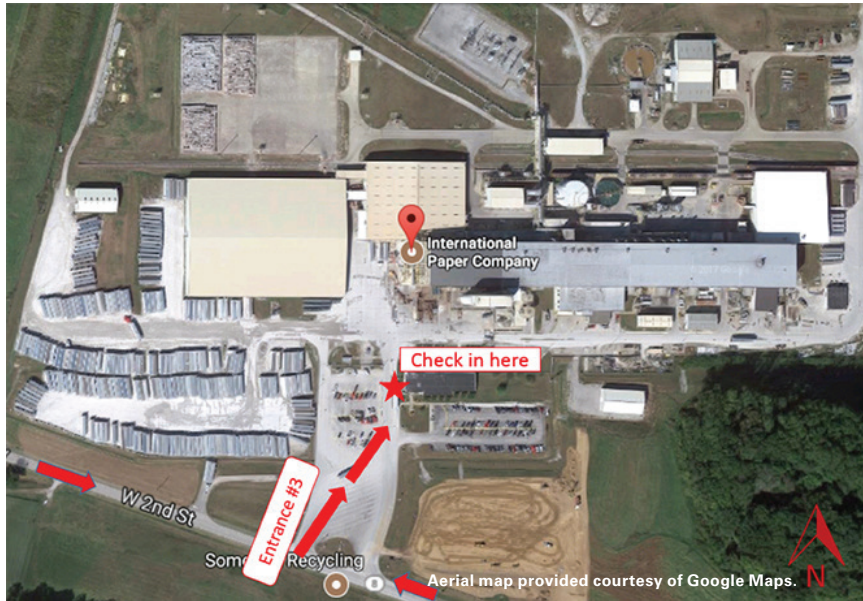


MAYSVILLE MILL



The trucks should enter the Maysville property at the third entrance off W 2nd St (also KY Rte 8, and Mary Ingles Hwy) from the East off the new William Harsha Bridge.

Gate Entry Policy

- OCC drivers are to check in with the inbound techs
- OCC delivery drivers are not allowed past the yellow barrier poles at the inbound office for any reason. The technician will activate the dock lock leveler. If you wish to have your trailer swept please inform the technician unloading your trailer. **DO NOT COME OUT FROM BEHIND YELLOW BARRIER**
- Reflective vests and safety glasses are required inside fenced area
- No sleeping/extended stay in parking lot
- Do not walk through gate
- Tandems must be to the rear and locked before going through the gate to drop/hook
- NO SMOKING inside fenced area
- Do not approach the scale area until it is clear to do so

Chemical Driver Instructions

- Know how to get in touch with the IP person in charge of chemical loading/unloading in a case a problem arises

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INTERNATIONAL  PAPER

Truck Driver Safety Rules
Maysville 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, 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 and 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.

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.

