





<b>PERSONAL PROTECTIVE EQUIPMENT</b>	Procedure Number <b>SAF-1.01</b>
	Issue Date December 13, 2007
<b>SAFETY</b>	Revision Date January 16, 2025
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<b>ISSUED BY: Emery Acker</b>		<b>REVIEWED BY: Chris Minor</b>	
 _____ EMS Manager CALHOUN MILL		 _____ Manager CALHOUN MILL	
<u>01/16/2025</u> DATE		<u>1/16/25</u> DATE	
INTERPRETATION AND PERIODIC REVIEW OF THIS PROCEDURE IS THE RESPONSIBILITY OF:	<b>SAFETY MANAGER</b>		
<b>POLICY CHANGES:</b> <ul style="list-style-type: none"><li>• Definition of Gate to Gate updated (Page 2)</li><li>• Definition of Safety Shoes updated (Page 2)</li><li>• Added Definition of High Visual Clothing (Page 2)</li><li>• Foot Protection, Section C (Page 5)</li></ul>			
Reason for change: Ensuring compliance with Corporate Policy			



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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**

**Gate-to-gate:** Any entry point in the facility that immediately leads into any operating area or process area within the site's property boundary.

**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-toed footwear must meet ASTM F-2413-05 or CSA Z-195-09 pol standards.

**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.

**High Visual Clothing:** Safety clothing that is issued and assigned by the company and or meets the requirements of the ANSI/ISEA 107 standard.



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## **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 be of the tight fitting (sealed) variety.
2. Safety sunglasses shall not be 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 bench grinder.
6. Using compressed air for cleaning (blow-down).

#### **Cutting Goggles**

Cutting goggles must be worn:



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

#### Welding Shields/Hoods

Note: Tight Fitting Safety Glasses must be worn under 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 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.



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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.

C. Foot Protection - CFR 1910.136,

All employees, contractors, carriers & consultants who enter a Resolute FP site are required to always wear approved foot protection (gate to gate).

All safety-toed footwear must meet ASTM F-2413-05 or CSA Z-195-09 pol. Safety footwear approved under other national or international performance standards will also be considered "approved" provided those standards are as stringent as ASTM or CSA.

1. Safety toed shoes must be worn at all times by visitors. A visitor is a person who is not doing working task on site and must only walk within designated walkways and not in the operating processes. No casual shoes are authorized for visitors within gate-to-gate areas.
2. Only 8' high (or more) safety-toed boots must be worn by all employees, contractors and carriers within all the facilities' operation area or within sites' limits EXCEPT for the personnel assigned to Warehouse Storeroom, Recycle Warehouse, DC, and Converting for which 6" high safety boots could be worn.
3. All employees and contractors working in wood yard, ground wood, debarking areas must wear 8" high safety boots with metatarsal protector. The personnel assigned to the recycling warehouses shall wear 6" high safety boots with metatarsal protector designed for the puncture hazard.
4. Employees that could potentially be exposed to hot material/liquid are using safety boots meeting the minimum following quality criteria:
  - a. Minimum ASTM F-2413 or CSA Z-195, 8" high boots with outer covering such as:
    - i. Safety rubber boot with steel toe cap "i.e.: Rubber Miner boots" OR;
    - ii. Full grain leather (boot & tongue), no woven synthetic fiber materials OR;
    - iii. Chemical/liquid resistant covering such as "i.e.: Royer – U-TECH\* rubber & Leather"
  - b. Steel toe cap with puncture resistant sole.
  - c. Dielectric protection sole.
  - d. Medium tread soles to prevent slips & falls.
  - e. Heat & water-resistant soles.
  - f. Boot tongue MUST be stitched to the sides of the boot or shaped like a gusset up to before the last eyelets to prevent liquid intake.



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D. Hand Protection - CFR 1910.138

Employees are required to wear ANSI Cut Level A8 or A9 gloves "Gate to Gate".

When Cut Resistant sleeves are required they must be worn on both arms.

<u>GLOVE TYPE</u>	<u>MUST BE WORN WHEN</u>
Chemical Resistant with A8-A9 Liner	Handling chemicals
Cut Resistant with Sleeves	Handling slitters (A9) 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 (A8-A9)	Do not use when welding
Heat Resistant	Handling extremely hot materials
High Voltage Gloves (the demands of electrical arc flash protection may require use of a lower cut resistance rating due to the materials of construction)	See Electrical Safety Policy

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

E. Hearing Protection – CFR 1910.95



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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

For chemical PPE requirements see the 'Hazardous Chemical PPE Safety Policy.'

**Body Protection for Hazardous Material other Than Chemical**

**Steam, condensate and hot material other than chemical  $\geq 60^{\circ}\text{C}/140^{\circ}\text{F}$ :** Tasks as line breaking, draining/flushing/venting on process from process (line breaking) or when opening / closing valves on lines on process having these listed material are tasks where the following PPE level must be used:

- Carbon-X suits with a hood, special material rated to provide resistance to hot material, sealed at extremities (arms, legs, face with elastic OR Velcro), with appropriate min 8'' safety boots rated for these materials, appropriate long gloves worn for the substance being handled, hard hat, face shield with chin guard, splash goggles.

Chaps must be worn when using chainsaw or changing out splitter or doctor blades.

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.

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

All Chip Prep employees and visitors to Chip Prep must wear Class 2 Hi-Viz vest while in the department.

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

Life jackets must be worn when:



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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 high-visibility vests, shirts, or jackets as the outer layer. These are considered part of the employee's "gate-to-gate" PPE.

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 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.





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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.



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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
- F. Hazardous Chemical Policy

**ADDENDUM II**

**FILTER LENSES FOR PROTECTION AGAINST RADIANT ENERGY**

OPERATIONS	ELECTRIC SIZ 1/32 IN.	ARC CURRENT	MINIMUM SHADE
Shielded metal Arc welding	Less than 3	Less than 60	7
	3 – 5	60-160	8
	5-8	160-250	10
	More than 8	250-550	11
Gas metal arc Core arc welding And flux core arc Welding		Less than 60	7
		60-160	10
		160-250	10
		250-500	10
Gas Tungsten arc Welding		Less than 60	8
		50-150	8



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		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
<b>Gas Welding:</b>			
Light	Under 1/8	Under 3.2	4
Medium	1/8 to 1/2	3.2 to 12.7	5
	Over 1/2	Over 12.7	6
<b>Oxygen cutting:</b>			
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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	Leather Gloves	Chemical Suit w/ Hood	Carbon-X Suit w/ Hood	Chemical Gloves	Supplied Air	Rubber Boots	Chemical Goggles/Face Shield	Long Sleeve	Personal Gas Monitor	Heat Resistant Gloves	Respirator*
<b>Sulfuric Acid</b>		X	X	X		X	X				
<b>Green/White/Black Liquor</b>		X	X	X		X	X				
<b>NCG's</b>		X	X	X	X	X					
<b>Chlorine (GAS)</b>		X	X	X	X	X			H2S		
<b>Chlorine Dioxide</b>		X	X	X	X	X			CL2		
<b>Ammonia</b>		X	X	X	X	X			CLO2		





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Hot Material (>140 Degrees)		X	X	X		X	X			X	
Propane	X						X				
Natural Gas	X				X		X				
Methanol		X	X	X	X						
Hydrogen Peroxide		X		X		X	X				
Hydrogen Sulfide		X	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	
Caustic		X	X	X		X	X				
Slimecide/Biocide		X	X	X		X	X				
Sodium Bisulfite		X	X	X		X	X				
Saltcake (Recovery Boiler)			X			X	X			X	