SAFETY COMMITTEE / TEAM AWARD
PLYMOUTH MILL, NC
PLYMOUTH MILL CENTRAL SAFETY COMMITTEE

- Co-Chaired – Hourly and Salaried Employees
- Comprised of both hourly & salaried employees representing all areas of the mill
- Provide leadership, support, and activities to instill safety as a core value
- Develop strategies to enhance employee engagement/involvement
- Set goals and enlist the Area Safety Committees to help achieve them
- Continuous work to create and maintain culture shift and open/honest safety communications
- Meet monthly as a full committee
  - Focused Sub-Committees meet separately and report back to the CSC
### Hatteras: Safe Work Performance

- Assisted in development and implementation of Right and Responsibility to Act
- Worked with Safety Department to implement eLogger across the mill
- Developed unsafe work and resolution process
  - Working with Safety Department to complete 1st 4 HPI tools
- Develop CSI Team – Assist in HPI Investigations across mill.
- Show-Me Observations - Incorporate Hazard Mapping into final process of Show Me Observations
- LIFE initiative-implement HPI concepts at “critical steps” in SOP's; work with each Area to develop goals
- E-Logger - Develop Training/Job aid/ user manual as well as review data and develop action items

### Lookout: Compliance

- Schedule 40 hour OSHA training for both CSC & AST members
- Compliance audits across mill to include Guarding, Permitted Processes, Fall Protection
- Assist in completion of Verification Audits such as Barricading, Knife Use, GHS Compliance
- Serve as resource for Corporate Compliance Audit
- Develop tools to assist CSC Quarterly inspections including scheduling and tracking of items noted
- Assist in the development and roll-out of Safety Emphasis Week – Courage to Care
- Reinforce Mill PPE Boundary
Plymouth Central Safety Committee
“Lighthouse” Sub-Committees

2017/2018 Activities and Focus Areas:
- Tobacco Use policy updated - The mill now has designated smoking areas for employees, visitors and contractors
- Developed and communicated AED training video to familiarize employees with use and procedures associated with AEDs
- Updated Hot Work Permit Policy to conform with insurance guidelines for post work monitoring
- Assisted in assuring that medical ERT & confined space teams training was conducted and that team members participated in training and drills
- Participated in and supported changes to barricade and barricade tape policy updates
- Updating PIT Safety Policy, Golf cart carrying tools & equipment, Banding & hose clamp policy, Cutting device policy
- Reviewing Sealed Eyewear policy

2017/2018 Activities and Focus Areas:
- Annual Outage Preparation
- Gate Events throughout the year to re-inforce safety awareness – Topic included; heat awareness, start of Shutdown and Safety Week
- Assist Safety Department in rollout and implement of Safety Week – 2017 (Who do You Work Safely For, 2018 – Courage to Care
  - Daily focus each day and mill participation (Family Feud/ Wheel of Fortune
- Community Focus
- Ronald McDonald House of ENC - Golf Event: raised $16k
- Family Day: Engagement of Plymouth mill family, friends and local community
CSC ACTIVITIES
CSC ACTIVITIES

Safety Emphasis Week – Who do I Work Safely for?

I am working safely for Sandra, Tripp, Beth, and Caroline
CSC ACTIVITIES

Safety Emphasis Week –
Having the Courage to Care
CSC ACTIVITIES

Outage Safety Slogan Contests

Never Lose Your Direction With Safety
Risk Assessment
Show Me Audit
Questioning Attitude
Stop When Unsure

Employee Birthday Cards

Happy Birthday

Gate Events

Have a Safe and Happy Birthday!
### CSC ACTIVITIES

**eLogger**
*Introduced as communication tool*

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**Safety Catch - Initial Incident Reporting Form**

<table>
<thead>
<tr>
<th>Site</th>
<th>Incident Date</th>
<th>Incident Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domtar - Plymouth Mill</td>
<td>1/2/2017</td>
<td>11:15 AM</td>
</tr>
</tbody>
</table>

**Your Name:**
Davenport Jerry E

**Hazard observed or sequence of events:**
*Including exact location of incident*

- Observed ditch grating dropped down on one side of the ditch, ready to fall in ditch. Placed orange cone with tag over area. (pics attached)

**Where?**
#6 BP Ground Floor

**Determination for Hits, First Aids, Near Miss, and Fire**

Severity is assessed according to the potential consequences of an incident. The rating scale is from 1 to 10 according to the following table:

- Frequency of exposure to a hazardous event; this means the frequency of the task and the exposure during the execution of the task.

- Probability of an undesirable:

**Evacuation Route Awareness**
*Week #10*

1. The mill emergency number is ______ or ______. Notify your cell phone.
2. Your primary evacuation assembly area is the _______ area which is _______.
3. Your alternate evacuation assembly area is the _______ area which is _______.
4. Operation of the mill alarm system means _______.
5. One long blast of the mill alarm system means _______.

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**Half Slips – Training verification tools developed to ensure Monthly Safety Topics are understood**
CSC ACTIVITIES

Show Me – Audit Process to observe work performed vs. work as imagined. Find and eliminate Gaps in processes or practices

<table>
<thead>
<tr>
<th>Task to be audited:</th>
<th>Show Me Audit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fill in SOP name and # or checklist name</td>
<td>Auditors:</td>
</tr>
<tr>
<td>Date and Location:</td>
<td></td>
</tr>
</tbody>
</table>

Description of the decision points: (Note any areas of the work that deviate from the SOP, Error-like situations, and decision points / critical steps / well done)

<table>
<thead>
<tr>
<th>Section</th>
<th>Questions</th>
<th>Observations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Explain the interface between operations and maintenance prior to the work</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>How you prep the work? What are the steps? (communication and practical set-up)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>What permits are required for this process?</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>What is the emergency response procedure? How do you respond? What is the emergency phone number? Do they know where the ambulance pick-up point and tornado shelter are?</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Where is the emergency equipment {emergency eyewash, showers, fire extinguishers, fire hose} and first aid equipment {first aid kit, AED, stretcher}? Were the eyewash and shower checked prior to starting work?</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Describe the Risk Assessment process for this work? Was there an adequate pre-job briefing held prior to starting the work?</td>
<td></td>
</tr>
</tbody>
</table>
RESOURCES/COMMUNICATIONS

LSI Board

✓ MillCAT
✓ Marlin Communication Station

Marlin Communication - Safety

Ice and Snow Hazards and Reminders

Watch for wet areas which can re-freeze causing a slip hazard.

Stay clear of areas marked off for your safety.

Safety Scorecard

Plymouth Mill - Safety Scorecard

Week 28 July 10 – July 26 - 2017

Message: There were 4 incidents recorded last week across the company, including 3 hand injuries. From the information supplied, 3 of the 3 hand injuries were utilising tools, putting employees in the “Line of Fire”. When assessing the risks of the job, be sure to include all tasks, even the ones which you may consider routine as this is where complacency can occur.

"LET'S BEAT YESTERDAY"

MTD YTD
Average # of LSI by Employee (June 2017) 1.8 9.8
Risk Assessments (June 2017) 168 22345
Safety Observations (Hazard Observations/Housekeeping/Courage to Intervene) (June 2017) 28 361
Near Misses 0 43
Show Me's 2 107

Incident Tracking

MTD YTD
Number of Days Since Last Recordable Incident 16 247
Number of Days Since Last Lost Time Incident 16 247

Number of Days Since First Aid 16 71

Safety Work Orders

Scheduled Last
Week Entered MTD
Safety WO's 7 11
Safety WO’s Completed 2 3
Spend $9,803.00 $44,199.98

Snake and Spider Safety

With the days becoming warmer, natural’s most dangerous; natural creations are awakening. Snakes and spiders. Before you grab your tool bag and start your work tasks, take time to observe a safe way to get into and leave your work areas. The following tips and tricks will help you avoid accidents in case it happens. Being prepared is the first step to prevention.

Avoiding Snakes and Spiders:

- Take caution when you stop and set your tools.
- Before moving PPE, shoes and impact items set aside your hat, gloves and tools.
- Maintain good housekeeping in areas such as equipment, clothing, shoes, and vehicles. Do not leave dirty, dusty, or cluttered.
- Keep grass cut and bushes trimmed.
- Do not let grass and leaves to accumulate near where you work.

How do we know it’s snake or spiders?.

There is no way to be completely sure that a snake is poisonous and the best practice is to treat all snakes as if they were dangerous; however, there are some general rules of identification that may help you determine if it is a poisonous or not. Most of the poisonous snakes in British Columbia are either referred to as pit vipers. This includes rattlesnakes, copperheads, southern are also called snakes, which are also poisonous. For these species you will want to wear gloves when working near them to avoid any contact with their fangs. Some species have a rounded head and round pupils with a unique color pattern.
CSC ACTIVITIES

Charity Golf Event – ENC Ronald McDonald House

Right and Responsibility to Act

HPI Toolbox Communications

https://vimeo.com/273359107/47eeb0c902
Questions?