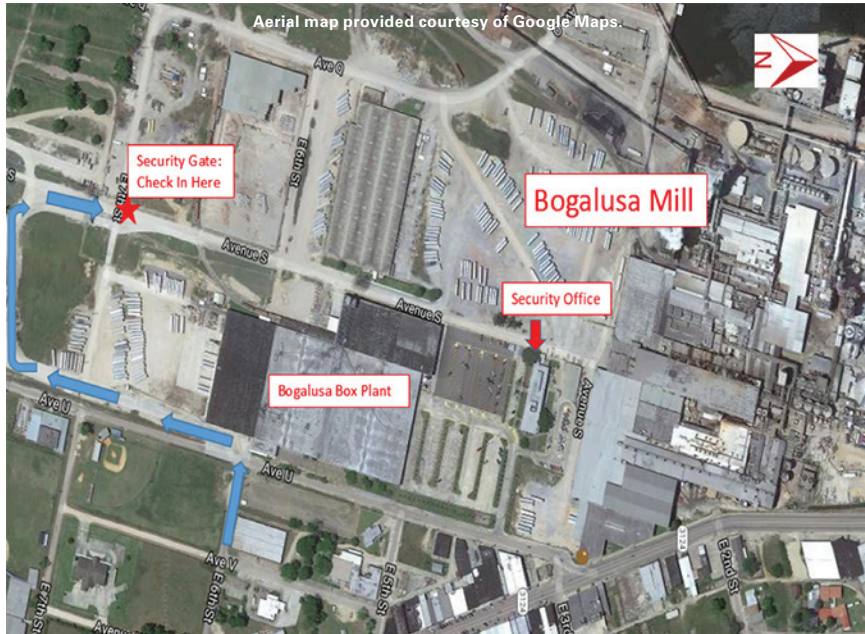


# BOGALUSA MILL



## Bogalusa Mill Specific Rules

- This is a non-smoking facility.
- Long pants and closed toed shoes are required prior to entry.
- Enter mill from East 6th Street and follow the blue arrows on the map above to the Main gate.
- Passengers are not allowed in the mill unless they are employed by the trucking company. Authorities will be called for minors left unattended outside the mill.
- Report any damage to security prior to leaving the mill.
- Report any incidents, near misses or hazards prior to leaving the mill.
- Contact Security for assistance.
- All dropped trailers must be clean.
- All live loads must drop their trailers in pool and wait for them to be loaded.



## 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

## 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

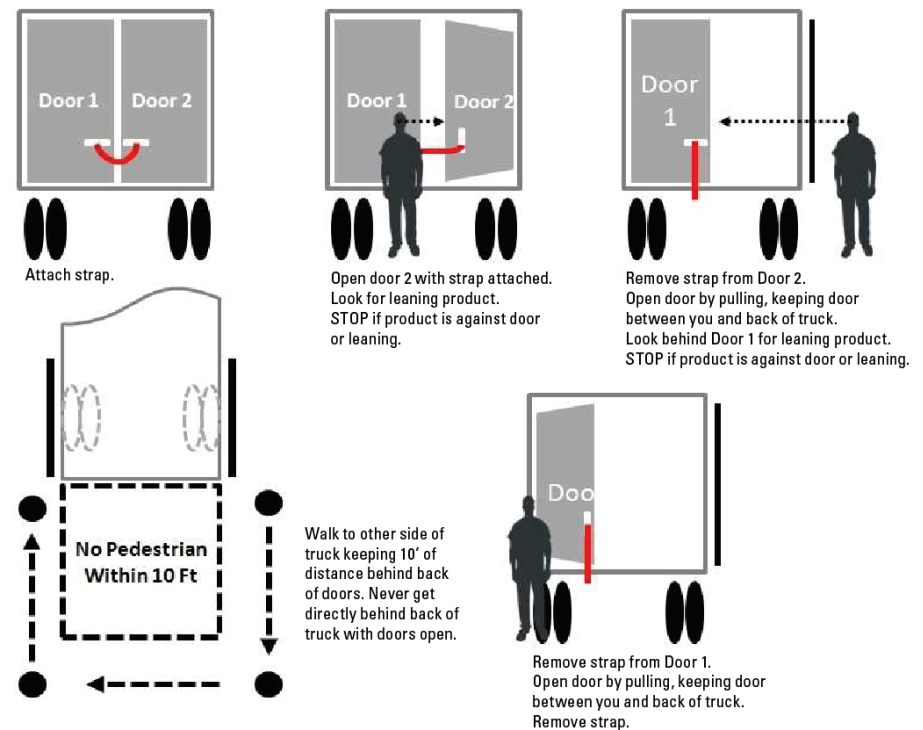
- Stay clear of Material Handling Equipment loading and unloading trailer.
- Ensure pedestrians are clear of area when strapping/unstrapping load.
- Drivers are responsible for strapping, unstrapping and securing the load. Strapping must be done in a designated area.
- Be aware of body positioning when 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.

2

## 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.



3