



## OCCUPATIONAL SAFETY & HEALTH

### Coosa Pines Vehicle Access and Parking

Applicable to all personal and work cars, trucks, and vans brought on the Resolute Forest Products, Coosa Pines sites. This does not apply to large cargo vans, tractor trailers, and other material transport vehicles.

- All vehicles are to be parked in designated lots unless an exception has been granted by the Department Manager or Job Coordinator.
- Only vehicles that are required to perform a task will be allowed exceptions. If exceptions are granted, keys must be left in ignition of vehicle.
- All vehicles in parking lots or designated parking areas must be parked backwards or ready to move forward without having to back out.
- All visitors should have a Visitor Center Photo Vehicle Pass except for access to Trailer Pool. Driver's cell phone number should be written on the pass.
- Contractor and Vendor vehicles should be marked on both sides with company name or logo and large enough to be read from a distance.
- Any passes issued by mill are to be placed in a visible area on the driver's side dash (not covered by other items) or hung from mirror if so designed.
- Mill Green and White badges must be visible from windshield of vehicle.
- Under no condition should a vehicle be parked within 15 feet of center line of a railroad track.
- Designated parking areas:
  - East of Ross Dryer
  - East of Filter Plant
  - South of Warehouse
  - East of Fire Station / Central Maintenance Buildings
  - South of Paper Mill
  - Visitor Center
  - Central Offices
  - West of Woodyard Office
  - Trailer Pool Area
  - Services Shop Area



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- A vehicle with a Visitor Center Photo Vehicle pass 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.
- A vehicle should not be left unattended or remain parked outside one of the designated parking areas for more than 15 minutes.

#### Process Safety Management (PSM) Awareness Areas:

Process Safety Management (PSM) Awareness Areas, which are clearly marked with red and yellow signs, require an additional pass. No one is to drive past the red and yellow PSM Awareness Area signs without the proper PSM Access Permit. **This applies to all non-Coosa Pines mill vehicles.**

- PSM Access Forms are available on the portal at:
  - PSM\Parking Pass Request Form\ or
  - Safety and Health\Forms\
- PSM Access Passes can be requested by any Supervisor for a specific job.
  - Forms should be completed by the requestor and sent to the PSM Coordinator. If approved, the completed form will be sent to dl.chl.security, Security will then issue the PSM Access Pass at the gate.
- PSM Access Passes for long term or the Annual outage will be issued by the PSM Coordinator.
  - Forms should be completed by the requestor and sent to the PSM Coordinator. If approved, the completed form will be sent to dl.chl.security, Security will then issue the PSM Access Pass at the gate.

<b>ISSUED BY:</b>   Safety Manager Coosa Pines Mill	<b>APPROVED BY:</b>   General Manager Coosa Pines Mill
<u>9-25-19</u> DATE	<u>9-25-19</u> DATE