and while maintaining all PPE guidelines for each tool.
 - iv. **PROHIBITING USING HANDS AS TOOLS (MCM-2022-01)**
 - 1. Before using hands involving direct contact with any piece of equipment or material during operations and maintenance tasks, contractors (and employees) shall validate

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whether a tool preventing direct manual contact designed for the task is available. If so, it must be used.

2. To avoid any kind of exposure to a high-risk primary and secondary line of fire, hands shall not be used as a direct tool when releasing, unjamming, striking, rotating, pushing or pulling to extract a component/piece that is an integral part of the design and installed on manufacturing equipment. Use of a distancing, grabbing, or lifting tool (i.e., hammer, sledge hammer, lever, handle, etc.) is mandatory when performing such jobs.
3. If a job CANNOT be performed without using hands as a direct tool, a Safe Work Permit authorizing Direct Hand Contact with component/piece installed on manufacturing equipment must be completed and signed by a Coosa Supervisor or designated Manager. (See your Coosa Contact for additional information.)

- **Radiation Devices**

- i. Prior to any radioactive devices or equipment being brought onto the mill site, a copy of the user's license and a brief description of the equipment to be used and forms that may apply must be completed and submitted to the Mill Radiation Safety Officer (RSO) for approval.
- ii. Before any Coosa owned radiation device/source is adjusted, removed, repaired or replaced, authorization from and oversight by the Coosa Pines RSO is required.

- **Hot Work**

- i. Any temporary operation involving heat, open flames, or the production of sparks will require a completion and authorization of a Hot Work Permit. The Hot Work Policy was updated during January 2022 extending fire watch to 1 hour following hot work.

- **Asbestos**

- i. Any materials that may likely contain asbestos (insulation, transite piping, transite siding, etc.) should be assumed to contain asbestos. Proper abatement procedures must be followed unless test results are negative. See your Coosa Pines contact or contact the Environmental Department for information on any specific asbestos questions or disposal requirement & approval.

- **SDSs**

- i. To protect employees and to comply with Federal Law concerning employees' "Right To Know" on Hazardous Materials in the workplace, contractors are required to provide a copy of the Safety Data Sheet for any hazardous chemical they will use on site at least 5 days prior to bringing the chemical on site. Individuals are also required to complete a *Chemical Clearance Request Form for Contractors*, which can be obtained from your Coosa Representative. The SDS and request form must be given to the Coosa Pines Mill Project Leader who will then forward them to the Environmental Department for authorization and approval.

- **First Aid/Medical Assistance**

- i. Contractors are expected to provide their own first aid for minor incidents.
- ii. Our Emergency Response Team will respond to any emergencies to assist by dialing 162222 from any mill phone (256-378-2222).
- iii. All contractor injuries and first aids are to be reported to your Coosa representative immediately and will require an incident form to be completed.

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- **Smoking**
 - i. ***Coosa is a smoke-free workplace.*** Smoking is prohibited on the mill site and on company property such as the aeration basin, landfills, T-dam, river pump house, and 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 or contractor vehicles on the mill site or on company property.
- **Flammables**
 - i. The handling of highly flammable or combustible liquids (such as fuels, thinners, etc.) in secondary containers shall be done only in designated NFPA approved safety cans. All containers must have the appropriate GHS labels attached. When not in use, these containers shall be stored in approved flammable liquid storage cabinets or removed from the inside of mill structures and stored in an area approved by the Safety Technician.
 - ii. Color codes for cans are red for gasoline, yellow for diesel fuel, and blue for kerosene.
- **Breaks**
 - i. Eating, drinking, or taking breaks is allowed only in specified areas. Contact your Coosa Mill representative for details.
- **Alcohol, Drugs, Firearms**
 - i. Alcohol, illegal drugs, and firearms are not allowed on mill premises. Contractors must have a written program that addresses the control of alcohol and substance abuse. This program must include as a minimum pre-hire and random drug testing. Coosa management reserves the right to request drug testing at any time for cause and/or random. Contractor management must have any contractor employee drug tested when involved in an accident or for property damage on Coosa mill sites.
- **Process Safety Management (PSM)**
 - i. The following chemicals are present in the PSM area at the Coosa Pines mill and are considered to be potentially hazardous chemicals:
 1. Chlorine Dioxide
 2. Methanol
 3. Turpentine
 4. NCGs
 5. Foul Condensates

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- **Security**

- i. Cameras are not allowed on the mill site without prior written permission. Pictures are not allowed to be taken with cameras or cell phones without a camera pass. Using a cell phone as a camera or a camera without a camera pass is a violation, and the phone and/or camera is subject to being confiscated.
- ii. All vehicles/persons entering any gate will be subject to search by Security. Refusal to submit to search by Security will result in denial of entry.

- **Parking**

- i. All vehicles are to be parked in one of the designated parking areas at the mill. **Vehicles must be parked in a manner that does not require backing up to exit the parking space.** Designated parking lots are located to the east of the Pulp Dryer building, to the south of the Pulp Warehouse, to the east of mill fire & safety shop, and to the south of the AOW Boilers. No vehicles are to be parked anywhere other than these designated areas unless a specific exemption and associated pass (not the same as the general vehicle pass) has been issued by a department manager, supervisor, or designee or if other special areas are designated by Security to address higher-than-normal traffic situations like major shutdowns. **(During major shutdowns, contractor parking will be set up in the Woodyard area and will be the only designated area during these events.)** All passes are to be placed in a visible area of the driver side dash. A vehicle can be used to **TRANSPORT** personnel and/or tools to a job site but must return to one of the designated parking areas immediately after off-loading. Under no circumstance should a vehicle be left unattended or remain parked outside one of the designated areas for more than 15 minutes (unless a specific exemption and associated pass has been issued by a department manager, supervisor, or designee).
- ii. All contractors and Coosa Pines employees must have a safe and approved seat when being transported. Seatbelts are required when equipped from the manufacturer. However, if your job requires riding in the bed of a pickup truck, ensure any equipment being hauled is secured and you are seated inside the pickup bed prior to the vehicle being moved.
- iii. Park on level ground, if possible, and use parking brake. If parking on a grade or ramp, wheels must be chocked.
- iv. Vacuum trucks or equipment that must run to complete a task must have parking brake applied and wheels chocked on each side of one wheel. When vacuuming with a vacuum truck, the operator must be at controls and in site of employee vacuuming. When site cannot be made, a safety T must be in place at point of vacuuming.
- v. Process Safety Management (PSM) Awareness Areas, which are clearly marked with red and yellow signs, are excluded from the above rules. **NO ONE** is to drive past the red and yellow PSM Awareness Area signs without the proper PSM area parking permit. This applies to all non-Coosa vehicles. If a PSM area parking permit is required to transport equipment or tools into an area for drop off or to park a vehicle at a job site, Coosa representative can request a parking pass for the area.

- **General Mill Rules**

- i. Before any job begins, get in touch with your mill contact and complete a Contractor 360 Risk Analysis.
- ii. **HOUSEKEEPING**/Cleanup of every job site is required during work and at the end of each day. Maintain good housekeeping in the workplace and verify on page 4 of the Contractor 360 Risk Analysis. During and at the conclusion of all contracted work, the contractor is **responsible** for cleaning all work areas and disposing of all discarded materials in a proper and legal manner.

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- iii. Contractors are not to dump waste into landfills, sewers, drains, or ditches without written permits from the Environmental Department.
 - iv. All hoses, cables, and extension cords must be tied up overhead or to handrails to prevent slip, trip, and fall hazards.
 - v. No homemade cords are allowed.
 - vi. No homemade tools unless approved by a Coosa Pines representative (Tool Validation form).
 - vii. Chicago style couplings are allowed for air and water use only.
 - viii. Chicago style couplings must have a safety pin installed and a whip check installed to prevent accidental disconnect during use under pressure.
 - ix. Totes, drums and buckets must be secured to the load backrest when being transported by lift trucks.
- **Mandatory Corrective Measures (MCM)**
 - i. Walking and working surfaces must be kept clean and free of trip hazards and process matter spills.
 - ii. When using hydraulic jacks or port-a-powers there must be a rigid physical shield put in place when there is the risk of placing others in the line of fire due to component failure.
 - iii. Tag line or poles must be attached to loads lifted by cranes or lifts to keep body parts out of pinch points.
 - iv. When installing belts and chains on drives/pulleys, tension must be completely released.
 - v. When working overhead or lifting with cranes, the area below must be sufficiently barricaded to protect contractors and employees if tools or parts fall or the lift falls or drops.
 - vi. Equipment, oxygen, acetylene, propane bottles/tanks with flammable gases will not be stored in trailers or any type of storage unit/container and will be secured during transport.
 - vii. All flammable bottle valves must be turned to off position when not in use or left unattended (break, lunch, going to get parts etc.) with safety cap or guard in place. During transport, all flammable bottles are to be properly secured with safety cap or guard in place. Storage of flammable compressed gas inside containers or restricted non-ventilated enclosed spaces is prohibited.
 - viii. All Employees and contractor employees must use a tool (ex: long tongs, tool holder for punch, etc.) to maintain safe distance for hands/fingers from the object being hit with a hammer.



Sebastien Kidd
General Manager



Kevin P. Wileman
EH&S Manager



Bryan French
Maintenance Manager