



VISITOR'S SAFETY ORIENTATION

This guide will supplement the Visitor information document

PLEASE CHECK IN AT ALL TIMES TO THE OFFICE

WHEN YOU SIGN IN AT THE FRONT DESK YOU VERIFY THAT YOU HAVE READ AND UNDERSTAND THE VISITOR'S SAFETY ORIENTATION INFORMATION

I acknowledge that I have read and understand Wainwright Marines Services Ltd. guidelines, policies, and procedures as written in the Visitor's Safety Orientation and have had an opportunity to ask questions. If at any time I have questions or am injured, I will notify my host.

WE REQUIRE THE FOLLOWING INFORMATION

HIGH-VISIBILITY VESTS REQUIRED AT ALL TIMES IN YARD

Name

Company you work for

Person Visiting

Signature

Date and time in and out

We require this information to track the number of people on the premises in case of emergency



WELCOME

- ✓ Your safety and the safety of others are of the utmost importance to us. This brochure highlights some of the main safety precautions and practices that must be followed while visiting the Stevens Point Mill. We are committed to providing an injury-free workplace to our employees, visitors, vendors, and contractors. We want you to have a safe visit.
- ✓ It is your responsibility to understand and demonstrate safe and environmentally sound behaviors while at the Stevens Point Mill. If you have any questions, please ask your host employee before leaving the registration area.

PARKING AND YARD ACCESS

- ✓ All visitors are expected to park their vehicles
- ✓ AS OUT OF THE WAY AS POSSIBLE - PLEASE ASK AN EMPLOYEE FOR ASSISTANCE
- ✓ Parking lot speed limit maximum is 15 mph.

PINCH POINTS

Do not get in between machinery and freight

- ✓ You are required to sign-in with your name and access control badge number in the register book at the security desk window.
- ✓ When you are done with your visit, you can either give your access badge to the security guard or put it in the "drop box" located in the main entrance vestibule if the security guard is unavailable.

GENERAL SAFETY

- ✓ Smoking is not permitted out side of designated areas
- ✓ .
- ✓ Cell phone use:
 - * Walking & dialing is not allowed
 - * Walking & texting is not allowed
 - * Using the stairs while talking or texting is not allowed.

- ✓ **Hand Rail Usage on Stairs**
 - * Using the hand rails while ascending or descending the

RAMPS is mandatory.

- * If your arms are full, ask for assistance
- ✓ When traveling through the Yard, be aware of powered industrial trucks, Forklifts, overhead cranes, and blind corners. Use the following precautions:
 - * Walk slow; don't be hurried
 - * Look where you are walking; keep your eyes on what is in front of you
 - * Listen for traffic
 - * Make eye contact with operators of vehicles, etc.
 - * Use designated walkways where provided.
 - * Watch for overhead loads (i.e., cranes). Do not walk

underneath a suspended load.

Be aware of moving equipment. Keep a safe distance at all times.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- ✓ No special PPE is required in order to get into our training center.
- ✓ **Safety Glasses**
 - * Safety glasses, with side shields, are required in production, maintenance, Boilerhouse, lab, and warehousing areas.
 - * Tinted or mirrored safety glasses are not allowed.
- ✓ **Safety shoes**
 - * Safety shoes of an appropriate design with a minimum rating of ANSI Z41, are required in production, maintenance, Boilerhouse, lab, and warehousing areas.
 - * Safety shoes are not required for persons being given a tour on our designated tour route. However, shoes must be closed-toed, secured heel, and flat.
 - * Protective safety-toe overshoes are available from the security guard for those needing a safety-toe or closed-toe shoe.

- ✓ **Hearing Protection**
 - * Hearing protection is required in all production areas. Earplugs are available by most entrances into the mill.

- ✓ **Hard Hats**
 - * Hard hats are required in all operating areas during maintenance outages.

- ✓ **High-Visibility Vests Requirements—Stock Prep/Warehouse**
 - * Yellow/Orange/Green vests must be worn by all personnel, (other than the forklift operators) when entering Stock Prep and Warehouse areas. SEE PHOTOS ON BACK.
 - * Contact Stock Prep Leader before working in area.

CLOTHING / JEWELRY / HAIR / FOOTWEAR

- ✓ **Clothing / Jewelry**
 - * Long pants are required in production, maintenance, Boilerhouse, lab, and warehousing areas.
 - * Neckties, necklaces, scarves must be removed or securely tucked into the shirt so the ends are not hanging out when traveling through the mill.
 - * Jewelry such as rings, necklaces, bracelets, watches, and dangling earrings must be removed if walking outside of the designated tour route.
 - * Rings (includes rubber rings) cannot be worn underneath gloves on the operating floor; they must be removed.
- ✓ **Hair / Beard**
 - * If hair length is below the collar, it must be tied up and secured.
 - * Beards longer than 4 inches below the chin must be restrained.
- ✓ **Footwear**
 - * Footwear on Pixelle company property must be closed-toed, secured heel, and heels must be no greater than 2 inches.

EMERGENCY PROCEDURES

- ✓ In the event of an emergency, follow the instructions of your host employee.
- ✓ If an alarm sounds, Follow the direction of your host if you have questions.

✓ **If there is a situation where you need immediate help and your guide is not available - call office 250 624 9858**