

TO: Contractors, Service Providers, Maintenance, Operations & Technical Planners
FROM: Monique DiPompo, 369-2105, Eric McLean (Safety Advocate) 369-2082
DATE: 9/28/2021

SUBJECT: Planning for Safe Work – Contractors & Service Providers

The following is a brief overview of our mill's expectations. These are not all-inclusive but provide a good overview to support the planning of work and may facilitate questions and requests for additional information for clarification. Please ask your mill contact to show you any mill safety policy that you would like to review. Your mill contact is the individual of whom you are carrying out work or services.

Clean Production

- Housekeeping is paramount and includes such items as keeping your work area clean and clear of tripping hazards. Ex. Keep cords off the floor and hung overhead, if cutting material generates dust, take measures to mitigate dust at the source. If your work generates fumes, take measures to exhaust the fumes outdoors. See Vehicle section for additional discussion on fumes.

Personal Protective Equipment (PPE)

- Hard hats are required gate to gate. They may be removed if doing office or control room work (only).
- Safety shoes (ANSI Z41) are required from gate to gate
- Ice Cleats/Grippers during adverse weather conditions
- Glove Policy - must wear a minimum cut resistant 4 glove gate to gate.
- Safety eyewear with permanently attached side-shields (ANZI Z87) or proper-fitting (OTG) Over-The-Glasses safety eyewear is required gate to gate.
 - A face shield and safety glasses must be worn when working with or around the following potential hazards:
 - Equipment or activities that produces high velocity particles (i.e. grinders, scraping of rolls, jack hammers, Hilti guns, etc.)
 - Either a face shield and safety glasses, or goggles alone must be worn when working with or around the following potential hazards:
 - Procedures that may involve materials being released at high velocity, temperature, and/or pressure (i.e. using high pressure steam cleaners, high pressure (>100psi) water cleaners, etc.)
 - A face shield and safety goggles must be worn when working with or around the following potential hazards:
 - Handling hazardous chemicals in liquid form (i.e. acids, caustics, biocides)
 - Safety goggles must be worn when working with or around the following potential hazards:
 - Handling hazardous chemicals in solid form (i.e. acids, caustics, biocides, talc, starch etc.)
 - Working with or around lime dust
 - Safety goggles, or a face/eye shield device and safety glasses must be worn:
 - When manually scraping or chipping dried coating from any surface.

- Safety goggles, or a face/eye shield device and safety glasses must be worn
 - when using compressed air to clean dust, debris, filings, etc.
- Eye shielding equipment must be worn when performing welding and torch cutting/burning operations. Welding curtain shields are to be utilized to protect the vision of nearby workers.
- Please ask your mill contact to show you the location of the nearest eye wash and shower to your work area.
- Hearing protective devices (plugs, earmuffs) are required in most areas of the mill. Ear protection is also required when operating power equipment in normally quiet areas and on shutdowns. [**EARBUDS are not permitted**]
- Utilities areas require escape respirators and long sleeve shirts in addition to basic PPE. You are responsible for knowing if these requirements apply to your work area; ask your mill contact.
- Pulp Mill areas require escape respirator in addition to basic PPE. You are responsible for knowing if these requirements apply to your work area; ask your mill contact.

LATO (Lock and Tag Out)

- Please request a review of the mill's lockout policy from your mill site contact if working on machinery that has an energy source (electrical, hydraulic, gravity, etc.). Please ask about the equipment included on a group lock box if you are assigned to use one.
- Personal locks (one person – one lock)

Confined Space

- Please request a review of the mill's confined space policy from your mill site contact if working on chests, tanks, vessels, ductwork, or trenches that have limited access or are deeper than 4 feet. ND Paper tries to have all our confined spaces identified with an appropriate sign, if unsure, ask your mill contact.
- Observe Safe Work Practices detailed on our Confined Space Entry Permits.
- Observe Confined Space Entry Procedures detailed on the back of our Confined Space Entry Permits. Fill out permits completely and legibly!
- If you have never been trained in Confined Space Entry, you may not enter any mill confined spaces until you receive that training.

Fall Protection at 4 feet

- Fall protection must be used when working above a 4-foot elevation, within 6 feet of a roof edge, or if your mid section (belt buckle) is outside of the rails of a ladder. Please request a copy of our policy if this applies to your task.
- Straight ladders need to be tied off during use. Ladder and scaffold use policies are available.

Fire Protection, Hot work, Smoking

- There is no smoking or vaping permitted on company property.
- Please utilize our hot work permit procedure for any open flame, grinding, welding, or other operation that may produce a spark.
- **Contractors may not authorize Rumford Mill Hot Work. Please ask your mill contact who the individual is who is designated to authorize your hot work, if it is not your mill contact.**
- Flammables/Combustibles MUST be 35 feet away from hot work! If not feasible the flammables/combustible material must be fully covered and protected with non-flammable cover to protect against hot work debris/sparks.
- Please be aware of the nearest fire extinguisher, and telephone to call for help.
- Fire Water: Please notify the Upper Gate x2305 before using fire water.

Barricade Tape

- Please be aware of and utilize the barricade tape procedure for the mill. Communication tags must be placed on all barricade tape. Employees, contractors, and visitors permitted to cross yellow tape with caution, but Not permitted to cross red tape unless responsible for putting the tape in place.

Suspended Loads, Cranes and Hoists

- Many mill areas have suspended or overhead loads. Please respect crane operators by not talking to them, and you are requested to stay as far horizontal from the suspended load as it is vertical (10-foot lift, 10 feet away).

Tools and Equipment

- Power tools need to be grounded with a functional ground. All power equipment needs to have a Ground Fault Circuit Interrupt used at the electrical outlet. Cuts or nicks on power cords are not permitted.
- Any rotating equipment must have nip points properly guarded. All Orig. Eq. Mfr (OEM) guards should be in place.

Chemical Approval/SDS/HAZCOM

- Pre-approval must be obtained for chemicals brought on to the mill property. Chemical approval can take 1 week or more to process.
- Our SDS system is available via the Rumford Intranet.
- Determine if your work will impact a chemical process in your work area, communicate hazards and measures necessary to mitigate or prevent risk.

PCB's, Radiation, Asbestos, Mercury, Lead

- Contractors should be aware of the mill's asbestos and lead policies and procedures.
- We have approx. 60 radioactive sources in the mill. They are designated with the universal radiation symbol. Please contact the area E/I group for additional understanding of radioactive sources near your work area.
- Please ask your mill contact if PCB's or Mercury impacts the work you are doing or the area you are assigned to. As of October 2002, our transformers are PCB free.

Vehicles

- Please ensure all vehicles (trucks, forklifts, man-lifts, etc.) meet the mill safety requirements.
- Mill posted speed limit is 15 MPH outdoors
- Indoor vehicle speed limit is 8 MPH.
- Diesel or Gasoline powered vehicles or equipment are not approved for indoor use.
- Contractor vehicles will be limited to 4 or less per contractor based on valid need. Our employees walk in, so can yours.

Blue Flag Policy

- When parking near railroad tracks, please **maintain 10 feet from the center of the tracks to your vehicle. A blue flag policy exists when your work site requires materials across railroad tracks.** We continually have problems in this regard!
- Understand safety measure to take when working close to railroad tracks.

Emergency Evacuation and Tuesday 9 AM Notification

- Know the mill's emergency phone ext. 2555 or 207-369-2555. Use it for all emergencies
- Mill evacuation systems are in place to account for all people on company property. We typically test our system on Tuesday morning at 9 am, except during annual outages.
- Please know your evacuation "sub assembly" area, and alternate area for the location you are working in. Ask your mill contact to show you the location of the evacuation "sub assembly" area, and alternate area for the location you are working in.

Injury or Near Miss Incident Reporting

- Notify your supervisor and mill contact immediately upon any injury or near miss.

Safety Audits

- The company encourages employee safety audits and expects all your workers to be aware of our safety program components.

Other

- Contractor employees should not be wandering the mill. Contractor employees should remain in their work and break areas. Please do not enter the R8 Plant if you are not conducting work there, it is a restricted area. Please communicate to control room of Utilities Department prior to entering (Cogen, C-Recovery, Coal Unloading Shed, ETP). Signs have been posted at door entrances as a reminder.

Rumford Mill Contractor Safety. The "Planning for Safety" document is meant to be a summary and is in no way all inclusive. Please ensure you contact your mill contact prior to beginning work. Please ensure you or your crews understand the guidelines included in the detailed Rumford Mill Contractor Safety Guidelines document. All our policies are posted on the company intranet and are available for your review. Please ask your mill contact to review these policies as needed. Your mill contact is the individual of whom you are carrying out work or services.