

**CONTRACTOR SAFETY RESPONSIBILITIES
WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC.
(Mandatory Appendix to Bid Invitations)**

All contractors are fully responsible for the safety of their employees and subcontractors, as summarized in this mandatory Appendix. **(A copy of Appendix B is to be attached to all invitations to bid). Portion of this Appendix will be included and reviewed in contractor safety orientation.**

A. Required Written Program

Each contractor must provide, upon request, a written safety and health program. The written program must include a clear indication of the contractor's top management commitment to safety for the contractor and their subcontractors. For purposes of this document, the term "contractor" shall mean both contractors and subcontractors. Contractors are primarily responsible for ensuring their subcontractors comply with all provisions of the WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. contractor safety policy.

B. Required Safety Procedures

Contractors must develop and implement (*or follow WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC.)* safety procedures for protection of their employees and subcontractors based upon the work to be performed. At a minimum, contractors must develop safety procedures, which provide protection to employees, which equals or exceeds the protections provided by WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. procedures and/or OSHA regulations. These procedures include (but are not limited to) at least the following:

- 1) *competent person* designated (per CFR 1926)
- 2) new employee orientation
- 3) regular safety meetings/training
- 4) testing to verify employee comprehension of safety training (or similar method of certification)
- 5) tracking of required training and safety meetings
- 6) emergency action/evacuation plan
- 7) emergency medical services arranged
- 8) accident investigation procedure
- 9) chemical hazard communication (with appropriate SDS)
- 10) agreement to remove all materials brought on site at the conclusion of work (hazmat materials, paints, oils, chemicals, etc.).
- 11) lockout
- 12) hot work permitting
- 13) excavation permitting
- 14) line breaking and equipment opening procedures
- 15) fall protection for work at or above six feet in elevation
- 16) personal protective equipment required (general)
- 17) respiratory protection
- 18) confined space entry
- 19) monthly power tool/drop cord inspection and identification or use of GFCIs (OSHA assured grounding)
- 20) mobile equipment/crane operator training (with license issued)
- 21) contractor self inspection, reporting, tracking
- 22) asbestos permitting/certification
- 23) paint analysis/removal (lead)
- 24) written plan for demolition (refer to (CFR 1926.850, Subpart T)
- 25) radioactive material permits

The following are considered good management practices and are strongly recommended for both contractors and subcontractors:

- 1) accountability/responsibility for safety assigned to particular contractor employee(s).
- 2) heavy/critical/multiple point lift permits
- 3) established procedures for disciplinary action
- 4) supervisory training program
- 5) “toolbox” safety meetings (frequent/informal)

C. Contractor Safety Responsibilities

- 1) **Necessary Skills.** Contractors must have appropriate skills and training for the work to be done. All contractor managers and supervisors are required to have a thorough knowledge of all safety regulations and safe work practices which apply to the work they direct. Contractors are fully accountable for the safety and health of their employees working within WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. facilities. Safety and health instructions and compliance must be an integral part of all phases of the contract work.
- 2) **Accountability.** The contractor is to indemnify and hold WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. harmless for any claims, demands, lawsuits, OSHA penalties, or other liability resulting from contractor’s actions. This requirement must be written into all contractual agreements.
- 3) **Contractor Management Responsibility.** The ranking job site manager/supervisor for the contractor shall retain overall responsibility and accountability for implementation of and continued compliance with all applicable safety standards and programs. An on-site individual shall be designated by the contractor with overall responsibility for safety, regardless of crew size. The designated individual must be competent in safety regulations pertaining to the work performed and shall perform certain day-to-day safety activities as noted below.
- 4) **Contractor Training/Inspection.** The contractor’s designated individual for safety and health matters (OSHA *Competent Person*) shall support the contractor’s safety efforts by development of programs to train employees, implementation of applicable standards and monitoring the overall program for problem areas. The general contractor safety and health designee shall perform at least the duties listed below.
 - a) Conduct informal inspections of work sites **daily** to ensure unsafe conditions are corrected and employees are complying with safety standards.
 - b) Ensure that all contractor employees receive a safety orientation prior to initially reporting to work on the WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. site, that attendance is documented and that the contractor employees **understood** the instruction (test scores or other means of certifying

- understanding). This safety orientation must comply with OSHA, WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. and facility safety standards.
- c) Promptly investigate and document all significant near misses and injuries requiring medical attention, which involved or could have involved contractor or WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. personnel or equipment. The contractor shall make a verbal report of these events to the WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. coordinator and safety supervisor on the day they occur or on the day the contractor becomes aware of them. **Written accident reports are to be received by WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. within 8 hours for fatalities and within 24 hours for all other near misses and injuries.** Accident reports are to be forwarded to the WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. coordinator or other designated representative. Refer to Appendix H for a sample contractor accident investigation report.
 - d) For PSM (process safety management) covered operations incidents, which could reasonably have resulted in a catastrophic release of highly hazardous chemicals, must be investigated within 48 hours of the incident. The investigation team must consist of personnel knowledgeable in the process involved and must include a WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. representative even if the incident involved work of the contractor.
 - e) Maintain records required by OSHA and other regulatory agencies.
 - f) **Enforcement.** Contractors are to assure that they have addressed and enforce required safety practices at a minimum. Those programs required by OSHA must be in writing, be included in the contractor's written safety program and be available upon request to WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. representatives. Where there are additional on-site specific safety requirements, the contractor must comply with the WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. facility practices as minimum standards. A brief written explanation of basic requirements for each element can be found in Section D.
 - g) Further explanation of WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. and OSHA requirements can be obtained in the OSHA Standards in 29 CFR 1910 (General Industry) and 1926 (Construction), or from the facility.

D. Definitions

Chemical Hazard Communication Program. Each contractor must have a written hazcom program, which complies with the program and employee training requirements of 29 CFR 1910.1200 or 1926.59, as appropriate. Before *introducing* any hazardous materials on WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. premises, it is extremely important that the WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. project manager obtains and review a Safety Data Sheet (MSDS) for the chemical(s) or substance(s). Any SDS for materials in use at the site *must be available*

for review by the WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. project manager, the safety designate/supervisor on site, or other department representative designated by local management. Contractor employees must read and observe all safety requirements posted by a manufacturer on the SDS.

WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. facility has a chemical approval system in place for materials brought on site by contractors. If the contractor brings materials onto the WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. site, they must first be reviewed/approved by the facility.

Confined Space Program. This procedure is mandatory whenever a confined space must be entered for the purpose of inspection, cleaning, or repairs. The procedure must cover entry into any tank, manhole, confined space or confined area that meets the definition described in 29 CFR 1910.146. Because of the many different types of equipment in use at WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. facilities, these procedures will serve as minimum requirements. A mandatory lockout procedure is in effect. Each confined space will require a lockout checklist. Contractors must follow the WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. Confined Space Entry procedures and use the WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. Entry Checklist and Permit.

Lockout Program. Locking out equipment is a means of protecting employees from serious injury or death while working on/near equipment, process lines, or in vessels. The purpose of lockout is to eliminate all sources of energy and bring the equipment to a zero energy state. This policy applies to energy sources such as, but not limited to: electrical, mechanical, hydraulic, pneumatic, chemical, radiation, thermal, compressed air or steam, energy stored in springs and forces of gravity.

Written equipment specific procedures have been developed to cover each job or type of equipment on the site.

The lockout procedure shall be Lock-Tag-Try - to verify successful lockout.

(Return controls to the neutral or “off” position after testing)

Tags are not a substitute for locks where equipment is lockable.

Refer to the facility’s written lockout program for instruction on electrical and mechanical lockout guidelines.

Hot Work Permitting. Basic precautions are necessary to protect employees and equipment from hazards associated with welding, brazing, cutting, grinding and other forms of hot or spark producing work. These precautions are to be considered minimum levels of preparation. Some facilities or departments may have increased levels of hazard due to the process or work activities, which require more stringent safeguards. These safeguards will be included in the facility procedures. It is the contractor’s responsibility

to assure that **all** contractor and subcontractor workers understand and follow these procedures.

Some areas in the facility have been designated as not requiring a hot work permit. These typically include maintenance shops and fabrication areas. All other areas will require a permit prior to beginning hot work.

Precautions against fire/explosion.

The hot work permit can be issued only by the WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. person responsible for the area or the individual specifically designated by the facility.

Permits can be issued only after the WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. (or other designated) person issuing the permit has personally visited the work site and observed that all necessary precautions have been followed. Permits cannot be issued from an office (without first visiting the work site). The individual issuing the permit must assure that the work is to be done in the area specified on the permit.

Permits are good only for the duration of the shift or the duration of the job, whichever is shorter.

The permit should specifically and exactly identify the precise area where work is to be performed (i.e., 3rd floor, NE corner, maintenance access platform), unless work is to be performed generally in an area (i.e., install new tank, NE corner of process area).

The person issuing the permit signifies with his/her signature that he/she is responsible for having made the above assurances and that all necessary safeguards have been followed (fire watch, atmospheric sniff testing, for example). The worker signing the permit signifies their responsibility for following all necessary precautions to prevent fire/explosion during the work.

Once work is completed, the contractor must return the completed hot work permit to the issuing party.

General precautions. Make sure fire extinguishers, sprinklers, and/or hose lines in the area are operational prior to start of work. In high-risk areas, a fire hose and 10 lb. ABC dry chemical extinguisher must be at the site prior to starting hot work.

Before starting, close doors, windows or other closable openings, sweep floors clean, wet down wooden floors or cover them with sheet metal or equivalent.

For inside or outside work, move combustible material 35 feet away; cover what cannot be moved with fire retardant tarpaulins, other approved cover or sheet metal.

All cable trays or plastic piping in exposed proximity are to be covered by a non-combustible shield.

When working in areas where other people are or may be present, use of proper curtains or other shielding devices is required around welding work.

Welding ground leads shall be connected as closely as possible to welding work.

Seal all floor and wall openings with non-combustible materials to prevent ignition of combustibles in wall spaces and on floors below.

Do not use the equipment near or on closed tanks/containers, which have held flammable liquids or other combustibles. If this work is absolutely necessary, specialized precautions including multiple flushing, cleaning, washing, inerting or other preparation may be necessary to perform the work safely.

For hot work to be performed on ducts, remove inside deposits before beginning work.

Assigned fire watches are required for all permitted hot work in high hazard areas. If hot work is performed where the degree of hazard is determined to be minimal, local personnel will make the determination as to the necessity of a fire watch. In instances of permitted hot work *where a fire watch is specified*, the fire watch will remain posted during the work plus 60 minutes. If work is performed in elevated areas or where the possibility exists for slag or sparks to travel to adjacent rooms, upper/lower floors, or remote areas (as by conveyor), the fire watch will also include these areas in their visits/observations.

New Employee Orientation Program. Contractors are expected to have their employees fully oriented to the safety requirements of the facility and all OSHA required training prior to reporting to work at a WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. facility. Contractors are further required to **certify** that their employees understand the safety training. This is most commonly done by providing test scores for all employees. If this is not feasible, the contractor may issue a list of employees with a contractor representative's signature certifying that all employees received the required safety training, that they understood it, **and that the contractor is responsible for their employees following these rules.**

The contractor is further required to track safety meeting attendance and safety training accomplished for all employees and is expected to provide WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. documentation that all employees have received current training as required upon request. Tracking of safety meetings does not have to include informal "tool box" or "tailgate" safety meetings.

Accident Investigation Procedure.

All significant near misses that could have resulted in serious injuries or property damage, injuries or illnesses of contractor personnel must be reported by the contractor to the WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. contractor coordinator verbally on the day of their occurrence or on the day, which the contractor first became aware of the injury/illness. In the event of a fatality or hospitalization of two or more

employees, the contractor must notify WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. immediately and OSHA within 8 hours (by phone). Written accident reports are to be received by WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. within 8 hours for fatalities and within 24 hours for all other near misses and injuries/illnesses. Accident reports prepared by contractors are to be forwarded to the contractor coordinator or other individual designated by the facility. (Refer to Appendix G for sample report. The WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. safety procedures are to be followed concerning injuries to contractors and/or third parties and property damage.

WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. and contractor representatives are to be jointly included in the accident investigation efforts for those operations covered by the OSHA Process Safety Management Standard (CFR 1910.119), whether WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. employees were injured or not.

Any recommendations arising from the accident/near miss investigation are to be assigned by the leader of the investigation to an individual with responsibility for correction. These recommendations are to be tracked to completion by the contractor and reported to WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. once completed. Documentation must include the person responsible, the method of correction and the date corrections were made.

Contractor Self Inspection. Each contractor must accomplish weekly, **documented** self-inspections for all jobs lasting five days or more. (Appendix G may be used for this purpose) A copy of this self-inspection report must be supplied to WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. upon request. It is the responsibility of the contractor to assure that work areas and employees are in compliance with applicable safety standards at all times. WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. facility supervision may, at any time, inspect contractor's equipment, tools and/or work area(s). Such inspections or the failure to inspect does not in any way relieve the contractor of the responsibility to maintain safe equipment, tools and/or work areas.

Any discrepancies noted during these self-inspections must be documented and tracked to completion. Upon completion of corrective actions, WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. is to be supplied with the name of the responsible person performing the corrections, how the corrections were made, and the date upon which they were completed. Self-inspection results should be reviewed in meetings between the WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. and contractor representatives.

Assured Grounding Program. An assured grounding program must be in place on all contractor jobs. GFCIs may be used to accomplish this assured grounding system, or an inspection and identification system may be implemented. If an inspection and identification system is implemented, the contractor must develop a system, which will permit ready determination as to whether an observed power tool or extension cord has been currently tested. This can be done by application of tags, decals, colored tape or

other means at the discretion of the contractor or subcontractor. All cord and plug attached equipment; tools and drop cords must be visually inspected before use to verify good condition. It is the contractor's responsibility to immediately remove from service any cord and plug attached tools or extension cords found to be damaged or defective until appropriate repairs or replacement can be completed. Power tools, including extension cords, trouble lights, and temporary wiring is to be in good condition without cuts, nicks, cracked or damaged components. The cord must be double insulated and have the proper National Electrical Code rating for that given environment and application. No splices are permitted.

Electrical Hazards. All temporary electrical wiring is to be installed in a safe manner. Electrical wiring must not present any hazard to contract personnel, mill personnel or vehicular traffic in the area. All electrical extension cords, welding leads, etc. strung across walkways or roads shall be tied off a minimum of 7 feet overhead and flagged at 5 foot intervals with red or yellow flagging. If an electrical cord must be run across a road or through a doorway, it must be protected by a ramp or similar device to prevent damage to the conductor or insulation.

All electrical work, installations and wire capacities shall meet OSHA requirements and specifically the requirements for ground-fault protection as indicated in NFPA's National Electrical Code and OSHA's Assured Equipment Grounding program.

Do not splash, drop or hose water or any other liquid onto electrical wiring, switches, switchgear, motors or control panels. Only equipment approved for damp/wet locations may be used in such applications.

Emergency Action/Evacuation Plan.

Each contractor is to follow the emergency evacuation plan in effect at the location where they are working. A review of the facility plan specific to the area where work is to be performed will be completed during the facility orientation. The emergency evacuation plan specifies what is to be done and evacuation routes/muster points to be used for chemical spills/releases, fires, tornadoes or other emergencies. Some areas/processes have unique or particular hazard potentials. Air monitoring devices and alarms may be in place to warn of these particular hazards. It is the responsibility of each contractor to review the emergency procedures with each of their employees **prior to their reporting to work**. Further, each contractor and subcontractor must make certain that all of their employees fully understand the purpose of these alarms, restrictions against entering areas where alarms have been activated and what is to be done in the event of an emergency.

Respiratory Protection. Appropriate use of respiratory protective devices is sometimes necessary to protect workers from occupational injury/illness due to breathing air contaminated by harmful dusts, mists, fumes, vapors and gases. Areas/jobs where such protective devices are known to be required will be identified for the contractor during the facility safety orientation prior to beginning work.

If the work being done or materials being used by the contractor generates dusts, mists, fumes, etc., or if the area where work is being performed requires emergency escape

respirators, it is the responsibility of the contractor to provide such equipment and assure its proper selection, use and maintenance in conformance with 29 CFR 1910.134. This includes a facial hair policy (clean shaven) in conformance with facility policy and regulatory agency requirements when negative pressure face-fitting respiratory protection is used.

Competent Person Designation.

Each contractor performing construction, maintenance, rebuilding, alteration, repairs or similar work on WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. sites must designate a ***competent person*** on site as defined by 29 CFR 1926.32(f). This individual must be capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective action to eliminate them.

Excavation Procedures. An excavation permit is required prior to any excavation work on WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. property. This is necessary to reduce the risk of injury or property damage from digging into buried utility lines, process piping and cave in. Obtaining a permit prior to commencement of work assures that all reasonable measures have been taken to identify buried utility lines and process piping prior to excavation. (Refer to Appendix E for sample permit).

Drawings/information of/on the area showing known utility lines and piping will be supplied to the contractor performing the excavation. Information on the location of utility lines/piping discovered during excavation that was not noted on the current drawings will be forwarded to the maintenance/engineering department to update the plans.

Excavation permits and signatures indicate that utility lines or piping are not present to the best of the knowledge of the individual(s) signing the permit. However, excavation should always be performed with caution as utility lines or piping may have been buried prior to the most current plans and may not be known to mill staff.

All excavations, manholes, or other openings must be properly protected by railings, barricades and/or warning signs. After dark, barricades with flashing lights shall be used.

Daily visual inspections of excavations shall be made. If evidence of possible cave-in or slides is apparent, all work in the excavation will cease until necessary precautions have been taken to safeguard employees.

As specified in CFR 1926, Subpart P, the sides and faces of all excavations and trenches 4 feet or more deep will be shored, sloped back to proper angle of repose, or some other equivalent means of protection shall be provided.

In excavations which employees may be required to enter, excavated or other material will be properly stored or retained at least 2 feet or more from the edge of the excavation.

In excavations where oxygen deficiency or gaseous conditions are possible, air in the excavation shall be tested. Where necessary, powered ventilation will be used to assure continuous adequate oxygen levels.

All OSHA requirements regarding excavations and trenches must be followed and a WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. excavation permit must be obtained before excavation begins (Appendix E).

Line Breaking/Equipment Opening Safety Procedures (Mandatory).

Each facility has procedures to allow for the safe opening of process equipment, tanks, hatches or piping which contain acids, poisons, hot/cold fluids, steam, corrosives, flammable/explosive liquids, hot dusts, dangerous vapors/gases and any material under pressure. Line breaking/equipment opening procedures may be part of the written lockout procedures, confined space entry procedures, or line-breaking procedures may have been developed separately. A permit **must** be used as part of line breaking/equipment opening activities involving hazardous materials (Refer to Appendix F for a sample permit). It is the contractor's responsibility to become thoroughly familiar with facility requirements on line breaking/equipment opening and adhere to them at all times.

Safe Work Checklist (Mandatory)

All work performed by contractors must be preceded with a documented review of necessary safe work procedures (Appendix D). This review will be accomplished by contractor representative(s) and the facility contractor coordinator or other designated individual from the facility. Only supervisors, planners or construction project managers will be authorized to complete Safe Work Checklists. The purpose of the safe work checklist is to provide a review of the potential hazards present in an area and the permits required before work can begin. Completion of this review should assure that all personnel engaged in the work are fully aware of the identified hazards present in work area and that the contractors and their employees are following all applicable safe work practices.

It is the responsibility of each contractor to comply with the review procedure. It is the responsibility of each WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. contractor coordinator to assure contractor compliance with the provisions of this policy.

Safe Work Checklists issued to cover work "per list" (all repair jobs to be accomplished are listed) require the list to be attached and each job site reviewed **before** the checklist is signed and work begins.

A production supervisor or other designated individual knowledgeable in the hazards of the area where the contractor work is to be performed will inspect the job site with the contractor representative prior to completing the Safe Work Checklist. Both will agree the equipment is safe to work on before work begins. The two representatives will review all necessary precautions and required permitting procedures to be followed (refer to Appendix D) before work begins.

Mobile/Material Handling Equipment Operator Training.

Only trained and authorized individuals shall be permitted to operate powered material handling equipment as specified in CFR 1926 (cranes, lift trucks, front end loaders, bobcats, 966s, etc.). Each contractor and subcontractor is expected to have provided this training for all their employees operating such equipment and should expect to provide documentation of such current training upon request to WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. personnel. For the purposes of this policy, “current” operator training shall be certification training conducted within the last 3 years, with annual refresher training.

Contractor Vehicles. Personal vehicles belonging to the contractor’s personnel and contractor vehicles shall be parked in areas designated by WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. . The contractor shall be responsible for the prompt removal of any vehicles parked in unauthorized areas.

WOODLAND PULP, LLC AND ST. CROIX TISSUE, INC. has implemented a pass system to control access to company property by non-company vehicles. At such facilities, only permitted vehicles displaying the required pass will be allowed inside the mill fences. The contractor vehicle must be parked in a designated contractor parking area when not in use, with the keys left in the vehicle.

When riding in cars or trucks, riders must be seated in the cab wearing seat belts as required by Maine Law and per manufacturer’s recommendations. Standing on the truck bed, sitting on the running board, tailgate, or toolboxes, or sitting with the legs over the side is prohibited.

Passengers are forbidden on vehicles not designed for passenger carrying (i.e., fork trucks, cranes, etc.).

Fall Protection System. A fall protection system must be in effect when working four (4) feet or higher above floor or ground level. If personal protective equipment is used for fall protection, **only harnesses** and lifelines are approved.

Barricade tape and warning signs must be used for all overhead work, or one person must be posted below for watch.

All working platforms and scaffolds which are 10 feet high or higher in elevation above the nearest floor level must be fully decked and provided with toe boards, cleated planking, a mid-rail and top rail, and access ladder. Bracing may not be used as ladder access for scaffolding unless designed to be a ladder.

Ladders must be visually inspected before each use and tied off during use. Defective ladders must be removed. Painted ladders are not allowed.

Each ladder will be marked with the name of the contractor to which it belongs. Proper identification assists in inspection procedures and also in storage.

Ladders will be returned to the proper storage area after each use to protect them from damage and exposure to chemicals and the elements.

Aluminum ladders will not be permitted in the mill due to the potential for electric shock.

Personal Protective Equipment.

The contractor and subcontractor shall provide all necessary and required safety and health equipment and instrumentation necessary to perform the contract work effectively, efficiently and safely. It is the responsibility of the contractor to determine what the necessary equipment will be and to make it readily available to their employees. Enforcement of proper use of protective equipment is also the responsibility of contractor supervision. All required personal protective gear must meet ANSI or NIOSH specifications for the application.