

**INDUSTRIAL SAFETY
COMMITTEE/TEAM AWARD**
PLYMOUTH MILL, NC



PLYMOUTH MILL CENTRAL SAFETY COMMITTEE

- 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
- 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
- Ability to change as needs change
 - Introduced Co-Chairs (1 Hourly & 1 Salary)





Hatteras:
HPI/LSI



Lookout:
Compliance



Bodie:
Ergo/Hand Safety

Plymouth Central Safety Committee

“Lighthouse” Sub-Committees

Why Change Structure?

- 2015's Audit Readiness (AR) Committee identified gaps in our processes through protocol and policy reviews
- We realized previous CSC committees were not problem solving and contributing in driving safety changes
- Our focus became how to brand these teams, change the direction of the CSC, and re-engage team members

Where are lighthouse “Beacons” directed?



- LSI Updates, including HPI Principles and “Show Me”
- Increasing number of gate events
- Assisting with audit finding completion
- Creating Feedback Loop for Safety Catches, employee concerns
- Glove Selection and Glove Board
- Updating Policies: LOTO, Confined Space, etc.

Planning the Change

- Brainstorming occurred prior to our off-site CSC meeting with hourly and salary using Kingsport as model
- Focus areas were selected and loosely based on audit protocol elements
- Several themes were considered including Lighthouse, Football, Military, and Family
- At the Off-Site, the committee was engaged in selecting the theme
- Committees chose their pre-determined focus area and then chose their NC lighthouse
- Individual teams created goals that would contribute to the long term vision of the committee and address known weaknesses in our systems

How has this improved engagement?

- The changes that are being made, are seen as: our changes, our tools, our safety



Ocracoke:
Engagement



Roanoke River:
Communication



Oak Island:
Policy

CSC REDESIGN/IMPLEMENTATION OF LSI's

Initial Event Reporting Form
(To be completed by person who was involved or observed the event)
RETURN COMPLETED FORM TO ALL MEMBERS OF THE SAFETY DEPT.

Type of Event: Incidents require further investigation and corrective actions. Incidents scoring 7 or above require this form and incident investigation form be completed. This is the initial form to be sent within 24 hours of an incident occurring.

ACTION ITEMS: ☐ Courage to Intervene ☐ Hazard Observation ☐ Housekeeping

INCIDENTS: ☐ Fire ☐ First Aid ☐ Safety Catch

☐ HI (With or Without Property Damage or Injury)

Name of Person Reporting Incident (optional): _____

Site: Plymouth Mill

Date of Incident (circle): _____

Time of Incident: AM PM

Witness(es): _____

Dept: WY FL

NC2 NCS P R

Support: Env.

Hazard observed or sequence of events: (including exact location of incident)

What happened?

Where?

In case of near miss, hit or first aid, who did you notify?

Were photos obtained if evidence was not preserved?

Error Pre-Cursors SafetyStart Status Can be selected by Employee and/or Team

Supervisors: Use Reverse side of form to Determine (If Frequency: _____ Severity: _____)

Corrective Actions including Work Order #: (If no investigation is required)

Team Lead/Safety Rep. Signature: _____ Date: _____ Comments: _____

Introduced Safety Catch/Near Miss Form (CSC –launched January 2015)

Show Me Audit

Date: _____ Location: _____

Auditor: _____ Task: _____

Nearest:

Fire Extinguisher _____

First Aid _____

Eye Wash _____

Stretchers _____

Ambulance Pickup Point _____

What/Where is:

Evacuation Assembly Area _____

Emergency Phone Number _____

Show Me:

SOP _____

Pre-use Inspection _____

Hot Work Permit _____

Flammable/Combustible _____

Comments / Description of the task: _____

Follow-up Required? Yes / No _____

Comments: _____

Show Me (Leadership & Engagement Committee –launched January 2016)

Half Slip (Designed by Audit Readiness Committee –launched August 2015)

PRE – Job Safety Check
STOP-THINK-LOOK-ASSESS-ADJUST
DO THE JOB SAFELY

Task Description: _____

W.O.#: _____

What Potential Hazards Are Present?

<input type="checkbox"/> Rotating Components	<input type="checkbox"/> Electrical Shock, Short Circuit, Overload
<input type="checkbox"/> Elevated Work	<input type="checkbox"/> Noise
<input type="checkbox"/> Fire	<input type="checkbox"/> Lifting/Manual Handling
<input type="checkbox"/> Slip Points	<input type="checkbox"/> Chemicals
<input type="checkbox"/> Air Quality/Vapors	<input type="checkbox"/> Slips/Trips/Falls
<input type="checkbox"/> Lighting/Poor Visibility	<input type="checkbox"/> Moving Vehicles
<input type="checkbox"/> Congested work area	<input type="checkbox"/> Stored Energy
<input type="checkbox"/> Awkward position	<input type="checkbox"/> Radiation
<input type="checkbox"/> Weather/Temperature Extremes	<input type="checkbox"/> Flying Particles/Debris
<input type="checkbox"/> Hazardous Materials	<input type="checkbox"/> Other: note on back of card

How Can I Eliminate/Minimize Hazards & Risks?

<input type="checkbox"/> Protective Clothing	<input type="checkbox"/> Respirator
<input type="checkbox"/> Lock Out/De-energize	<input type="checkbox"/> Additional Lighting
<input type="checkbox"/> Fire Protection	<input type="checkbox"/> Safety Harness
<input type="checkbox"/> Head/Eye / Ear/Face Protection	<input type="checkbox"/> Scaffold/Lift
<input type="checkbox"/> Good Communication	<input type="checkbox"/> Restricted Areas: Barricades / Rails
<input type="checkbox"/> Pre Job Housekeeping	<input type="checkbox"/> Ask for help
<input type="checkbox"/> Smart Hands: Use Power/Fingers	<input type="checkbox"/> Fans/Heaters
<input type="checkbox"/> Re-energize during tasks: shake out arms and legs; shoulder stretches; make fist and tap muscle group	<input type="checkbox"/> Proper positioning of feet; get close to work; lift with legs
<input type="checkbox"/> Discuss Critical Job Steps	<input type="checkbox"/> Tighten muscle groups to keep good back position
	<input type="checkbox"/> Other: note on back of card

Redesign 10' Circle Card to be more user friendly (Maintenance Team created new design – launched March 2016)

LIFE - What does LIFE stand for?

What does the acronym LIFE stand for: _____

How much "money" did you team end the LIFE game with?: _____

Which square (that your team landed on) made the biggest impact on you?: _____

Name: _____ Dept.: _____ Date: _____

This counts as a CR. Turn this in between 5-08-16 and 5-04-16 to your team leader or area supervisor.

CSC ENGAGEMENT ACTIVITIES

Ben Carson Reading Room

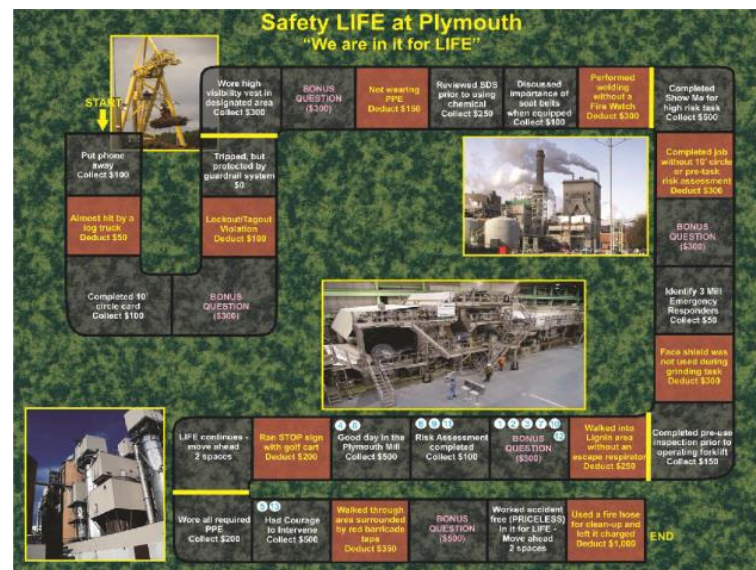


- ✓ New 10' Circle Gate Event
- ✓ Spot the Hazard Contest
- ✓ Golf Tournament for American Heart Assoc.
- ✓ Earth Day Tree Planting
- ✓ Routine Safety Walks/Inspections
- ✓ Annual Shutdown Slogan



Pass the Pink – Breast Cancer Awareness Month

Plymouth Mill – LIFE Safety Week - 2016



Glove Board and Glove Selection

RISK REPORT REWARD STATION

FORM HOLDER 9" x 12"

CARD HOLDER

SAFETY B...

With the days becoming... snakes and spiders... refresh your memory... what the first aid measures are...

- Take caution! Wear gloves and eye protection when handling snakes and spiders.
- Before donning gloves, ensure they are clean and free of holes.
- Maintain good housekeeping in the basement, especially in the areas of the pipes.
- Keep grass cut and clear of debris.
- Do not touch or handle snakes and spiders.

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- ✓ MillCAT
- ✓ Marlin Communication Station

GLOVE SAFETY



ANSELL® 971-200
Cut Resistant Gloves, Cut Level 2, Nitrile Coating, Stellar® II, Nitrile Lining

For the most rigorous John-Deere® Technology solutions better grip, control and wear on all conditions



Advantus™ 971-200

Exceed handling of tools, increasing safety and reducing fatigue. Hands stay clean and comfortable when handling wet or oily objects. Impact protection reduces potential for injury.

35 gauge liner increases user comfort and dexterity.

High visibility outer increases awareness of location of hands for safety.

Intercept™ Technology provides cut protection, increasing safety. Reduces TPR impact bumper.



ANSELL® 96411
Nitrile, Cut Resistant Gloves, Starflex® Lining, Intercept™

ANSI/ISEA of Cut Level 2
ANSI/ISEA Abrasion Level 3
ANSI/ISEA Puncture Level 3



ANSELL® 971-011
Cut Resistant Gloves, Cut Level 2, Nitrile Coating, Advantus™

Polyester Lining

Extreme High-visibility Performance for
cold, wet, environments



new 64C7
PVC, Cut Resistant Gloves, Starflex® Lining
ANSI/ISEA Cut Level 2
ANSI/ISEA Abrasion Level 3



3206H - Delivery Glove, Premium Grip Coe, Reptone™, Thinskin®

Leather Lined

Cushlike is the most commonly used leather due to availability. Char-sterminis inside a great balance between abrasion resistance, dexterity, flexibility and comfort. The 3206H offers gloves feature premium cow leather, sewn with Dupont® Starflex® Lined with 7 gauge leather. Inner, animal elastic band, cotton hem, and a keystone thumb patch.





SAFETY BEACON

SNAKE AND SPIDER SAFETY


With the days becoming warmer, nature's most dangerous, natural creatures are awakening –snakes and spiders. Before you grab your tool bag and start your work tasks, take time to refresh your memory on best practices to avoid and prevent snake and spider bites and what the first aid measures are in case it happens. Being prepared is the first step to prevention.

Avoiding Snakes and Spiders!

- Take caution! Watch where you step and put your hands.
- Before donning PPE, shake and inspect items such as your hard hat, gloves and boots.
- Maintain good housekeeping in areas such as basements, closets, attics, garages, and wood piles.
- Keep grass cut and bushes shaped up.
- Do not touch or capture a snake or spider, even if they appear dead.

How to I know if a snake is poisonous?

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 poisonous or not. Most of the poisonous snakes in North America are what we refer to as pit vipers. This includes rattlesnakes, copperheads, cottonmouth/water moccasins, and the coral snake. They have triangular heads and pupils that look like slits. The exception to this rule is the coral snake. Coral snakes have a rounded head and round pupils with a unique color pattern.



PIT VIPERS

Hat Triangles Head


Nostril

Eye

Mouth

Vertical Ridge

No Pit



OTHER SNAKES


Usually Oval Headed Head

Nostril


Eye

Mouth


No Vertical Ridge




Cottonmouth/Water Moccasin



Rattlesnake



Coral Snake



Copperhead



March 13, 2014



Ask Allan

IF you can answer the question for your self, answer it. Don't drop the ball and let me know if you are the critical path!

Question:

Are we ready to go with the situation and what are the critical path?

Answer: Yes, we are ready to go with the situation and what are the critical path?

See Outage Preparation below.

2016 Plymouth Score Card

February YTD

Goal	Actual	Start Time Produced / Day	1335	1447
Recordable Incident Rate	0.7	1.18		
Leading Safety Indicators (Yr)	3211		1335	1239
Environmental Incapabilities YTD	5	1		
		Logistic Production / Day	7200	500
		Utility Production / Day	30	32

February YTD Production

Great Safety Catch

In the West Yard it was found that the wood needed for the Hodge Crane was at a position where at the butt end were being in the same direction, rather, causing the wood to snap and creating a potential safety hazard. The wood was found to be cracked and a person of the vehicle. The wood was sawed and the stacking procedures were reviewed with the crane operator and the wood was found to be safe.

Thank you to those involved in this catch for recognizing the risk and the potential for what could happen. The wood was found and being acting on it before it was too late.

Highlight from Safety Week of Significance

The Plymouth Mill utilized a LIFT Safety Board to emphasize LIFT energy mitigation on the mill. The board was used to acknowledge the importance of the LIFT Safety Board and the importance of the safety events seen to be well received and consider considerable safety energy across the mill. We plan to continue this "Games of LIFT" which are a great way to engage the workforce.

Compliments on a Great February!

We have a very good February on Plymouth Fronts. We have a team with no injuries requiring medical attention. We set record production for each shift on a February - a 1477 tons / day, which was 80 tons above the plan. We also had a very productive month in terms of fuel production - the machine produced 1379 tons, which is 44 tons above the plan. Our overall cost of production was favorable to plan due to the fact that we typically operate at a lower cost than chemical cost center - especially for a winter month.

We hosted our CEO John Williams, and new Board of Directors member Harry Miller. The visit went well and they were both very appreciative of the presentation and tour of the facility. Mr. Williams was very supportive of our work to understand what opportunities we have today to help set the path for the success in the future. They were also very impressed in the visit presentation and one of the key points was that the company was impressed with our 2012 performance and expects continued good performance in the future.

Outage Preparation

The outage is on. Preparation for the 2016 Outage has been in process since before the end of the year; with the team working very focused on final preparation by both mill and contractor forces. Anyone who has an outage there are risks to which we are all exposed. We must be prepared to manage the risks. I am sure you have been involved in the preparation of the outage. The outage is a complex event and the risks are normally underestimated. The response in traffic and other mitigation measures are critical to the success of the outage. The outage is a complex event and the risks are normally underestimated. The response in traffic and other mitigation measures are critical to the success of the outage. The outage is a complex event and the risks are normally underestimated. The response in traffic and other mitigation measures are critical to the success of the outage.

A couple of large items that we are to the critical path for this outage. I am sure you have been involved in the preparation of the outage. The outage is a complex event and the risks are normally underestimated. The response in traffic and other mitigation measures are critical to the success of the outage. The outage is a complex event and the risks are normally underestimated. The response in traffic and other mitigation measures are critical to the success of the outage. The outage is a complex event and the risks are normally underestimated. The response in traffic and other mitigation measures are critical to the success of the outage.



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Questions?



THE FIBER *of* Domtar

AGILE | CARING | INNOVATIVE

