

VALLIANT MILL



Valliant Mill Site Instructions

General Mill Safety

- Drivers are not allowed in the warehouse at Shipping or Recycle Fiber.
- Do not sleep in your truck on International Paper Property.
- Trailer doors can only be opened just prior to unloading at the docks and it is the drivers responsibility to make sure that the latch is securely fastened.
- Stop at the security station prior to exiting.

Shipping

- Do not enter warehouse or truck dock area.
- Do not cross barricade east of shipping in roadway while the rail switch is in progress.

Recycle Fiber

- If you scale in you must unload – do not drop your trailer.
- IP employee must observe van drivers using Safety Strap or their load will be rejected. A new VM# will be required to re-enter the mill.
- Flatbeds can ONLY unstrap & untarp outside the west unloading dock and are not allowed to stand on the trailer due to the mills 4 foot policy.
- Must adhere to parking instructions on roadway along north side of OCC.
 - Do not block dropped trailers.
 - Do not park in the curve.
 - Do not park two wide and block the road.
 - Maintain your place in line and do not pass other trucks, the only exception is flatbeds that are passing vans.
- Once truck is backed into the dock – hang the following on the clipboard inside the warehouse
 - Truck keys
 - Bill of Lading/Scale in Ticket

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INTERNATIONAL PAPER

Truck Driver Safety Rules
Valliant Mill



Standard Truck Driver Rules – Applies to all Drivers



The use of mobile phones, hands-free devices, and radios is prohibited while walking or driving on site



Obey posted speed limits – 10 mph unless otherwise posted



Personal Protective Equipment (PPE) is required on site. Check with site for required items. Drivers must have the following PPE & clothing in cab: safety glasses, ANSI Class II hi-visibility clothing, closed-toe shoes, hearing protection, hard hat, long pants & shirts with sleeves



Stay in cab or safety zone – follow instructions if exiting cab



Maintain 3 points of contact getting in/out of truck



Secure tractor and trailer
Tandems must be slid to rear for loading/unloading/dropping



Use trailer door safety straps for all dry-van deliveries.
See process on page 3.



Pay attention to hazards, moving vehicles & intersections



Report unsafe situations, safety incidents, & spills to an IP representative immediately



Follow facility & task specific requirements not stated above

Refer to page 2 for additional chemical, wood, chip, and flatbed safety instructions

Bulk Chemical Truck Safety Requirements

- Chemical PPE requirements:
 - Impervious chemical gloves for all chemicals
 - Corrosive chemicals: Splash goggles, face shield w/extended neck protection, chemical resistant jacket with hood and pants.
- While unloading, stay within view of unloading site & within 25 feet of your truck.
- DO NOT begin unloading until an IP Employee meets with you, reviews your paper work, confirms you are at the right spot, and authorizes start of process (by unlocking the connection point).
- Drivers are required to follow site loading and unloading procedures.
- Fall Protection must be worn where required. Platforms and fall protection cages are provided and must be used. Fall arrest systems must be used.
- If none provided, 3 points of contact must be maintained to open air valve.

Wood, Chip & Fiber Fuel Truck Safety Requirements

- Radios required for truck positioning under crane and wood storage yards.
- Stay in vehicle except when unbinding, untarping, or during unloading process. While being unloaded, exit vehicle and stay in designated safe area. This includes safety cages while unloading round wood deliveries.
- Round wood drivers must be in unbinding station before removing straps. Remove load flags/lights at the unbinding station or other designated area.
- Chip and fiber drivers must use untarping stations to pull tarp from the top of the trailer.

Flatbed Safety Requirements

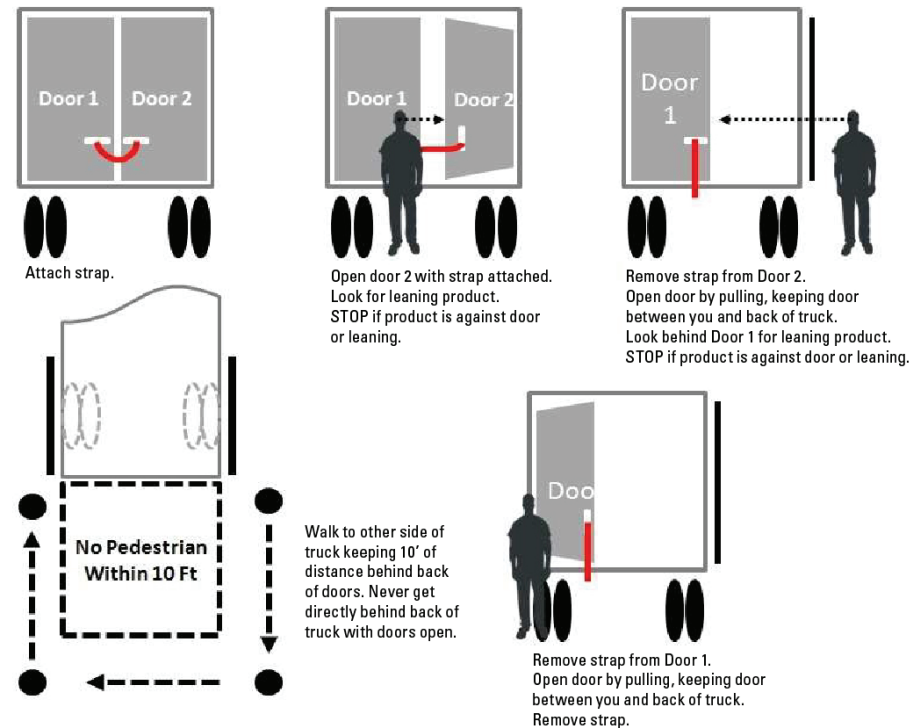
- Stay clear of Material Handling Equipment loading and unloading trailer.
- Ensure pedestrians are clear of area when strapping/unstrapping load.
- Drivers are responsible for strapping, unstrapping and securing the load. Strapping must be done in a designated area.
- Be aware of body positioning when loosening/tightening straps. Stay out of the line of fire to avoid injury.
- To prevent falls, drivers must work from the ground level to perform loading/unloading or securement tasks.
- When the job/task cannot be performed at ground level:
 - Use 3 points of contact when accessing the trailer or portable stairs.
 - Use spotters on both sides of the trailer.
 - Other fall protection includes portable guardrails mounted on trailer sides, use of aerial work platforms or mobile cranes, and fixed fall protection systems.

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International Paper Trailer Door Safety Strap Procedure

ALL TRUCKS MUST REGISTER THROUGH A STAFFED GATE / SHIPPING OFFICE TO RECEIVE UNLOADING INSTRUCTIONS

- **Attach safety strap to both doors BEFORE opening.**
- If straps are too large to attach to latch mechanism hole, ask for a "modified strap".
- A modified strap can be passed behind locking bars and the hook can then be attached to the loop.
- Modified straps can be used in place of existing straps on most trailer door types.
- During process, look for unstable or leaning product touching doors.
- **Do not position head inside the trailer.**
- If product is unstable or touching door, **STOP! & notify an IP employee.**
- If clear, proceed to the next step outlined below.



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