



**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. If you are not sure where to go, ask an IP employee. Follow designated yellow walking paths at all times.



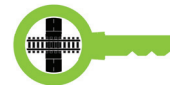
Maintain 3 points of contact getting in/out of truck.



Secure tractor and trailer–wheel chocks on both sides of trailer. Tandems must be slid to rear for loading/unloading/dropping.



Safety straps required for unloading. See process on page 3.



Pay attention to hazards, moving vehicles and intersections.



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



Follow facility and task specific requirements not stated above.

Refer to page 2 for additional dedicated and flatbed safety instructions.

## Recycling Plant Safety Requirements

- Drivers must report to the traffic/shipping office prior to preparing truck for unloading.
- Drivers will receive specific instructions for securing truck, trailer, and opening doors.
- If backing into shipping dock, beware of low clearance for landing gear.
- Follow traffic flow outlined on back of safety sheet.
  - If you are backing inside building, you must get a spotter to spot you in.
  - Roll On drivers – one vehicle dumping allowed at a time.
- Boom must be all the way down before driver walks behind truck
- If loads are stuck inside box/tube, driver must put box/tube all the way on the ground before trying to loosen load.
  - Do not bounce the box on the ground to loosen loads.

## 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.
  - Driver must place (4) safety cones, 1 on each side of unit before loading/unloading TTFU (tractor trailer forklift unit).
- 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.

## 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.

