**Contractor Environmental, Health, & Safety Orientation**

Clearwater Paper is committed to environmental, health and safety practices as an integral part of doing business. It is the right and responsibility of every Contractor and Contractor employee to know and follow all environmental, health and safety rules and procedures. This document outlines our commitment to these practices.

**Contractor Employee Responsibilities**

1. Conduct themselves in a safe and responsible manner.
2. Through training programs become knowledgeable of environmental, health and safety practices.
3. Adhere to all environmental, health and safety practices.
4. Notify contractor management or the Clearwater Paper Project Manager of any unsafe conditions, accidents, near misses or any situations that could affect the environment or the health of fellow employees.

**Clearwater Paper Project Manager**

1. The Clearwater Paper Project Manager retains full authority over all conditions of the work as agreed in the contract between contractor and the Clearwater Paper Corporation.
2. The Clearwater Paper Project Manager has the primary responsibility to ensure that the contractor and contract employees are informed of all Clearwater Paper hazards they may be exposed to during their work.
3. The Clearwater Paper Project Manager will be knowledgeable of the location of the contractor and contract employee’s location at all times.
4. Contractors and contract employees are expected to conduct their work in a safe and healthful manner. The Clearwater Paper Project Manager is responsible to ensure contractor and contract employees follow all safety criteria. Contractor and contract employees will comply with all directives of the Clearwater Paper Project Manager.

**Review the Contractor Orientation and Manlift Videos**

**Emergency Action Plan**

Review the map of the gathering area locations and evacuation routes. Before beginning work located nearest inside and outside gathering areas, wind socks, and evacuation routes. Ensure all employees are familiar with the locations. Maps are also located throughout the facility.

Hazards that can cause an evacuation include:

- Chemical spills or leaks
- Fire or explosions
- Bomb or bomb threats
- Floods
- Tornadoes
- Earthquakes
- Release of hazardous gas or vapor
- Other naturally occurring and man-made events

Upon hearing the hazard alert alarm, all contract employees must immediately proceed to the gathering area. The contractor supervisor must notify person wearing orange vest of the following:

1. Names of contractor employees on site.
2. Names of any missing contractor personnel.
Follow directions of the Gathering Area Coordinator and stay with the Gathering Area Group until evacuation is complete or an all clear is given.

The IPP Hazard Alert Alarm is tested each Monday at 10:00 am. It is not necessary to evacuate during this test.

**Emergency Services**
Fire fighters, EMTS, and licensed nurses are on staff at Clearwater Paper. In the event of an emergency call **1911** on plant phones or **799-1911** from cell phone or phones outside of the Clearwater network. Emergency services are located south of the emergency effluent pond on the main road into Idaho Pulp and Paper when entering the main gate.

**Radioactive Materials**
Contractor employees may be required to perform work in the vicinity of instrumentation that contains radioactive materials. These devices or nuclear gauges are primarily located in the Chip and Sawdust Digester, Oxygen Reactor, Caustic Plant and Tissue and Paperboard Machine areas. Only licensed and trained personnel are allowed to purchase, transport, receive, handle, install, remove, operate, or maintain these nuclear gauges. These activities must be coordinated with the device manufacturer or site Radiation Safety Officer (RSO) in advance. If a contractor or sub-contractor finds it necessary to bring any radioactive materials to the mill site for use during the course of their work, the Clearwater Paper contact or site RSO must be notified before these materials will be allowed on-site.

**Clearwater Paper Guarding Policy**
Guards on all Clearwater Paper equipment have been installed for employee protection. Removal of guards is prohibited without following the proper lockout procedure. Reaching inside a guarded area is strictly prohibited. Contact the Clearwater Paper Project Manager before removing or working inside guarded areas.

**General Safety**
**Smoking.** Outside designated areas are posted where smoking is permitted. Smoking is absolutely forbidden in any unmarked area or in onsite vehicles.

**Restroom Facilities.** Contractor employees must use the temporary facilities provided by their employer.

**Warning and Danger Signs.** Warnings posted throughout IPP are to be adhered to at all times. **A critical sign to note is the hayout signs and lights in the Paper Machines - No pedestrian traffic is allowed in the basement of the Paper Machines while they are in the hay.** See enclosed information.

**Temporary Wiring.** All temporary wiring installations must be pre-approved by the electrical department.

**Clearwater Paper Equipment.** Contractors are not permitted to use Clearwater Paper equipment for any reason without written permission of site leadership. In almost all cases, the contractor will be required to provide all the tools necessary to perform the work whether it is hand held tools, aerial-lifts, personal protective equipment, full body harness, confined space monitors and retrieval equipment, etc.

**Visits to Other Clearwater Paper Divisions.** Contractors and their employees assigned to a specific IPP project are strictly prohibited from visiting other parts of the Clearwater Paper mill whether in IPP or other divisions without approval of the Clearwater Paper Project Manager. In case of emergencies, the Clearwater Paper Project Manager is required to account for all people working at the construction site. An unannounced or unscheduled visit to other parts of Clearwater Paper makes tracking of workers impossible and may expose rescue teams to unnecessary hazards.

**Personal Protective Equipment**
Shirts with sleeves (short sleeves are acceptable) and long pants are required. All clothing must be in good repair. Hoods, drawstrings, and shirt tails should be contained to prevent entanglement hazards. Hair (to include facial hair) must be controlled so as not to extend more than three inches from the head. ANSI approved hardhats, safety glasses with side shields and safety-toed shoes are required throughout the mill. Additional personal protective equipment may be required depending upon job task or upon location in the mill. See enclosed materials. All Contractors are required to wear high visibility shirts, vests or jackets at all times.
**Fall Protection**

Work over 6’ feet above the surrounding area or that has exposure which could result in an injury regardless of height, and where work is taking place without the protection of a standard handrail system requires the use of fall protection. Exceptions for scaffold building and iron work must be reviewed with the project manager and the site safety department prior to job start. **FALL PROTECTION MUST BE USED PROPERLY AT ALL TIMES WHEN AND WHERE REQUIRED.**

**Vehicles and Equipment**

Vehicle traffic onsite is restricted and all vehicles must have passes. Passes are available at the main gate after an approved request has been submitted by the Clearwater project manager. Seat belts must be worn in all vehicles equipped with them and all passengers must be seated in seats designed for human occupancy. OSHA regulations prohibit passengers from riding in the back of pickup trucks. The site speed limit is 20 miles per hour unless otherwise posted with special precautions at intersections, bridges, parking lots and railroad crossings. Where heavy foot traffic is present reduce speed to 15 miles per hour.

**DO NOT** travel in aerial platforms or other equipment when equipment is in elevated position. Fall prevention equipment must be worn whenever the lift is equipped with tie off points.

All equipment operators must be trained, licensed or certified to operate equipment onsite. Contractors must be prepared to provide necessary documentation.

Prior to lifting employees with a crane man basket proper certification must be supplied to the Clearwater Paper Project Manager and project reviewed with site safety department.

Equipment and tools must have manufacture’s safety devices installed and be in proper working order at all times. Substances leaking from vehicles are considered spills and must be reported immediately to the project manager.

**Hazard Communication**

Contractors must have in their possession and readily available Safety Data Sheets (SDS’) for all products brought on Clearwater Paper property. Contractors must provide to their employees hazard communication training for all chemicals used onsite. Use all hazardous materials in accordance with manufacturer’s instructions and ensure proper PPE when working with material. Proper labeling such as HMIS/NFPA labels is required. **DO NOT** throw hazardous materials on the ground, in drains or sewers. Any remaining product that is not used must be removed by the contractor. Empty containers, residue and leftover material may not be left onsite.

Copies of Clearwater Paper SDS’ can be obtained through the IPP Intranet Web Page. Contact the Clearwater Paper Project Manager for a specific SDS or access to this system.

**Barricades, Signs and Warnings**

Areas presenting hazards must be barricaded immediately, either with a physical barricade or barricade tape. A placard must be posted indicating the hazard, date, and person barricading the area.

Danger- This is the highest level of warning. Use danger when there is immediate danger requiring special precautions such as a chemical leak, temporary floor opening, work taking place overhead, etc. If entering an area marked as “Danger,” ask for permission from the person listed on the sign. That person will provide you with information about the hazard and how to protect yourself. You may not enter into a red taped or Danger area without permission. Likewise, if you are the person posting the area, provide a name and contact number if necessary so that you may provide information about the hazard to others needing access.
Caution- Caution is used to warn against potential hazards, such as a slippery walking surface, etc. When entering a caution taped area look in all directions and overhead, be aware of potential hazards and take appropriate precautions to enter the area safely.

Barricade tape and signs must be completely removed by the person or contractor that installed the tape and only after the hazards are no longer present. If leaving the jobsite when barricaded areas will remain, the placard should indicate the responsible Clearwater employee’s name. This must be coordinated with the project manager prior to leaving the jobsite.

**Process Safety Management (PSM)**

Several areas of the Clearwater IPP facility are managed in accordance with OSHA’s Process Safety Management of Highly Hazardous Materials regulations. This includes the following areas:

- **Chlorine (Cl\textsubscript{2})** - chlorine unloading, lurgi plants and the pipe bridges through mill to chemical mixers
- **Chlorine Dioxide (ClO\textsubscript{2})** - lurgi plants and pipe bridges through mill to chemical mixers
- **Hydrochloric Acid (HCl)** - lurgi plants
- **Turpentine** - relief cyclone to turpentine storage area

Control of employee and contractor access to the covered process area is mandated by the PSM regulation. The purpose of controlling access to the PSM area is to provide communication between operations personnel and individuals performing non-routine work. PSM covered areas and subsequent equipment are clearly marked with signage. In order to work on any of this equipment, you must have received the appropriate PSM training. This orientation does not qualify you to work in a PSM covered area. Your project manager will arrange for additional PSM training when working in this area. Contractors must notify the operator before entering the PSM area and prior to servicing any equipment.

**Fire Prevention and Protection**

A Hot Work Permit is for any activity that may cause sparking or involve an open flame including welding, grinding or cutting. Contact your Clearwater Paper Project Manager prior to work start to obtain the required permit. All requirements on the permit must be adhered to. Use screens to protect others in the area and fire blankets as required. Fire extinguishers must be immediately available. A fire watch is required during work and a minimum of one hour after work completion when a hot work permit is issued. After the one hour continuous fire watch is complete a three hour periodic watch is required for a total of four hours of fire watch. A fire watch sign off is required on the hot work permit for both the one hour continuous and the three hour periodic fire watch. All hot work permits will be turned into the site project manager or the fire department after completion. Report all fires or smolders immediately to the Clearwater Paper Project Manager and/or Fire Department at 1911.

Because of the elevated fire hazard caused by the air flow, grease and paper residual on 1 and 2 Paper Machines, special precautions need to be evaluated for each job and implemented prior to the start of hot work. These precautions include:

- Notifying the Clearwater Paper Fire Department so they may provide additional fire watch.
- Applying a fire proof gel around all structures which pose a possible fire hazard. This will be applied by the Fire Department.
- Using Fire blankets as ceiling and walls around the hot work to prevent the spread of fire due to the air flow.

**General Lockout Policy**

Each contractor employee is required to attach their own personal lock with attached lockout tag on each energy source or lock box to prevent accidental startup of the system upon which they are working. Contact your project manager for assistance with equipment lock out. The tag must contain the person’s name, company name, and Clearwater Paper Project Managers name. Ensure that all provisions of lockout have been implemented prior to working on equipment.
**Confined Space Entry Program**
Before entering into any confined space a confined space permit and air quality test must be completed. All requirements on the permit must be adhered to including the placement of non-entry rescue equipment. Data sheets are available for each site confined space which specify hazards and entry requirements. Review this information with your project manager prior to permitting the space.

**Housekeeping/Waste Disposal**
Each employee must clean up daily and at completion of work. No material or trash may accumulate in any area. Do not throw waste of any kind (including sunflower seeds, smokeless chew, etc.) into gutters or leave them lying on the floor. This can contaminate the mill’s processing operation. The maximum amount of contamination allowed in our final product is equal to three 1/16 diameter spots in a football field sized sheet of paper.

Aisle ways, walkways, and work areas must be kept clean and clear of debris at all times. Cords, leads, and hoses must be off the floor - 7’ at the lowest point when located in walkway. All waste must be disposed of in the proper colored code receptacle.

**Personal Hygiene Requirements:**
All personnel, visitor and contractors likely to enter production areas must wash their hands after using the toilet, eating, smoking, drinking (unless drinking only water) and whenever otherwise necessary. Rings and studs shall not be worn in exposed parts of the body such as noses and eyebrows. False nails and nail polish may not be used. All equipment and surfaces must be clean, well maintained and of suitable construction. Eating, drinking and smoking is not be allowed in the production or packing areas. Minor injuries such as cuts must be covered with waterproof self-adhesive bandages.

**Clearwater Paper’s Behavioral Based Safety Process**
Clearwater Paper has an hourly-run behavioral safety process called COBRA (an acronym for “Changing Our Behavior Reduces Accidents). While working on site, you may be approached by an “observer” informing you that they will be performing an observation with you. During this observation the observer will watch you perform your task for a few minutes. They will review with you what they saw- what was considered “safe” and what may have been “at-risk”. You are encouraged to give your input as well. This feedback is designed to help increase your awareness of potential areas where an incident may occur, whether it is from the way you are performing a task, the work environment, or an ergonomic issue. Ideally, the at-risk behavior will be remedied at the time of the observation. The observation and feedback should only take a few minutes of your time.

As an on-site contractor, being observed is not optional. If an observer approaches you please keep in mind that this process is designed to help keep you injury-free. COBRA’s goal is to help make Clearwater Paper a safer place to work by increasing awareness of potential dangers and abating the issue at the time of the finding.

**Reporting unsafe acts and conditions**
All unsafe acts and conditions should be remedied and reported immediately.
- Inform worker of danger first.
- Report to supervisor.
- Report to Clearwater Paper representative.
- Report to Safety Manager.

Noncompliance with site, contractor, or regulatory requirements may result in removal from Clearwater Paper property.