CEDAR RIVER MILL

All inbound deliveries must follow green line to Receiving staging area. Will be called down to dock.

Receiving docks 5-8

Truck staging area

Receiving

Aerial map provided courtesy of Google Maps.

Cedar River Site Specific Rules

Enter from C. St SW & follow path to staging area
41°55'50.2"N 91°38'30.4"W

- No reefers or heated trailers
- No spread axle trailers, curtain vans, or open-topped trailers allowed
- No roll up doors allowed
- Proceed to drop lot or staging area, as directed by scale attendant
- Trailer inspection must be completed prior to loading/unloading
- Do not walk between trailers at the docks
- Drivers are not allowed inside trailer–trailer is swept by spotting company
- Do not climb up side of truck/trailer to attach air hose. You can open top air valve if maintain 3 points of contact.

INTERNATIONAL PAPER

Truck Driver Safety Rules
Cedar River Mill

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 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.

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 CHECK-IN AT A STAFFED GATE FOR UNLOADING INSTRUCTIONS

- **Attach safety strap to both doors BEFORE opening.**
- If straps are too large for hole hole, ask for a "modified strap".
- Modified straps 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.
- Position trailer doors between yourself and the product at all times.
- Look for leaning product touching doors.
- *Do not position head inside the trailer.*
- If product is unstable or touching door, **STOP!** & notify an IP employee.

Loop Strap Attached

Attach strap.

Open door 2 with strap attached. Look for leaning product. STOP if product is against door or leaning.

Remove strap from Door 2. Open door by pulling, keeping door between you and back of truck. Look behind Door 1 for leaning product. STOP if product is against door or leaning.

No Pedestrian Within 10 Ft

Walk to other side of truck keeping 10' of distance behind back of doors. Never get directly behind back of truck with doors open.

Remove strap from Door 1. Open door by pulling, keeping door between you and back of truck. Remove strap.