

BARRICADE PROCEDURE

Areas within the facility which pose a threat to personnel safety and health are marked with barricade tape and signs to increase awareness that the area should not be entered. There are two methods of barricading an area, as follows:

* **Yellow tape and caution signs** allow individuals to cross the tape when required, in order to perform work after becoming aware of the hazards.

* **Red tape and danger signs** restrict access to the barricaded area to only those involved in abating the hazard.

1.0 Purpose

The purpose of the barricade procedure is to reduce the risks of injury to employees when a potentially hazardous situation is present in an area that could affect employees' safety and health.

2.0 Scope

2.1 This procedure for barricading is applicable to all International Paper – Franklin Mill employees (including Fiber Recycling Plant and Sheet Converting) and to employees of contractors performing work at the Franklin location.

2.2 This procedure is applicable to any hazardous condition by which barricading will reduce the risk to employees' safety and health.

2.3 This procedure represents the minimum requirements which must be met or exceeded by anyone involved in barricading any hazardous area.

2.4 This policy will not supersede or replace other safety policies with special barricade procedures such as the following:

- * Asbestos Policy
- * Radiation and X-Ray Policy
- * Fall Protection Policy (Requirements for Rigid Barriers)
- * Procedure for Opening Dangerous Systems
- * Transformer Spill Response Procedure

2.5 Application

2.5.1 The barricade procedure is applicable to barricading potentially hazardous areas, operations, or pieces of equipment such as:

2.5.1.1 Working overhead or handling materials overhead which creates a hazard to passersby due to the possibility of falling materials or tools.

2.5.1.2 Hazardous areas or equipment: Such as chemical cleanings, chemical leaks, paper machine boilouts, or longwood tractor operations.

2.5.1.3 Hazardous conditions: Such as, open U drains, sewers and sewer pits, excavations, and equipment with guards removed. Also, suspected high concentrations of hazardous air

contaminants, etc. (If barricading is not provided in these areas, then sampling must be conducted to prove that the contaminants do not exceed the allowable exposure limits).

2.5.2 Caution Barricade: Barricading an area where specific potential hazards exist, using standard yellow tape with the word "CAUTION" in black letters and the barricade sign. Employees can enter this area when they are aware of the specific hazard, have taken the necessary precautions to avoid the hazard, and are required to enter the barricade in order to perform work. Persons entering this area should remain in the area no longer than necessary. The caution barricade shall be removed when the hazardous situation has been eliminated.

2.5.3 Danger Barricade: Barricading an area using the standard red tape with the word "DANGER" in black letters and the barricade sign. This is used to warn employees of imminent danger and that special precautions are necessary. The red tape with the word "DANGER" in black letters shall be used for hazards which are immediately dangerous. No one should enter those areas except those authorized to correct the hazard itself. The danger barricade shall be removed as soon as the imminent danger has been abated.

3.0 Responsibilities

3.1 Those erecting barricade tape shall perform the following:

3.1.1 Inform operating department personnel of the need to erect a barricade if pedestrian or vehicular routes are affected, or if operator access to production equipment is restricted.

3.1.2 Erect barricade tape around all entrances to the area with conspicuous posting of barricade signs.

3.1.3 Minimize the area barricaded to encompass only that required to prevent personnel exposure to the hazard.

3.1.4 Promptly remove barricade tape once the hazard(s) have been abated.

3.2 Passersby shall not cross barricade tape, except as allowed in Section 2.5.2.

4.0 Definitions

4.1 Barricade Sign: The barricade sign communicates important information regarding the safe and hazard sides of the barricade, who set-up the barricade, the nature of the hazard, and the reason for barricading the area. Mill Storeroom No. 95728.

4.2 Standard Barricade Tape: The barricade tape identifies either a caution, or a danger barricade and the boundary around the hazard area. The following are standard barricade tapes:

4.2.1 Caution Barricade Tape: Mutual Industries Product No. 17771 yellow cloth tape with the word "CAUTION" in black letters, Mill Storeroom No. 31695, or equivalent or replacement as identified by the mill's Loss Prevention or Purchasing Departments.

4.2.2 Danger Barricade Tape: Mutual Industries Product No. 17771 red cloth tape with the word "DANGER" in black letters, Mill Storeroom No. 95078, or equivalent or replacement as identified by the mill's Loss Prevention or Purchasing Departments.

4.2.3 Qualified electrical personnel shall use non-conductive “CAUTION” or “DANGER” barricade tape (e.g., plastic in lieu of cloth tape) to isolate exposed, energized, electrical equipment. Non-conductive barricade tape may also be used as a substitute for cloth tape specified in Sections 4.2.1 and 4.2.2 above, however, due to the potential adverse impact plastic materials pose to paper production, use of the cloth tape is preferred if the hazard does not involve exposed, energized, electrical equipment.

4.3 **Watchman/Flagman:** An employee whose sole responsibility is to monitor the hazard area in lieu of or in addition to a barricade tape barrier to eliminate or minimize exposure of others to the hazard. Due to the potential transient nature of work activity, instructions from a watchman/flagman supersede that of posted barricade tape/signs.

4.4 **IP Contractor Manager:** The IP employee initiating a purchase requisition and/or otherwise responsible for the presence of contractor personnel at the Franklin mill site. The project manager may be an engineer, technician, maintenance planner, production department supervisor, or other IP employees as applicable.

4.5 **ZES** – Zero Energy State (Lock, Tag, & Try)

5.0 References

5.1 OSHA 29CFR 1910.145 “Specifications for Accident Prevention Signs and Tags”

6.0 Procedures

6.1 Barricading areas where a hazard exists which could threaten the safety and health of employees entering an area shall be accomplished as follows:

6.1.1 Obtain appropriate tape (see Section 2.5.2 and 2.5.3) and signs for barricading the area from the storeroom or from supplies stored in operator control rooms throughout the mill. Contractors shall supply the required barricade tape for their jobs.

6.1.2 Barricade signs shall include information on when the barricade is in effect, the employee responsible for barricading the area, the employee's supervisor (or contractor's IP project manager), the employee's department (or contractor's company) and phone number, the reason for barricading the area, and special comments or precautions. Required personal protective equipment should be identified in the comments section of the barricade sign.

6.1.3 Post sufficient barricade signs with the completed information on all sides of the roped off area. There must be 360 degree coverage with the barricade tape, and barricade signs must be posted on all sides and at all normal entrances to the area. The barricade tape and signs must also cover entrances to the barricaded area by stairs or ladders from above or below.

6.1.4 Barricade only the minimum area necessary to protect safety and health. When the barricade will interfere with a regular pedestrian or vehicular thoroughfare, or access to equipment, coordinate the barricading with the operating area supervisor to preserve the thoroughfare or identify an alternate thoroughfare, or means of access.

6.1.5 As soon as the hazard no longer exists, all barricade tape and signs shall be removed.

6.2 Work Practices inside a Barricade

6.2.1 Employees must evaluate all potential hazards when working inside a barricade. They must take the necessary precautions to protect themselves from the hazards or eliminate the hazards.

6.2.2 Precautions need to be taken to assure respiratory protection (respiratory equipment), chemical or thermal burn protection (rain suit, face shield, gloves, boots), and fall protection (safety harness appropriately tied off), as appropriate for the specific hazards inside the barricaded area.

6.3 Exceptions

6.3.1 Very short durations of potential exposure to a hazard or a change in the hazards within a barricaded area may require posting a watchman/flagman to warn passersby and other personnel working in the area. An adequate number of watchman/flagman shall be posted to stop pedestrian and vehicular traffic in all access routes to the potentially hazardous area.

6.3.2 While barricading according to this procedure may be used to temporarily identify operating equipment with guards removed, structural, rigid barriers shall be installed as soon as possible.

6.3.3 For repetitive postings, operating departments may elect to install and utilize more durable barricade components such as chain and fiberglass signs in lieu of the standard barricade tape and paper sign. However, the markings of these alternative barricade components shall be consistent with the requirements of this procedure (e.g., yellow chain with a caution sign or red chain with a danger sign).

6.3.4 Barricade tape and barricade signs may also be used for purposes of identifying operational (energized) equipment in the vicinity of personnel working on other equipment under ZES (Lock, Tag, & Try).

7.0 Documentation

None