



Calhoun Operations

Personal Protective Equipment Policy

Effective: December 13, 2007

Revised: September 25, 2018

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

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 boots: All safety boots must meet ANSI standards and be EH Rated.

Fall Protection: Full body harness with shock absorbing lanyard.

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

Chaps: Leg protection designed to minimize injuries from chainsaws.

Gloves: A fitted covering for the hand with a separate sheath for each finger and the thumb.



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 with chin guard required).
2. Working around lime, coal, or salt cake dust.
3. Filling propane tanks (Chemical goggles and face shield chin guard required).
4. Cleaning out Bark Hogs.
5. Using a portable or bench grinder.

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

Note: Safety Glasses meeting ANSI Z87.1 must be worn underneath welding 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



Sand Blasting Hood

1. Must be worn when sand blasting,

Face Shields/Eye Protection

Face shields with attached chin guards 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 with chin guard must be worn when:

1. Grinding
2. When the potential for chemical exposure exists
3. Pulling wires at the hydropulper
4. 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.
2. Electrical Technicians must wear electrically rated hard hats "Class G".

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

C. Foot Protection - CFR 1910.136,

Safety Boots (Addendum IV)

1. Safety Boots must be worn gate-to-gate.
2. The following guidelines are effective concerning safety boots for Resolute Calhoun Operation employees. Safety boots 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.



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- a. 8" high safety boots are required for Maintenance, Utilities, TMP, Recycle, Chip Prep and Kraft Mill area employees. 6" high safety boots are required for all other employees.
 - b. Metatarsal Guards are required to be worn in Recycle and Chip Prep areas.
3. Safety-toe 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
- D. Hand Protection - CFR 1910.138

Employees are required to wear Cut Level Four General Purpose gloves "Gate to Gate".

When Cut Resistant Level Five gloves and sleeves are required they must be worn on both arms and hands.

Be aware that Cut level 4 General Purpose work gloves are not appropriate for all tasks. Employees must wear the appropriate cut level 4 or higher specialized 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.)

<u>GLOVE TYPE</u>	<u>MUST BE WORN WHEN</u>
Chemical Resistant, Cut Resistant (Level 4)	Handling chemicals
Cut Resistant with Sleeves (Level 5)	Handling slitters Slabbing Rolls/Spools Handling doctor blades Handling Woodyard chipper or rechipper knives Handling any sharp objects ie; Sheet Metal etc. Handling all knives during work related activities.
Welding	Welding, cutting, burning, brazing, using a portable grinder, punching out boiler ports or spouts
General Purpose (Cut Level 4)	Do not use when welding
Heat Resistant	Handling extremely hot materials
High Voltage Gloves	See Electrical Safety Policy

Please refer to area specific rules for more requirements on wearing gloves. (Other types of gloves available may be worn as needed).



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E. Hearing Protection – CFR 1910.95

All employees, contractors, vendors, and visitors are required to wear hearing protection from gate to gate. Please refer to the Hearing Conservation Program for further details of our hearing protection policy.

F. Body Protection

Chemical resistant suits must be worn when there is a potential exposure to hazardous chemicals. Examples are as follows;

- 1) **Retrieving samples of hot stock or hot condensate at 140 degrees or above and opening or closing valves for steam or hot condensate. (Not chemical sampling or opening chemical system valves)**

PPE REQUIRED – Green Suit or Carbon X suits, chemical resistant gloves, hard hat, face shield with chin guard, safety glasses, safety boots, or chemical resistant boots. (Rubber boots)

- 2) **Working on Hazardous Chemical Systems; such as operating valves, equipment Start up, equipment shutdown, isolating processes. (if the system is leaking hazardous chemicals then the PPE must be upgraded to Full Chemical PPE – Green Suit or Carbon X suits)**

PPE REQUIRED – Chem Splash suit w/hood, chemical resistant gloves, hard hat, face shield with chin guard, chemical goggles, chemical resistant boots.(rubber boots)

- 3) **Working on Hazardous Chemical Systems; such as opening the components, line breaking, draining, flushing, venting, disconnecting hoses and retrieving samples. Anyone entering a HOT ZONE where any of the above tasks are being performed must wear full chemical protective clothing. Hazardous chemicals include white, green and black liquors caustics, acids, biocides, chlorine, chlorine dioxide, methanol, sodium chlorate, hydrogen peroxide and any other chemical having a HMIS Health rating of 3 or higher or GHS Health rating of 3 or lower.**

PPE REQUIRED – Full Chemical PPE (green suit or Carbon X), Chemical resistant gloves, rubber boots, Chemical splash goggles Chemical faceshield with chin guard, with openings taped at neck, wrists and ankles.

Chaps must be worn when using chainsaw.

Tyvek coveralls must be worn when there is potential exposure to dust hazards (example: lime)

Fall protection must be worn when working on elevated areas over 4 feet where no appropriate permanent catwalks or handrails are installed.

Seat belts must be worn when operating a clamp/fork truck. Seat belts must be worn in any vehicle on the mill site that is equipped with seat belts.



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All Shipping personnel are required to wear Florescent “Chartreuse Yellow/Green” Safety Vests with a reflective strip while in the Shipping/Warehouse Department and Tissue Converting. Non-shipping employees are required to wear Florescent Orange Safety Vests while in the Shipping/Warehouse Department. The only exception is the Norfolk Southern Switch Crews who must have on their NS required Florescent Green/Reflective stripped vests. Additional orange or chartreuse yellow/green vests will be made available by request to the Operations Supervisor.

Arc flash PPE shall be worn during necessary task as required by the Electrical Safety Policy.

Life jackets must be worn when:

1. Working in the water treatment filter area or settling basins
2. In, on, or within 10 feet of lagoons or the river.

Welding jackets must be worn when welding, cutting, burning, brazing or utilizing portable grinders, anytime a Hot Work Permit is required.

G. Clothing

All employees are required to wear long pants “Gate to Gate”. Shorts and/or tank tops are not permitted. Loose clothing should be secured when working around nip points. (Shirts shall be tucked in.)

If vendors and/or suppliers wear shorts as a company uniform, they will be restricted to deliveries at the Stores warehouses.

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 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.



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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.

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.



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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

Approval Signatures:

Effective: December 13, 2007

Revised: June 2, 2011

Revised: June 2, 2011

Revised: July 31, 2013

Revised: May 28, 2014

Revised: September, 25, 2018

Approval Signatures:

A handwritten signature in blue ink, appearing to read 'Scott Palmer', written over a horizontal line.

Scott Palmer
General Manager

A handwritten signature in blue ink, appearing to read 'Keith Cathey', written over a horizontal line.

Keith Cathey
Manager Safety & Health



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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 Cutting light*		Less than 300	8
		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.

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ADDENDUM III PPE CHART

	CUT 4 LEATHER GLOVES	CHEMICAL GLOVES w/HOOD	SUPPLIED AIR	CHEMICAL SUIT	RUBBER BOOTS	CHEMICAL GOGGLES/FACE SHIELD	FACE SHIELD w/Chin Guard	LONG SLEEVE	PERS GAS MONITOR	HEAT REST GLOVE	RESPIRATOR
* NOT ESCAPE RESPIRATOR (See RPP Policy)											
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/Bicide		X		X	X	X	X				
Sodium Bisulfite		X		X	X	X	X				