



## Bicycle Policy

Effective October 1, 2007  
Reviewed Date: June 29, 2011  
Revised Date: June 29, 2011

### I. PURPOSE

The purpose of this policy is to establish general safety procedures for the safe operation of bicycles in the mill and the prevention of bicycle related injuries.

### II. SCOPE

This policy will apply to all individuals, including AbitibiBowater employees, contractors, vendors, and visitors while on the Calhoun mill property.

### III. PROCEDURES

Two and three-wheel bicycles will be used primarily to aid individuals in transportation throughout certain areas of the mill. Bicycles will be restricted to specified areas based on two or three-wheel use. Bicycles may be equipped with a basket for carrying limited materials. The rider is responsible for making sure the bicycle is not overloaded and that the weight is distributed evenly. The loads must be safe, with nothing sticking out or pose a hazard as the bicycle travels. All items must fit inside the bicycle basket.

For the purpose of this policy, two and three-wheel bicycles will be referred to as “Bicycles” or “Bikes” unless otherwise mentioned.

### IV. RULES AND REGULATIONS

- A. Bicycles are to be ridden at a safe speed at all times.
- B. The rider must keep both hands on the handlebars at all times. No item may be carried “in hand” while riding a bicycle.
- C. Bicycle riders must yield to all pedestrians.
- D. Bicycle riders must exercise caution when riding through doorways or around blind corners where their vision is obstructed. When exiting a process building the rider must stop and yield to vehicles or pedestrians before entering roadways.
- E. Bicycles must not be parked in walkways, and they must be parked at least five feet from door openings and designated walkways.
- F. When bicycles are ridden on mill roads, riders must follow the same traffic rules as motor vehicles, i.e. obey all stop signs and yield to all pedestrians, etc.
- G. Bicycles must be maintained in good working order and tire tread must be visible. It will be the rider’s responsibility to inspect the bike before use to ensure it is safe to operate. If it is not in good working order, the bike must not be used until it is repaired. All guards, including the chain guard, need to be in place and not missing or damaged. Bikes found unsafe to ride must be tagged “Do Not Operate”.
- H. Two-wheel bicycles will not be allowed in process buildings.



- I. Bicycles must not be utilized at night in outdoor areas unless equipped with head lights and rear reflectors.
  
- J. Three-wheel bicycles will be allowed in process buildings, however; three-wheel bicycles will NOT be permitted in the following process locations under normal operations. Bicycles may be permitted in these areas during outages:
  - 1. Paper Mill and Finishing and Shipping
    - a) Between wet-end control rooms and the winders on paper machines 1-4, or not behind any paper machine
    - b) Winder area
    - c) Finishing and Shipping basement loading and storage area
    - d) Finishing and Shipping East/West walkways
    - e) Finishing and Shipping – adjacent to slat conveyors and rewinder
  
  - 2. Kraft Mill & Pulp Dryer
    - a) KM levels above the operating floor
    - b) Pulp Dryer basement south of pulp wrap line
  
  - 3. Recycle
    - a) Warehouse
  
  - 4. Power and Steam
    - a) Any floor above operating floor of the Power Boilers, BFB, and No. 3 Recovery Boiler.

**V. RESPONSIBILITY**

- A. Bike riders - whether employee, visitor, vendor or contractor - must follow these guidelines while on mill property.
  
- B. Department Manager – maintains the appropriate number of bicycles for their area, ensures bicycles are in good working condition, and ensures the safe operation of bikes in their area as outlined in this procedure.
  
- C. Safety Department – ensures this policy is updated as needed.

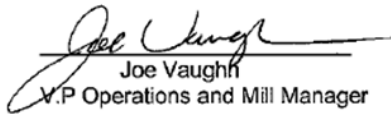


**Approval Signatures:**

Effective October 1, 2007

Reviewed: June 29, 2011

Revised: June 29, 2011



Joe Vaughn  
V.P Operations and Mill Manager



Larry Vest  
Safety and Health Services Manager