


# 2021

## PCA Contractor/Visitor Safety Orientation –



Contractor employers may administer the Safety Orientation OFFSITE prior to arriving at the Valdosta Mill by following these guidelines.

1. Go to weblink: <https://millstraining.packagingcorp.com>
2. Download and Print material packet for each employee planning to work at the Valdosta Mill. It is **MANDATORY** that each person receive a copy of this packet during the orientation.
3. Each contractor employees attending this orientation must sign the Attendance Roster.
4. Enter password: **VAL2021** and select tab  to present Contractor Safety Orientation Video (60 minutes).
5. Each contractor employee must fill out and sign the Individual Contractor Safety Agreement and the Safety Review Test included in this packet.
6. The Attendance Roster, Safety Agreement, and Safety Review Test must be presented to the Security Guard at Gate#1 upon arrival at the mill. Each contractor employee whose name is on the roster must be present to obtain a Contractor Orientation Verification Card. The card is valid for one year from the date issued and must be presented to the security guard for verification each time when entering the mill.
7. Enter password: VAL2021 for the Visitor Safety Orientation and select “continue to safety video”.

**Note: It is MANDATORY that each contractor employee be present at the time the paper work is submitted to the Security Guard at Gate #1 to obtain a VERIFICATION CARD to enter the mill.**

# PCA Valdosta Mill Contractor Orientation Attendance Roster

ORIENTATION CONDUCTED: ONSITE	OFFSITE
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Company: \_\_\_\_\_

Date: \_\_\_\_\_

Company Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

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# **Valdosta Mill Contractor Orientation 2021**

**Safety  
Environmental  
Security**



**IMPORTANT PHONE NUMBERS**

<b>Valdosta Mill</b>	<b>(229) 559-7911</b>
<b>EMERGENCY</b>	<b>700 or (229)559-2361</b>
<b>First Aid (Plant Nurse)</b>	<b>362 or 229-559-2362 (Direct)</b>
<b>Safety Dept.</b>	<b>340 or 231 or 362 or 326 or 268</b>
<b>Environmental Dept.</b>	<b>270 or 239 or 382</b>
<b>Technical Dept.</b>	<b>358 or 238 or 304</b>
<b>Process Safety Mgt.</b>	<b>216 or 306</b>
<b>Maintenance Dept.</b>	<b>200</b>
<b>Engineering Dept.</b>	<b>348</b>
<b>Production Dept.</b>	<b>322</b>
<b>Radiation Safety Officer</b>	<b>263</b>
<b>NORM</b> (Normal occurring radiation material)	<b>239 or 382 (Environmental Dept)</b>
<b>Security Gate # 1</b>	<b>361 or 229-559-2361 (Direct)</b>
<b>Security Gate # 4/5</b>	<b>(229) 559-6475</b>
<b>Scalehouse</b>	<b>(229)559-2371</b>

## **WELCOME TO THE VALDOSTA MILL**

*Our goal is to achieve a risk-free workplace by promoting Safety and Health.*

*We feel that Everything We Do Is Worth Doing Safely.*

**“Safety is Everyone’s Responsibility”.**

*The Valdosta Mill will have a zero tolerance level for violations of  
Safe Practices, Policies, and Procedures.*

### **ISNetworld - Contractor Pre-Qualification**

((Reference Purchasing Updated Insurance Form enclosed herein for more information))

#### **Mill Security**

##### 1. **Security Guidelines**

- Contractors must pass a drug screen test prior to employment. Employers must have documentation to support this fact. On site and random drug testing may be conducted at any given time for contractor employees.
- Contractor Gate #4 is set up for Non Union contractors, their employees, and deliveries.
- Contractor Gate #5 is set up for Union contractors, their employees, and deliveries.
- Gate #4 and #5 will be manned by Security around the clock during mill shutdown.
- Contractors must sign in and out with the Security Guard and exit the mill through the same gate entered.
- Contractors will be issued a badge for identification by either name or number. The badge must be worn in plain view at all times.
- Only company vehicles issued a Vehicle Permit will be allowed on mill property. Personal vehicles will not be allowed.
- Vehicles entering the mill gates must display the “Company Name or Logo” on the vehicle for identification purposes. Keys must be left in the ignition at all times when parking inside the mill in production and maintenance areas.
- SPEED LIMITS MUST BE OBSERVED AT ALL TIMES or driving privileges may be terminated.
- Mill policy prohibits the use, sale, possession, manufacture, dispensing, or distribution of alcohol, illegal drugs or controlled substances, while performing PCA business or on PCA premises, is forbidden. This includes all parking lots. Vehicles in the parking lot(s) will be spot-checked for alcohol. All alcohol that is found in the parking lot will be confiscated.
- Any contractor employee or visitor who is under the influence of alcohol, illegal drugs or controlled substances will not be permitted to enter the mill.
- Contractors must use washrooms and break rooms provided by their own management. Any contractor caught violating this policy will be asked to leave the mill.
- **Firearms and other weapons are not permitted on company property.** This includes the parking lots.
- The mill reserves the right for Security to inspect vehicles entering and leaving the mill property, containers, lunch boxes, etc. A photograph may be made of the contents.
- The use of cameras and video equipment is not allowed on mill property without prior approval from the mill Engineering Department.
- **THE VALDOSTA MILL AND ALL PROPERTIES OF THE VALDOSTA MILL ARE A SMOKE FREE ENVIRONMENT. SMOKING IS PROHIBITED IN ALL AREAS ON MILL PROPERTY. THIS INCLUDES MILL PARKING LOTS. E-Cigs and Vapor are NOT ALLOWED.**
- Spitting on floors, machinery and walls is prohibited. Tobacco waste must not be disposed of in mill garbage cans.
- Gates which lead to the mill effluent systems **MUST** be locked as soon as you pass through. Lower Waste Water Treatment System keys are available for checkout from security at gate 1.

## Safe Practices, Policies, and Procedures

### 2. Mill Emergencies

- The mill has an active Emergency Response Team trained to respond to emergencies, such as: Medical, Chemical Spills, Fire, or Confined Space Rescue. To report an Emergency, Dial extension **700** from any mill telephone or **channel #1** on a mill radio. Give your name, employer, location, and the nature of the emergency. The receiver of the call will activate the emergency response team.
- If you have an outside phone line or cell phone, call the guard at Gate 1 by dialing **(229)559-2361** to report an emergency.

### 3. Alarms

The Valdosta Mill has several alarms identifying certain mill operations and emergencies. Mill alarms include:

- a. Fire (continuous siren).
- b. Evacuation (Designated Tone Alert).
- c. Tornado Warning (Designated Tone Alert)
- d. Mill Emergency Alarm (pulsating siren)
- e. All Clear (Designated Tone Alert)
- f. Test (Designated Tone Alert)
- g. Recovery Boiler Weekly Test (Designated Tone Alert)
- h. Recovery Boiler ESP (*Whoop Whoop* - All Non-Operating personnel must leave the Recovery Boiler and report to the Recovery Control Room).
- i. Hoist Areas (*Ringing Bells, Flashing Lights* – Hoist Alarms include: Broke Beater Hoist, Recovery Hoist, Washer Hoist, PowerHouse Hoist).

### 4. Evacuation

- In the event of an Evacuation, the alarm will sound. Mill employees will be notified via radios and pagers of the purpose and desired route of evacuation.
- Contractors must report to the nearest Operating Control Room for instructions.
- The mill's established assembly points are:
  1. Gate #1/Training Center (Primary)
  2. Scale House/Madison Hwy (Secondary)
  3. Gate #4/5 Eastside of mill (Alternate)
- Head counts will be obtained at the assembly point by a Supervisor or designated person to ensure that everyone is accounted for.

### 5. General Safety Rules

- Do not use compressed air for cleaning debris from clothing or skin. The use of compressed air for personnel cleaning is NEVER allowed. The use of compressed air for cleanup is limited to lances with deadhead devices installed or greater than five feet in length.
- Machine guarding must not be removed from machinery unless work requires the removal of a guard. Lock out procedures must be in place before removing a guard. Guards must be replaced before the task is completed.
- Horseplay will not be permitted at any time.
- Loose clothing (including neck ties), are not to be worn in production or maintenance areas.
- Hair longer than collar length shall be restrained at collar length when in production or maintenance areas.
- No finger rings are allowed in the mill. WARNING: Placing tape over rings or wearing gloves on the hand with a ring does not provide protection or eliminate the requirement to remove a finger ring.
- Pedestrians must observe traffic at all times and use sidewalks and established walkways in the mill.
- SPEED LIMITS 5 miles per hour must be observed at all times. Speeding on mill property will not be tolerated.
- NEVER pass under suspended materials at any time. Always be aware of warning signs and alarms in the area that you are working.
- Come to a complete STOP at all stop signs and observe all directions before proceeding.
- Mark or Flag objects that extend more than 5 feet from a vehicle or trailer.

- Ensure that all flanges are secured with a bolt in every bolt-hole.
- Contractor employees riding in the back of pickup trucks must sit down inside the bed of the truck when being transported.
- Report all incidents to your supervisor. All incidents involving contractor employees must be reported to the Project Manager, the Nurse at 362, or Security at 361 before leaving the mill site.

#### 6. Severe Weather / Lightning

- If warning permits, secure all outside equipment, loose materials, etc. at the jobsite and shop area.
- A supervisor or designated person will monitor threatening weather and notify affected employees when to take action after hearing thunder, seeing lightning, or perceiving any other warning signs of an approaching thunderstorm. At a minimum, when the leading edge of the approaching thunderstorm or lightning strikes are within six miles of the worksite (30 seconds between seeing the lightning flash and hearing its associated thunder), outdoor work activities should be stopped.
- Workers will be informed by way of radio, paging system and/or by phone/verbal communication to stop outdoor work activities and seek shelter in a secure area until the storm has passed. Outdoor work activities may include but not be limited to working in open spaces, near tall objects, working on elevated structures such as tanks or buildings, crane work, and working from a platform.
- Workers must remain in shelter for at least 30 minutes after hearing the last sound of thunder.
- A supervisor or designated person will inform workers by way of radio, paging system, and/or by phone/verbal communication when to resume work.
- Post storm. Ensure all crew members are accounted for. Report all injuries and property damage to your mill representative.

#### 7. Railroad Safety

- Always STOP and look both ways before crossing a railroad track. Never cross any track within 10 feet from the end of a rail car. Expect trains to move at any time, on any track, in any direction.
- Never go between, over or under a train car to cross tracks. Never climb over or under a train car.
- At no time shall anyone be permitted to sit or lie under a railcar.
- DO NOT park vehicles on or within 6 FEET of the nearest rail.
- The rail switch located in front of the #1 Chip Silo must be locked and tagged and the Blue Flag placed on the track anytime there is work going on which involves equipment, vehicles or personnel coming in contact with the track on the east side of the rail switch.
- For all other Non-Routine work that involves equipment and/or personnel working on/obstructing the RR tracks, a portable Derailer and Blue Flag must be installed on the tracks and the appropriate people notified. Contact your mill representative.

#### 8. Personal Protective Equipment (PPE)

- Safety Glasses are required at all times on mill property unless you are in an office or control center. Prescription safety glasses must have side shields attached. Safety glasses are required inside vehicles.
- Hearing protection is required in all posted areas throughout the mill. The following areas and/or tasks require the mandatory use of hearing protection:
  - All floors Paper Machine
  - All floors Pulp Mill including Chemi-Washer Top and Bottom
  - All floors Power and Recovery
  - Caustic and Kiln Area
  - Chip thickness screening building
  - Anytime operating heavy equipment and power equipment (indoors, outdoors, and work- shops)
- Hard hats must be worn in all areas of the mill. NOTE: Hard hats are not allowed around the Fourdrinier or press section levels while the paper machine is in operation.
- Appropriate work gloves must be worn except when wearing gloves creates a greater hazard (around nips points, moving parts, etc.).
- Appropriate protective clothing must be worn when exposed to hazardous materials or harmful substances.
- Qualified electrical personnel working on energized equipment must WEAR CLASS 2 Flame Resistant Clothing while in the mill.

- Appropriate work clothing must be worn inside buildings and production areas. i.e. Loose clothing can create a hazard around moving machinery.
- Steel toe safety shoes/boots are required in all production areas, maintenance, and electrical shops.
- FLAME RESISTANT CLOTHING REQUIREMENT
  - All contractors entering the Utilities/Power House and Pulp mill areas will be required to wear the following clothing:
    - a) Burn jacket or long sleeve shirt that is rated for HRC2 and NFPA 2112
    - b) Natural fiber pants
    - c) Natural fiber undergarments
  - If you have any questions regarding FR clothing and requirements, contact your mill representative.

#### 9. Respiratory Protection

- Respiratory protection must be used when there is potential exposure to airborne contaminants. Users must follow guidelines established by OSHA 1910.134.

#### 10. Electrical Safety

- A Ground Fault Circuit Interrupter (GFCI) must be used on all power tools and portable lighting.
- Always follow Lock Out Tag Out procedures before working on electrical equipment.
- Qualified electrical personnel will not work on or near exposed energized equipment without a PCA representative present.
- No electrical panel, cover, or door can be opened without a PCA representative present.
- Any boundary work through floors, walls, roofs, etc. will require a PCA representative to be present.
- Electrical contractors with a crew of 20 or more employees must have a designated (no tools) safety representative on site.
- Electrical control centers must not be entered without a mill qualified person being present.
- Contractors must use a mill electrician to isolate and restore electrical energy sources.
- A mill electrician will verify electrical energy isolation. A minimum safe distance of four feet must be observed from the electrical equipment while energy isolation verification is being conducted.
- Electrical extension cords must be inspected prior to use. Defective cords must be taken out of service immediately.

#### 11. Fall Protection

- Whenever it is impractical to provide work platforms with guardrails, fall protection shall be used. This includes scaffolding with improper guardrails.
- Fall protection equipment must be used during aboveground work at heights greater than four feet, while working over operating machinery or hazardous materials, and while working from an extension ladder.
- Lanyards **MUST** be the Self Retracting Lanyard type. Static lanyards are no longer allowed.
- Fall protection must be used while working from a suspended bucket or platform.
- ROOF WORK: When work must be completed within 6 feet of the unprotected edge of a roof, fall protection is required. Fall protection may take the form of fall prevention (standard temporary guardrails) or personal fall arrest.
- When work must be completed on a roof but more than 6 feet from any unprotected edge, temporary fall prevention (guardrails) or a warning line system must be installed. Warning lines are flagged cable between 34 and 39 inches high set back 6 feet or more from the edge. Stanchions must support a 16 lb. tipping force at 30 inches, and the line must have a 500 lb. minimum tensile strength.

#### 12. Barricade Use

- Barricades shall be erected around all hazardous areas. The barricade will be erected in such a way as to ensure 360° coverage. All entrances, doorways and/or hatches will be clearly identified as an entrance into a hazardous area.
- Barricades must be tagged at all entrances to include the present hazard(s), PPE requirements for entering the area, and the name of the parent agency or person erecting the barricade and shall provide a buffer zone of no less than six feet from the hazard on any side (where feasible).
- Contractor personnel and others who erect barricades in the mill that restrict movement from one area to another must receive approval from the area supervisor prior to erecting that barricade.



- Yellow caution tape shall be used to barricade any area where a moderate hazard exists (i.e. overhead work; pit or trench less than four feet deep). Workers may enter the area if they meet the PPE requirements listed on the tag.
- Red Danger tape shall be used to barricade any area where a serious hazard exists (i.e. asbestos or lead removal; crane use or lifting heavy equipment; uncovered pits, trenches, or openings where a fall hazard of greater than four feet exists). Personnel wishing to enter the area must obtain permission to enter the area from the parent agency or person whose name is on the tag and meet the PPE requirements for entering the area.

### 13. Excavations

- All excavations on site must be performed in accordance with Engineering Services and OSHA expectations.
- Workers shall be protected from cave-ins by using either an adequate sloping system or an adequate support / protective system.
- A safe means of entry and exit must be provided for workers in excavations.
- Barricades must be provided around excavation sites to prevent unauthorized access.
- Atmospheric testing must be conducted for excavations where hazardous atmospheres could reasonably be expected to exist.
- Workers entering an excavation must be equipped with the proper personal protective equipment. A full body harness and lifeline, if applicable, is required for entering excavations >5 feet in depth.
- Excavations must be examined daily by a competent person.
- A PCA Excavation permit can be obtained from your mill Maint/Engr. Representative.

### 14. Fork Lift Operation

- Only certified/trained operators are allowed to operate a forklift or clamp truck on mill property and must have documentation to support that fact.
- Forklifts must be operated in a safe manner. Only the operator is allowed to ride on the forklift.
- Forklifts must yield to pedestrians and observe all traffic and speed limit signs.
- Any forklift carrying a load, blocking the driver's view, must be driven in reverse and the operator must look in the direction of travel.
- Forklifts must travel with the forks raised no more than 2 to 4 inches, with or without a load, except where ground conditions permit otherwise.
- Free rigging can affect the capacity and safe operation of a forklift and must be utilized with extreme caution. Only stable and safely arranged loads shall be handled in this manner.

### 15. Indoor/Overhead Cranes

- Any contractor performing work that requires the use of an indoor/overhead crane must have authorization from their Project Manager prior to use. The crane checklist booklet must be filled out located on the control pendant prior to use.
- If you are scheduling high work in the path of paper machine cranes you must ensure that the person(s) working above in the path of a crane have staged the sawhorse barricades provided by production in the area where you are working. You must also have a DESIGNATED SAFETY WATCH person positioned in the area to warn individuals working above that a crane is approaching. The sawhorse barricades will also let the crane operator know that someone is working above in that area.

### 16. Cranes / Outdoor - Lifting Loads

- Prior to making a lift, the following items must be in place:
- Communicate lift plan and expected time(s) with personnel in the affected area.
- Establish travel path and mark boundaries/barricade area to keep unauthorized personnel out of the fall zone.
- Stage ground person(s) as necessary to ensure unauthorized personnel do not enter the fall zone when making a lift.
- Use AIR HORN to alert personnel to clear the path when the lift is being made and upon completion of the lift sound AIR HORN again.

17. Housekeeping

- Good housekeeping is essential to safety. Keep walkways and work areas clean and orderly.
- Air and water hoses must be coiled and stored when not in use.
- Welding cables and cutting torch hoses should be routed overhead or around walkways to avoid tripping hazards.
- Slipping hazards are to be cleaned up immediately or roped/blocked off until the hazard can be corrected.

18. Compressed Gas Cylinders

- When storing oxygen and acetylene, cylinders must be at least 20 feet apart or separated by a firewall.
- Cylinders must be secured in the upright position with a chain, cable, or other non-combustible material.
- When regulators are removed, protection caps must be in place.
- Flash back arresters must be used with all oxygen and acetylene equipment. Equipment that does not have the flash arrester built into the nozzle may use the quick connect type.
- Cylinders must remain in the upright position while in use or while being transported.
- Cylinders in transport must be secured in an approved cradle or basket with protection caps in place and hoses disconnected.

19. Ladder Safety

- Inspect all ladders prior to use for any defects.
- Extension ladders must have positive stops and extend at least 3 feet above the surface to be reached.
- Extension ladders must be tied off and secured before work begins.
- Never stand higher than the 2<sup>nd</sup> rung from the top on a Step Ladder or the 3<sup>rd</sup> rung from the top on an Extension Ladder.
- Never place a ladder in or near the path of "travel" without securing the area.
- A non-conductive ladder must be used for any work on electrical equipment.
- Metal or Wood ladders are not allowed for use at anytime.

20. Scaffold Safety

- Scaffolds must be erected in accordance with design and/or manufacturers recommendations.
- Scaffold equipment must be in good condition and serviceable.
- Scaffolds must be erected, moved, or disassembled by qualified persons.
- Scaffold supporting structure must be solid / rigid with base plates in firm contact with sills.
- Scaffolds must be plumb and all bracing in place and connected
- Working platforms must be fully planked and secured from movement. Wood planking must be graded for scaffold use.
- Guardrails and toe-boards must be erected where required. Where adequate guardrails are not installed to protect workers from fall hazards at heights 4' or greater, personal fall protection must be used.
- Safe access must be provided to all platforms.
- Scaffolds must be tagged and inspected daily prior to use by a competent person.

21. Job Work Analysis

- A Job Work Analysis is mandatory to ensure all hazards and necessary safeguards have been identified prior to beginning a job.
- A Job Work Analysis can be obtained from the Project Manager or the storeroom window. Contact your project manager for details.
- A Job Work Analysis must be filled out entirely and signed by the Area Equipment Operator before work can begin. The front or top portion of the work analysis should be removed and remain in the control room with the operator. The bottom or back portion of the work analysis (hard copy) should be posted at the worksite.
- DETAILED INSTRUCTIONS FOR FILLING OUT THE JOB WORK ANALYSIS ARE PRINTED ON THE BACKSIDE OF EACH FORM.
- A Job Work Analysis is valid for the duration of the job up to 12 hours or shift change; whichever comes first.
- A Job Work Analysis must be turned in to the Area Equipment Operator once a job is completed.
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## 22. Confined Space Entry

- The Confined Space Entry portion of the Job Work Analysis must be completed before entry into a confined space.
- All confined spaces must be dumped and cleaned from the outside when possible before entry.
- Lock Out Tag Out shall be completed before entry into a confined space.
- Ventilate space if needed. Forced air ventilation may be necessary when welding and cutting operations are being performed.
- Locate the nearest First Aid and Emergency equipment as noted on the permit (see the operating personnel in area). The Attendant must know how to activate the emergency response team if needed. The mill has trained personnel on site to respond to confined space emergencies.
- A radio or other communication device must be available for communication between the Attendant and Entry Team members.
- A Safety Harness and lifeline are required for vertical entries into a confined space (from top of tanks, pits, etc. greater than 5 feet in depth).
- Atmospheric testing must be conducted prior to entry into any confined space. A PCA representative will conduct all initial atmospheric test for contractors entering a confined space unless it has been authorized otherwise (i.e. XYZ contractor has a designated safety person responsible for atmospheric testing, calibrating instruments, etc.). Atmospheric monitoring devices must be calibrated and maintained according to the manufacturer's recommendation.
- A confined space that has not been entered or vacated for more than 2 hours will require re-testing of the space before re-entering.
- Continuous monitoring is required at all times for confined space work. An Atmospheric Monitor must be inside the confined space at the work area the entire time the permit is active. If work is being performed at different levels, there must be a monitor at each level.
- All workers entering a confined space will sign the Confined Space Entry Permit. Note: A separate roster may be utilized for multiple entries or for multiple entrants and attached to the original permit for recording entrant's name, time in and time out.
- The minimum number of Entry Team Members required for a safe entry are: an Entry Team Supervisor, an Attendant, and a Worker(s).
- The Entry Team Supervisor must ensure that all team members are familiar with the entire operation, the permit has been filled out and signed by all team members, and the proper protective gear and tools are available in order to perform the job safely.
- The Attendant shall not leave the point of entry until all workers have exited the space.
- Any change in entry conditions requires immediate departure from the space and the hazards must be identified and controlled before re-entry.
- Contractors and mill employees entering a confined space at the same time to perform work must use separate entry permits for conducting an entry.

## 23. Hot Work

- The Hot Work Permit is a separate permit and must be filled out in conjunction with the Job Work Analysis prior to performing any hot work (welding, burning, grinding, cutting, etc.).
- Hot work permits can be obtained from the project manager or the storeroom window.
- The Project Manager and the Area Supervisor of the department you are working in must sign the permit before work can begin.
- When hot work is required around highly flammable materials that are not in PSM boundary (NCG's, Turpentine, Natural gas, gasoline, stripper off gas, foul condensates) there shall be a complete isolation from ignition sources. There can be no exposed lines, vessels, or sewers containing any highly flammable materials in the work area. Fire resistant blankets/tarps will be utilized to completely isolate these materials from any ignition source.
- Atmospheric testing must be conducted to determine if there are flammable gases present prior to performing any hot work for any line or vessel that contains or has the potential to contain a flammable material. A PCA representative will conduct all initial atmospheric test for contractors performing hot work unless it has been authorized otherwise (i.e. XYZ contractor has a designated safety person responsible for atmospheric testing, calibrating instruments, etc.). Continuous monitoring must be conducted in any area when performing hot work where there is a potential for a flammable atmosphere. All gas monitoring devices must be calibrated and maintained according to the manufacturer's recommendation.

- The top copy of the Hot Work Permit will be retained by the area Department Supervisor for record of the job and the bottom (hard copy) must remain at the hot work site with those performing the work.
- A designated Fire Watch is required during and ½ hour after completion of all hot work jobs. The designated Fire Watch must sign the Hot Work Permit and be easily identified by wearing an orange vest. The Fire Watch must indicate on the permit time hot work is completed.
- Contractors must furnish their own fire extinguishers and remove them from the job site when the fire watch is completed.
- Permits are to be turned in to the Area Equipment Operator upon job completion.
- DETAILED INSTRUCTION FOR FILLING OUT A HOT WORK PERMIT ARE PRINTED ON THE BACKSIDE OF EACH PERMIT.

24. Atmospheric Monitoring/Monitors

- A PCA representative will conduct all initial atmospheric test for contractors entering a confined space or performing hot work unless it has been authorized otherwise (i.e. XYZ contractor has a designated safety person responsible for atmospheric testing, calibrating instruments, etc.)
- Atmospheric monitors must be used for continuous monitoring of all jobs requiring confined space entry and hot work. Atmospheric monitors used for continuous monitoring must be supplied by the contractor and must be the multi-gas type that measures Oxygen, LEL (combustible gases), CO (carbon monoxide), H<sub>2</sub>S (hydrogen sulfide), and be equipped with a PID sensor for detecting hydrocarbons and some inorganic vapors by photoionization.

25. Welding – Proper Grounding Procedures

- Building steel is not to be used for grounding purposes during welding procedures to protect bearings and general electrical mechanical equipment.
- Welding can only be performed if the welder separate ground lead is directly connected to the physical metal being welded within 6ft.
- If electrical or mechanical equipment is connected to the metal within the 6ft boundary, the ground lead must be connected within 1ft.....NO EXCEPTIONS!!!!

26. Line Breaking Procedures

- The Line Breaking/Equipment Opening Checklist is part of the Job Work Analysis and must be completed by those person(s) planning to perform line breaking or equipment opening activities where the potential for exposure to a hazardous material can occur.
- The CONTENT(S) and HAZARDS that are associated with the line and/or equipment must be identified on the CHECKLIST.
- The pre-work items on the checklist must be completed to ensure safe guards are in place before any line break or equipment opening begins. The Equipment/Line identification must be listed on the checklist.
- The Department Supervisor and Maintenance Supervisor or their designee must sign the checklist before work can begin. If the work is being done by a contractor then the contractor's job foreman must sign the checklist before work can begin.
- Ensure the system or line has been drained and pressure relieved. Always check system for low point(s) which may not be fully drained.
- Locate emergency eyewash and showers before starting work.
- Proper PPE (chemical suit, face shield, goggles, respirator, etc.) must be worn when making the initial break into the system. Chemical suits must have the sleeves, cuffs and neck area secured in such a way that no chemical can contact any part of the body. Taping the sleeves around the gloves being worn must be done before breaking into any chemical line.
- Always loosen flange bolts on the side opposite to allow any remaining substance to flow away from your body. If flange is stuck, tap a wedge into the opposite side of the flange slowly to make the break.
- ALWAYS test lines or vessels that contained a flammable or combustible material before any hot work begins (This includes process stock/pulp and white water lines or vessels).
- Once the break is made and the hazard no longer exist, extra PPE may be removed.

27. Lock Out/Tag Out/Try Out

- Hazardous energy must be locked out prior to working on equipment. A personal lock must be placed on all energy sources by the individual performing the work.
- All contractor locks are required to have a Danger Tag that reads "Danger-Do Not Operate or Do Not Remove This Tag". The Danger Tag requires a name, date, department, and work being performed to be filled in with pencil or pen each time it is used. Contractors who have a Danger Do Not Operate I. D. Card on their personal lockout lock will not be required to have an additional Danger Tag on their personal lockout lock. Locks must be used in conjunction with a scissor hasp.
- Contractors must use a mill electrician to isolate electrical energy sources. After completion of a job, a mill electrician must be called to remove locks and restore electrical energy. Contractors shall not remove any lock(s) from an electrical source without calling a mill electrician.
- Always TEST or TRY OUT equipment to ensure that it will not operate before beginning work.
- Group Lock Boxes will be utilized for all equipment with more than 3 energy sources.
- Group Lock Boxes will be accompanied with a checklist identifying all energy sources to be locked out.
- Contractors may lock out on Group Lock Boxes provided by the mill.
- Locks must be removed at the completion of a job or before leaving the mill.
- Contractors locking out on 3 energy sources or less where a Group or System Lock Box is not provided must obtain a Job Isolation Lock Out Sheet from the operating department or mill representative to be filled out and signed before applying locks.
- NEVER remove another employee's lock(s). If an employee's lock is left on by mistake or the employee leaves the mill on emergency notice, contact the Area Department Supervisor. The Department Supervisor must obtain a lock removal form and fill out before removing another employee's lock. It must be ensured that the employee is not in the mill before the lock(s) can be removed.
- During major capital projects and shutdowns, the PCA Outside Maintenance procedure will be used for contractors.

28. Process Safety Management (PSM)

- The mill's Turpentine system is regulated by PSM. Contractors required to work on this system must receive additional training on the system's hazards and emergency action to be taken if needed. The Project Engineer or the PSM coordinator must be contacted for more details. The PSM coordinator can be reached at ext. 216 or 571.

29. Asbestos

- The Valdosta Mill has an effective Operations and Management (O&M) Program for managing Asbestos Containing Materials (ACM).
- The mill has an active "banding project" for pipe insulation that identifies asbestos containing materials and non-asbestos containing materials. A RED band indicates the material contains or "is assumed" to contain asbestos. A BLUE band indicates the material does not contain asbestos.
- Green tags are placed throughout the mill on materials that have been tested for asbestos. For information concerning a green tag, contact your Project Manager or the O&M Program Administrator (Wesley Parker) at ext. 263.
- Contractors must not remove any insulation without prior approval. This includes pipe insulation, transite siding, and roofing materials.
- The mill has an on-site insulator qualified in containment or abatement of asbestos containing materials.

30. Radiation

- Any contractor required to work on a radiation source must contact the Radiation Safety Officer – Wesley Parker at ext. 263 prior to beginning work. Specific procedures and company policies must be followed when working on any radiation source(s).
- Any Contractor bringing radiation sources into the Mill must be licensed to possess the radioactive material and provide a copy of the license to the RSO prior to bringing the source into the Mill.

31. Recovery Boiler (R4) Area

- All Non- Operating Personnel entering the Recovery Area must SIGN IN and SIGN OUT with the Recovery Operator for accountability in case of emergency.
- In the event of a Recovery Boiler emergency, the alarm will sound. All non-operating personnel must leave the Recovery Boiler Area and report to the Recovery Boiler (R4) Control Room for accountability.

32. Caustic Area

- Contractors working in the Caustic Area must wear the appropriate PPE and rubber boots appropriate to the hazards.

33. Shipping / Loading Dock Area

- The Shipping / Loading Dock is a high traffic area for Forklifts and moving rolls of paper.
- THE SHIPPING AREA IS OFF LIMITS TO NON-SHIPPING DEPARTMENT EMPLOYEES UNLESS THE SHIPPING AREA CREW LEADER OR DESIGNEE IS NOTIFIED. A SAFETY VEST IS REQUIRED AT ALL TIMES WHEN ENTERING THE AREA. NO EXCEPTIONS.
- The designated entrance to the Shipping Area will be the main stairwell at the southwest end of the loading dock (painted BLUE). Anyone entering the area must notify the Shipping Crew Leader or designee by phone, radio, or in person. Under no circumstances shall the Shipping Dept. be used as a pass through or shortcut area to other parts of the mill.
- Utility Vehicles/Equipment are not allowed in the Shipping Area unless required for work being performed in the area. Any person operating a utility vehicle/equipment that must enter the shipping department or loading dock area must notify the Shipping Department Crew Leader by radio, in person, or at ext. 320 prior to entering the area. The Shipping Crew Leader or designee will notify the other area employees. Bicycles/Tricycles are not allowed in the Shipping Area.
- All forklift trucks utilized in the Shipping Department are equipped with a HIT NOT system detection device that warns the operator and pedestrian when each are within proximity of each other. ANYONE entering the Shipping Department Area must get a PAD personal monitoring device from the Storeroom before entering the area. The PAD will alarm when within proximity of a lift truck to alert the operator of your presence. PADs must be returned to the storeroom when leaving the area.

34. Fire Water Use

- The mill's Fire Water, which includes hydrant hook ups and standpipes, are not allowed for general water use unless approved by the Project Engineer and a Fire Water Use Permit is obtained from the Utilities Supervisor.

35. Golf Carts

The following items must take place while operating a golf cart on Mill Property.

- Anytime an individual exits a golf cart they must turn the golf cart switch off and set the parking brakes, regardless of how long you expect to be out of the golf cart.
- Parts/equipment/supplies will not be allowed to be placed in the floor board or seats of a golf cart.
- Parts/equipment/supplies will only be carried on golf carts that are equipped with a cargo bed that has a minimum 4-inch side body or secured to the top of the golf cart as follows.
  - If you must carry piping and/or material on a golf cart roof, it will be secured to the golf cart. Material sticking out more than 4 feet past the front, sides or rear of a golf cart must be flagged.
- Never exceed the number of available seats for the number of passengers.
  - For example: A golf cart front seat only holds two people and a golf cart with an additional back seat will only hold two additional people. The cargo bed is not considered a seat and no one should sit or ride in the cargo bed.
- All passengers should keep hands, arms, legs and feet within the confines of the golf cart at all times when the cart is in motion.
- Golf carts will not be allowed to exit the mill security gates (except in the event of an emergency).
- Golf carts will not be used to travel to and from the clock alley.
- Lights and beacons must be on while the golf cart is in motion.
- Cell phone use is not permitted while the golf cart is in motion. If you need to use the cell phone stop the golf cart.

Golf carts must be properly inspected once a week.

36. Tall Oil Plant

- The Tall Oil Plant is a restricted access area. Anyone needing to enter the Tall Oil Plant Area must report to the control room and sign in with the Tall Oil Plant operator. If the operator is not present, the Technical Duty supervisor or your mill representative must be notified before entering the area.

## Environmental Regulations

37. Storm Water Areas

- The Valdosta Mill is required to maintain a Storm Water Discharge Permit to ensure the rainwater that leaves the mill is free of chemicals and trash. Contractors working within the areas covered by the Storm Water Pollution Prevention Plan must make every effort to prevent all chemicals, such as diesel fuel, gasoline, oil, detergents of any kind, degreasers, acids, or trash/garbage from entering a storm water drain.
- Contractors must not store any bulk chemicals or place any diesel or gasoline driven equipment, welding machines, or generators in a Storm Water Area without secondary containment unless pre-approved by the Technical/Environmental Departments at ext. 270 or 239 or 237 or 382 or 358, see Environmental Supplements at the end of this document for mobile contact numbers and remaining attachments.
  - Containments can be built using sheet plastic (protected from puncture from hard points such as hitch lifts) and spill booms.
  - These materials are provided at the store room.
  - See **attached diagram** to ensure that the temporary containment is built correctly and the spilled materials cannot be released – plastic must be folded into the containment.
- Any spill of chemicals within the area covered by the Storm Water Pollution Prevention Plan must be reported immediately by dialing ext. 700 to activate the Hazmat Team, see attached site map showing the storm water areas and attached Valdosta Mill MDT Haz-Mat/Chemical Spill/Release Reporting Form.
- There are spill kits located by the Paper Machine Cooling Tower, in between the lab building and the paper machine building, outside the safety building. Storeroom also has peat moss and spill booms available for clean-up.
- For information concerning areas covered in the Storm Water Plan, contact your Project Engineer or the Technical / Environmental Departments at 270 or 239 or 237 or 382 or 358.

38. Landfill Use

- The Valdosta Mill owns and operates a permitted, non-hazardous industrial solid waste landfill on site. Contractors must obtain permission from the Environmental/Technical Dept. to use the landfill and dispose of refuse.
- A sign is posted at the landfill to remind anyone entering the site which materials are not allowed. Any drum or container that contained a chemical material must be completely empty (drained). Any container that held a hazardous material must be triple rinsed before being placed in the landfill. If you have any questions concerning use of the landfill, contact the Technical / Environmental Departments at ext. 270 or 239 or 382 or 358. Violators of landfill rules will be prohibited from use of the landfill. Cost for CLEAN UP of prohibited materials deposited by a contractor may be charged to that contractor.
- Any materials to be taken to the PCA landfill **MUST** be accompanied by a completed Landfill Authorization Form that is signed by your PCA contact, see attached form. No Unauthorized access to the landfill is allowed.
- The following materials MAY NOT be disposed of in the landfill:
  - Uncrushed drums or non-empty containers
  - Food waste or food containers of any kind
  - Liquid or semi-liquid materials
  - Office waste
  - Hazardous waste
  - Tires
  - Batteries
  - Petroleum waste
  - Full Grease Tubes
  - Aerosol Cans
  - Scrap Metal

- Light bulbs
- Radioactive Materials – NORM
- Any waste that is not generated onsite (i.e. household or other waste from an offsite location).
- Asbestos placement in the landfill must be approved by the Technical / Environmental Departments in advance by contacting 270 or 239 or 237 or 382 or 358. Asbestos materials must be stored in a secure location in appropriately labeled bags until the job is completed.
- Following notification of the Technical/Environmental Department, the material is to be placed in the designated area of the landfill for asbestos. Asbestos must be covered within 24 hours.

#### 39. Mill Dumpsters

- ONLY DUMPSTERS THAT ARE LABELED “FOOD WASTE ALLOWED” MAY BE USED FOR FOOD RELATED WASTE, INCLUDING PAPER WATER CUPS AND EMPTY DRINK BOTTLES.
- DISPOSAL OF ANY FOOD RELATED WASTE, INCLUDING EMPTY FOOD OR DRINK CONTAINERS IN ANY OTHER DUMPSTER, TRASH CAN, OR THE LANDFILL, IS STRICTLY PROHIBITED.
- Dumpster lids must remain closed at all times unless adding waste.
- In addition to the mill dumpsters (square), PCA will have additional roll-offs staged in various areas for waste to go to the county landfill that may receive most all wastes including food wastes.

#### 40. Metal Recycling

- The mill has containers for recycling stainless steel, aluminum, tin, pallets, scaffold boards, drums, steel, iron, and galvanized pipe. These recyclable materials should be placed in an orderly manner in the appropriate container labeled “metal” or Robinson Recycling. For questions concerning metal recycling, contact your mill representative or the Technical/Environmental Department at ext. 270 or 239 or 237 or 382 or 358.

#### 41. Sewers and Drains

- Do not place or allow materials that are not biodegradable, such as welding rods, rags, paper, wire, and trash in the mill sewer or drains as this causes plugging and operational problems at the sewers, lift stations, and clarifiers.
- Do not empty drums, trucks, or tanks that may contain hazardous materials or petroleum products into the sewers or drains. Prior approval is required for any chemical material disposal. Contact the Technical/Environmental Department at ext. 270 or 239 or 237 or 382 or 358.

#### 42. Hazardous Materials & Waste

- Contractors are responsible for requesting approval from their site contact prior to bringing the material onsite.
  - Contractors should alert their mill representative to request the chemical in the MSDS Online system. It is important to know the trade name of a chemical when searching in MSDS online.
  - Approval in the system at another mill is not necessarily acceptable at the Valdosta Mill.
  - Failure to follow these steps, will delay the use of the chemical – PCA Valdosta’s system requires sign off from 4 approvers which could take up to a week.
- Contractors are responsible for having the containers that are brought on site to have a proper label on them to comply with the Hazardous Communication Policy.
- Contractors are responsible for proper management and disposal of all hazardous waste, including but not limited to:
  - Paint wastes, lacquer thinner
  - Solvents (mineral spirits, dehydrated alcohol)
  - Any waste exhibiting a pH <2.0 or >12.5

The proper handling of all hazardous waste must be properly planned before work begins. All contractors that generate hazardous waste as part of their job are responsible for obtaining an EPA ID number and should be familiar and comply with all applicable hazardous waste regulations. In other words, if you bring that material onsite then it needs to be taken offsite for disposal.

- Only approved cleaning fluids are allowed in part washers. The use of any other cleaning fluids/solvents are not allowed.
- ONLY mill employees are allowed to store and dispose of Used Oil on mill property.



- There may be no intentional release of hazardous materials, oils, or waste to the soil. Any accidental spills must be reported by dialing ext. 700 to activate the Hazmat Team.
- Attention Vacuum Trucks: No liquid or semi-liquid materials may be vacuumed until the pH has been checked and verified as non-hazardous waste. You must contact the Technical/Environmental Department at 270 or 239 or 237 or 382 or 385 before vacuuming.
- Aerosol Cans may not be disposed of in the trash. Aerosol Cans may be taken to the Storeroom for disposal or must be taken with the contractor off-site after job completion.

#### 43. Radioactive Materials

- Any scrap metal(s), refractory, or lime kiln brick as well as any scrap piping, valves, fittings and pumps that have been used to convey white water or stock must be checked by the contractor/recycler for NORM and/or be approved by the Environmental Department BEFORE placing in the mill recycle dumpsters or removing from mill property. This includes demolition work. Contact the Technical/Environmental Dept. at 270 or 239 or 237 or 382 or 385.
  - Radioactive materials will be marked with red paint and non-radioactive materials will be marked with blue paint.

#### 44. Logging Metal and Welding Rod Usage

- Contractors are responsible for tracking all stainless steel (all types) and copper metal sheet, pipe, rod, and welding rod usage if purchased offsite, see attached Contractor Metals Log, contact the Environmental Dept. at 270 or 239 or 237 or 382 or 385 with any questions.
- For the following quantities report:
  - Pipe in linear feet
  - Plates and sheet metal in pounds
  - Welding rod in pounds
  - Stock (flat, round, angle) in pounds.

#### 45. Labeling Chemicals and Hazardous Materials / Spill Reporting

- All containers of chemical materials must be labeled appropriately to identify the hazards associated with the contents. This includes temporary containers. Unused materials are not to be left at the job site.
- Empty containers must be disposed of properly and not left at the worksite.
- The mill uses the "Hazardous Material Identification System" (HMIS) for labeling all containers, totes, drums, tanks, etc. The color-coded label (Blue=Health, Red=Flammability, and Yellow=Reactivity) identifies hazards associated with the material. The numbering system (0 – 4) rates the severity of the hazard with 0 (minimal hazard) and 4 (extremely hazardous). The HMIS system is color-coded and number rated the same as the National Fire Protection Association (NFPA) system.
- Any and ALL spills of chemicals, oils, or other materials must be reported immediately to the Environmental Department. For larger spills and any spills to the soil, dial ext. 700 to activate the Hazmat Team.
- The Valdosta Mill will comply with OSHA and the new GHS or Global Harmonized System for classifying and labeling containers of hazardous materials. The new GHS label will display signal words, such as "Danger or Warning" and pictograms to indicate the hazards associated with the chemical. MSDS or Material Safety Data Sheets will be reformatted by chemical manufacturers and will be called "SDS or Safety Data Sheets. The Valdosta Mill will continue to use the current HMIS system in place for labeling all secondary containers of hazardous materials.

#### 46. Safety Data Sheet (SDS)

- A SDS is required for all chemicals.
- PRIOR TO SHIPPING OR BRINGING ANY CHEMICAL ON SITE, a Chemical Request Form must be filled out by your mill representative and approved by mill management.
- Computer stations are located in each department for accessing a copy of any chemical's SDS in mill inventory. It is important to know the trade name of a chemical when using a computer access station.
- All temporary chemical SDS sheets are maintained by the Technical Department.

# Environmental Department Mobile Contacts

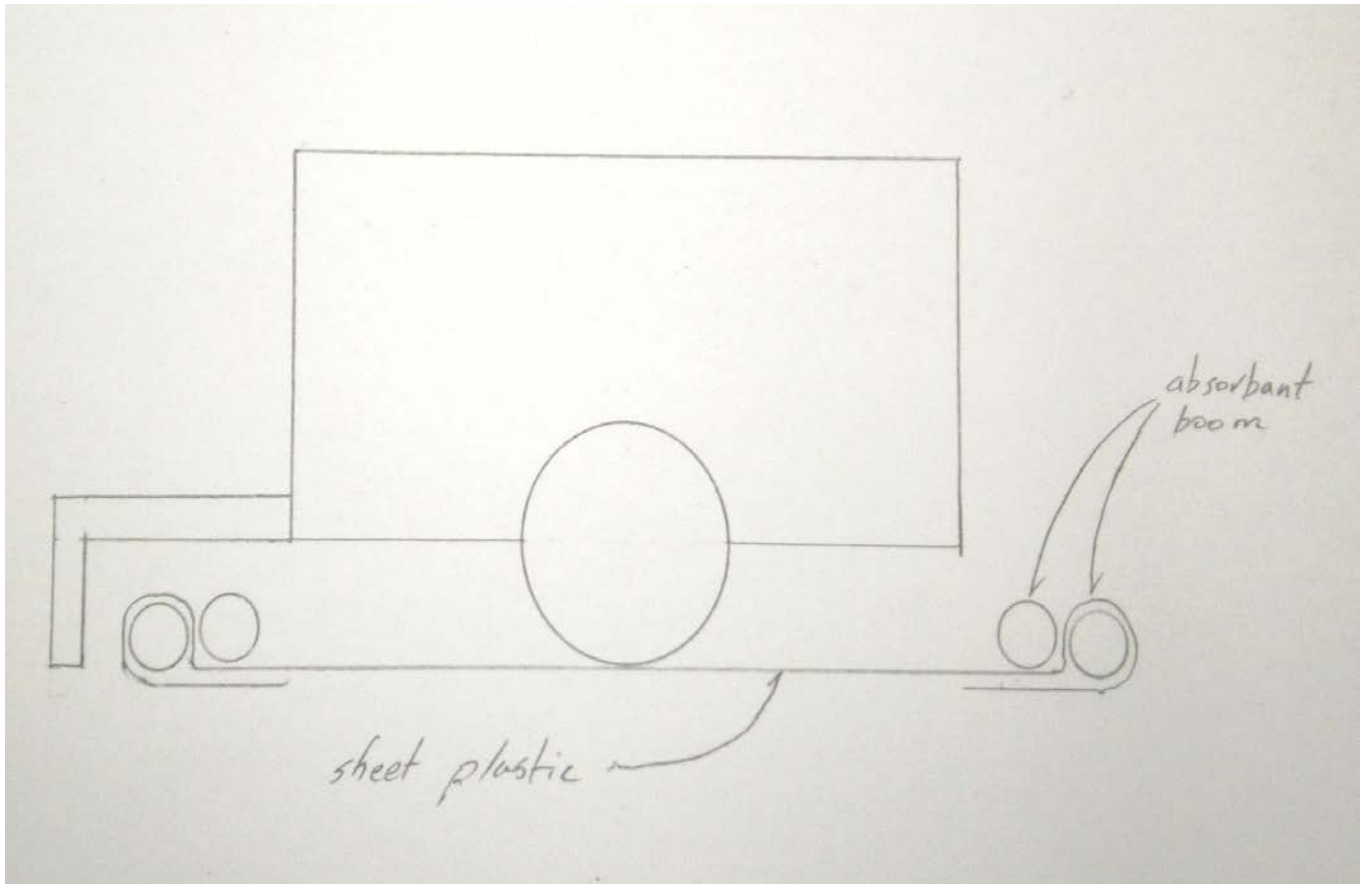
Maureen Metzler (229) 560 - 6430

Ken Hase (229) 561 - 3974

John Keglор (229) 560 – 1357

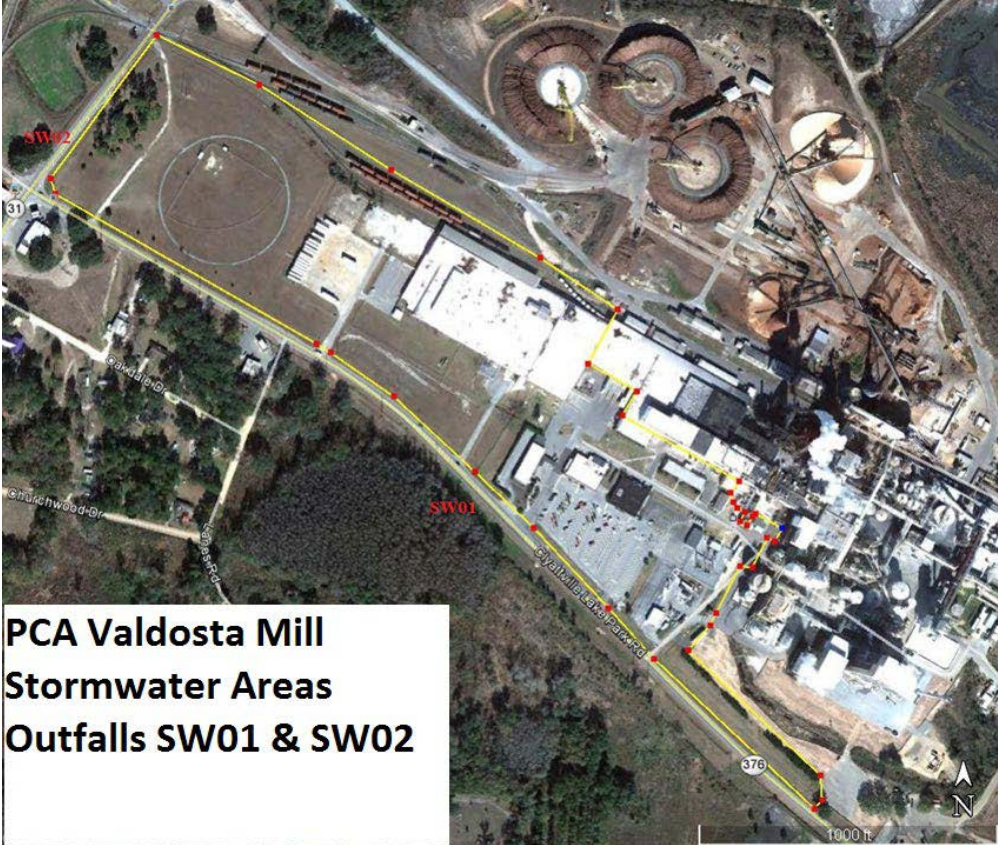
John Milam (229) 506 – 9841

# Sheet Plastic Containment



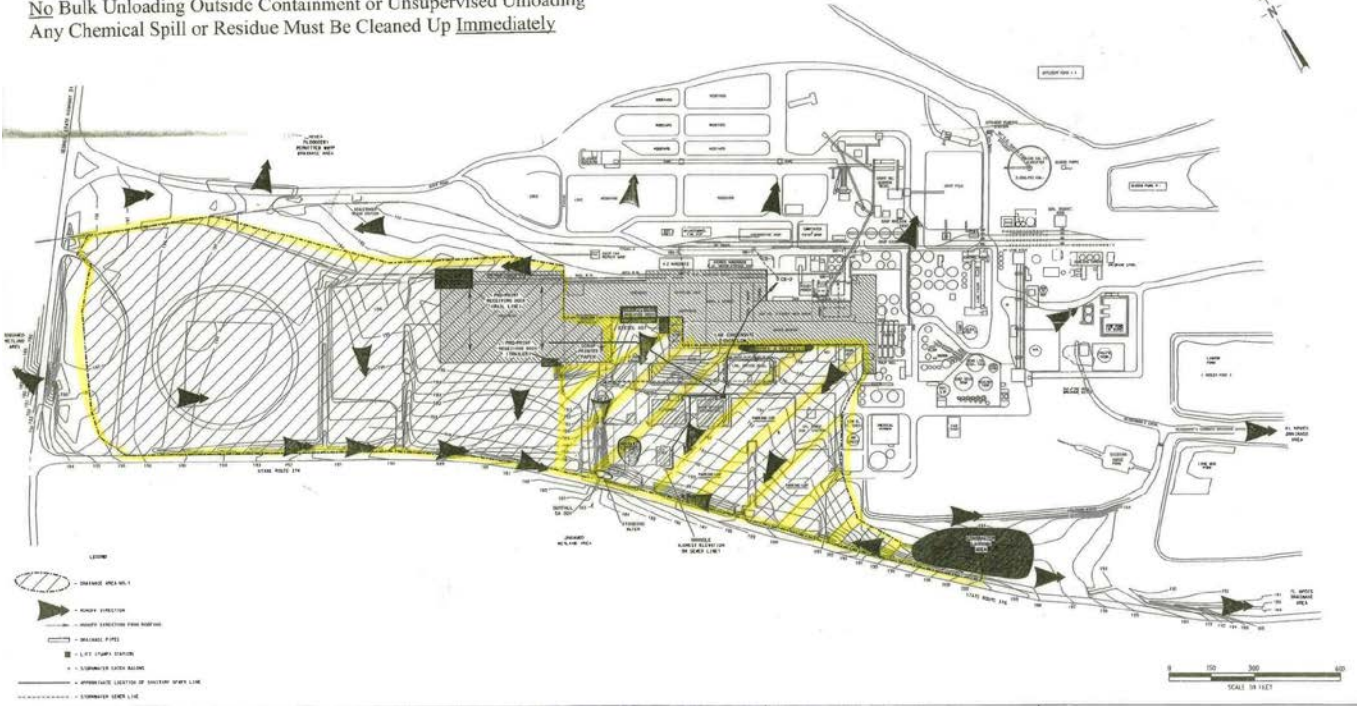
Build your containment like this or you will be asked to redo it.

# Storm Water Areas



**PCA Valdosta Mill  
Stormwater Areas  
Outfalls SW01 & SW02**

- No Chemical Storage/ No Container Storage in Storm Water Area
- No Chemical Use in Storm Water Area
- No Equipment Washdown in Storm Water Area
- No Bulk Unloading Outside Containment or Unsupervised Unloading
- Any Chemical Spill or Residue Must Be Cleaned Up Immediately



## Valdosta Mill MDT Haz-Mat/Chemical Spill/Release Reporting Form

Please return to PCA representative when complete who will forward to Environmental & Safety.

Date and time of incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Material involved: \_\_\_\_\_ Tank, container, equipment involved: \_\_\_\_\_

Approximate quantity of material spilled/released (include units of measure): \_\_\_\_\_

Did material reach soil or stormwater sewers: \_\_\_\_\_ If so, which and how much? \_\_\_\_\_

Were countermeasures deployed? \_\_\_\_\_ If so, what kind? \_\_\_\_\_

Who discovered the incident? \_\_\_\_\_

Who does he work for? \_\_\_\_\_

What PCA representative was the incident first reported to? \_\_\_\_\_

Who reported to the PCA representative? \_\_\_\_\_

After discovery of the incident, about how long did it take to report it? \_\_\_\_\_

Were any injuries associated with the incident? \_\_\_\_\_

Were the injuries reported to First Aid? \_\_\_\_\_

On the back of this sheet, please give as brief narrative of what happened. Thank you.

Priorities for spill/release response:

- 1) If safe to do so, stop the source of the release by closing valve, righting container, etc.
- 2) Contain the spill. Deploy counter measures, if readily available, such as boom, absorbents, etc.
- 3) Provide for safety of personnel by posting warnings or placing a watch to warn bystanders.
- 4) Report the incident as soon as possible. For emergency response, see instructions below.

The following information should be communicated to the Utilities Department Control Room **when reporting an emergency by calling extension 700 or (229) 559-2361 from an outside line or cell phone:**

1. Name
2. Exact location and department
3. Nature of the emergency (fire, chemical spill, injury, etc.)
4. Extent of injury or injuries, if any
5. Report event as clearly and accurately as possible. The more information you can provide to the operator, the better he/she can communicate to the emergency responders

PCA Valdosta

# Landfill Authorization Form

\_\_\_\_\_  
With \_\_\_\_\_ (Individual's name)  
\_\_\_\_\_  
\_\_\_\_\_  
(Contractor Name)

has permission to enter the landfill and dispose of the following:

Material Description (Paper, pulp, pipe, plastic, metal, soil, etc) – List all that apply.

\_\_\_\_\_  
This waste load is Organic (e.g. paper, pulp, sludge) or Inert (e.g. rock, soil, concrete, grit)? If both, estimate ratio.  
\_\_\_\_\_

Quantity (estimated yards, pounds or tons) in this load – MUST specify units.  
\_\_\_\_\_  
\_\_\_\_\_

Is the material: \_\_\_ dry \_\_\_ wet \_\_\_ free liquid \_\_\_ Semi-liquid

Materials with free liquid CAN NOT go to the land fill.

If the material is has free liquid, what is the pH? \_\_\_\_\_ IF pH is > 11.5 or < 4.0 notify Environmental.

Does the material contain food waste or litter? \_\_\_ Yes \_\_\_ No, IF yes the material can NOT go to the landfill. All materials are to be properly disposed in the active landfill work area (which is usually marked with two blue drums) and not to be placed along the entrance roadway, in the restricted area of the landfill, or randomly around the open area. Mill maximum speed limits apply in the landfill area.

The material is from:

\_\_\_\_\_  
\_\_\_\_\_  
(Project)

\_\_\_\_\_  
(PCA Project Manager/Authorized Contact)

\_\_\_\_\_  
(Date)

No access to the landfill will be allowed without a fully completed form for each load, signed and approved by an authorized PCA representative. Give this form to the Guard at Gate 4/5 and contact the attendant (dozer operator) at landfill (if present) for specific instructions on where to place waste loads.

**PCA Valdosta LANDFILL**  
**Prohibited Wastes**  
**Quick List**

**No food wastes, food containers, or drink containers.**

**No large scrap metal. This includes iron, steel, aluminum, and stainless.**

**No liquid wastes of any kind (all containers must be completely drained).**

**No aerosol cans.**

**No solvents or solvent soaked rags or absorbents.**

**No paint or painting materials.**

**No batteries, fluorescent light bulbs, or mercury containing devices.**

CONTRACTOR METALS LOG

\*Includes 304,306, 316 Stainless, Duplex 2205, Copper, and A-335 P11 carbon steel and associated welding rods and wire

DATE: \_\_\_\_\_
NAME: \_\_\_\_\_
COMPANY AND PO#: \_\_\_\_\_
JOB/AREA: \_\_\_\_\_
PC A CONTACT: \_\_\_\_\_

ALL WELDING ROD STUBS MUST BE RECYCLED

INSTRUCTIONS:

- 1. Enter material information including type of metal, schedule/thickness, and/or diameter.
2. Determine if SDS for the material is in PCA's system. If not, attach a copy of the SDS to this sheet.
3. Enter the form of the material as received - For example: Wire, Welding Rod, Pipe or Sheet Metal - including Flat Bar, Round Rod, Keystock.
4. Enter how the material is processed on-site - Grind, Shave, or Weld
5. Enter amount used and the appropriate units. Examples for appropriate units for each form of material are as follows:
Welding Wire and Rod = Pounds Flat, Round, Angled stock= Pounds = lbs Pipe = Feet Plates and Sheet Metal
6. For pipe only, enter the number of end preps.
7. Include quantities of covered materials that undergo sparkless grinding.
8. For round, flat, and angled stock, do not report if it is only cut to length in a manner that does not cause a release. Report in lbs otherwise.

Table with 11 columns: Material (Type of Metal, Schedule/Thickness, Diameter finches, SDS in Mill Svstem?), Metal Form, Processing Method (Grind, Shave, Weld), Usage (Amount Used, Units), For Pipe ONLY (Number of End Preos). Includes example rows for .304SS and 308SS.

\*\*For questions, please contact the Environmental Department\*\*



*This concludes the Contractor Orientation.*

*You must sign the Individual Contractor Agreement and  
fill out the Safety Review Test.*

*A card will be issued to verify completion of this orientation.*

*The verification card expires one year from the date issued.*

*If you have any further questions, please contact your mill representative or the department  
manager prior to beginning work.*

## **CONTRACTOR SAFETY – REVIEW TEST 2021**

Circle the correct answer

1. WHAT IS THE BEST WAY TO ACTIVATE THE MILL'S EMERGENCY RESPONSE SYSTEM?
  - A. DIAL 911
  - B. DIAL EXT. 700 FROM A MILL PHONE OR CALL THE SECURITY GUARD DIRECTLY AT (229)559-2361.
  - C. DIAL 411
  
2. SMOKING IS NOT ALLOWED ON VALDOSTA MILL PROPERTIES OR IN VEHICLES AT ANY TIME. THIS INCLUDES PARKING LOTS.
  - A. TRUE
  - B. FALSE
  
3. ALCOHOL AND FIREARMS ARE NOT ALLOWED ON COMPANY PROPERTY. THIS INCLUDES THE PARKING LOTS.
  - A. TRUE
  - B. FALSE
  
4. THE MILL SPEED LIMIT IS \_\_\_\_ AND MUST BE OBSERVED AT ALL TIMES WHEN OPERATING A MOVING VEHICLE.
  - A. 15 MPH
  - B. 5 MPH
  - C. 20 MPH
  
5. WHEN PERFORMING LOCK OUT TAG OUT, AN IDENTIFICATION TAG MUST BE ATTACHED TO THE USER'S PERSONAL LOCK:
  - A. TRUE
  - B. FALSE
  
6. WHICH STATEMENT(S) IS TRUE ABOUT FALL PROTECTION:
  - A. Personal Fall Protection must be used any time while working at heights greater than 4 feet above the ground level or over equipment not properly guarded with guardrails.
  - B. Fall protection equipment must be inspected before each use.
  - C. Both A and B are TRUE.
  
7. ALL CONFINED SPACES AT THE VALDOSTA MILL REQUIRE A PERMIT TO BE COMPLETED BEFORE ENTRY:
  - A. TRUE
  - B. FALSE
  
8. WHEN PERFORMING HOT WORK AT THE VALDOSTA MILL THE FOLLOWING PROCEDURES MUST BE IN PLACE:
  - A. A Hot Work Permit must be filled out and authorized by the Maint/Engr representative and the Dept. supervisor
  - B. A designated Fire Watch must be assigned to the Hot Work site
  - C. A Fire Extinguisher must be present at the hot work site
  - D. All The Above procedures must be in place prior to performing any hot work
  
9. A JOB WORK ANALYSIS IS DESIGNED TO ENSURE THAT ALL SAFETY PRECAUTIONS ARE TAKEN BEFORE ANYONE BEGINS WORK WHICH PUTS PERSONNEL AT RISK AND MUST BE FILLED OUT AND SIGNED PRIOR TO BEGINNING WORK:
  - A. TRUE
  - B. FALSE
  
10. AT THE VALDOSTA MILL, WE BELIEVE THAT EVERYTHING WE DO IS WORTH DOING SAFELY AND THAT AN INJURY FREE WORK PLACE IS ACHIEVABLE BY PROMOTING SAFETY AND HEALTH.
  - A. I AGREE with this statement
  - B. I DISAGREE with this statement AND DO NOT PLAN TO WORK AT THE VALDOSTA MILL.

Name (print): \_\_\_\_\_ Company: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# VALDOSTA MILL

## INDIVIDUAL CONTRACTOR AGREEMENT

NAME: \_\_\_\_\_  
(Please Print Clearly)

EMPLOYEE I.D. # \_\_\_\_\_

COMPANY REPRESENTING: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

The Valdosta Mill will have a zero tolerance level for violations of Safety Rules and Practices, Security Guidelines, and Environmental Requirements. If you do not understand or have any questions concerning the information provided to you during this orientation, please address the representative at this time.

If you have any questions at a later time, contact your mill representative or any mill personnel as listed in your handout.

Upon completion of this orientation you will receive an Orientation Verification Card. This card expires one year from the date issued. You must keep this card with you at all times while on company property and present it to the Security Guard before entering the mill. It will be your responsibility to keep up with this card in order to avoid re-orientation before the expiration date.

It is policy of the Valdosta Mill for each contractor employee to wear an Identification Badge and number in plain view while on mill property. Any contractor employee not wearing a clearly visible I.D. badge will not be allowed to work.

**Carefully read the statement below and sign your name:**

“I agree to comply with the Safety, Security, and Environmental Rules and Regulations set forth by the Valdosta Mill. I understand the material presented to me during this orientation and know that should I have a question concerning any safety, security, or environmental issue to notify my supervisor or the proper mill authority”.

\_\_\_\_\_  
**Contractor Employee Signature**