

# SPRINGFIELD MILL



## Springfield Mill Specific Rules

Springfield, OR – Enter from N 42nd St  
 44°03'14.5"N 122°57'32.1"W

- Driver must be in attendance of truck at all times during unloading.
- Headlights must be on and obey all traffic signs and speed limits – all interior roadways in the mill have a maximum speed limit of **5 MPH**.
- Do not release (blow) air pad while truck is in motion inside the facility.
- To gain access to trailers, use provided ladders. Do not crawl up ICC.
- Mill Emergency Contact: 541-741-5766

## OCC Flatbed Trucks

- If your truck has tarps that you need to remove, you are only allowed to remove the tarps in the designated tarp removal area. (This area is outside and clearly marked with signs).
- All straps must remain secure on the bales of OCC until you are contacted by an operator and jointly assess the load for leaning or unstable bales. If this occurs outside, the front and back straps must be left secure, until inside the warehouse. **Do not stand on bales of OCC for any reason.**
- **Do not stand on the flatbed. Sweeping must be done from the ground.**

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## Truck Driver Safety Rules Springfield Mill



### 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

Refer to page 2 for additional chemical, wood, chip, and flatbed safety instructions

## 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.

## 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.

## 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.

