



Calhoun Operations

## Personal Protective Equipment Policy

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Effective: December 13, 2007

Revised: June 2, 2011

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### **PURPOSE**

The purpose of the personal protective equipment policy is to prevent injuries. This policy complies with OSHA 29 CFR 1910, Sub-Part I.

### **SCOPE**

This policy applies to all employees, contractors, vendors, and visitors on the mill site. All personal protective equipment must meet ANSI standards.

### **DEFINITIONS**

Dolphin: Barge tie-up pillar.

Gate-to-gate: Inside mill perimeter fence beyond boundaries that are clearly marked with signs stating “PPE required beyond this point”.

Eye Protection: Safety glasses with side shields, goggles, and welding shields.

Side Shields: Peripheral eyeglass protection that meets ANSI standards and are permanently attached to the temples of safety glasses.

Hard Hats: Class B Hard Hats (Class B hard hats meet ANSI standards for impact and non-conductivity)

Safety Shoes: All safety shoes must meet ANSI standards and be EH Rated.

Fall Protection: Full body harness with shock absorbing lanyard.

OSHA: Occupational Safety and Health Administration

ANSI Standards: American National Standards Institute which provides minimum performance requirements and test methods for certification of PPE.

CFR: Code of Federal Regulations for Occupational Safety & Health Standards

Chaps: Leg protection designed to minimize injuries from chainsaws.

Maintaining PPE: a) Cleaning; b) Inspecting; c) Proper Storage; d) Repairing or Replacing

Shut Down: Areas where the product normally produced is not being produced, and maintenance is required to restore production. For the purposes of this policy the physical boundaries of the shutdown area will be determined by the Operating Superintendent.



## Personal Protective Equipment Policy

---

Overhead Work: Any work activity that involves the use of lifting equipment (i.e. use of cranes, hoists, come-a-longs, etc.), or when employees are working below others and there is a potential for injury from falling objects.

### **POLICY AND PROCEDURES**

Examples cited in the following safety equipment PPE are not meant to be all inclusive, but just serve as common illustrations of the PPE being discussed.

#### A. Eye and Face Protection - CFR 1910.133

Gate-to-gate eye protection meeting ANSI Z87.1 is required throughout the mill site except in operator control rooms, lunch rooms/break rooms, restrooms, and offices.

Eye protection may be temporarily removed under the following conditions:

1. Cleaning protective eyewear
2. Vision obstructed by steam or condensate. When conditions clear, put glasses back on.

#### Safety Glasses

1. Safety glasses (prescription and non-prescription) must have permanent side shields.
2. Safety sunglasses shall not be worn indoors.

#### Goggles (Chemical and Non-Chemical)

Goggles (chemical where indicated) must be worn:

1. When exposed to chemical splash or mist hazards (Chemical goggles and face shield required).
2. Working around lime, coal, or salt cake dust.
3. Filling propane tanks (Chemical goggles and face shield required).
4. Cleaning out Bark Hogs.

#### Cutting Goggles

Cutting goggles must be worn:

1. When oxygen/acetylene cutting.
2. Torch brazing or soldering (minimum protective shade range 3-5). See ADDENDUM II

#### Welding Shields/Hoods

Welding shields must be worn when:

1. Welding or assisting the welder.
2. Plasma cutting or welding.
3. MIG or TIG welding (minimum protective shade range 9-11). See ADDENDUM II



## Personal Protective Equipment Policy

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### Sand Blasting Hood

1. Must be worn when sand blasting,

### Face Shields/Eye Protection

Face shields may not be worn alone. Appropriate eye protection is also required anytime a face shield is required (example: chemical goggles when the potential exposure to chemicals exists). Face shields must be worn when:

1. Grinding
2. Valving in/out for caustic boilouts
3. When the potential for chemical exposure exists
4. Pulling wires at the hydropulper
5. An individual is exposed to blowback from a boiler furnace, such as cleaning ports or liquor guns, rodding draft taps, cleaning slag from coal burners, etc.

### B. Head Protection - CFR 1910.135

1. Hard hats must meet ANSI standards and can be obtained from the Storeroom. It is the responsibility of the employee to maintain the integrity of the hard hat. No modifications to the hard hat are allowed.

The entire mill is considered a hardhat area.

#### Exceptions Mill Wide:

1. The Facilities and Administration Buildings are excluded. Boundaries are clearly marked with red signs stating "PPE required beyond this point". (When exiting these buildings into the mill areas hard hats must be worn)
2. Lunch Rooms
3. Break Rooms
4. Restrooms
5. Offices
6. Operating Control Rooms and Rack Rooms
7. Industrial trucks or mobile equipment with built-in overhead protection

#### Additional Exceptions:

1. Operating Floor, tending sides of all Paper Machines from headboxes through the wrap lines.
2. Backside of the Paper Machine reel drum at turn-up
3. While on the operating floor, installing or removing machine clothing, including forming fabrics, press felts, and dryer felts
4. While on clamp/fork truck with built in over head protection
5. Maintenance shop areas where no overhead work is taking place
6. Pulp Dryer operating floor tending side through the lowerator
7. Over the road drivers who go to only the loaded and empty trailer pool area.

**NOTE: HARD HATS MUST BE WORN IN ANY AREA OF THE MILL DURING A SHUTDOWN WHETHER SCHEDULED OR UNSCHEDULED.**



## Personal Protective Equipment Policy

### C. Foot Protection - CFR 1910.136,

#### Safety Shoes (Addendum IV)

1. Safety shoes must be worn gate-to-gate.
2. Safety-toed rubber boots must be worn when:
  - a. unloading chlorate
  - b. washing out chests using caustic or wet end cleaner
  - c. when required as part of chemical protective clothing

#### Exemptions:

- a. Wood products delivery personnel
- b. Over the road truck drivers who go only to the loaded or empty trailer pool areas

### D. Hand Protection - CFR 1910.138

Employees are required to wear General Purpose gloves "Gate to Gate". If employees feel they cannot wear gloves due to a lack of dexterity or any other reason, they should stop the task and call their supervisor for guidance. The employee and supervisor should assess the job together and determine the safest way to complete job. Other type gloves should be considered and provided if possible. If no suitable glove is available, the supervisor must make the determination if it is safe to complete the job without wearing gloves.

When cut resistant gloves are required they must be worn on both hands.

Be aware that General Purpose work gloves are not appropriate for all tasks. Employees must wear the appropriate gloves for the task they are performing.

Gloves should not be worn around nip points, rotating equipment or anytime they would create a hazard. (i.e. bench grinding, lathes, etc)

#### Gloves

<u>GLOVE TYPE</u>	<u>MUST BE WORN WHEN</u>
Chemical Resistant	Handling chemicals
Cut Resistant (Level 5)	Handling slitters Slabbing Rolls/Spools Handling paper mill doctor blades Handling woodyard chipper or rechipper knives Handling any sharp objects Handling all knives during work related activities.
Welding	Welding, cutting, burning, brazing, using a portable grinder, punching out boiler ports or spouts
General Purpose (Leather/Hylite "Blue" Gloves)	Do not use when welding Not for chemical handling





## Personal Protective Equipment Policy

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### H. Hair Length

Hair must be worn in a fashion that would prevent it being caught in a nip point. Hair that is below the shoulder in length shall be pulled back and pinned up.

### I. Rings, Watches, Jewelry

Jewelry may not be worn in operating areas. This includes but is not limited to rings, necklaces, bracelets and earrings (other than stud type). Watches can only be worn if they have a break away band.

Exceptions are:

- Employees reporting to and from work
- Visitors who remain on designated walkways
- Medical alert bracelets

## **RESPONSIBILITIES**

### A. Mill Management

Mill management shall be responsible to ensure that appropriate personal protective equipment is available.

### B. Department Management

Each department shall be responsible for:

1. Ensuring employees wear proper PPE.
2. Ensuring all employees are trained to know at least the following:
  - a) When PPE is necessary
  - b) What PPE is necessary
  - c) How to properly put on, adjust, wear, and remove PPE
  - d) The limitations of PPE
  - e) The proper care, maintenance, useful life, and disposal of PPE
  - f) Where to locate PPE

Each affected employee shall demonstrate an understanding of the training above and be able to recognize hazards where PPE would be needed.

When the department has reason to believe that any affected employee who has already been trained does not have the understanding and skill required by this section, the department shall retrain each such employee. Circumstances where retraining is required include, but are not limited to, situations where:

1. Changes in the workplace render previous training obsolete.
2. Changes in the type of PPE to be used render previous training obsolete.
3. Inadequacies in an affected employee's knowledge or use of assigned PPE indicate that the employee has not retained the requisite understanding or skill.



## Personal Protective Equipment Policy

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### C. Employees

It is the employee's responsibility to know, understand and follow this policy by:

1. Wearing and maintaining the proper PPE.
2. Not using defective or damaged PPE.
3. Reporting any defective or damaged PPE to your supervisor immediately.
4. Reading and understanding the policy.
5. Knowing where to locate PPE.

### D. Safety Department

It is the Safety Department's responsibility to:

1. Ensure safety equipment used meets ANSI Standards and is appropriate for the task.
2. Ensure departments conduct appropriate training.

**Employees and supervision shall assess each situation to determine if additional PPE is required.**

Departments may require additional personal protective equipment for specific tasks. This policy covers the minimum requirements for personal protective equipment.

Contractors must provide their own personal protective equipment. Their personal protective equipment must meet the requirements of this policy.

### **ADDENDUM/EXCEPTIONS**

Clarifications/Exceptions are listed in the Policy.

Additional PPE requirements are covered in the following policies:

- A. Confined Space
- B. Respiratory Protection
- C. Hearing Conservation
- D. Line Breaking
- E. Hot Work



Calhoun Operations

## Personal Protective Equipment Policy

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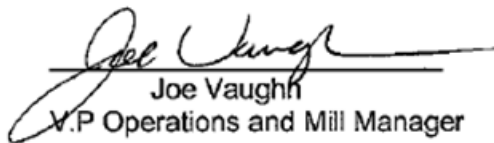
### Approval Signatures:

Effective: December 13, 2007

Revised: June 2, 2011

Revised: June 2, 2011

### Approval Signatures:



Joe Vaughn  
V.P Operations and Mill Manager



Larry Vest  
Safety and Health Services Manager





**ADDENDUM I**

**PRESCRIPTION SAFETY EYEGLASSES**

The following guidelines pertain to the prescription eyeglass safety program, which is part of the Personal Protective equipment (PPE) Policy for the Calhoun Mill. This program applies to all active AbitibiBowater employees at the Calhoun Operations.

To comply with the AbitibiBowater PPE policy, prescription safety eyeglasses will be equipped with permanent side shields. Prescription safety glasses for use inside the mill will be provided to AbitibiBowater employees at no cost; however, the employee must pay for their own eye examination. Frame selection will be limited to specific styles.

The types of safety glasses available will be as follows:

**Clear** – impact resistant polycarbonate lenses. Plastic if necessary, but no glass.

**Transitions** – impact resistant polycarbonate. Plastic if necessary. No photo gray or tinted lenses (see exceptions below).

**No-line bifocals or Progressive lenses**, up to Progressive level 2. No Progressive Level 3.

**All safety frames must have permanent side shields**

Employees who work outside may choose to order either clear, photo gray, transitional or tinted (sunglass) lens. If clear lenses are selected, flip-down sunglasses may be used for sun protection. Employees who require tinted (sunglasses) for the majority of their routine work activities will also need to have non-tinted safety glasses for use inside or at night. Sunglasses are not to be worn indoors at any time or outdoors at night.

It is recommended that eyeglass prescriptions be updated every two years. Safety glasses will be replaced when damaged beyond repair or once every two years with a new prescription.



Calhoun Operations

## Personal Protective Equipment Policy

### ADDENDUM II

#### FILTER LENSES FOR PROTECTION AGAINST RADIANT ENERGY

OPERATIONS	ELECTRIC SIZ 1/32 IN.	ARC CURRENT	MINIMUM SHADE
Shielded metal	Less than 3	Less than 60	7
Arc welding	3 – 5	60-160	8
	5-8	160-250	10
	More than 8	250-550	11
Gas metal arc		Less than 60	7
Core arc welding		60-160	10
And flux core arc		160-250	10
Welding		250-500	10
Gas Tungsten arc		Less than 60	8
Welding		50-150	8
		150-500	10
Air carbon (light)		Less than 500	10
Air carbon (heavy)		500-1000	11
Plasma arc welding		Less than 20	6
		20-100	8
		100-400	10
		400-800	11
Plasma arc		Less than 300	8
Cutting light*		330-400	9
		400-800	10
Torch brazing			3
Torch soldering			2
Carbon arc welding			1
Gas Welding:			
Light	Under 1/8	Under 3.2	4
Medium	1/8 to 1/2	3.2 to 12.7	5
Heavy	Over 1/2	Over 12.7	6
Oxygen cutting:			
Light	Under 1	Under 25	3
Medium	1 to 6	25 to 150	4
Heavy	Over 6	Over 150	5

\*Footnote These values apply where the actual arc is clearly seen. Experience has shown that lighter filters may be used when the arc is hidden by the work piece.



Calhoun Operations

## Personal Protective Equipment Policy

### ADDENDUM III PPE CHART

	LEATHER GLOVES	CHEMICAL GLOVES w/HOOD	SUPPLIED AIR	CHEMICAL SUIT	RUBBER BOOTS	CHEMICAL GOGGLES/FACE SHIELD	FACE SHIELD	LONG SLEEVE	PERS GAS MONITOR	HEAT REST GLOVE	RESPIRATOR
<b>* NOT ESCAPE RESPIRATOR (See RPP Policy)</b>											
Sulfuric Acid		X		X	X	X	X				
Green/White/Black Liquor		X		X	X	X	X				
NCG's		X	X	X	X				H2S		
Chlorine (GAS)		X	X	X	X				CL2		
Chlorine Dioxide		X	X	X	X				CL02		
Ammonia		X	X	X	X						
Hot Materials (>140 degree)		X		X	X	X	X				
Propane	X					X	X				
Natural Gas	X		X			X	X				
Methanol		X	X	X							
Hydrogen Peroxide		X		X	X	X	X				
Hydrogen Sulfide		X	X	X	X				H2S		
Turpentine		X		X	X	X	X				
Kerosene		X		X	X	X	X				
Bark Boiler Ash Re-injection										X	X
Sodium Chlorate		X		X	X	X	X				
Nitrogen			X							X	
Oxygen						X	X	X		X	
Caustic		X		X	X	X	X				
Slimicide/Biocide		X		X	X	X	X				
Sodium Bisulfite		X		X	X	X	X				



Calhoun Operations

## **Personal Protective Equipment Policy**

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### **ADDENDUM IV**

#### **SAFETY SHOE GUIDELINES**

The following guidelines are effective concerning safety shoes for AbitibiBowater Calhoun Operation employees. Safety shoes worn in the mill must meet ANSI Z41-1991, American National Standard for Personal Protection-Protective Footwear standards, and carry an Electrical Hazard (EH) rating. These guidelines are written as an addendum to the Personal Protective Equipment Mill policy. For specific requirements on when and what type of foot protection to wear in the mill, please reference the mill policy.

1. AbitibiBowater Calhoun Operations will pay up to \$100.00 annually for one pair of safety shoes for active employees who require safety shoes as part of their normal job activities. The company will not pay for insoles or other safety shoe accessories.
2. Rubber safety boots are available through the Mill Stores for protection from chemicals and other liquids at no cost to the employee.
3. The guidelines will be reviewed annually.