

Effective Date: 1/22/2013

Icy Weather Conditions Procedure

I. Purpose

The purpose of this policy is to provide guidance on how to prevent an ice build up on mill walk ways and work areas. The goal is to prevent slip hazards caused by freezing wet conditions.

II. Scope

This policy applies to all employees all mill walkways and work areas.

III. Procedure - Before freezing wet conditions occur that could result in walkways icing over, all departments are required to apply salt or deicing chemicals to their walk ways and work areas where ice could form.

A. All Departments

1. Identify and maintain a list of all areas in their departments that need to have salt or deice chemicals applied when conditions warrant.
2. Maintain an adequate supply of salt and or deice chemical located in a convenient place.
3. Insure that all listed areas are prepared before icy conditions occur.

B. EMS/Security

1. Monitor weather forecasts via internet weather or other reliable weather sources.
2. When weather conditions are forecast to drop below freezing and there is the potential for rain/sleet/snow or other icy conditions, notify all areas that it is time to take preventative measures.
 - i. Make an announcement over the Gai-Tronics system notifying everyone that icy conditions may develop and all areas should start to spread their salt or deicing chemicals.
 - ii. Make a similar announcement over all Mill radio channels.

C. All employees

1. Never walk on icy surface.
2. Apply salt or deice as needed.
3. Barricade areas if deicing in not possible.

Calhoun Icy Weather Responsibilities

Paper Mill

1. PM1 & 2 clay unloading area and ramp into building.
2. Coater kitchen exit door leading to the alley between PM4 & 5, need to salt the stairs.
3. Both exit doors at the south end of PM5 on both sides of the building.
4. Coater kitchen and PM5 clay unloading area
5. Maintenance exit door by the kraft surge chest.
6. The alum unloading area

TMP:

1. We will stage rock salt at 3rd floor for use on top deck of HB Plant
2. Rock salt TMP entrance from Cafe as needed once condition warrant.
3. Rock salt line 1-6 chip system as needed once condition warrant.
4. Area where Ice Sickle form will be roped off to prevent some one from walking under.
5. Routine shift checks for addition slick spots and treat as needed.

CP:

1. Walking surfaces directly in front of doors to offices, stairwells to offices, chipper control rooms, crane elevators, around outside restroom facilities, stairwells to operations belts/chutes/screen houses as needed.

Recycle:

1. Walking paths inside warehouse, around outside of dock doors for truck drivers, pathways to maintenance shops and elevators. Walking paths inside process building, and tank farm.

Technical:

1. Technical will take care of the garage area of the Mill Services Building.

Kraft Mill

1. outside both doors out to the filtrate tank pad
2. north and south crane bays
3. both sets of stairs and ramps on the north and south sides of the filtrate pad
4. in the gate area out to the parking lot closest to the Kraft Mill
5. basement area where stairwell comes out near the turpentine decanter
6. basement by #8 digester and outside the old shop area near #8 digester
7. carry a bag or two of salt in the golf cart
8. put down salt anywhere you need to work where ice has or might form - before you do the work!
9. the ramp from the road at the mill traffic light to the lower parking lot during freezing weather

Security

1. The main employee walkway to the turnstiles
2. Walkways to the blue building
3. Entrances/exit from the facilities building

Finishing & Shipping

1. Northwest Truck Warehouse Truck Ramp (Salt Ramp)
2. Northwest Truck Warehouse Pedestrian Door (Salt Bottom of Stairs)
3. Southwest Truck Warehouse Pedestrian Door (Salt Bottom of Stairs)
4. Rail Dock East Pedestrian Door (Salt Bottom of Stairs)
5. Salt the landing between truck doors #15 and #16 going out to the dumpster

Stores

1. All entrance ways into the warehouses prior to leaving for the day

Woodlands:

1. Scale House entrance along with the Gate 4 entrance

Utilities:

1. Ramp and entrance ground level to RB3 Elevator (North east side)
2. Entrance door to RB3 ground level (North west side)
3. Entrance door ground level to Demin area (East side)
4. Entrance door ground level at old Log Flume (east side)
5. Entrance door south end at TG3 ground level
6. Entrance door south end at PB3 pulverizer ground level
7. Entrance door east side to air compressor house ground level
8. Filter Plant basement entrance door
9. Filter Plant ground level CL2 storage room entrance door and loading door
10. Filter Plant operating level , 1) from Pall unit room to mixing chamber 2) door from filters to basin, west wall mid way of filters
11. Dewater operating control room entrance door and entrance door to MCC's
12. Entrance door to ground level bathroom in coal yard
13. Entrance door to MCC ground level in coal yard
14. Foot of the steps to CR in coal yard
15. Entrance door to shaker building in coal yard