



OLD TOWN DIVISION

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

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This document is intended to offer an overview of expectations and safety issues that may be encountered while working at the Old Town 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, these Safety Expectations and Rules will be shared with all Contractor personnel who will be working in the Old Town Mill or at any of its satellite facilities prior to starting the project.

The Contractor has the 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 OTM (Old Town Mill) employee, 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. ND OTM retains the right to cease work activities, and or discharge contractors or contractor employees.

The monitoring and enforcement of the general work rules and safety rules shall be the responsibility of the Contractor's management and/or site supervision. This applies to all contractors, sub-contractors, vendors and others associated with, and performing work or services for the Old Town 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. OSHA regulations are the minimum standard 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 job site monitoring.
- Contractors must complete a safety review before starting each task, and in no event no less than once each day that work is being performed on site.
- 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.

OLD TOWN MILL SAFETY EXPECTATIONS & RULES FOR ALL CONTRACTOR PERSONNEL

While working at the Old Town 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 Old Town 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 Old Town 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 Old Town Mill reserves the right to conduct its own safety audit of contractors' work areas and policies.

MILL SECURITY & REPORTING REQUIREMENTS

The Old Town Mill's Plant Security personnel play a key roll in keeping the mill work environment safe. 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 is everyone's responsibility.

- **To report a fire, explosion, gas release or medical emergency call 911 and Plant Security (207) 401-2911.**
- **To report a spill, physical damage to equipment or to the facility, call Plant Security (207) 401-2908.**
- **To report a safety incident or a near-miss, contact your mill contact and Plant Security (207) 401-2908.**

EMERGENCIES & EVACUATION

Everyone entering the Old Town Mill is required to sign in and out of the Main Security Gate every time they enter or leave the premises. This will keep 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 Old Town Mill does NOT have a mill-wide evacuation alarm. Therefore, it is the expectation that during such an event, all personnel should report to the Main Gate as a muster station. The Company's individual Supervisor, Site Manager or designate, will take a roll call and report to the Main Gate guards. Employees are expected to remain at the muster point until either released by Mill Security or

informed to move off-site. 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.

Contractors are responsible for providing their own fire extinguishers.

If a mill fire extinguisher is discharged, immediately report it to the Main Gate and leave the extinguisher in the area in which it was found.

OLD TOWN MILL RULES

The Old Town 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.

- 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.
- in the Old Town 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 Old Town Mill also has a “No Tobacco” policy while on mill property, including in personal or company vehicles on mill property.

No alcohol or controlled substances are allowed on mill property.

No firearms or other weapons are allowed on Mill property.

No personal radios are allowed on the work site.

PERSONAL PROTECTIVE EQUIPMENT

Old Town Mill PPE policies require the use of eye protection with permanently attached side shields gate-to-gate, including inside vehicles with open windows. Shaded or mirrored safety glasses are prohibited indoors. Proper over-the-glasses safety glasses are required for those who wear prescription glasses. Slip-on side shields are prohibited.

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.

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 above 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, or street shoes are prohibited.

Gloves are to be worn by all contractors in the active work environment, i.e., gate to gate. Minimum of ANSI A4 cut resistant gloves are required.

One article of Hi-Viz clothing that covers the head, chest, or portion of the legs is to be worn in the active work environment.

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.

All Contractor employees must wear clothing suitable for their work.

- **Minimum clothing is long pants and a 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, #5 Boiler, #6 Boiler, #4 Recovery, or the Lime Kiln/Recaust.**
- **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

Use the designated sidewalks and pedestrian cross-walks provided.

A designated area is provided for parking contractors' personal vehicles. This parking lot is located within the gated lot between Portland Street and Jameson Street. Parking inside the mill gates, or in mill parking areas, and operation of vehicles inside the mill gates is limited to Old Town Mill vehicles, contractor company vehicles, employee and visitor vehicles with passes.

Plant Security 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, and security vehicle 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 10 mph. Back-up alarms are required on all commercial vehicles.

Ten (10) 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. Riding in the back of pick-up trucks is prohibited.

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
- **Seatbelt use is mandatory on any 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.

Refer to **Appendix A** for more details concerning Parking, Vehicle Access and Permitting guidelines at the Old Town Mill.

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 Old Town 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 Old Town 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 Old Town Mill. Old Town Mill Hazard communications includes Material Safety Data Sheets, or SDS and the HMIS labeling system.

All SDS 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 SDS system. Emergency material approval procedures are in place, but must only be used in an actual emergency.

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

Only trained Old Town 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 SDS system, Material Tracking Approval System (MATS) or HMIS labeling system at the Old Town Mill. A copy of all approved SDS’s are kept at the Main Gate.

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 entry, and continuous 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, alongside 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 Old Town Mill DOES NOT have an on-site confined space rescue team. If there is a confined space emergency, please call 911 immediately then call Main Gate Security at ext. 2908 or 207-401-2908.

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. **If you hear a crane alarm and flashing 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, trolleys, tuggers or mobile cranes in the Old Town Mill must be properly trained and/or authorized by their Company.

SAFE WORK PRACTICES – ELECTRICAL - NFPA-70E STANDARD

The Old Town Mill complies with the safe work practices detailed in the 2012 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 Old Town 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.

Old Town 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.

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 Old Town 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 Old Town 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 currently processed through maintenance dept. It is your responsibility to ensure that the hot work procedure is followed, and the permit is completed prior to commencement. All hot work must be coordinated with your mill contact.

A fire watch is required for all hot work. A minimum of 1 hour of post-job fire watch is expected to be completed by the contractor doing the work. Additional fire watch maybe required, check with your mill contact. Hazardous areas (roofs, woodyard, etc.) are required to have 2 hours of post-job fire watch. Please discuss with your ND Paper contact appropriate needs for your job.

ND OTM 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 Old Town 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 Old Town 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.
- Always use the highest level of PPE protection based on the last known chemical that was in the line. If it was unknown, consult with the mill safety dept.

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 Out -Tag Out policy. The mill's Lock Out - Tag Out rules are basic: **One person, one lock, one tag, one key.** 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 Old Town 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 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

- Not Applicable at Old Town

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 Old Town Mill, safety isn't just every person for himself, it's a partnership.



Join us in taking safety to the next level.

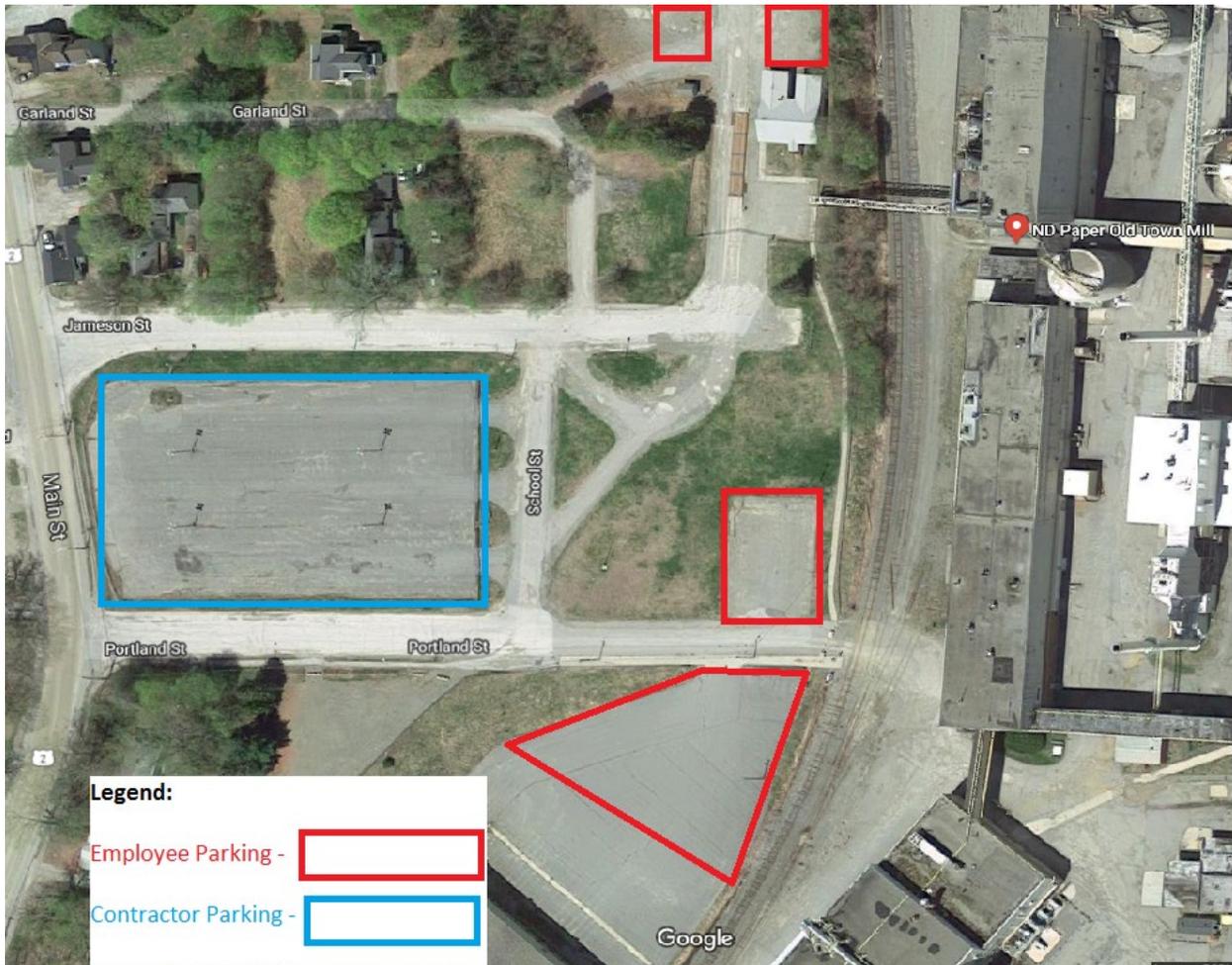
Nothing is more important than your personal safety and the safety of your coworkers.

Appendix A

Guidelines for Parking and Vehicle Access at ND Paper – OTM

Parking Lots – Exterior of the Mill

- Only ND Paper employees are permitted to park in the two lower lots by the mill's main entrance and in the area around the Scalehouse building
- Contractors must park in the upper, fenced-in parking lot



Vehicle Access in the Mill – Permit System

- In an effort to improve mobility and allow for emergency response vehicles, parking and vehicle access will be limited inside the Old Town Mill for contractors and vendors. A permit system will be used to enforce vehicle access

Contractor Vehicle Access in the Mill

- Permits will be issued to contractors on an as needed basis. Speak to your mill contact if you need to have vehicle access.
 - o Only company owned vehicles are allowed- No personal vehicles are allowed inside the mill.
 - o There must be a **business need**.
 - o Proof of limits of liability insurance (1MM)

- Vehicle must be lettered with company logo

Basic rules include:

- 10 mph Speed Limit
 - Seat Belts Required
 - Leave Keys in the Vehicle
 - Honk at Intersections
 - No Tobacco Products
 - No Drugs/Alcohol
 - No Firearms
- Permits need to be displayed openly on the vehicle dashboard so they are easily seen by Security personnel at the main entrance and others while in the mill.
 - Temporary Vehicle Permits are distributed by mill security at the main entrance

Vendor Vehicle Access in the Mill

- Unless absolutely necessary, we ask that all vendors park their vehicle in the contractor parking area noted in the exterior parking section of these guidelines
- Vendors who do need vehicle access will be given a temporary vehicle pass at the main security entrance
- These permits will be filled out when the vendor checks in with security at the main entrance
- These permits need to be displayed openly on the vehicle dash board so they are easily seen while on mill property

Mill Vehicle and Foot Travel Access Points

- All traffic, both foot and vehicle, will enter and exit the mill through the main entrance indicated on the map below, unless otherwise directed by your ND Paper contact
 - Foot traffic needs to walk through the sliding glass door at the main entrance and sign in at the security checkpoint
 - People in vehicles need to stop at the main entrance, exit their vehicle and sign in at the main entrance security checkpoint before proceeding into the mill

