

PERSONAL PROTECTIVE EQUIPMENT POLICY

Personal Protective Equipment (PPE) comprises items of clothing and equipment which are used by themselves or in combination with other protective equipment to isolate the individual wearer from a particular hazard or a number of hazards. Engineering controls should be used first to eliminate a hazard from the workplace. In the absence of adequate engineering controls administrative controls should be used. PPE is to be used as a "last line of defense" when engineering and administrative controls do not provide adequate employee exposure. PPE can not provide protection to the wearer against all hazards under all conditions.

This procedure establishes the minimum PPE requirements for individuals entering the Franklin mill. This procedure outlines the basic use and training requirements for employees utilizing PPE. This policy does not cover specific requirements for securing and using personal protective equipment covered in other Safety and Health Policies (e.g. Prescription Eyewear, Respiratory Protection, and Hearing Conservation Policy).

Appendices of this procedure provide explanation of departmental exceptions to the PPE policy, guidelines for Storage of PPE, procedure for checkout of cotton coveralls, chemical protective clothing approved for use at the mill, a list of all non-prescription safety glasses approved for use at the mill, and the requirements for shaded lenses required for specific tasks.

1.0 Purpose

1.1 The proper use of personal protective equipment can prevent or reduce the extent of injury to employees who are exposed to various hazards. The use of this equipment will reduce the incidence and event of injury to the eyes, feet, head, hands, and respiratory tract and prevent hearing loss. This policy establishes the minimum requirements for the use of this equipment.

2.0 Scope

2.1 This policy applies to all International Paper – Franklin Mill employees, and contractors performing work at the Franklin Mill

2.2 This policy applies to vendors, visitors, and delivery personnel performing work at the Franklin Mill.

3.0 Responsibilities

3.1 Loss Prevention / Security

3.1.1 Evaluate and approve all personal protective equipment to be used at the Franklin Mill.

3.1.1.1 Ensure all personal protective equipment used at the Franklin Mill meets all applicable OSHA and ANSI Standards.

3.1.2 Maintain a list of approved personal protective equipment to be used at the Franklin Mill.

3.1.2.1 Provide an updated list of approved personal protective equipment to department management annually.

3.1.3 Assist departments in the development of PPE Assessments and the selection of appropriate personal protective equipment to ensure employees are utilizing the correct personal protective equipment for the task being performed.

3.1.4 Maintain and control the distribution of temporarily issued personal protective equipment loaned to visitors and vendors.

3.2 Department Management

3.2.1 Ensure that all employees working in their area of responsibility are utilizing the correct personal protective equipment as outlined in this procedure and in completed personal protective equipment assessments related to the tasks being performed.

3.2.1.1 Ensure that audits are performed in compliance with the International Paper Franklin Mill, Audit Program.

3.2.2 Ensure that personal protective equipment assessments have been performed and are being maintained for all tasks performed by department personnel.

3.2.2.1 Personal protective equipment assessments shall be stored in such a location so as to ensure department personnel have convenient and prompt access to all completed assessments for tasks performed by department personnel.

3.2.3 Provide employees with annual personal protective equipment training. Employees shall be provided training on all personal protective equipment required to perform tasks related to their job.

3.2.3.1 Ensure that all employees trained can demonstrate understanding and the ability to properly use personal protective equipment.

3.2.3.2 Ensure that all department personnel which demonstrate a lack of understanding on the proper use of personal protective equipment are retrained.

3.2.4 Ensure employees are provided with the necessary personal protective equipment, not excluded by other policies (e.g. Prescription Eyewear, Safety Shoes), required for their job.

3.2.4.1 Ensure employees with special needs are assisted in securing the proper personal protective equipment.

3.2.5 Ensure personal protective equipment storage locations are provided to employees which meet the guidelines established in Appendix II of this procedure.

3.3 Purchasing

3.3.1 Ensure all personal protective equipment purchased for use by International Paper employees working at the Franklin Mill is approved by the Loss Prevention Department.

3.3.2 Assist Loss Prevention and department managers in locating and ordering necessary personal protective equipment.

3.3.3 Ensure delivery personnel and vendors are aware of and comply with the personal protective equipment guidelines identified in this procedure.

3.4 Storeroom

3.4.1 Ensure personal protective equipment issued from the storeroom is properly stored to reduce the potential for damage prior to issuance.

3.4.2 Ensure all personal protective equipment issued from the storeroom is approved by the Loss Prevention Department.

3.4.3 Ensure restricted personal protective equipment is issued only to those employees authorized to use such equipment (e.g. air purifying respirators).

3.5 All Employees

3.5.1 Use only personal protective equipment which has been approved by the Loss Prevention Department.

3.5.2 Ensure all personal protective equipment is inspected regularly for damage.

3.5.2.1 Damaged personal protective equipment shall be discarded or repaired upon detection of damage.

3.5.3 Use the proper personal protection equipment as identified by established department requirements and personal protective equipment assessments.

3.5.4 Clean, store and maintain individually assigned personal protective equipment to reduce the potential for damage and to ensure the integrity of the equipment. Storage guidelines are identified in Appendix II of this procedure.

3.5.4.1 Use personal protective equipment according to requirements outlined in this procedure and manufacturer recommendations and guidelines as identified in annual personal protective equipment training.

3.6 Contractor Manager

3.6.1 Ensure all contractors under their direction are aware of and comply with the personal protective equipment requirements as established by this procedure. Department exemptions to mill personal protective requirements do not apply to contractors working in those areas.

3.6.2 The Contractor Manager shall review audits performed by the contractor supervisor on contractor personnel to ensure compliance with the Personal Protective Equipment policy.

4.0 Definitions

4.1 **Apron** - A garment covering the front of the body from the chest to the legs.

4.2 **Arm Guard** - A protective device covering the forearm. It may be Permanent attached to or held in place by a glove with a special cuff while both are used.

4.3 **Boot** - An item of footwear that covers the wearer's feet and ankles, and can extended up the part of the wearer's lower leg.

4.4 **Breaking Strength** - The force required to break personal protective equipment or materials when the item is pulled in opposite directions.

4.5 **Breathability** - The ability of a protective material or item to pass air and moisture vapor.

4.6 **Chaps**- Partial pants which are open at the sides or back and are intended to provide the wearer front leg protection.

4.7 **Chemical Permeation Resistance**- The ability of a material to resist permeation by chemicals.

4.8 **Chemical Vapor Penetration Resistance** - The ability of a material to resist penetration by chemicals vapors or gases.

4.9 **Chin Strap** - A strap used to secure the headwear on the wearer's head by passing under the chin.

4.10 **Class A Hard Hat** - Head protection designed to reduce impact from falling objects; reduce danger of contact with high voltage conductors; tested 2,200 volts.

4.11 **Class B Hard Hat** - Head protection designed to reduce impact from falling objects; reduce danger of contact with high voltage conductors; tested 20,000 volts.

4.12 **Cleaning** - The removal of non-hazardous surface contamination such as dirt, dust, grease, etc.

4.13 **Cut Resistance** - the ability of a component or material to withstand forces from a sharp blade or object.

4.14 **Degradation** - The reduction of a material's properties as the result of exposure to a specific environment.

4.15 **Doffing** - The act of removing personal protective equipment.

4.16 **Don** - The act of putting on personal protective equipment.

4.17 **Durability** - The ability of equipment to retain original performance properties during and after use.

4.18 **Ear Muffs** - a hearing protector which consist of a cup which covers each ear and uses a headband for holding the cups onto the wearer's head.

4.19 **Ear Plugs** - A hearing protector which directly inserts into the wear's ear canals.

4.20 **Engineering Controls** - Changes to the design of a task or process which prevents the exposure of employees to hazards.

4.21 **Faceshield** - Facewear intended to shield the wear's face or portion of the face in addition to the eyes.

4.22 **Fit** - The quality, state or manner in which the length and closeness of PPE, when worn relates to an individual employee.

4.23 **Goggles** - Eyewear which is intended to fit over the face surrounding the eyes in order to shield the eyes from certain hazards.

4.24 **Leggings** - Partial body garments intended to protect the wear's lower legs.

4.25 Personal Protective Equipment - Protective devices for the eyes, face, head, and extremities, which include, protective clothing, respiratory devices, and protective shields and barriers used to protect individuals from hazards which can not be control adequately by engineering and administrative controls.

4.26 Personal Protective Equipment Assessment - The identification of hazards in a task or work place with the determination of those areas of the body which will be affected, the likelihood of exposure and the necessary protective equipment needed.

4.27 Protective Clothing - Clothing and apparels used to provide protection to the wearer from specific hazards.

4.28 Qualified Electrical Person (Q.E.P.) - Employees assigned to perform tasks that require training in and compliance with Virginia OSHA standards 1910.269, 1910.331-335, the "Electrical Safety Related Work Practices" standards.

4.29 Shoe - an item of foot wear which covers the wearers feet but not the ankles.

4.30 Side Shields - The part of safety glasses which provides side protection to the wears eyes. Side shields used at this facility shall be fixed shields meeting ANSI standards.

4.31 Slip Resistant - The ability of an item or material to maintain grip or traction with a surface.

4.32 Substantial Footwear - A leather upper shoe or boot, which totally encloses the foot, and flat shoe heels.

5.0 References

5.1 Franklin Mill, Fall Protection Procedure

5.2 Franklin Mill, Hearing Conservation Procedure

5.3 Franklin Mill, Respiratory Protection Procedure

5.4 Franklin Mill, Electrical Safety Related Work Practices Procedure.

5.5 Occupational Safety and Health Administration (OSHA) Subpart I, Personal protective equipment (29 CFR 1910.132 -138).

6.0 Procedures

6.1 General Requirements

6.1.1 All personal protective equipment used in the Franklin Mill must be approved by the Loss Prevention Department. This equipment includes the items covered specifically in this policy as well as gloves (chemicals, heat resistant) and protective clothing. This equipment can be received from the Main Mill Storeroom, the Safety Store, and by direct requisitions through the Purchasing Department.

6.1.2 Visitors, delivery personnel, vendors entering operating areas of shall use PPE in compliance with the International Paper, Franklin Mill, Visitor and Delivery Person Procedure.

6.1.3 Personal protective equipment is not required when traveling between the main mill employee entrance and the Technical Building, the main mill locker room, Sheet Finishing locker room (employees working in Sheet Building only), and Roll Finishing building via approved pedestrian routes (employees working in Roll Finishing Building only).

6.1.3.1 Personal protective equipment is not required in offices, locker rooms, and cafeterias.

6.1.3.2 Personal protective equipment is not required in enclosed control rooms and totally enclosed vehicle or crane cabs.

6.1.4 Personal protective equipment is not required between the “brass alley” contractor entrance and the northwest corner of the Sheet Finishing building.

6.1.5 Personal protective equipment is not required for the area bounded by the HR building/Main Gate along the north, parking lot fenceline (adjacent to Emergency Response Building) along the east, Sheet Finishing Building along the south, and Roll Finishing/Technical Building/No. 6 Paper Machine building along the west.

6.1.6 Industrial safety eyewear is the minimum personal protective equipment required while traversing the designated pedestrian walkways (outdoors) along the west side of the Sheet Converting building and the east side of the Roll Finishing building.

6.1.7 Hard-hats are not required while traversing the designated pedestrian walkway between the Technical Building and the Pulp Lab.

6.1.8 Hard-hats, glasses, escape respirators and hearing protection will be temporarily issued to visitors/vendors.

6.1.9 Temporary equipment shall be issued at the Employee Information Center at the main mill entrance.

6.1.10 International Paper employees who forget their personal protective equipment needed for entrance into the mill can borrow them at the Employee Information Center or make other arrangements with their departments. Employees borrowing equipment will purchase same if not returned.

6.1.11 The safety equipment used should match the hazards of the task. Even in areas that do not normally require personal protective equipment, various types of safety equipment may be required based on the type of work being performed.

6.1.12 Personal protective equipment will be maintained in satisfactory condition and used within the scope of its design. The equipment must not be altered, adapted, modified, or improperly worn. Follow the manufacturer’s instructions on use, cleaning, storing and servicing of personal protective equipment.

6.1.13 Personal protective equipment designed for use in case of emergency or as a secondary method of control is not substitute for safe work practices.

6.2 Head Protection

6.2.1 Hard-hats must meet minimum requirements for ANSI Z89.1-1991, Class A. (See exemption indicated in section 6.2.2.1 of this procedure)

6.2.2 Hard-hats worn by International Paper employees shall be approved by Loss Prevention.

6.2.2.1 Qualified Electrical Personnel (QEP's) shall use Class B, plastic hard-hats.

6.2.2.2 No metal hard-hats shall be used at the Franklin Mill.

6.2.3 Departments may establish a hard-hat exemption for specific areas or tasks. Such exemptions must be approved by the Department Manager, the Operations Manager and the Loss Prevention Department Manager.

6.2.3.1 Department exemptions are listed in Appendix I of this procedure.

6.2.4 Employees exempted from wearing hard-hats in their own department shall wear hard-hats when walking to and working in other departments. Employees will comply with the more stringent of the two departmental requirements (e.g. Sheet Finishing and Roll Finishing industrial track operators when outside of caged areas of trucks in the basement of the Paper Mill will wear hard-hats).

6.2.5 Hard hats are not required for jobs where the employee must be on his back, such as work inside panels.

6.2.6 Hard hats are not required for activities conducted from catwalks over operating equipment. Such areas shall be identified with signs.

6.2.6.1 Exceptions do not apply when the nature of the work or overhead hazards require hard-hats to be worn. (e.g. for field day activities in the area both operations and maintenance personnel shall wear hard-hats).

6.2.6.2 A chin strap may be used to secure the hard-hat to the wearer during tasks where there is an overhead hazard while work is being performed over operating equipment or the nature of the task requires additional support to secure the hat.

6.2.7 Hard hats shall be worn in accordance with manufacturer's recommendations. The wearing of "baseball" style caps underneath the hardhat is prohibited.

6.2.8 Hard hats shall not be painted with heavy enamels or coatings which could hide hairline fractures in the hat. The fractures will weaken the structural integrity of the hat reducing the protection it provides.

6.2.9 Stickers covering an area larger than four square inches shall not be placed on the hard-hat. Stickers shall not cover more than one fourth of the hat's surface. Stickers can hide hairline fractures in the hat which may weaken the structural integrity of the hat reducing the protection it provides.

6.3 Eye Protection

6.3.1 All safety eyewear used in the mill must meet or exceed the ANSI Z87.1-1989 standard "Practice for Occupational and Educational Eye and Face Protection". The following is a list of non-prescription eyewear approved for use at the Franklin Mill:

- UVEX Genesis
- Pyramex Z-tek
- Willson 700
- Willson Optima

- Mossy Oak Shaded
- Klondike

6.3.2 All safety eyewear used in the mill must be approved by Loss Prevention.

6.3.3 Personnel who enter the mill will be required to wear either prescription or non-prescription industrial safety glasses (See exemptions indicated in section 6.1.3 of this procedure). Employees entering the Fiber Recycling Plant should follow established plant requirements.

6.3.3.1 Prescription eyewear shall be issued in compliance with the Franklin Mill Prescription Safety Eyewear Policy.

6.3.3.1.1 Prescription safety glasses shall be equipped with fixed sideshields meeting ANSI standards. Flexible / slip-on sideshields are not permitted.

6.3.4 Non-prescription safety glasses are issued to employees on employment and can be exchanged when damaged at the mill storeroom.

6.3.4.1 Non-prescription glasses must be approved by Loss Prevention prior to use in the mill. A list of those models and manufactures glasses approved for use is available in Appendix V of this procedure.

6.3.5 Clear, Indoor/Outdoor, Light Blue and Amber lenses are approved for indoor and outdoor use. Other tints must be approved by Loss Prevention prior to use.

6.3.6 Tinted prescription lenses will be authorized for employees who have to work outside the majority of the workday. Tinted lenses shall comply with the requirements indicated in the Franklin Mill, Prescription Eyewear program.

6.3.7 Employees working in conditions of significant sunlight will be permitted to use sunglasses that meet the ANSI standard and will be furnished by the department. These sunglasses will be non-prescription only.

6.3.8 Special purpose lenses are permitted and required only while performing visual tasks that require unusual filtering of light (e.g. burning and welding operations). See Appendix VI for a light filter chart.

6.3.9 Chemical splash goggles shall be worn when exposed to chemicals and hot liquids. Safety glasses do not provide adequate protection from chemical or liquid splash.

6.3.10 Face shields are not considered to be primary eye protection. They shall be used in conjunction with eye glasses and/or goggles. Department safety rules shall designate those tasks which require the use of face shields.

6.3.11 Contact lenses may be worn anywhere on the Franklin Mill site, provided that ANSI Z87.1 approved safety glasses with permanently attached sideshields, or chemical goggles are worn in areas requiring such eye protection.

6.3.11.1 Contact lenses are not permitted when wearing a full facepiece respirator.

6.4 Foot Protection

6.4.1 Safety shoes and boots shall meet the ANSI Z 41.1-1991 "American National Standard for Personal Protection-Protective Footwear" and can be purchased at the Safety Store.

6.4.1.1 Safety shoes and boots purchased from other sources must meet the ANSI Z 41.1-1991 "American National Standard for Personal Protection-Protective Footwear" or equivalent as approved by mill Industrial Hygienist.

6.4.2 Personnel who enter the mill area shall wear approved safety shoes (See exemptions indicated in sections 6.2.1 and 6.2.2 of this procedure).

6.4.2.1 Safety shoes or boots are not required for office workers going to and from their office and in the office. Substantial foot wear is required. Trips to any operating area will require safety shoes.

6.4.2.2 Visitors, vendors, and tour groups who stay within the designated walkways and tour routes shall wear substantial foot wear.

6.4.3 Employees who are required to climb ladders as a routine part of their job should wear shoes or boots with a defined heel to help reduce the potential of the employee's foot to slide forward on the rung while climbing.

6.4.4 Employees working in areas of the mill where exposure to wet walking surfaces is likely should use shoes or boots with a slip resistant tread.

6.4.5 Visitors may be issued temporary safety shoes from the site safety shoe store.

6.4.5.1 Temporary toe caps are not an acceptable alternative to safety shoes.

6.5 Hearing Protection

6.5.1 The Franklin Mill Hearing Conservation program provides the guidelines for use of hearing protection at the mill.

6.5.2 Approved ear plugs shall be worn at all times in every posted noise areas and when performing or around tasks which create hazardous noise exposures (e.g. skill saws, chain saws, using compressed air) of 85 dBA or above)

6.6 Respiratory Protection

6.6.1 The Franklin Mill, Respiratory Protection Program, provides the guidelines for respirator use at the mill.

6.6.2 Approved respirators and breathing apparatus shall be used when employees are exposed at or above specific concentrations of toxic dusts, fumes, mists, gases, and vapors.

6.6.3 Respirators shall be distributed by the storeroom to only those employees who have been fit tested for the respective respirator. Employees will be required to demonstrate a valid, fit test card in order to be issued a respirator.

6.6.4 Employees working in, or passing through, designated chlorine, ozone, and TRS areas shall have with them an approved escape respirator (e.g. North model 7902).

6.7 Gloves

6.7.1 Gloves must not be relied on solely to provide hand protection against hazards, but will be used in conjunction with guards, engineering controls, and good work practices.

6.7.2 All general work gloves must be maintained in a sanitary and reliable condition by the individual employee.

6.7.2.1 Any glove that is damaged or defective shall be taken out of service immediately and not used.

6.7.3 Refer to the personal protective equipment assessment for the specific gloves required for a given task.

NOTE: Maintenance employees should refer to the Maintenance Glove Program for department specific requirements

6.8 Protective Clothing

6.8.1 Cotton Coveralls

6.8.1.1 The purpose of using fire retardant cotton coveralls is to provide additional protection of clothing and skin whenever an employee must performing specific activities where the contacted material may cause dermatitis (i.e. long term exposure to Lime Dust, Salt Cake, Petroleum Distillate) or where the toxicity of the solid material in question has deemed a hazard (e.g. No. 3 Recovery Boiler, Superheater Section and handling of Fiberflax or Fiberglass).

NOTE: Other protective clothing must be used for chemicals in liquid or gaseous forms.

6.8.1.2 Cotton coveralls may be checked out form the storeroom. The procedure for checking out coveralls is included in Appendix III of this procedure.

6.8.1.3 All suits upon return to the Storeroom will be laundered by the vendor.

6.8.1.4 No suit is to be taken home or to any other cleaning establishment to be laundered. No allowances for taking coveralls home (i.e.: written approval from department superintendent) will be permitted.

6.8.2 Chemical Protective Clothing

6.8.2.1 Chemical protective clothing shall be used for all tasks which have significant potential for the employee to be splashed with, or come in contact with a hazardous chemical or liquid.

6.8.2.1.1 Chemical protective clothing may be of a one piece design or a jacket / overall or jacket / apron combination. A list of approved chemical protective clothing for the mill is included in Attachment IV of this procedure.

6.8.2.2.2 Chemical protective clothing shall be selected based on the following factors:

- Chemical Permeation Resistance
- Chemical Vapor Permeation Resistance
- Durability
- Breathabilty
- Breaking Strength
- Fit

6.8.2.2.3 Standard rain gear is not considered to be chemical protective clothing. Rainsuits are acceptable for some task as identified in Appendix IV of this procedure.

6.8.3 Tyvek Coveralls

6.8.3.1 Tyvek coveralls may be used to reduce the potential for exposures to employees working in areas which may have hazard dust or employees involved in tasks where significant dust may be generated.

6.8.3.2 Tyvek suits may not be used for hot work or grinding applications where significant sparks are generated. Exposures to sparks or flames may cause the suit to deteriorate or melt resulting in injury to the wearer.

6.8.4 Personal Floatation Devices

6.8.4.1 As a minimum, a Type V Personal Floatation device shall be worn by all employees working on or actively involved in moving or securing floating barges or floating work platforms.

6.8.5 Personal Cooling Garments and Systems

6.8.5.1 Cooling garments may be used when employees are required to work in hot environments. Cooling garments should only be used in conjunction with safe work practices which includes adequate work / rest rotation.

6.8.5.2 The use of a cooling garment must be approved by the department manager of the employees performing the work and a member of the Loss Prevention Department.

6.8.6 Protective Clothing for Qualified Electrical Personnel

6.8.6.1 QEP's should wear protective clothing in compliance with section 6.3.23 of the International Paper – Franklin Mill, Electrical Safety Related Work Practices Procedure.

6.9 Training

6.9.1 Employees shall receive Personal protective equipment training upon employment, after changes or transfers from other departments and annually thereafter. Training shall include the following:

- When is PPE necessary;
- What PPE is necessary;
- How to properly don, doff, adjust and wear PPE;
- The limitations of the PPE;
- Proper care and maintenance requirements
- Training shall include an actual inspection of all individually assigned PPE.
- How to locate and use Personal protective equipment Assessments.

6.9.2 Employees shall be retrained more frequently under the following conditions:

- Changes in the workplace render previous training obsolete;
- Changes in the types of PPE to be used render previous training obsolete;

- Inadequacies in an affected employee's knowledge or use of assigned PPE indicate that the employee has not retained the required understanding or skill to use the given PPE.

7.0 Documentation

7.1 A written certification of the personal protective equipment training conducted shall be used to document the affected employee has been trained and understands the information required in section 6.9.1 of this procedure.

7.2 Personal protective equipment Assessments are required for all tasks where personal protective equipment is required.

7.2.1 Departments shall be responsible for conducting and maintaining assessments.

7.2.2 Assessments shall be reviewed and approved by Loss Prevention.

7.2.3 Assessments shall be stored in a location which provides convenient access to department employees responsible for performing a given task requiring personal protective equipment.

APPENDIX I - Department Exemptions

APPENDIX II - Personal Protective Equipment Storage Guidelines

APPENDIX III - Cotton Coverall Checkout Procedure

APPENDIX IV - Chemical Protective Clothing

APPENDIX V - Non Prescription Safety Glasses Approved for Mill Use

APPENDIX VI - Tinted Lens Requirements

Appendix I

Department Exemptions

- 1.0 Paper Mill
 - 1.1 Paper Mill employees, scalesmen, and quality control employees on the operating floor level are not required to wear hard hats while performing their normal job duties during the time their machine is operating.
 - 1.1.2 If these employees leave their machine area to go to or through an area or situation where hard-hats are required, they must wear a hard-hat.
 - 1.1.3 A hard-hat must be worn during field day or other maintenance work performed overhead or while the machine is not in operation.
 - 1.1.3.1 All employees of paper machines #1 and #3 must wear hard-hats during field days on the other machine.
 - 1.2 Hard-hats are not required for Paper Mill employees actively involved in the installation of paper machine clothing.
 - 1.3 Paper Mill employees are not required to wear hard-hats while actively involved in broke feeding at #3 Hydrapulper when working on the platform surrounding the guillotine. Employees in transit to the broke feeding platform or performing work related to broke feeding while not on the platform shall wear a hard hat.
 - 1.4 Paper Mill employees actively involved in stock chest wash-ups will be permitted to wear knee length shorts and rubber boots or athletic shoes with slip resistant tread.
- 2.0 Fibers Department
 - 2.1 Fibers Department employees on the Wash Room Operating floor are not required to wear hard hats while performing their normal job duties.
 - 2.2 Fibers Department employees on the operating floor level of the Bleach Plant are not required to wear hard hats while performing their normal job duties during normal operating conditions.
 - 2.2.2 If these employees leave the operating floor to go to or through an area or situation where hard-hats are required, they must wear a hard-hat.
 - 2.2.3 A hard-hat must be worn during field day or other maintenance work performed overhead.
- 3.0 Roll finishing and Sheet Finishing
 - 3.1 Converting department, quality control and maintenance employees performing their normal job duties during routine operations are not required to wear hard-hats.
 - 3.2 PS&D Department Transportation Coordinators who routinely access the trailer pool and truck dock areas around PS&D and Sheet Converting shall wear substantial footwear, a

high-visibility safety vest, and safety glasses. Steel-toe shoes and hardhat are not required.

4.0 Yards and Grounds

4.1 Yards and Grounds employees working outside the mill operating area fence line, the south side of the Industrial Relations building and the east and south sides of the Technical Building are not required to wear hard-hats for performing routine duties.

5.0 Fiber Recycling Dept.

5.1 FRP personnel are not required to wear hardhats while working in the waste paper and wet lap warehouse.

Appendix II Personal Protective Equipment Storage Guidelines

The following is a summary of some of the guidelines that should be met to achieve "proper storage of personal protective equipment" as outlined in the OSHA standard. It is critical that that Personal protective equipment be properly stored and maintained to ensure the integrity of such equipment.

1. Chemical Suits - Chemical suits must be stored separate from personal items. This will prevent the cross contamination of a specific chemical with the employees personal items. All chemical suits can be stored together or could be stored in separate lockers, depending on the departments' preference.
2. Chemical Gloves - Chemical Gloves must also be stored separate from personal items. They must also be stored in such a fashion as to prevent punctures from occurring prior to the employee's re-use of the gloves. A sufficient quantity of gloves should also be made available to the employee on an urgent basis should a glove become torn during his/her work activity.
3. Faceshields - Faceshields must be stored in such a manner as to prevent them from becoming dirty or scratched prior to reuse. For example, if the faceshield is used for grinding applications, the shield must never be stored loosely above the grinder, but should be stored in a clean, dry case adjacent to the grinder.
4. Respiratory Protection - Respirators must be stored in such a manner as to maintain the integrity and the cleanliness of the respirator prior to use. The Franklin Mill Respiratory Protection Program spells out these requirements in detail.

Appendix III

Cotton Coverall Check out Procedure

1.0 Check out Policy

- 1.1 Employees will be responsible for obtaining the signature of the area supervisor or program designee in order to obtain cotton coveralls.
 - 1.1.1 If a program designee is appointed by the department manager the storeroom shall be notified in writing by the department supervisor.
 - 1.1.2 When an area supervisor is absent, his replacement is permitted to approve an employees request for a cotton coverall.
 - 1.1.3 In departments where more than one area supervisor does not exist, requests may be signed by the senior supervisor.
- 1.2 Exchanges
 - 1.2.1 If an employee desires to exchange dirty coveralls for a clean suit, one signature (as indicated above) must once again be obtained.
- 1.3 Returns
 - 1.3.1 All suits must be returned to the Storeroom. A replacement cost will be charged to International Paper by the vendor if the suits are not returned.
 - 1.3.2 Damaged suits must also be returned to the Storeroom to avoid any additional cost.
 - 1.3.3 Those employees found not returning these suits will in turn be returned for the replacement cost of the coverall via payroll deduction if not returned within one week.
- 1.4 Laundering
 - 1.4.1 All suits upon return to the Storeroom will be laundered by the vendor.
- 1.5 Storeroom Responsibilities
 - 1.5.1 No storeroom employee will issue any International Paper employee a pair of cotton coverall unless the proper signatures have been obtained by the employee making the request.
 - 1.5.2 The requesting employee's name and lock number will be logged in order to keep an accurate record of who has obtained a cotton coverall.
 - 1.5.3 Two sizes will be maintained: Size 44 Long - Item #93084 Size 48 Long - Item #93085.

- 1.5.4 A designated area will be established in the Storeroom for returned suits. These suits will be sent off weekly for laundering. At that time, clean replacement suits will be obtained from the vendor.
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Appendix IV Chemical Protective Clothing

TYPE OF CLOTHING	COLOR	TYPE OF CHEMICAL	TYPE OF TASK	STOREROOM ITEM NUMBER	Sizes Available
KAPPLER B436 CHEMICAL SUIT (one piece)	BLUE	Sodium Hydroxide Potassium Hydroxide Caustic Sulfuric Acid	Wash-ups involving the need for light splash protection	990079900899009	Medium large x-large
KAPPLER B446 CHEMICAL SUIT (one piece)	Gray	Sodium Hydroxide Potassium Hydroxide Sulfuric Acid Hydrogen Peroxide	Remediation, chemical handling, and cleanup where a significant amount of the chemical can come in contact with the suit or the person performing the task.	990129901199010	Medium large x-large
River City -PVC Rain Suit	YELLOW	Stock Rain / Water	Stock Wash-ups	21633 & 2163521634 & 2163621735 & 2173321736 & 2173435940 & 35746	Medium large small x-large double extra large
DISTRIBUTORS SERVICE COVERALLS, AC 140	GREEN	Sodium Hydroxide Potassium Hydroxide Sulfuric Acid	Remediation, chemical handling, and cleanup where a significant amount of the chemical can come in contact with the suit or the person performing the task.	93884	large

Appendix V

Non Prescription Safety Glasses Approved for Mill Use

Refer to the Vender Safety Supply Catalog

**Appendix VI
Tinted Lens Requirements
Filter Lenses for Protection against Radiant Energy**

Operations	Electrode Size 1/32 inches.	Arc Current	Minimum Protective Shade
Shielded Metal Arc Welding			
	Less than 3	Less than 60	7
	3-5	60-160	8
	5-8	160-250	10
	More than 8	250-550	11
Gas Metal Arc Welding and Flux Cored welding			
		Less than 60	7
		60-160	10
		160-250	10
		250-550	10
Gas Tungsten Arc Welding			
		less than 50	8
		50-150	8
		150-500	10
Air Carbon / Arc Cutting			
	Light	Less than 500	10
	Heavy	500-1000	11
Plasma Arc Welding			
		Less than 20	6
		20-100	8
		100-400	10
		400-800	11
Plasma Arc Cutting			
	Light	Less than 300	8
	Medium	300-400	9
	Heavy	400-800	10
Torch Brazing			3
Torch Soldering			2
Carbon Arc Welding			14
Operations	Plate Thickness Inches	Plate Thickness Mm	Minimum Protective Shade
Gas Welding			
Light	Under 1/8	Under 3.2	4
Medium	1/8 to 1/2	3.2 to 12.7	5
Heavy	Over 1/2	Over 12.7	6
Oxygen Cutting			
Light	Under 1	Under 25	3
Medium	1 to 6	25 to 150	4
Heavy	Over 6	Over 150	5

Footnote (*) as a rule of thumb, start with a shade that is too dark to see the weld zone. Then go to a lighter shade which gives sufficient view of the weld zone without going below the minimum. In oxyfuel gas welding or cutting where the torch produces a high yellow* light, it is desirable to use a filter lens that absorbs the yellow or sodium line in the visible light of the (spectrum) operation.