



Biron Division

Contractor Safety and Environmental Orientation



Biron Division



Orientation and Verification of Knowledge

Following the completion of this orientation, all personnel requesting access will be required to pass a verification of knowledge with 100% accuracy to perform work at the Biron Mill. Each contractor's management shall ensure that each employee entering the Biron Mill has been trained to the requirements of the Biron Mill "Contractor Safety and Environmental Orientation" and has completed the verification of knowledge with 100% accuracy.

Learning Schedule



This orientation is broken into five main sections.

- General Safety Information
- Emergency Procedures
- Personal Protective Equipment
- Mill Policies and Procedures
- Environmental Requirements

General Information



Biron FDA Compliance



This is to ensure the paper we sell to our customers is safe for food contact. We have Good Manufacturing Practices (GMPs) that must be adhered to at all times.

- Always close windows or doors if you opened them anywhere in the mill.
- When working in the PM 25 Machine Complex or Roll Wrap area:
 - No food or drinks are allowed anywhere except in designated areas.
 - All food and drink waste (food, packaging, cups, etc.) must be placed in a lidded can.
 - Maintain a clear distance from any reel or roll of paper to avoid contamination (see zone maps or ask for assistance).
 - No chemicals can be brought on site without authorization.
 - Any equipment brought into the mill must be free of pests (insects / rodents etc.).

General Information



- Contractors shall park in the contractor parking lot (*unless alternate directions are given*) located on the east side of North Biron Drive labeled “Contractor Parking”.
- Contractor supervisors shall ensure that all of their employees obtain security badges from the Security Building before entering the mill.
- Each person shall badge in at the security turnstiles or guard shack.
 - Going over or under the turnstiles will not be allowed.
 - Phones are available in both turnstiles to contact security.
- No personal vehicles are allowed inside the gates. (*unless specific permission is granted*) Contractor work vehicles will be allowed inside the gates with permission. Your Biron Mill project manager or contact will provide a specific parking location if you are granted mill entry.
- A maximum speed limit of 15 mph shall be enforced on the Biron Mill property. During dry weather the speed limit will be reduced to keep dust levels minimal.

General Information



Safety Training Requirements

- It is the responsibility of each contractor that all of its employees meet the training requirements of OSHA and that all applicable safety training is documented and current according to federal, state, and local regulations.
 - Documentation of training shall be made available to the Biron Mill upon request.
- Each contractor's management shall certify that their employees have received and understand the Biron Mill's Contractor Safety and Environmental Orientation.

General Workplace Conduct Expectations



- Contractors:
 - Shall furnish their own medical supplies and are responsible to provide first aid for their employees.
 - Shall supply trained personnel immediately available to provide first aid treatment and blood-borne pathogen protection at the job site. In addition, contractors are responsible for the transportation of employees in case of the need for non-emergency medical treatment.
 - Shall Notify your Biron mill project manager or contact area supervision if blood cleanup is needed. Only trained and qualified personnel should be involved in these clean up responsibilities.
 - Are required to investigate and document all incidents within 48 hours. All reports should be sent the Biron mill project manager or contact .
- Fire Extinguishers are strategically located throughout the Biron Mill and are generally marked with red squares or red columns. You may extinguish small fires using the proper extinguisher, however, for larger fires that may get out of control please call 715 422 2345 Dialing this number will contact the Mill's emergency paging system.
 - You will be prompted to leave a message describing the emergency. At a minimum provide information pertaining to:
 - Does the fire require 911 to be called.
 - Where is the fire located.
 - The information you provide will be relayed to additional emergency crews when security calls 911
- If you discharge an extinguisher report it to your owner's representative or the area supervision so it can be recharged and replaced as soon as possible. All fires no matter how small must be reported and investigated to determine their cause and preventive actions.

General Workplace Conduct Expectations



- Emergency Eyewash/Showers are readily available throughout the mill. Ensure that you identify the location of these eyewashes and showers in your affected area prior to performing work.
- All injuries no matter how minor shall be reported to contractor supervision and in turn reported to the project manager/mill contact, immediately to conduct a joint investigation of the cause or causes and corrective actions.
- No smoking/vaping on company premises, this includes Multi-Purpose Building, grounds, and parking lots. If you wish to smoke, you must go to the Village streets or sidewalks outside the mill premises
- The use, possession, sale or transfer of drugs and alcohol on company property is strictly prohibited. If you report to work under the influence, you will be permanently removed from the facility. Entry onto the property constitutes, by contract, the consent to inspect for drugs and alcohol
- Firearms or weapons of any type will not be allowed on the property.

General Information



- Housekeeping
 - Work areas should be kept clean and orderly.
 - Aisles shall be kept clear at all times.
 - Cords and hoses should be run overhead or protected.
 - All trash shall be properly disposed of in appropriate receptacles.
 - Keep emergency equipment/routes clear.
- Personal Conduct
 - Professional businesslike manner.
 - No horseplay, practical jokes, or threats will be tolerated.

General Information



- **Appropriate Clothing and Jewelry**
 - Clothing shall not be loose, baggy, or such that material could get caught in moving machinery.
 - Short-sleeved shirts, provided they protect the shoulder area, are permissible. Loose clothing, tank tops, and shorts will not be worn.
 - Jewelry should not be worn and must be removed if considered to be an imminent hazard by the Mill Management.
- Any hair beyond shoulder length must be restrained and tucked/secured.

General Information



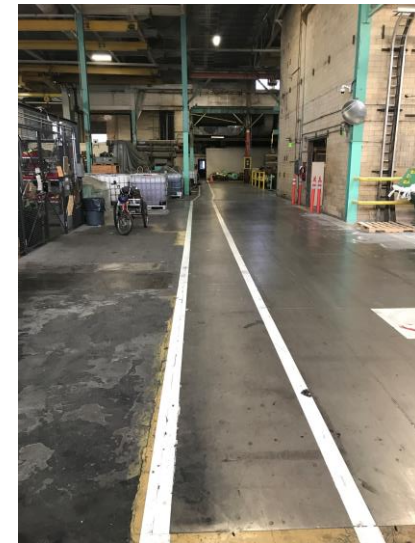
- Pedestrian Hazards

- Powered Industrial Trucks
- Carts
- Bikes
- Aerial Work Platforms
- Scissor Lifts



- Pedestrians Use Caution

- Get drivers attention
- Indicate to the driver which direction you are moving
- Wait for the driver to acknowledge you
- Do not pass any reel trucks while they are being loaded/unloaded



General Information



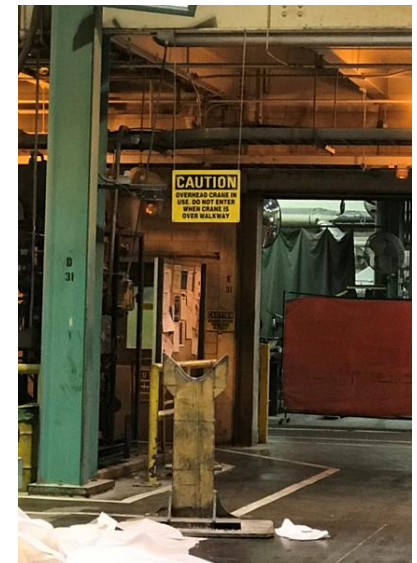
- Pedestrian Hazards

- Overhead Cranes

- **Under no circumstances will an employee or contractor walk and/or work under a suspended load.**
 - **Yellow flashing lights indicate a crane is currently in use.**

- Floor Conditions

- Wet
 - Oil
 - Uneven Surfaces



Emergency Procedures



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Emergency Alarms

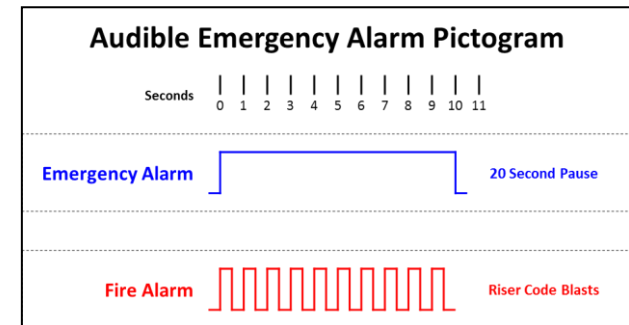


- Emergency alarms are audible horns through the central alarm system.

There are two audible alarms to indicate an emergency situation

Events identified by the emergency alarm

- Evacuation
- Medical Emergency
- Severe weather / take shelter
- Confined Space Rescue
- Explosion



Emergency alarm is identified by a 10 second blast followed by a 20 second pause. This sequence is repeated 5 times.

Fire Alarm may be activated by a pulled fire alarm or activated fire protection system. Following the audible is also a code which identifies the specific riser. Fire Alarm is identified by a Series of 10 short $\frac{1}{2}$ second blasts followed by coded Riser blasts (Example: 2 blasts followed by 1 blast = Riser #21)

Medical Emergency



- First Aid stations are located:
 - Boiler House (24/7)
 - Any person requiring medical assistance, and is able to walk, should seek first aid at the First-Aid Station located in the Boilerhouse
- Any person requiring medical assistance, and is able to walk, should seek first aid at the First-Aid Stations located in the Boilerhouse (all shifts)

- Internal Phone: **22345**
- External Phone: **715-422-2345**

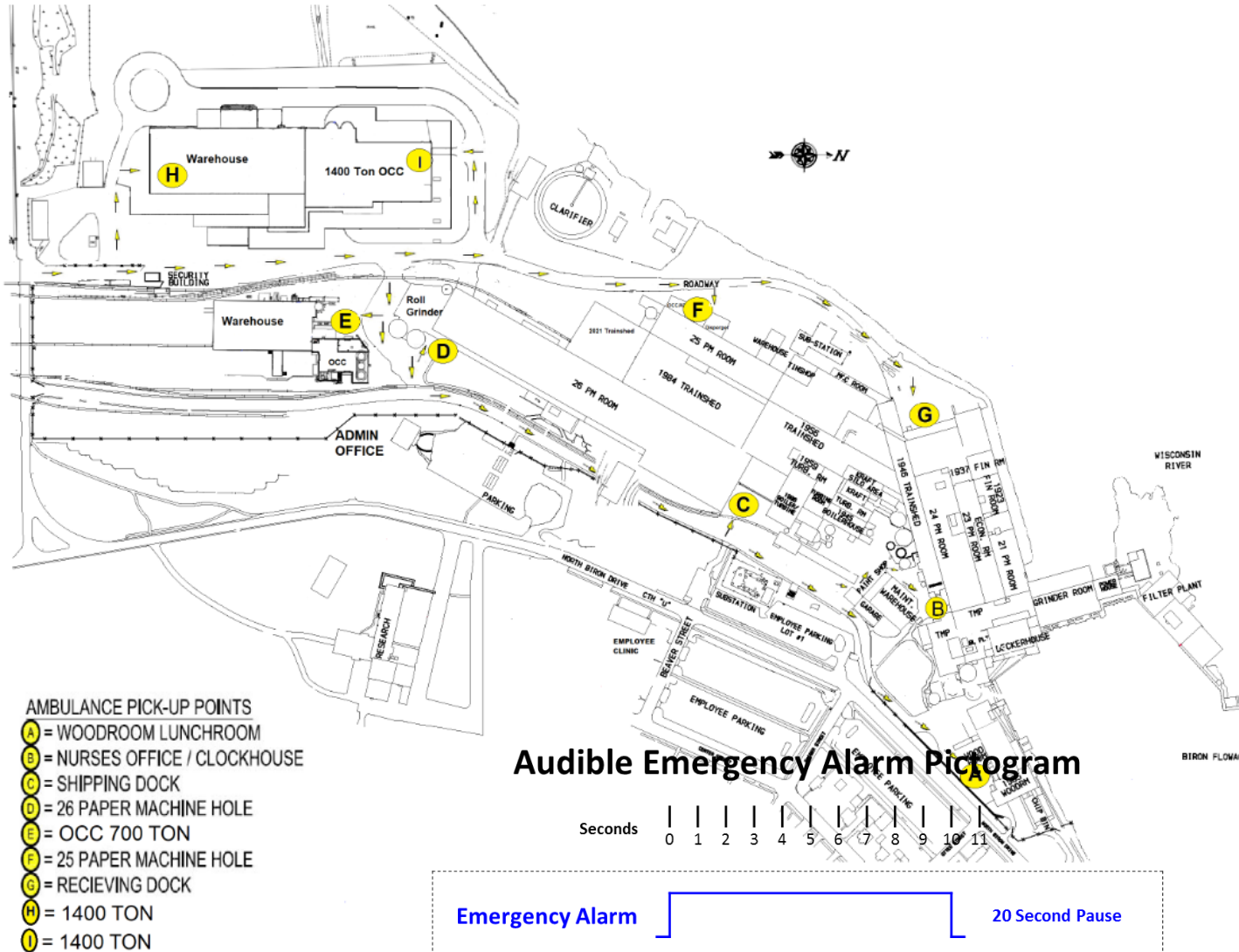
Audible Emergency Alarm Pictogram

Seconds 0 1 2 3 4 5 6 7 8 9 10 11

Emergency Alarm [] 20 Second Pause

- Dialing this number will contact the Mill's emergency paging system
 - You will be prompted to leave a message describing the emergency. At a minimum provide information pertaining to:
 - Does the incident require emergency medical assistance or 911 needed.
 - Is the medical emergency an injury or illness
 - Where is the affected person located and if known the ambulance pickup point
 - Your message will be used to dispatch Mill emergency responders. The information you provide will be relayed to additional emergency crews when security calls 911

Medical Emergency – Ambulance Pick-Up Points



Ambulance pickup points are distributed throughout the facility and identified in the field by signage with the pickup point letter.



Evacuation



- Outside Contractor's lead person shall instruct their workers to do the following if the emergency horn system is activated:
 - Dial 715-422-2222 from an external phone or 22222 from an internal phone for information or instructions
 - When instructed to **EVACUATE**, workers shall leave the building and proceed to the assembly point identified on the Emergency Messaging System.

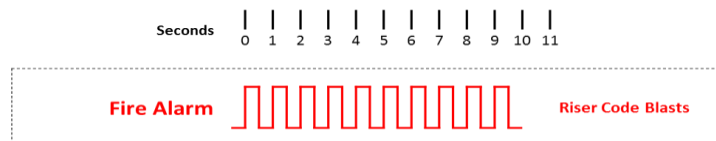
Fire



- The first person at the scene of a fire should remain calm.
- If you've been trained to use a fire extinguisher, try to put the fire out, if it is in the beginning "incipient" stage.
- If the fire is too large:
 - Get out of the area
 - Find a fire alarm box in the area and "Pull It"
 - Find a phone and dial:
 - Internal Phone: **22345**
 - External Phone: **715-422-2345**
- You will be prompted to leave a message describing the emergency. At a minimum, provide the specific location of the fire.



Audible Emergency Alarm Pictogram



Fire

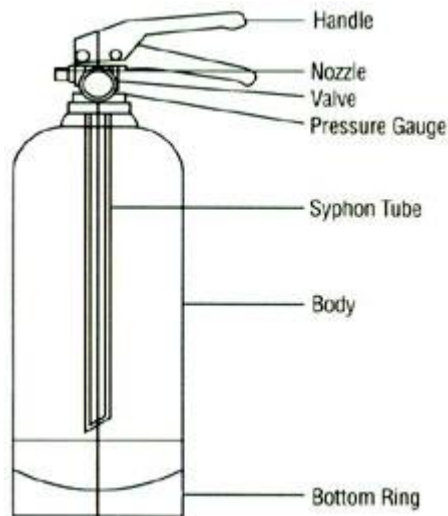


- Handheld extinguishers weigh from 0.5 to 14 kilograms (1 to 30 pounds)
- Extinguishers are marked with pictograms depicting the types of fires that the extinguisher is approved to fight.

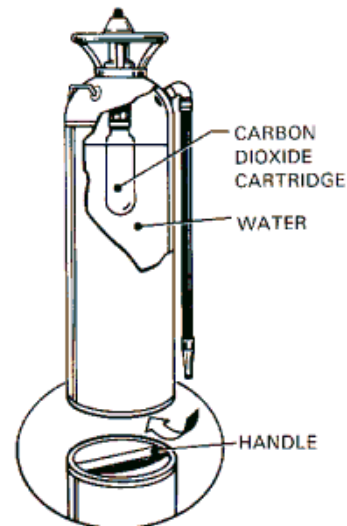


- There are two main types of fire extinguishers at Biron:

Stored Pressure



Cartridge Operated



A typical fire extinguisher contains 10 to 60 seconds of extinguishing power depending upon the type and size of the extinguisher used.

Personal Protective Equipment



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Eye Protection



- Safety glasses must have permanently mounted side shields meeting the current requirements of ANSI and a dust dam or foam/rubber seal be worn at all times.
 - Exceptions – Control Rooms, Lunch rooms, Locker Rooms, Offices
- Tinted or mirrored safety glasses are not allowed
- Safety glasses with face shield OR goggles shall be worn when specific work tasks require it.
 - Hazardous chemicals such as acids, caustics, biocides and other chemicals as required by the SDS.
 - Equipment which produces high velocity particles such as grinders.
 - Pressure washers
 - And using compressed air for cleaning.
- Additional eye/face protection may be necessary based on the specific work task such as welding, cutting etc.



Foot Protection



- Safety-toed footwear are required at all times while on Biron Mill Property unless specifically exempted
 - Safety shoes must meet the current ANSI or ASTM standards. Contractors performing electrical work must have the (EH) designation.
 - Safety shoes must be a style and type suitable for the working environment.
- Substantial footwear is required at all times on the property.
 - No open toed, open healed footwear or heels in excess of 1.5 inches will be allowed.
 - Examples of prohibited footwear include: Sandals, flip-flops, moccasins, Crocs, etc.



Hearing Protection



- Hearing protection shall be worn at all times in areas identified as hearing protection required.
- Hearing Protection must be worn in any area where noise level is above 85 decibels.
- Be aware that hearing protection may be necessary in unidentified locations if work generates a hazardous noise exposure.
- This requirement pertains to outages and equipment down days



Hand Protection



- Gloves must be worn by all employees in the active work environment (i.e. “locker to locker”).
- General use gloves must have a minimum ANSI A4 cut rating.
 - Visitors will not be required to wear ANSI A4 cut rated gloves but will be required to wear gloves in operating areas.
 - All contractors working on Biron Mill property will be required to wear ANSI A4 cut rated gloves.
- All contractors working on Biron Mill property will be required to wear ANSI A4 cut rated gloves.



Hand Protection



- Site level exceptions may be made for tasks that require dexterity or in which the use of gloves poses a risk to the employee.
- Cut sleeves will be worn at all times when slabbing.
- Gloves are not required in control rooms, break rooms, and office spaces or on the way to/from lockers at the beginning or end of shift provided designated pedestrian walkways are used.
 - The exception is when hands-on work is being performed in a control room, breakroom, or office space.



Head Protection



- Hard hats must be worn by all employees in the active work environment (i.e. “locker to locker”).
 - Limited exceptions will be permitted based on specific operational needs or where the use of a hard hat would pose a risk. This will be determined by each mill's leadership team.
- ANSI Type 1 Class C hard hats will be worn as the minimum.
 - Limited exceptions will be permitted based on specific operational needs or where the use of a hard hat would pose a risk – to be approved by the mill leadership team. See mill contact with questions.
 - Hard hat brims must be facing forward unless participating in welding operations or using a hard hat certified for reverse-donning as permitted by the individual mill



Hi-Visibility Clothing



- Hi-visibility vests will be worn by visitors at all times in the active work environment.
- Hi-visibility vests must be of the tear-away variety.



Other PPE



- Fall protection is required at all times when working 4 feet or greater above a lower level. Contractors are required to provide their own fall protection equipment such as harnesses, lanyards, self retracting lifelines, etc



- There are no normal processes at the Biron Mill which require the use of respiratory protection. However, specific activities associated with contract work may require the use of respiratory protection. If respiratory protection is required based on specific work or identified by a supplemental document such as a Safety Data Sheet, each contract worker shall don respiratory protection appropriately.

Other PPE



Ice cleats will be mandatory for **contractors and visitors** who have work assigned outside during their workday or when traveling outside is necessary

- During adverse weather conditions, ice grippers are required to be worn by all employees when leaving their vehicle and entering the facility, returning to their vehicle and when conducting outside work.
- Ice cleats are required to be available and **in your possession** from November 1st through April 30th of each year **and used anytime snow/ ice is present on the walking/ working surface** of ND Paper Biron Mill property.



These ice cleats are designed to slip over sole of shoes with flat profile. Inside the mill cleats can be removed but remain in your possession for when they are needed. (If your work takes you outside.)

These ice cleats are designed to be shifted from the sole of the boot to the top of the boot depending on work location and task. Inside the mill cleats can be removed but remain in your possession for when they are needed. (If your work takes you outside.)



Policies and Procedures



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Lockout/Tagout



- Lockout/Tagout is required to work on any equipment where unexpected startup or release of stored energy has the potential to cause harm of injury.
- Two types of lockout/tagout:
 1. Individual Lockout
 - A. An individual lockout is a means which one or more devices can be locked out.
 - B. This method is normally not preferred for a shutdown or equipment down day.
 - C. You will still need to work with a mill employee to perform any individual lockout.
 2. Mill Box Lockout
 - A. A Mill Box Lockout system is desirable when individual employees or contractors do not have a sufficient number of locks to lock out all energy sources, when maintenance shutdowns occur, or large construction projects present complicated lockout procedures.

Lockout/Tagout



In both systems

- The system energy sources are brought to a zero-energy state by mill personnel and verified.
- The system is locked out by Mill personnel with color coded system locks.
- The system lock key or keys are secured in a key lock box at a lockout station.
- **Then Contract employees achieve personal lockout security by placing personal locks on the hasp of the lockout box at the lock out station**



Contractors have the responsibility to review the Mill lockout procedures and to inspect the placement of the system locks.

Lockout/Tagout



When energy is controlled through the use of a box lock out device, contractors and all affected employees are required to personally confirm that the equipment or machine on which or around which work is to be performed is included in the box lock out device before any work is attempted.

- **NO** work may be commenced until confirmation is achieved.
- If the device you must work on is not part of the box lock out, each affected employee working on or around the device is required to use an individual lock out at the source to ensure energy control. There will be no exceptions to this procedure.



Confined Space Entry



- Confined Space
 - Large enough to bodily enter and perform assigned work.
 - Has limited or restricted means of entry or exit.
 - Is not designed for continuous occupancy.
- All entries into confined spaces shall require a properly completed confined space entry permit.
- All contractors are responsible for providing their own confined space equipment.
- Air monitors, body harnesses, lifelines, lifting devices and tripods, lighting, ventilation blowers, etc.
 - See your project manager or mill contact for confined space entry permits.

Hot Work



- Any hot work performed may only be completed with a corresponding Hot Work Permit. Activities requiring a Hot Work Permit include:
 - Any welding of any type no matter how short.
 - The use of a burning or heating torch.
 - Any soldering.
 - Heavy grinding that spreads sparks in the area.
 - Any use of an open flame for any purpose.
 - Any operation the produces or could produce enough heat to cause ignition.

Hot Work



When conducting hot work:

- Prepare the work area by removing all combustible material within a distance of 35 feet from the hot work. If that is not possible all combustible material shall be protected from fire with fireproof covering.
- A fire watch shall be assigned whose duties are to continually watch for fire or other hazards during the operation. If hot material or sparks are to fall to a level or multiple levels below. Sufficient number of trained fire watch personal must be based on the size and complexity of the work area. The best practice is always to prevent hot material and sparks from falling below.
- Be sure to have a suitable, charged fire extinguisher or water line in the area ready and accessible for use.
- Finally, be sure that fire watch continues for at least 60 minutes after the hot work is completed.
- Proper area personnel must be notified that the hot work is complete, and the fire watch has left the area fire safe. The area must then be monitored by mill personnel for 3 hours before the permit can be closed out.
- When area sprinkler systems are down there is absolutely no welding, cutting or grinding to be performed in those areas. Check with department control rooms for any sprinkler system outages when obtaining a Cutting and Welding permit.³⁸

Line Break



- The Biron mill has a Line Break Procedure which applies to any process equipment or piping containing or previously containing hazardous material or pressures.
 - Corrosive
 - Toxic
 - Flammable
 - Reactive
 - Pressures >35 psi
 - >110°F or <-10°F
- Any line break work, including Tank & Vessel Breaking or Pump Removal, which contain an identified hazardous material or condition may only be performed following an approved Line Permit issued by the Biron Mill. If your work is affected by these conditions you will need to work with your Biron Mill project manager or mill contact for the appropriate permit.

Electrical Safety



- Portable Electric Equipment
 - Ground Fault Circuit Interrupters (GFCI's) shall be utilized for all electrical equipment connections in wet areas.
 - All portable electrical equipment shall be inspected prior to use to assure proper grounding.
 - Electrical cords shall not be run across aisles, doorways, stairs, wall openings or through oil or water.
- NFPA 70E
 - Biron Mill motor control centers may only be entered by authorized personnel. If you have not been deemed qualified, you may not enter these areas.

Equipment Use



Contracted work at the Biron Mill may require the use of specific equipment to safely and productively complete the work.

- This section will provide information pertaining to the requirements and safe work practices associated with:
 - Aerial Work Platforms and scissor lifts
 - Ladders
 - Scaffolding
 - And compressed air

Equipment Use



- Aerial work platforms and scissor lifts can be the safest and most productive method to reach and work at heights, however they must always be utilized in a safe manner.
- Aerial work platforms and scissor lifts owned by the Biron Mill shall not be used by contractors without specific permission provided by the Mill project manager or contact.
- Pre-use inspections shall be completed prior to using any aerial work platform or scissor lifts. Any defective equipment should be removed from service.
- Depending on the type of equipment, a fall protection harness and lanyard/self retracting lifeline may be required. Articulating lifts such as the one shown always require fall protection equipment.



Equipment Use



Ladders

- Any ladder used on the property shall be properly inspected prior to use. If any deficiencies are noted on the pre-use inspection the ladder shall be removed from service and not used until repaired or replaced.
- Only fiberglass ladders are allowed at the Biron Mill. Under no circumstances are wooden or metal ladders allowed.



Equipment Use



- Scaffolds

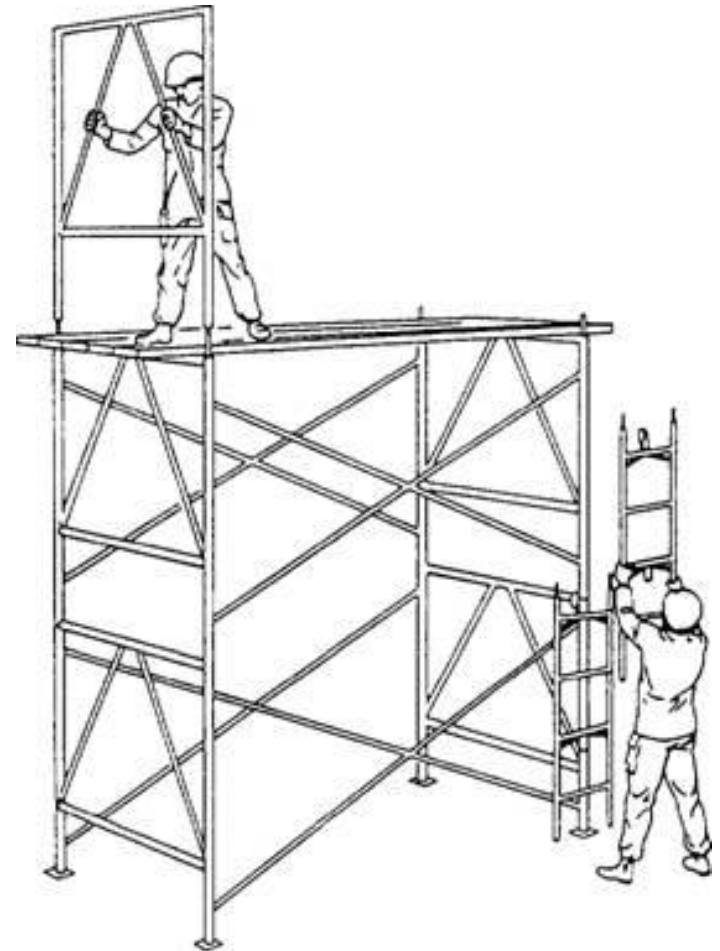
- To use or build a scaffold at the Biron Mill each person must be properly trained and qualified for the tasks performed.
- On a shift-by-shift basis the scaffold shall be inspected by a qualified person and tagged with a red, yellow or green tag as appropriate

ALL SCAFFOLDING MUST BE TAGGED AND INSPECTED PRIOR TO USE

RED: A red tag means the scaffolding is unsafe and no access is permitted.

YELLOW: A yellow tag means the scaffolding is incomplete but can be used with awareness and caution.

GREEN: A green tag means the scaffolding is deemed safe and meets OSHA requirements



Equipment Use



- Compressed Air
 - Hoses and couplings shall be inspected prior to each use.
 - Only hoses which are designed for compressed air shall be used.
 - All hose couplings shall have a positive locking device.
 - Compressed air for cleaning:
 - Shall be reduced to <30 psi when the nozzle is obstructed.
 - Safety glassed and face shield or goggles shall be worn.
 - Compressed air may not be used to clean yourself or others.

Barricade Tape



CAUTION

“Warning of a Hazard”

Proceed with Caution

DANGER

“Do NOT Enter”

A very important issue for contractor work is the proper hazard identification and barricading of your work area where potential hazards exist to other contractors or Mill personnel.

The Hazard identification policy is very simple and **MUST** be followed:

- Yellow caution tape is to be used for those conditions where a warning is necessary to alert all personnel before entering the area. This is intended as a caution, meaning no imminent dangerous conditions exist. To enter a yellow tape barricaded area, **STOP** before entering and ask for information pertaining to the hazard.
- Red danger tape is to be used to prohibit the entrance to the area by anyone other than those performing the operation due to dangerous conditions such as chemicals, overhead work, welding, cutting or other such operations. **NEVER** enter an area barricaded with red danger tape for any reason.
- Be sure to barricade areas with the right colored tape.
- If a fall hazard exists a more permanent type of barricade must be used to prevent injury.
- Make certain to remove and dispose of barricade tapes when the hazards are eliminated.

Plastic Barricade Tape Shall NOT Be Used – Cloth ONLY

Combustible Dust



Combustible dust hazards are present at the Biron Mill. However, with appropriate practices we can all do our part to ensure the safety of all Biron employees, contractors and visitors.

- Combustible Dust Types
 - Wood Dust
 - Coal Dust
 - Paper Dust
 - Starch
- To control these hazards the Biron Mill has implemented engineering and administrative controls.
 - The use of compressed air for cleaning combustible dust is **NOT** allowed. Alternative cleaning tools and techniques must be used for cleaning combustible dust.

Environmental Requirements



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Spill Prevention



- In the event of a spill:
 - Immediately contact the EHS manager or designee if...
 - Any substance is released to the river or into a storm sewer.
 - Any substance is spilled to soil.
 - Any substance is put into the process sewer system without prior approval.
 - Immediately control and mitigate the effects of any spill, including evacuation of an area if necessary.
 - Contractors are responsible for all cleanup and disposal of spill residues.

Keep spill control materials handy if working in high-risk areas.

Bringing Chemical Onsite



- Prior to bringing chemicals onsite, the contractor will:
 - Provide an SDS for each chemical brought on the property.
 - These SDSs must be available at all times and made available upon request.
 - In addition, each contractor shall be able to provide a full inventory including quantities of chemical brought onsite.
- At the completion of the project, the contractor will:
 - Remove all unused materials from the site.

Chemical Storage and Transportation



- Mill project manager or contact will advise contractors of designated storage areas for materials brought on site.
- Keep storage areas neat and orderly.
- Keep aisle ways clear.
- Do not store incompatible materials next to each other.
- Keep original labels on containers.
- Properly label materials placed in secondary containers.
- Transportation of all hazardous materials on Biron Mill property is to be done according to DOT regulations.

Waste Disposal



Contractors shall review with mill environmental personnel the types of wastes that will be generated as a result of their activities.

- All unused materials are to be removed from the Biron Mill by the contractor.
- No waste materials are to be disposed of on Biron Mill property, including into process and/or storm sewers, or by using dumpsters without prior approval.
- All roll off bins/hoppers brought in by contractors are required to be covered when placed outside.
- No open containers shall be left outside.
- Concrete washouts shall be conducted in a way that is compliant with the Wisconsin Department of Natural Resources and the Environmental Protection Agency regulations.

Waste Disposal



General Trash/Recyclables - Contractors can use designated Biron Mill containers for general trash and recyclables.

- Recyclables include aluminum cans, glass bottles, some plastics, steel cans, and paper/cardboard.
- If there are any questions regarding the suitability of materials for recycling or general trash, the mill Project Manager or contact should be consulted. Materials for general trash must be nonhazardous and contain no free liquids.

Empty Drum and Container Policy - All empty drums and containers are to be removed from the site by the Contractor and disposed of properly.

Scrap Metal - Utilize scrap metal hoppers for disposal. The mill Project Manager or contact will review the location of the scrap metal hoppers closest to the job site. Scrap metal that can be recycled is not to be placed in the general trash.

Hazardous Wastes - If you will generate any HAZARDOUS WASTES while on-site, inform your project manager or mill contact. Under no circumstances should a Contractor dispose of hazardous waste on Biron Mill property. It is the contractor's responsibility to properly dispose of any/all hazardous waste they generate.

Asbestos



- We will Review with you the location of any asbestos-containing materials.
- Do not disturb asbestos-containing materials.
- Do not remove any asbestos-containing materials.
- If you encounter materials that you suspect to contain asbestos contact the Project Manager or mill contact. They will arrange for testing and determine if work in the area can continue or needs to be halted
- If asbestos-containing materials need to be removed for a project, the mill will hire an outside licensed asbestos removal firm. They will follow Biron Mill's Asbestos Policy.

Storm Water Runoff



- If your work results in a construction site that disturbs one or more acres of land...
 - Inform the Project Manger and the Environmental Health & Safety Manger in advance. You will be required to maintain and implement a “Construction Site Erosion Control and Storm Water Management Plan.”
 - Contractors must inspect the site as specified in the “Construction Site Erosion Control and Storm Water Management Plan.”

Excavations



If the project involves excavation, a permit is required

- To determine Underground Utilities and Pipelines, use the Diggers Hotline by calling 1-800-242-8511.
- For water removal, comply with any permits required for the pumping and discharge of water removed from an excavation.
- For Soil Borings, all bore holes shall be properly filled.
- In case of contamination, immediately report it to the Mill Environmental Department. Work should be suspended until Biron Mill personnel can determine the appropriate actions to be taken. Work shall not be reinitiated without the approval of the mill environmental contact.
- In the unlikely event that an Underground Tank is found during an excavation, Stop work immediately and notify the Mill EHS Department.

Environmental Requirements



Nuisance Dust/Noise and Pesticide/Herbicide Application

- **Nuisance Dust**

- Minimize the generation of fugitive dust by watering down dusty roadways. Where dusty materials are handled, use fans, hoods, or other air-cleaning devices. Where moving materials that are likely to become airborne, be sure to cover or secure the material.

- **Noise**

- Conduct activities in a way to minimize noise.

- **Pesticide/Herbicide Application**

- Only certified and licensed personnel are allowed to apply pesticide or herbicides at the Biron Mill. Make sure Biron Mill Purchasing has a copy of the certificate documenting that you are a certified and licensed applicator in Wisconsin.

Verification of Knowledge



In closing, you must now complete the Verification of Knowledge and remember that a final score of 100% is required.

- Once completed the form or forms may be submitted to the Biron Mill security guard to obtain a security badge.

At Biron, our goal is world-class safety.

- To ensure the safety of you and your fellow co-workers always follow the rules of safety.
- Plan safety into every task and always do the right thing.
- When you have to make a choice between safety and productivity, choose safety.
- Learn all the hazards in your surrounding area and take the necessary precautions.
- Watch out for each other and ask questions when something looks wrong. Always use the proper personal protective equipment and if you see an unsafe condition or at-risk behavior take action.
- Report it or correct it immediately. Your safety is important to us at the Biron Mill. Thank you and have a successful and safe project.



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Thank you

**Complete the Verification of Knowledge
Reminder: Final score of 100% is required.**

At Biron, our goal is world-class safety.

Any question about mill policies contact your project manager.

