

GENERAL SAFETY AND HEALTH RULES

(Attachment B from S&H Program in the S&H Manual)

1. Franklin Mill's official bulletin board is located in the Employee Information Center. Employees are expected to read the safety and health related notices that are placed on the bulletin board.
2. Employees are expected to understand and follow all safety rules and procedures required for the task being performed.
3. Each employee is to locate the safety equipment in their work area that may be needed and verify that it is ready for use (e.g., emergency eyewash and shower units, respirators, fire extinguishers, acid hand wash stations, etc.)
4. Access to emergency exits, fire equipment, emergency showers, eyewash units, and any other emergency equipment must not be blocked at any time.
5. Approved personal protective equipment is to be used in designated areas at all times.
6. Check with supervision regarding questions on safety in an area where you do not normally work.
7. Report any unsafe conditions or faulty equipment to your supervisor immediately.
8. Report any strange odor or odors to your supervisor immediately.
9. Do not use compressed air to clean clothing or yourself.
10. For area clean-up, use brooms or wash-up hoses, but if compressed air must be used, ensure that 30 psig pressure reducer is in place on air hose.
11. Repairs to electrical and mechanical equipment are to be performed by authorized personnel only.
12. Only trained and authorized employees are allowed to operate industrial trucks (e.g., fork lifts, clamp trucks) or mobile equipment (e.g., cranes, loaders, dozers, tractors, scooters, utility vehicles).
13. Personnel on industrial trucks, mobile equipment, and vehicles, must remain in designated seats provided by the equipment manufacturer while the equipment is in motion.
14. Seat belts are required of operators and passengers while operating the following:
 - A company-owned "over the road" vehicle, on and off the mill premises (eg, dumpster trucks, pickup trucks)
 - Any "over the road" vehicle while on company business (eg, personally owned vehicles, leased vehicles, rental cars)
 - Industrial trucks (and certain mobile equipment) supplied by the manufacturer with seat belts
 - Utility vehicles (eg, golf carts, "gators", "mules"), supplied by the manufacturer with a roll-over-protection system (ROPS).

15. Observe posted speed limit signs at all times, the maximum plant speed being 15 mph.
16. Always use handrails on stairs and platforms.
17. Riding or walking on operational conveyors is strictly prohibited.
18. Use designated walkways where provided.
19. Keep catwalks and passageways clean and free from obstruction.
20. Hoses, electrical cords, welding cables, etc., shall not be left on stairs or draped across aisles at less than seven feet high or placed in pedestrian or vehicular passageways unless properly ramped and protected.
21. Upon experiencing a work-related injury or illness, the employee is responsible for immediately informing his/her department (e.g., a supervisor, team leader, safety coordinator) and promptly reporting to the International Paper Medical Dept. for evaluation and/or treatment.
22. Observe your surroundings; obey all DANGER, CAUTION, and NOTICE signs, tags, and other warning devices.
23. Do not cross roped-off, barricaded, or restricted areas unless authorized to do so.
24. Smoking is permitted in designated areas only.
25. Dispose of trash and other waste materials in appropriate container.
26. Keep your work area clean because good housekeeping is a necessity for safety.
27. Horseplay and participating in practical jokes are not allowed.
28. When working near moving or rotating equipment, hair shall be worn or secured above the shoulder.
29. For personnel entering manufacturing/operating & maintenance areas of the Mill, the minimum dress code includes long trousers, shirts with half sleeves (i.e., a sleeve at or near the elbow), and socks above the ankle.
30. Cell phones shall not be used by personnel operating moving vehicles, industrial trucks, or mobile equipment.
31. Personnel shall not use stored material as a walking/working surface (eg, material in the bed of a pickup truck, a flat bed truck, a trailer, or a trash dumpster).
32. Employees are encouraged to use emergency eyewash and shower stations located throughout the mill site. If the eyewash / shower are used due to a foreign body or material entering the eye(s), or for skin exposure to chemicals, the individual shall report to the IP Medical Department for further evaluation, and treatment if necessary.
33. Utility vehicles are not allowed to travel along public highways (these vehicles may cross the highway but not operate along the length of the roadway). An approved exception to this rule is Butler Farm Road.