

NEWPORT MILL



Newport Mill Gate Entry Policy

- From USHW-63 North, exit right onto CR 2585 East 200 North. Turn right into truck staging lot.
- **Coordinates: 39° 54' 42.0"N 87° 25' 13" W**
- Pull in truck staging lot and contact scales on CB channel 17.
- All drivers must use the pedestrian walkway at all times to report in to scale house.
- Do not park on County Road at any time.
- No tobacco usage on property.
- Carrier equipment damage must be reported to scale house prior to leaving the mill or damage claims will not be accepted.
- Carrier injuries or near misses must be reported to scale house prior to leaving the mill.
- Do not block pedestrian walkways or exits.

Chemical Requirements

- Grounding applied must be verified by IP operator before chemical transfer can begin.
- You must wear all required PPE during chemical delivery.

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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.

Wood, Chip & Fiber Fuel Truck Safety Requirements

- Radios required for truck positioning under crane and wood storage yards.
- Stay in vehicle except when unbinding, untarping, or during unloading process. While being unloaded, exit vehicle and stay in designated safe area. This includes safety cages while unloading round wood deliveries.
- Round wood drivers must be in unbinding station before removing straps. Remove load flags/lights at the unbinding station or other designated area.
- Chip and fiber drivers must use untarping stations to pull tarp from the top of the trailer.

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.

