



**VISITOR SAFETY  
AND  
ORIENTATION  
BOOKLET**

*Please enjoy a safe visit to our mill*

## ACKNOWLEDGEMENT

Name of Visitor:

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PRINT Name

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DATE

Visitor's Company Name (if applicable)

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PRINT Name

I have read the information in this booklet and understand my responsibility to ALBERTA NEWSPRINT COMPANY'S plant site safety.

ANC EMPLOYEE NAME:

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PRINT Name

\*\*\*\* ANC EMPLOYEE: \*\*\*\*

\*\*\*\* PLEASE TEAR THIS PAGE OUT AND HAND IN \*\*\*\*

# Safety & Health Policy

Alberta Newsprint Company is committed to its employees, contractors and visitors to provide and maintain a safe and healthy work environment.

The Health and Safety Program has been developed to support the commitment to safety and meet or exceed legislative requirements and accepted industry standards.

Each person on site will implement the Health and Safety Program, sharing the responsibility of safety, training and maintenance of a safe work environment as we strive for excellence in the newsprint industry.

## INTRODUCTION

### **ALL ACCIDENTS CAN BE PREVENTED AT ALBERTA NEWSPRINT COMPANY**

Working to this goal is expected of each Alberta Newsprint Company employee and visitor. Practice of safety procedures is a condition of any presence on site. Failure to comply could be used as a basis for denying an individual admission to the mill or re-entrance to the mill in the future. We appreciate your cooperation and contribution in making Alberta Newsprint Company a safe place to work.

Every person coming on site should view the safety orientation video and receive a Visitor Safety and Orientation Booklet.

Each person visiting the mill must follow and comply with Alberta Newsprint Company Safety Rules and Procedures.

At Alberta Newsprint Company, everyone is responsible for their own safety and the safety of those around them. Anyone observing an unsafe work practice is to notify the individual immediately to aid in the prevention of an accident.

## **Sign-In/Sign-Out Procedure at Alberta Newsprint Company**

All employees of Alberta Newsprint Company are concerned about your safety during your visit. We also ask that you take an active role in promoting your own safety by following our sign-in/sign-out procedure at the front entrance area. This fulfills a number of needs:

1. It tells us who you are and the company you represent
2. It indicates who you are visiting at the mill
3. In the case of an evacuation emergency, it tells us that you are on site and need to be accounted for

**The sign-out procedure is particularly critical, as it indicates that you are no longer on site should an evacuation emergency occur.**

## **General Safety Rules and Procedures**

- All Alberta Newsprint Company rules and procedures must be followed
- Anyone not complying with Alberta Newsprint Company rules or government regulations will be asked to leave the site
- Due to dust and chemicals, it is recommended that no contact lenses be worn
- Tinted / dark eye protection is not permitted for use in doors.
- Transition lenses are allowed, but a full transition to a clear lens must occur before proceeding when coming indoors.
- It is the policy of Alberta Newsprint Company to require the use of basic hand protection in all areas of the plant and mill site. All employees and contractors are expected to take general hand protection (gloves) with them as they travel throughout the mill site, and to put them on prior to beginning any miscellaneous tasks.
- With respect to routine tasks, employees are expected to wear an appropriate glove for each task they perform. The appropriate glove to be used will be determined by the task's hazard assessment and any relevant MSDS.

- In cases where utility knives are being used, employees and contractors MUST USE LEVEL 5 OR HIGHER CUT AND PUNCTURE RESISTANT GLOVES.
- Alberta Newsprint Company acknowledges that there may be tasks in which the use of gloves may not be practical. As an example, when dexterity or feeling is required gloves may be removed temporarily.
- The company supplies a variety of hand protection suitable for different types of jobs which are made available at mill stores. All gloves are provided to employees on an as needed basis. Contractors working on site are expected to arrive prepared with appropriate gloves for the tasks they perform.
- In the case of an SO<sub>2</sub> release, the bite type respirators are located under the stairs to the left of the main entrance.
- It is recommended that butane lighters not be brought into the mill due to potential fire/explosion hazards
- Ear protection is required in posted areas of the mill due to high noise levels
- An accident or injury must be reported immediately to an Alberta Newsprint Company employee
- Horseplay, fighting, scuffling, firearms, intoxicants and illegal drugs are strictly prohibited
- Help us practice good housekeeping by not obstructing work areas
- Use the handrails when climbing or descending stairways. Climb or descend one step at a time; do not slide down
- Smoking is permitted in designated areas only
- Proper footwear and clothing is recommended
- Stay between the yellow lines whenever you are walking through a controlled area
- Stay out of roped off areas or areas that indicate a hazard or restricted access
- Do not touch any machinery, chemicals or controls
- If you are in doubt about any safety procedure, address an Alberta Newsprint Company employee
- If you are in an area where cutting or grinding is in progress, you must wear suitable eye protection

- In the Warehouse area, no unauthorized people are allowed beyond the yellow lines
- Photographs and videos are allowed only with ANC permission
- Any material removed from ANC property without a properly authorized issue slip will be treated as theft

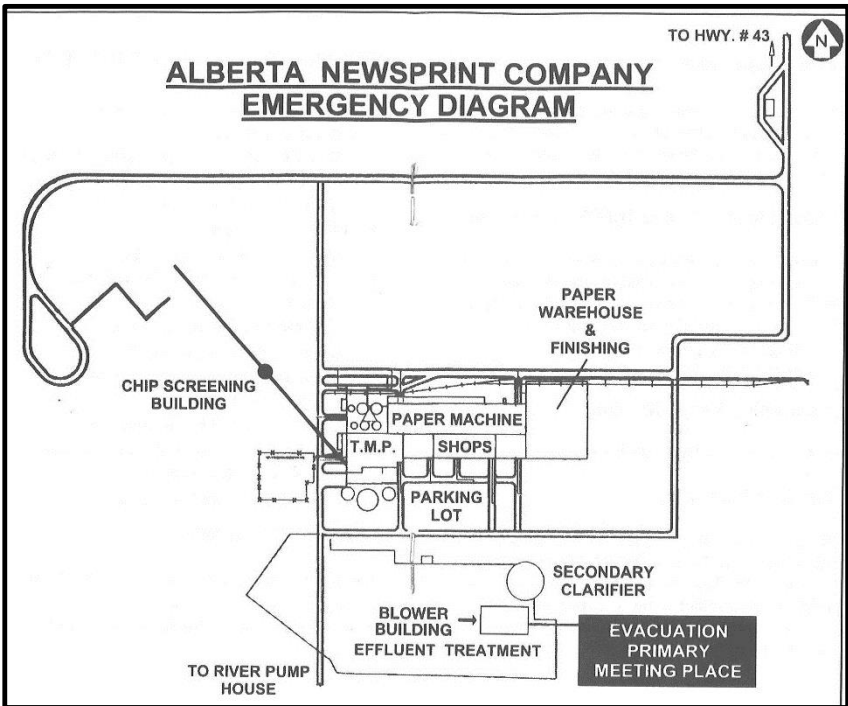
### **Fire and Emergency Instructions:**

When you encounter a fire or another emergency situation:

- Contact the Control Room @ 7007
- Give details: Name, Location of emergency, Nature of emergency
- Check for accuracy: Have message repeated back
- Evacuate to Evacuation Area (if the Evacuation Siren is activated)
  - The standard evacuation area is the Blowing Building adjacent to the secondary in ground round clarifier (south side of the mill)
  - A head count will be taken at the evacuation area. Do not leave the site unless instructed to do so
  - Wait for further instructions

## Evacuation Alarm

- 6 seconds on and 4 seconds off. Run time from 2 minutes to 10 minutes (varies)
- Announcements on the site P.A. system



## **Fire Emergency**

Fire emergency is indicated by a whooping siren, or in the Administration Area, by a bell. This does not constitute an evacuation unless the evacuation alarm is activated.

## **Emergency Preparedness in General**

- Know the location of the emergency evacuation area (indicated on the map in this booklet)
- We suggest you familiarize yourself as much as possible with the locations of exits, fire extinguishers, safety showers, eyewash stations and the First Aid Room.

## **Emergency Phone Numbers**

Fire, Disaster or Medical Emergency = **7007**

## **Incident Reporting**

Report any injuring or incident immediately to the Alberta Newsprint Company employee you are with. Any unusual incident or near miss (obvious potential for injury or property damage) must be reported, even if there was no injury.

## **Medical Emergency**

- Contact the Control Room for medical aid (7007)
- Do not move casualty unless they are in danger of further injury
- Advanced First Aiders and Confined Space Rescue crews are on site 24 hours per day, as well as a medical response vehicle

## **First Aid Assistance**

- Get first aid for any injury, no matter how minor, by going to the First Aid Room. Any injury must be recorded in the First Aid book



## **WHMIS**

- An Alberta Newsprint Company employee shall be notified if WHMIS controlled products will be used in their respective areas. No chemicals or controlled substances are to be brought on site without a Material Safety Data Sheet (MSDS)
- The possible dangers of a controlled product must be communicated to everyone involved

## **Personal Protective Equipment (PPE)**

1. Personal Protective Equipment requirements of each visitor will be provided appropriate to the area you are entering
2. Personal Protective Equipment available for visitors including hearing protection, eye protection, gloves, Tyvek coveralls, respirators and safety toed rubber boots. These items are available as required.
3. If you require assistance in the use of any Personal Protective Equipment, please ask.
4. If you are in doubt regarding a safety procedure, please ask.
5. If you have any recommendations that would enhance our safety program, please tell us.

## **Housekeeping**

1. Work areas must be kept neat and clean.
2. Exits, aisles and fire protection equipment must not be blocked at any time.
3. Waste materials shall be disposed of promptly and properly.
4. Materials that can be recycled, will be recycled.
5. At Alberta Newsprint Company, smoking is prohibited except in the designated areas.



**EMERGENCY PHONE NUMBER  
7007**

**Alberta Newsprint Company  
is a certified ForestCare Member**



**A GROWING INDUSTRY, A RESPONSIBLE APPROACH**