

PACKAGING CORPORATION OF AMERICA - VALDOSTA MILL

VISITOR SAFETY ORIENTATION 2021

The following Safety Regulations are part of the Valdosta Mill's Safe Practices, Policies, and Procedures Manual and must be followed at all times.

NOTE: If you are conducting a service, supervising workers, or performing any work inside the mill you must attend the Contractor's Orientation Session / Video that explains Mill Safe Practices, Environmental, and Security Policies and Procedures.

All visitors MUST have a mill representative/contact person and notification made prior to entering the mill.

1. At the Valdosta Mill, Safety is part of everyone's job. It is essential that you are familiar with the Safety Regulations and Practices while visiting the Valdosta Mill.
2. **For ALL emergencies, dial ext. 700 from any mill telephone.** Provide as much detail as possible to the receiver of the call. To report an emergency by cell phone, **dial (229)559-2361** to reach the Security Guard.
3. If you have any questions concerning anything related to Safety, please call our Safety Department at Ext. 340 or 362 or 231 or 326 or 268.
4. Hard Hats will be worn at **all times** during scheduled maintenance outages, designated areas, and mill downtime. Ask the Security Guard for details.
5. Safety glasses are required at **all times** and in **all areas** unless you are in an office or control room.
6. Hearing protection will be used in all posted areas (indoors and outside around heavy equipment operations).
7. No finger rings are allowed in the mill. **Warning:** Placing tape over rings or wearing gloves on the hand does not provide protection or eliminate the requirement to remove a finger ring.
8. The Valdosta Mill is a "Smoke Free" facility. Smoking is prohibited on all Valdosta Mill property. This includes the parking areas and in vehicles. **E-Cigs and Vapor are NOT ALLOWED.**
9. Spitting tobacco waste on floors and walls is prohibited.
10. Visitors must stay on a designated path or walkway for travel. When leaving the designated areas for travel, All Mill Safety and PPE requirements will apply (Safety Shoes/Boots, Hard Hat, Safety Glasses, Hearing Protection, and FR clothing). Flame Resistant (FR) clothing is required for anyone entering the Utilities/Power/Pulpmill areas of the mill.
11. The Shipping / Loading Dock Area is **OFF limits** to visitors or vendors unless accompanied by mill personnel. Anyone needing to enter the Shipping / Loading Dock Area must wear a SAFETY VEST and a PAD Personal Monitoring Device for proximity detection of lift truck operation.
12. Mill speed limit is 5 mph and must be observed at all times.
13. Come to a complete stop at all stop signs.
14. Visitors must never pass under suspended materials at any time.

15. Observe all warning signs in posted areas and stay clear of areas where alarms are present. Always look up, down, and in both directions before proceeding through a doorway or opening.

SECURITY

1. Visitors must sign in with the Security Guard and obtain a badge to be worn in plain view at all times. Upon leaving the mill, visitors must sign out and return their badge. Visitors must exit the mill through the same gate entered.
2. Only those vehicles that are issued a **Temporary Vehicle Permit** will be allowed to enter the mill property. Security will authorize the issuing of Temporary Vehicle Permits. Vehicles must display the Company Name or Logo before entering the mill property. The driver of the vehicle must leave the keys in the ignition at all times when parking inside the mill gates.
3. 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.
4. 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.
5. Mill policy prohibits possession of firearms or other weapons on company property. This includes the parking lots. Vehicles with weapons in them must be removed from PCA property upon request. If the owner cannot be located quickly, the vehicle will be ordered towed from PCA property at the owner’s expense, and may be claimed at the impound lot of the Lowndes County Sheriff’s Department.
6. The use of camera or video equipment on company property is prohibited unless prior approval is obtained from the Engineering Department.

You will be issued a wallet card to verify that you have completed the Visitor Safety Orientation. This card should be retained for future verification. This verification card is good for one year from the date issued.

PLEASE READ AND SIGN THE SAFETY AGREEMENT AND TURN IN TO THE SECURITY GUARD.

SAFETY AGREEMENT

I have read and understand the Safe Practices and Procedures as stated in the Valdosta Mill’s Visitor Safety Orientation Handout and agree to follow these requirements.

Name

Badge I.D.#

Company Representing

Date

Security Guard

Time