

WOODLAND PULP, LLC & ST. CROIX TISSUE INC.
Woodland Mill
Baileyville, Maine

PSM Area Access

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Authorized by: _____
Safety Manager

PURPOSE

The purpose of this policy is to control access in Process Safety Management (PSM) and Risk Management Planning (RMP) areas. Controlled access of Process Safety Management is a very important concern from a compliance standpoint. The PSM/RMP controlled areas are the chlorine dioxide generator building and methanol pump house, including tanks adjacent to these structures.

To control access to a PSM/RMP area we have provided a sign in/out logbook.

1. It is the company's expectation that all employees and non-employees sign in and out of the PSM/RMP area.
2. The operating crew responsible for the PSM/RMP covered area does not need to make any entries in the PSM/RMP logbook. However, this crew must be identified in a written form and noted. The crew is only the immediate operators and supervision. Area maintenance personnel, other WOODLAND PULP, LLC and ST. CROIX TISSUE, INC. service personnel or salaried/management personnel are not exempt from signing in and out.
3. All contractors, vendors, and other non-WOODLAND PULP, LLC and ST. CROIX TISSUE, INC. people must sign the PSM/MRP logbook.
4. For those who must sign the following applies:
 - a. The Pulp Group Assistant will provide approval for entry into the area. (Contact via radio is acceptable.)
 - b. If authorization is given to enter the PSM/RMP covered process area by the process operator, the person will log the necessary information in the logbook following the record keeping procedure listed below.
 - c. When the work in the covered process area is finished, the person will notify the control room that the work he had been authorized to do is completed and that he is leaving the covered process area. Following this he will write the time out in the logbook.
 - d. Normal coming and going for materials, lunch, etc., will not require signing out of the logbook, providing that the person does not leave the area within reasonable eyesight and hearing distance of the alarms. As a maximum this would be defined as the area confined by the east wall of the pulp dryer building, the south wall of the kraft mill, the west wall of the #11 turbine generator building, the west side of the lime kiln storage tanks (directly south east of methanol tank) and across to the set of stairs coming out of the east wall of the pulp dryer. In addition, no person will leave the ClO₂ or methanol buildings for more than one hour, regardless if they are within the area described above, without signing out of the control room logbook.

5. The logbook for all PSM/RMP areas is located in the bleach plant control room.
6. The logbook will require the following information:
 - a) Date
 - b) Your name
 - c) Company Name
 - d) Purpose
 - e) Entrance Approved by Pulp Group Assistant Operator (indicate yes or no)
 - f) Time In
 - g) Time Out
 - h) Pulp Group Assistant Operator notified you have left.

NOTE: If you are reassigned to a different area you must first sign out of the logbook and then proceed to your next assignment.

7. Employees and non-employees who fail to sign in will be subject to disciplinary action.
8. Employees and non-employees who fail to sign out will be required to return and sign out.
9. In the event the employee or non-employee has left company property they will be required to return and sign out in the PSM/RMP logbook at their own expense. This process is similar to leaving your safety lock on a piece of equipment.