



Calhoun Operations

Summary of Safety, Security, and General Mill Rules for Contractors

Revised 10/12

The purpose of this document is to provide contractors, vendors and service technicians who anticipate working at Resolute Forrest Products-Calhoun Operations with guidelines and information in advance of preparing bids, moving on site, or commencing work.

I. SAFETY

- A. All companies who will perform "Hands On" work at our facility must complete a "**Contractor Safety Questionnaire**" on an annual basis. The "Contractor Safety Questionnaire" can be found on the internet at <http://www.calhouncontractors.com>. This questionnaire must be received and approved before your employees can access the orientation program. Questionnaires must be submitted annually no later than March 31. Once the approval process has been completed, contractors will be entered into the orientation database allowing access to complete the training. The orientation website can be found at: <http://www.calhouncontractors.com>

- B. All companies must submit a current Certificate of Insurance listing Resolute Forest Products-Calhoun Operations as the certificate holder.

At a minimum the COI should include the following: General Liability coverage in the amount of \$2,000,000 per occurrence, Workers Comp with statutory limits, normally \$1,000,000 each accident and Auto coverage of \$2,000,000 if you plan to drive on our site. Our address is:

**Resolute Forest Products
Calhoun Mill
5020 Highway 11 South
Calhoun, TN 37309-5249**

- C. **All Contractor employees are required to complete the Contractor Safety Orientation before beginning work on the mill site.** Orientations are completed online and can be accessed at: <http://www.calhouncontractors.com>. Orientations are valid for one year from the date you completed.
- D. **All** contractors are required to have a written safety and health program that complies with Federal, State, and Local laws and regulations.
- E. Contractors are required to comply with **all** Resolute Forrest Products-Calhoun Safety Policies. Personal Protective Equipment must be supplied by the contractor and available upon beginning work.
- F. Resolute Forrest Products-Calhoun will not furnish any PPE or Safety equipment to contractors. (This includes toxic gas monitors)
- G. Contractors who sub-contract work are required to communicate these safety rules to sub-contractors and ensure that all provisions outlined in this document are followed. Each sub-contracting company must submit a Contractor Safety Questionnaire and a current COI. All sub-contract employees must complete the Contractors Safety Orientation before arriving at the mill. You are also responsible for ensuring that all your vendors, delivery personnel and visitors follow all Mill safety rules.
- H. When bidding on a job all safety requirements should be considered and included.
- I. Contractors with 20 or more employees at our facility are required to have a Safety Professional on site.
- J. All contractor employees are limited to no more than sixteen (16) hours work in any twenty-four (24) hour period. Exceptions must first be approved by the Contractor Coordinator or Maintenance Manager.



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K. Resolute Forrest Products-Calhoun Safety policies can be found on the Calhoun Contractors website at <http://www.calhouncontractors.com> . The following is a brief summary of the minimum safety requirements:

1. Respiratory Protection Policy

- a. A copy of the contractor's written respiratory protection plan must be provided to Safety.
- b. All visitors, contractors, and vendor personnel are required to carry an escape respirator approved for protection against chlorine, chlorine dioxide, sulphur dioxide, and hydrogen sulfide while onmill premises in the following areas: Kraft Mill, #3 Recovery Boiler, Waste Lift Pumps, Effluent Clarifier, Sludge Plant, Filter Plant, and Package Plant.
- c. When planning a job at Resolute Forrest Products-Calhoun, it is the responsibility of the contractor to determine if respiratory protection such as full facepiece, half mask, or supplied air may be required.

2. Personal Protective Equipment

- a. Eye Protection - Gate-to-gate eye protection which meets ANSI Z87.1 is required throughout the mill site except in operator control rooms, lunchrooms/breakrooms, restrooms and offices. Safety glasses (prescription and non-prescription) must have permanent side shields. Safety sunglasses shall not be worn indoors. Qualified Electricial employees must wear non conductive safety glasses.
- b. Foot Protection - Safety-toe shoes must be worn gate-to-gate. All safety shoes must be EH rated.
- c. Hand Protection – **General Purpose gloves are required to be worn gate-to-gate.** Appropriate gloves, adequate for the hazard and task must be worn.
- d. Clothing - No shorts or tank tops are permitted. Loose clothing or long hair that may be caught in rotating equipment will not be allowed. Shirt tails must be tucked in and long hair must be tied back.
- e. Jewelry – prohibited in operating areas (no rings,, necklaces or ear rings other than stud type). **Only watches with break away bands may be worn.**
- f. Hearing Protection – is required gate-to-gate except in operator control rooms, lunchrooms/breakrooms, restrooms and offices.
- g. Hard Hats – Required gate-to-gate except in operator control rooms, lunchrooms/breakrooms, restrooms and offices. Qualified Electricial employees must wear Class E hard hats.
- h. Fall Protection - When working at heights greater that **4 feet** where there is no work platform with hand rails available, a full body harness with fall-arresting lanyard is required.
- i. Confined Space Entry - When entering a confined space, each occupant is required to wear a full body harness with a lifeline attached, and one employee in the space must wear a personal monitor for H₂S, CLO₂ and/or Cl₂, depending on the hazard. (Harness and lifeline are not required in the boilers if scaffolding with handrails is provided.)

3. Lockout/Tagout

Contractors must have and use their own personal locks as outlined in the Resolute Forrest Products-Calhoun Lockout Policy. All contractor locks must be identified with a “**Do Not Operate**” Tag which includes the Company Name and the name of the employee who is working behind the lock. Locks will not be furnished by Resolute Forrest Products-Calhoun.



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4. Ladder/Scaffolding

- a. No metal ladders will be allowed in the Mill. All ladders must have non-conducting side rails and must be of industrial grade. Ladders must be maintained in good condition at all times.
- b. Scaffolding components must be from the same manufacturer and properly maintained. Decking material must be rated for the work load and extend the length of the platform working surface. Handrails and mid rails must be installed with toe boards that prevent objects from falling below. All scaffolding must meet the minimum OSHA requirements as outlined in 29 CFR 1926 Sub Part L. If you build scaffolding on our site you must have a "Competent Person" as defined in 29 CFR 1926 supervise the erection.

5. Industrial Powered Truck

Contractors operating industrial powered equipment on Resolute Forrest Products-Calhoun property must be properly trained to operate the equipment. Training must meet OSHA requirements for Industrial Powered Equipment and the employee operating the equipment must have in their possession documentation of this training. Heavy equipment such as mobile cranes, front end loaders, dump trucks etc., must have back up warning alarms.

6. Radiation Devices

Before any radioactive devices or equipment is brought onto the mill site a copy of the user's license and a brief description of the equipment to be used must be approved and provided to Safety.

(The Resolute Forrest Products-Calhoun Radiation Safety Officer must be notified prior to such equipment being brought on the mill site.)

- L. During the period of time when significant portions of Resolute Forrest Products-Calhoun Operations was constructed, building materials containing asbestos were widely used. Any materials which may likely contain asbestos (insulation, transite piping, transite siding, etc.) should be assumed to contain asbestos. Proper abatement procedures must be followed. Insulation which does not contain asbestos has been identified and labeled, but all unlabeled insulation should be assumed to contain asbestos. See your Resolute Forrest Products-Calhoun contact for information on any specific asbestos questions.
- M. To protect employees and to comply with Federal Law concerning employees' "Right To Know" on Hazardous Materials in the Workplace, contractors are required to provide the Safety Department, Resolute Forrest Products-Calhoun and Directory Division, Calhoun Operations with copies of the Material Safety Data Sheets (MSDS) on all materials and chemicals which will be used during the performance of contracted work. RESOLUTE FORREST PRODUCTS-CALHOUN IS TO RECEIVE THE MSDS INFORMATION PRIOR TO BRINGING THE MATERIAL ONTO THE MILL SITE.
- N. Resolute Forrest Products MSDS's can be found at: <http://www.calhouncontractors.com>
- O. First Aid assistance is available from the Health Services Department from 7:30 a.m. to 4:00 p.m. Monday through Friday, or from EMS/Security after 4:00 p.m. and on weekends.
- P. The entire Mill is considered "No Smoking". Smoking inside the mill is no longer allowed in any area.
- Q. Eating, drinking, or taking breaks is not allowed in any electrical control room, or in areas where chemicals are used.
- R. Alcohol, illegal drugs and firearms are not allowed on Mill premises. Contractors must have a written program that addresses the control of alcohol and substance abuse. This program must include as a minimum prehire and random drug testing. Resolute Forrest Products-Calhoun management reserves the right to request drug testing at any time for cause and/or random. Contractor management must have any contractor employee drug tested on our millsite when involved in an accident, near miss, or for property damage.



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II. PROCESS SAFETY MANAGEMENT

- A. As specified by the Tennessee Occupational Safety and Health Regulation 29 CFR 1910.119, the chemicals listed below are present at the Calhoun Mill and are considered to be potentially hazardous chemicals. The Safety orientation materials will address the potential hazards and safety precautions necessary. Documentation will be maintained by Safety.

PSM COVERED CHEMICAL	LOCATION	DESCRIPTION/ QUANTITY
Chlorine Dioxide	Chem Prep-CIO2 Plant All CIO2 is used in Kraft Mill bleach plant D100 and D stages	1 - 40 Ton generator 2 - 225,000 gal storage tanks
Methanol	Chem Prep	1 - 10,000 gal storage tank
Sodium Chlorate	Chem Prep	1 - 22,000 gal unloading tank 1 - 30,000 gal storage tank 1 - 55,000 gal storage tank
Turpentine	Kraft Mill TMP	1 - 3500 gal collection tank 1 – 29,890 gal storage tank 1 - 734 gal collection tank 1 – 29,890 gal storage tank
Non-Condensable Gas (Hydrogen sulfide, methyl mercaptan, demethyl sulfide, demethyl disulfide)	Kraft Mill and P&S (#3 Recovery Boiler)	Process lines - variable Evaporators & Relief System – variable

III. SECURITY

- A. The contractor superintendent must provide means of communication, such as phone, radio, or beeper system and the name of a contact person to EMS/Security.
- B. No cameras are allowed on the mill site without prior written permission from the contractor’s Resolute Forrester Products-Calhoun contact.
- C. Emergency contact numbers for contractor supervision for after hours emergencies will be given to EMS/Security.
- D. All contractors are required to use Contractor Gate #7 (or other gates designated by EMS/Security). Unnecessary entry and exit are to be avoided.



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- E. All vehicles/persons entering any gate will be subject to search by EMS/Security. Refusal to submit to search by EMS/Security will result in denial of entry.
- F. Contractors and their subcontractors will be required to submit a tool list to EMS/Security for all tools and equipment which are being brought onto the mill site at the time of entry. These should be prepared prior to the contractor arriving at the Mill. This list will be kept on file by EMS/Security and referred to and updated when the contractor or subcontractor removes tools/equipment from the Mill.
- G. Contractor tool/material passes are required for any tools or equipment the contractor removes from the mill site. A list of tools being removed must be designated on the tool list.

IV. GENERAL MILL RULES

- A. Standard work hours will be followed: 8:00 a.m. to 4:30 p.m. Monday through Friday. All exceptions must be approved by your Resolute Forrest Products-Calhoun contact.
- B. No employee, hourly or salaried, is allowed to work over 16 hours without prior approval from the RFP General Manager.
- C. Clean-up of the job site is required during work and at the end of each day.
- C. Each contractor is expected to provide their own compressed air supply. Permission from the Resolute Forrest Products-Calhoun contact is required for use of the Mill's compressed air systems.
- D. Contractors are not to dump any waste into landfills, sewers, drains, or ditches without clearance from the Environmental Department at ext. 7591.
- E. Resolute Forrest Products-Calhoun will supply all welding gasses to contractors. If contractors need to supply their own welding gasses they must first obtain permission from their Resolute Forrest Products-Calhoun contact. If permission is granted all non-Resolute Forrest Products-Calhoun cylinders must be labeled with the contents and your company name.
- F. If you will be bringing more than 20 employees on site you must provide portable restrooms.

V. ELECTRICAL SAFETY

- A. The previous level of electrical safety training for contractors, outside service, and other non-Resolute Forrest Products personnel shall be evaluated before they are brought on site to determine whether or not this training is acceptable for the work to be done. It is the responsibility of the Contractor Management to evaluate their employees training to ensure they have received all applicable training as required by this policy, NFPA 70E, OSHA and any other training required. This evaluation must be documented by using the Electrical Safety Pre-Approval Training Evaluation Checklist. This checklist can be found at <http://www.calhouncontractors.com> and must be sent to the Resolute Forrest Products – Calhoun Operations, Safety Department before the employee arrives at the mill.
- B. Electrical test instruments and equipment used shall meet applicable codes and standards and shall meet or exceed the site *Electrical Test Instrument and Equipment* purchasing specification. These specifications can be found at www.calhouncontractors.com
- C. Personal protective equipment used shall meet the requirements of applicable codes and standards and shall meet or exceed the site *Electrical Personal Protective Equipment* purchasing specification. These specifications can be found at www.calhouncontractors.com In those areas where required, hard-hats that comply with ANSI Z89.1, Class E or G shall be used.



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- D. Because of the variety of hazards, job tasks, experience, and expertise of individuals exposed to electrical hazards, training required for a specific individual to be considered Qualified for specific tasks will vary. It is possible, and in fact likely that individuals trained and considered Qualified for some tasks are Unqualified for others. Training received shall be specific to the job tasks and the electrical hazards present.

Please forward any questions or concerns to the Resolute Forest Safety Department:

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