



ND Paper Inc. – Rumford Division



SAFETY EXPECTATIONS & RULES FOR ALL CONTRACTOR PERSONNEL PERFORMING ON-SITE SERVICES

TABLE OF CONTENTS

Preface	1
GENERAL WORK RULES	2
RUMFORD MILL SAFETY EXPECTATIONS & RULES FOR ALL CONTRACTOR PERSONNEL.....	4
GENERAL SAFETY INFORMATION	4
MILL SECURITY & REPORTING REQUIREMENTS	4
EMERGENCIES & EVACUATION	4
RUMFORD MILL RULES	5
PERSONAL PROTECTIVE EQUIPMENT.....	5
PEDESTRIAN & TRAFFIC SAFETY.....	6
SAFE WORK PRACTICES – AIR PRESSURE TOOLS.....	7
SAFE WORK PRACTICES – BARRICADES & BARRIER TAPES.....	8
SAFE WORK PRACTICES – CHEMICAL HAZARDS.....	8
SAFE WORK PRACTICES – CONFINED SPACE ENTRY	9
SAFE WORK PRACTICES -- CRANE SAFETY & MATERIAL HANDLING.....	9
SAFE WORK PRACTICES – ELECTRICAL - NFPA-70E STANDARD	9
SAFE WORK PRACTICES – ELECTRICAL - GENERAL	11
SAFE WORK PRACTICES – EXCAVATIONS & TRENCHES	11
SAFE WORK PRACTICES – FALL PROTECTION	11
SAFE WORK PRACTICES – FLOOR, ROOF, WALL & PLATFORM OPENINGS	12
SAFE WORK PRACTICES – HAZARDOUS WASTE.....	12
SAFE WORK PRACTICES – HOT WORK/WELDING	12
SAFE WORK PRACTICES – LADDERS & SCAFFOLDING	12
SAFE WORK PRACTICES – LINE BREAKING.....	13
SAFE WORK PRACTICES – LOCK AND TAG OUT	13
SAFE WORK PRACTICES – PIPING SYSTEMS	13
SAFE WORK PRACTICES – PSM.....	14
SAFE WORK PRACTICES – RADIOGRAPHY	14

PREFACE

This document is intended to offer an overview of expectations and safety issues that may be encountered while working at ND Paper Inc. Rumford Division (Rumford Mill). It is not all-inclusive and it is not intended to be a substitute for a thorough briefing with your mill contact. It is also not intended to be a substitute for regular safety training provided by contracting employers.

To avoid any misunderstanding, we recommend that these Safety Expectations and Rules be shared with all Contractor personnel who will be working in the Rumford Mill or at any of its satellite facilities prior to starting the project.

The Contractor has the authority and responsibility to develop, implement, and administer a Project Health and Safety Program. Administration of this Program includes auditing safety performance of contractor personnel and others under their supervision/direction for compliance with applicable client policies and procedures as well as all Federal, State and local regulations.

ND Paper Inc. Rumford Division, or its appointed representative, will periodically monitor the safety and health activities of contractors and their employees. Whenever observations identify non-compliance with the Program or other applicable standards, the Contractor will be notified verbally and/or in writing. The Contractor will be required, upon such notification, to take immediate action to remedy the non-compliant situation. In instances where non-compliance may endanger the safety and well-being of personnel or where property damage may occur, ND Paper Inc. Rumford Division retains the right to cease work activities.

The monitoring and enforcement of the general work rules and safety rules contained in this packet shall be the responsibility of the Contractor's management and/or site supervision. This applies to all contractors, lower-tier contractors, vendors and others associated with, and performing work or services for the Rumford Mill.

GENERAL WORK RULES

The enforcement of these policies shall be the responsibility of each Contractor's management and/or site supervision.

- All Federal and State standards must be observed. We take OSHA regulations seriously and consider them to be the minimum for safety compliance.
- The workweek is as described in individual contracts.
- The Contractor's safety program shall include comprehensive safety and health rules; personal protective equipment; safety training; and, where necessary, job site monitoring.
- The Contractor's safety program shall fall under its direction and will be subject to compliance with the Project Health and Safety Program and applicable regulations.
- The Contractor will conduct regular weekly safety meetings. Attendance at the weekly safety meeting will be mandatory for all contractor employees. Written attendance sheets will be made available to the Mill's Contractor Safety Administrator for review.
- The Contractor shall advise its employees that any employee who jeopardizes his or her health or safety (or that of others) is subject to disciplinary action. The Mill reserves the right to preclude entry onto the premises any employee who violates project or established procedures.

Special Conditions, Rumford

RUMFORD MILL SAFETY EXPECTATIONS & RULES FOR ALL CONTRACTOR

PERSONNEL

While working at the Rumford Mill, your mill contact will be your best resource for safety information specific to your work area. If your mill contact doesn't have the specific answer to your question, he or she will get an answer back to you as quickly as possible.

We in the Rumford Mill do not believe in hiding injuries. Although we work hard to make sure no one gets injured, if you do suffer an injury, even a minor one, report it immediately to your supervisor or your mill contact. By reporting it immediately, you will receive timely treatment and assist us in averting similar incidents in the future.

GENERAL SAFETY INFORMATION

Here at the Rumford Mill, we take OSHA regulations very seriously and consider them to be the minimum standard for safety compliance. If you don't know the OSHA regulations regarding the type of work you are doing, find out and then follow them. It could save your life or the life of a co-worker. Beyond following OSHA regulations, there are many work areas at our mill which have special safety requirements and some of our Mill policies are stricter than OSHA regulations require.

The Rumford Mill reserves the right to conduct its own safety audit of contractors' work areas and policies. OSHA also has the right to perform spot audits.

MILL SECURITY & REPORTING REQUIREMENTS

The Rumford Mill's Plant Security personnel play a key roll in keeping the mill work environment safe. Please respect them and the job they are here to do. **Plant Security personnel have the right to inspect tool boxes, lunch boxes, any property being brought on or off mill property as well as any vehicle entering or leaving mill property.**

Please remember that reporting problems is everyone's responsibility.

- **To report a fire, explosion, gas release or medical emergency call the mill emergency line at X-2555.**
- **To report a spill, physical damage to equipment or to the facility, call Plant Security at X-2555.**
- **To report a safety incident or a near-miss, contact both the Safety Department at X-2741 and your mill contact.**

EMERGENCIES & EVACUATION

Everyone entering the Rumford Mill is required to log in and out at either the Upper or Lower Gate every time they enter or leave the premises. Our system keeps track of who is on the premises and is used to account for people in the event of an emergency evacuation.

If a serious fire or other wide-area life-threatening incident occurs, the Rumford Mill has a mill-wide evacuation alarm that consists of a single slow wail tone and an announcement. There is a weekly test of the mill-wide alarm at 9:00 a.m. each Tuesday. In the event of an actual emergency and the mill-wide alarm sounds, report to the nearest safe sub assembly area where headcounters will make

sure all personnel are present and safe. Each contractor is responsible to communicate evacuation routes to their employees and maintain a current list of workers on-site and where they are working.

There also are other area-specific alarms and warning lights throughout the Rumford Mill, including the drain alarm in C-Recovery, and Chlorine Dioxide and Hydrogen Sulfide alarms in the Bleach Plant and Pulp Mill.

Contractors are responsible for providing their own fire extinguishers and hoses.

If a fire should occur -- regardless of size -- report it to Plant Security immediately at X-2555. If a mill fire extinguisher is discharged, immediately report it to the Upper Gate at X-2555 and leave the extinguisher in the area in which it was found.

RUMFORD MILL RULES

The Rumford Mill requires all work areas to be kept clean and safe at all times. This is more than just for looks, it's to help prevent slips, trips, falls, fires, and process problems. Part of good house-keeping is wash-up hose safety.

- Wash-up hoses can be very useful, but they can present safety hazards as well. The first is the extreme hazard of electrocution. Never direct a water hose at any electrical equipment. This could be a matter of life or death.
- Make sure hoses are rolled up neatly and stowed properly after wash-up work is complete.
- One other thing related to wash-up hoses ... in the Rumford Mill no wash-up hose water is drinkable.

No horseplay, no profanity, no sexual harassment, no acts of violence and no acts of discrimination for any reason.

The Rumford Mill also has a “No Smoking” policy while on mill property, including in personal or company vehicles on mill property.

No alcohol or controlled or mind-altering substances are allowed on mill property.

No firearms or other weapons are allowed on Mill property, including all parking areas – and even during game hunting seasons.

No personal radios, walkman radios, etc. are allowed on the work site. All cameras must have a permit that is issued by the Upper Gate.

Contractors are not allowed in any locker rooms. Restrooms found throughout the mill may be used by contractors. We only request that you assist in keeping these restrooms clean as you use them.

PERSONAL PROTECTIVE EQUIPMENT

Rumford Mill PPE policies require the use of eye protection with side shields gate-to-gate, including inside vehicles with open windows. Shaded or mirrored safety glasses are prohibited indoors.

Hardhats are required for all contractor personnel.

- Hard hats must meet the ANSI-A89,1-1969 specifications (as required by OSHA).
- Hard hats must in good condition to provide adequate protection. Damaged or altered hard hats will not be permitted.
- Bump caps and metallic hard hats are prohibited.

- **Welders are required to wear hard hats during welding operations.** Soft caps when welding or cutting are prohibited on the project.
- Hard hats must be worn bill-forward.
- The Contractor's safety representative shall make regular field inspections to audit compliance.
- **Rumford Mill hard hat stickers are issued following completion of annual mandatory contractor training and must be displayed.**

Hearing protection is required in most areas of the mill, with offices, control booths, and lunch rooms being among the exceptions. The Contractor shall make approved hearing protection devices available, and all its employees exposed to noise levels about 85 db shall wear such protection. If you are unsure of hearing protection requirements for the area you are in, ask your mill contact.

Steel-toed footwear, in good condition, must be worn in all work areas. Tennis-type shoes, sandals, docksiders, Hush Puppies, or bare feet are prohibited.

Appropriate hand protection is required where applicable.

Appropriate respiratory protection is required where applicable and escape respirators are required in many areas of the mill. Please check with your mill contact regarding requirements for your specific work area.

If working the Pulp Mill's Digester, Bleach Plant or in C-Recovery and Cogen areas and ride elevators, you must be clean shaven in case you have to use SCBA equipment.

All Contractor employees must wear clothing suitable for their work.

- **Minimum clothing is long pants and a t-shirt with sleeves. Shorts, cut-offs, tank tops and/or mesh shirts are not permissible.**
- **Long-sleeved shirts or work coats are required for working with or around steam systems, Cogen, C-Recovery, or the Lime Kiln.**
- **Welding coats or leathers are required for all hot work.**

There are many other types of PPE required for specific jobs that must be used according to OSHA regulations. Please check with your company's safety representative if you have any questions regarding the correct PPE for the job you are performing.

PEDESTRIAN & TRAFFIC SAFETY

Any time you are walking anywhere in the mill, use the red designated walkways whenever possible. When outside the mill, use the designated sidewalks and yellow pedestrian cross-walks provided.

A designated area is provided for parking contractors' personal vehicles. This parking lot is located off Railroad Street and occupies the area up to the Jersey barrier. Parking inside the mill gates, or in mill parking areas just outside the upper and lower gates, and operation of vehicles inside the mill gates is limited to Rumford Mill vehicles, contractor company vehicles, employee and visitor vehicles with passes.

Plant Security aggressively tows violators of the "No Parking" policy. Violators are responsible for the cost of towing and storage of their vehicle. The mill towing policy extends to handicapped, security vehicle, and medical visit parking and any other areas in the mill yard marked as "NO PARKING" zones.

The speed limit gate-to-gate, anywhere in the mill yard, for any vehicle, is 15 mph. And back-up alarms are required on all commercial vehicles.

Five (5) miles per hour is the maximum acceptable speed inside the mill. Indoor speed for golf carts, personnel carriers, forklift and clamp trucks must be prudent, permitting a quick, safe stop at all times.

Do not get off a moving vehicle at any time. Riding on running boards or having any part of the body extended outside the vehicle is strictly forbidden.

Operators of vehicles inside the mill must:

- slow, stop and sound the horn at all intersections.
- ensure that vehicles are equipped with a working horn and a flashing yellow light.
- wear seatbelts when operating any indoor or outdoor vehicle equipped with them.
- only carry the number of people the vehicle is designed to carry.
- ensure that all passengers are seated in forward-facing seats.
- ensure that materials being carried on vehicles (indoors or outside) are secured with straps, ropes or bungee cords.

Trains always have the right-of-way. Do not cross tracks if warning lights and bells are activated and do not cross tracks if a train is approaching -- even if the train is not in sight. When working on or around tracks, the Blue Flag Policy must also be followed. The Blue Flag Policy details the use of blue flag track warning signs and derailleurs. This information is available from your mill contact.

SAFE WORK PRACTICES – AIR PRESSURE TOOLS

After electrical safety, the next most-used source of energy for tools is air pressure, which brings us to three basic rules for air system and pneumatic tool safety:

1. Instrument air is never to be used to power tools. If there isn't a proper source for air pressure for tools in your work area, please consult with your mill contact.
2. Chicago fittings on air hoses must be wired together to prevent whipping if the connection comes apart under pressure.
3. check valve pressure restrictors must be installed for every 150 feet of hose run and at the source of air pressure.
4. Ensure all hoses are placed in such a manner as to prevent tripping and fall hazards.

SAFE WORK PRACTICES – ASBESTOS

Where Contractor's work requires removal, handling or disposal of asbestos materials, the Contractor shall be responsible for:

1. Obtaining requisite EPA/OSHA/State of Maine asbestos removal permits. Such permits shall be submitted to the Mill Contractor Safety Administrator prior to commencement of Contractor's asbestos removal work.
2. Developing an Asbestos Handling Procedure which meets all minimum requirements of EPA, OSHA, and the State of Maine. Such procedure shall be submitted to the Mill Contractor Safety Administrator for review prior to commencement of asbestos work.
3. Performing such airborne asbestos samples as required by regulation or requested by the Mill. Samples should be analyzed by an AIHA accredited laboratory. Copies of all sampling results shall be submitted to the Mill Asbestos Coordinator or Mill Safety Department for review within ten (10) days after sampling is completed.
4. Isolating, through use of barricades or other appropriate devices, any area where asbestos is being removed or handled.

5. Employing any accepted engineering controls which minimize the concentrations of airborne asbestos.
6. Disposal of asbestos materials shall be in accordance with EPA/OSHA/State of Maine permits.

SAFE WORK PRACTICES – BARRICADES & BARRIER TAPES

The Rumford Mill's open floor and hole work policies also align with OSHA standards: Any open hole must be covered, signed and barricaded, or have railings installed on all four sides. While working around an open hole, barricade and sign it on 3 sides.

Along with open floors and holes, any work being carried out which may put people in the area at risk requires barricades or barrier tapes. Barricades and barrier tapes at the Rumford Mill are color coded as follows:

- Red means "DANGER" and shall only be used to designate an area where extreme danger may be encountered that could affect human life or health. Stay out of any red-taped zone unless you are authorized to be in that area. Violations of this policy can mean immediate termination of employment by your employer.

Yellow means "CAUTION". Enter a yellow-taped work area only if you know the nature of the hazard.

Your contractor barricade information tag must be attached, at regular spacings, to all barricades, barrier tapes and railings in your work area. If your company does not have barricade information tags, your mill contact can arrange to provide you with generic barricade tags.

Tags must be completed in their entirety and printed legibly because YOU may not be the only person needing to read the information.

When the work is completed and a barrier is removed, 100% of the tape is to be removed so there is no confusion about the status of the area.

The final rule of Barricades and Barrier Tapes is that they may only be removed by persons involved in the specific job, or a person from that company who knows the details around the status of that job.

SAFE WORK PRACTICES – CHEMICAL HAZARDS

All chemical hazards are communicated in the Rumford Mill. Rumford Mill Hazard communications includes Material Safety Data Sheets, or MSDS and the HMIS labeling system.

All MSDS sheets for materials being used for a project must be presented to your mill contact ten (10) working days prior to the start of a project to allow time for processing the information into the mill's on-line MSDS system. Emergency material approval procedures are in place, but must only be used in an actual emergency.

Contractors must maintain their own MSDS books or systems at their work site control location. What materials require an MSDS? The answer is that most everything requires an MSDS.

Only trained Rumford Mill personnel may move chemical containers found in the mill.

The second part of Hazard Communication is container labeling. Any primary containers of materials being brought into the mill must have HMIS labeling applied. Secondary container labels must also use the HMIS rating system with the material name, content identification and the appropriate hazard warning including target organ effects. If you have questions about specific materials, the MSDS

system, Material Tracking Approval System (MATS) or HMIS labeling system at the Rumford Mill, please contact the mill's MATS Coordinator, Roland Arsenault, in the Environmental Department.

SAFE WORK PRACTICES – CONFINED SPACE ENTRY

Before a confined space entry can take place, a mill employee must complete a clearance permit, conduct the first air test, of the confined space, then turn the space over to the contractor for a second air test, entry, and continued monitoring.

For all permit-required confined space entries, a Contractor confined space entry permit must be filled out. Remember that OSHA standards state that any part of a person's body, including a hand, breaking the plane of a permit-required confined space, requires a confined space entry permit.

The Contractor confined space entry permit must be displayed at the point of entry to the confined space, along side the Mill clearance permit.

A new Contractor confined space entry permit must be filled out and submitted every 24 hours. If, at any time, a confined space is left unattended, the entry process must be reinitiated. Clearance permits are good for the duration of the job.

Confined space attendance must be alert and in constant contact with the entrants at all times.

One final note about confined space safety ... the Rumford Mill has an on-site confined space rescue team. If there is a confined space emergency, call 2555 immediately.

SAFE WORK PRACTICES -- CRANE SAFETY & MATERIAL HANDLING

The Contractor shall not bring equipment or machinery intended for material or personnel handling on site without filing written proof of a current certification and date of last inspection. The Contractor shall also review any annual inspection report prior to expiration. Failure to maintain current inspection/certification will result in the shutdown of the equipment.

The Contractor is responsible for maintaining proper rigging/tag line and safe clearance. Tag lines shall be used to control loads being lifted and moved.

Crane, trolley, and overhead load safety is related to traffic safety. Never walk or drive under or near a suspended load. Crane-related accidents occur quickly and usually without notice. There are flashing red lights in the North Mill to alert people walking or driving through the area where a crane is in operation. **If you see a flashing red light, stop and look for the crane operator. Wait for them to wave you through the area. Please, DO NOT distract crane operators.**

Any contractor operating cranes or trolleys in the Rumford Mill must be trained and/or authorized by the Rumford Mill and must display a special sticker on the front of their hardhat certifying their training.

SAFE WORK PRACTICES – ELECTRICAL - NFPA-70E STANDARD

The Rumford Mill complies with the safe work practices detailed in the 2015 NFPA-70E Standard for Electrical Safety in the Workplace and expect its Contractors shall do the same.

At a minimum, all qualified Contractor personnel must know the following:

- How an electrically safe working condition is created.
- When energized work is permitted and when an energized electrical work permit is required.
- What Limited, Restricted and Prohibited Approach Boundaries are.
- How incident energy levels and arc flash boundaries are calculated.
- What protection is required from the five Hazard Risk categories.
- How to properly dress for protection from arc flashes.

For unqualified workers, the Rumford Mill employs a more strict policy than outlined in NFPA-70E. Unqualified workers shall follow the “Ten Foot Rule.” That is, electrically unqualified workers are not to get closer than 10 feet to an energized electrical conductor unless escorted by a qualified electrician. If the worker is required to work within a Limited Approach Boundary, they shall be continuously supervised by a qualified electrician. The worker shall not come within 3 feet 6 inches of any stationary energized electrical conductor because by doing so the workers would enter the Restricted Approach Boundary.

Rumford Mill’s Host Employer Responsibilities

The host employer shall inform contract employers of the following:

- Known hazards that are covered by NFPA-70E, that are related to the contract employer’s work, and that might not be recognized by the contract employer or its employees.
- Information about the employer’s installation that the contract employer needs to make the assessments required by NFPA-70E

The host employer shall report observed contract employer-related violations of NFPA-70E to the contract employer.

Contract Employer Responsibilities

The contract employer shall ensure that each of his/her employees is instructed in the hazards communicated to the contract employer by the host employer. This instruction shall be in addition to the basic training required by NFPA-70E.

The contract employer shall ensure that each of his or her employees follows the work practices required by NFPA-70E and safety-related work rules required by the host employer.

The contract employer shall advise the host employer of the following:

- Any unique hazard presented by the contract employer’s work.
- Any unanticipated hazards found during the contract employer’s work that the host employer did not mention.
- The measures the contractor took to correct any violations reported by the host employer (as mentioned in the *host employer responsibilities*) and to prevent such violation from recurring in the future.

Documentation

There shall be a documented meeting between the host employer and the contract employer.

SAFE WORK PRACTICES – ELECTRICAL - GENERAL

All extension cords must be tested and labeled per OSHA requirements, and must be grounded. Ground pins must not be removed from cords or equipment. Regardless of where they are used, double-insulated or properly grounded tools and cables are required.

Use of GFCIs is mandatory, as is ground-assuring testing of GFCIs, tools and equipment. Remember to exercise GFCIs before use by pressing the test and reset buttons while the GFCI is plugged-in. Documented quarterly checks of GFCIs are required.

Electrical and welding cords need to be routed to keep them at least 7 feet off the floor and out of alleys and walkways. Keep all electrical and welding cables away from puddles at all times.

All drop lights must be caged, and in explosion hazard areas, must be either low voltage or explosion proof.

Electrical rooms, load centers and machine control centers, also called MCCs, are to be accessed only by authorized personnel. These areas are not to be used as break rooms or pass-throughs. If you need access to one of these areas, your mill contact must be notified. No paper, wood or cardboard may be left in these areas as this material presents a fire hazard. **Under no circumstances may anyone unauthorized pull switches or breakers in these areas.**

SAFE WORK PRACTICES – EXCAVATIONS & TRENCHES

The determination and design of the supporting system shall be based on careful consideration of the following: depth of the cut; anticipated changes in the soil due to air, sun, and water; and ground movement caused by vehicle vibration or blasting; and earth pressure (not only the angle of repose).

Trenches five (5) feet and over in depth shall be shored or walls cut back to protect employees from cave-in.

Ladders or other means of egress shall be provided in each excavation. No more than 25 feet of lateral travel shall be required to reach any ladder.

Spill material removed from the excavation and any other material storage must be kept at least two (2) feet away from the excavation edge.

An Excavation Permit is required before excavations are commenced. The Mill's Contractor Safety Administrator will administer the Excavation Permit System. The Contractor shall be responsible to contact Dig-Safe.

Excavations and trenches shall be appropriately identified with signs, warnings, and barricades.

SAFE WORK PRACTICES – FALL PROTECTION

The Rumford Mill's safety policy requires tying off with a full body harness for any job being conducted four (4) feet above the standing surface, or if there is open exposure of more than 4 feet which is unprotected by railings. Systems shall be designed to allow for a fall of no greater than six (6) feet. Personal fall arrest system training shall be conducted by a "competent person."

If no tie-off point is available, one must be installed. Dual shock-absorbing lanyards are required to maintain 100% tie-off.

Where fall arrest systems are necessary, persons who are noticed not utilizing fall protection equipment will require immediate expulsion from the project. That individual may not be allowed to re-enter the project.

SAFE WORK PRACTICES – FLOOR, ROOF, WALL & PLATFORM OPENINGS

The Contractor shall have a program for the identification; methods of serving; and marking of floor, roof, wall and platform openings to preclude accidental falls. This includes the installation of temporary hand rails, midrails, toe boards, screenings, planking, walkways and providing safe accessways from established or protected areas to unprotected or unguarded areas.

SAFE WORK PRACTICES – HAZARDOUS WASTE

It is the responsibility of the Contractor to remove and properly manage all spent, used unused or partially used hazardous materials from the Mill site promptly upon completion of the project.

The Rumford Mill also has strict hazardous materials handling requirements that revolve around PCBs, radiation, asbestos, mercury and lead as well as hazardous waste disposal requirements. Due to the complex nature of these requirements, **prior to the start of work, you will need to consult with your mill contact and develop a plan to legally handle and dispose of all regulated hazardous waste which complies with EPA, RCRA, and State of Maine requirements.**

SAFE WORK PRACTICES – HOT WORK/WELDING

Any time hot work is to be conducted, a hot work or fire permit is required. These permits are available through Plant Security. When you get the permit, fill it out completely, following the instructions.

In many cases a dedicated fire watch is required for hot work. You and your mill contact will cooperatively determine the need for, and appropriate duration of, a fire watch.

Post the Hot Work Permit worksite card near the job -- then take the mill copy to the Upper Gate by the end of the workday. You can also place it in one of the hot work permit boxes that are found throughout the mill.

ND Paper employees or other contractors' personnel in the area shall be notified before hot work commences.

Welding coats or leathers are required for all employees performing hot work.

SAFE WORK PRACTICES – LADDERS & SCAFFOLDING

Only fiberglass ladders are allowed in the Rumford Mill. All straight or extension ladders must be tied off at the top before starting work and all ladders must be inspected before each use.

For scaffolding, the Rumford Mill is aligned with OSHA expectations and regulations. The Contractor is responsible for proper erection, dismantling, use and maintenance of scaffolds and platforms.

- Each scaffold shall be properly erected and dismantled by a designated competent person.
- Each scaffold shall have a designated access way.
- All scaffolds must be tagged to indicate use is allowed.
- As with ladders, scaffolding must be inspected before it is used.
- Workers must review the tag attached by the erector and comply with any special requirements which apply to a specific set-up.

SAFE WORK PRACTICES – LINE BREAKING

Special line breaking requirements are another integral part of keeping everyone safe. These line-breaking requirements apply to opening pipelines, tanks, and vessels. Your mill contact will provide specific details for your work areas, but what follows are the fundamental requirements for line breaking.

Procedures for Class I, II and III materials require that:

- Workers confirm with operations that the line or vessel has been flushed, vented or purged before opening.
- Workers must make sure the nearest shower and eyewash station is operational before beginning work.
- Workers must ensure that all process components are locked and tagged in accordance with mill procedures, and ensure that Zero Energy checklists have been followed and completed.
- All unnecessary personnel must be cleared from the area before breaking a line, and the area must be barricaded when appropriate.
- When breaking into a flange, crack the flange away from your body. Immediately retighten flanges and stop leakage if any escaping gas or chemicals will endanger anyone.

There are additional procedures for Class I and III materials:

- Respiratory protection is required within a barricaded area, or outside the immediate work area if not barricaded.
- **Workers must work in pairs.**
- Persons opening the line or vessel are to wear SCBA or an air line respirator with escape bottle, and have an appropriate air monitor for the material in the pipe, vessel or tank.
- If IDLH levels are exceeded or levels at the barricade exceed the OSHA time-weighted-average, or TWA, flanges must be re-tightened and the area must be evacuated. A backup team must be established to work in IDLH atmospheres.

SAFE WORK PRACTICES – LOCK AND TAG OUT

All contractors must adhere to the mill's Lock and Tag Out policy. The mill's Lock and Tag Out rules are basic: One person, one lock, one tag, one key. Only Rumford Mill tags are to be used. You will receive training on lock and tag out procedures from your company. If you have not received this training, please contact your company's safety representative.

SAFE WORK PRACTICES – PIPING SYSTEMS

Throughout the Rumford Mill you will find piping of all sizes and types. Most pipes are marked at regular intervals, but two types of pipes are color coded and require special attention:

- **Yellow pipes are for chlorine dioxide, natural gas, and propane.**
- **Red pipes belong to the mill sprinkler system.**

Both yellow and red labeled pipes require extra caution while working around them.

SAFE WORK PRACTICES – PSM

If you are working in any of the following PSM areas, you must check with your mill contact for any special requirements:

- the R8 building
- the Pulp Mill and Bleach Plant
- the natural gas penthouse
- the basement of the primary clarifier
- the bar racks, and
- the Effluent Treatment Plant pump house

SAFE WORK PRACTICES – RADIOGRAPHY

If involved in radiography, the Contractor shall have current certification, training and implement safe operating procedures for radiological activities as required by all applicable regulations.

**At the Rumford Mill, safety isn't just every person
for himself or herself, it's a partnership.**



Please join us in taking safety to the next level.

**After all, nothing is more important
than your personal safety
and the safety of your coworkers.**