Contractor Orientation

Millar Western Forest Products Ltd

Whitecourt Pulp Division

Disclaimer

- This presentation covers general safety information. Job-specific procedures and requirements must be reviewed with your site contact during planning and execution, and will be addressed through Contractor Safe Work Permits.
- If you ever have any concerns or questions regarding your work or safety on site, please reach out to your Site Contact

Millar Western Forest Products Ltd.
Whitecourt Pulp Division

Our Commitment to Quality and the Environment

- We are certified to ISO 9001 (Quality Management Systems) and ISO 14001 (Environmental Management Systems)
- These certifications reflect our commitment to:
  - Delivering consistent, high-quality work
  - Minimizing environmental impact
  - Continually improving our processes and performance
- Contractors are expected to align with our systems and follow site-specific requirements

OUR POLICY

At Millar Western Forest Products Ltd., Whitecourt Pulp Division, our business is the operation and maintenance of facilities, grounds, equipment and associated activities supporting the manufacture of bleached chemi-thermo-mechanical pulp. We are committed to working as a team to enhance our position as an internationally competitive and sustainable business in the production of a consistent, high quality, cost effective product. We are also committed to health and safety that addresses the physical, psychological, and social wellbeing of employees.

Our commitment to continually improving the effectiveness of our management system and processes is demonstrated by setting objectives focused on:

- Accident prevention via safety audits and education;
- Achieving a healthy and safe work site;
- Productivity by means of analysis and optimization;
- Human resources through employee involvement and development;
- Achievement of identified customer quality and logistical requirements;
- Cost optimization via research and implementation;
- Enhancing Environmental performance;
- Protection of the Environment through pollution prevention by minimizing our impacts on air, water, land, and natural resources.

Through the ongoing review and updating of these goals, we will meet the requirements of all applicable legislation, certifications and programs as well as the expectations of our customers, our owners and the community in which we live. We are responsible and accountable for health and safety by management, workers and other work site parties.

MILLAR WESTERN

Millar Western Forest Products Ltd.
Whitecourt Pulp Division

Environmental Aspects and ISO 14001

- What is an Environmental Aspect List?
  - A documented inventory of site activities, products, or services that interact with the environment
  - Required under ISO 14001 to identify and manage potential environmental impacts
  - Helps guide risk control, performance improvement, and compliance
- Why It Matters to Contractors:
  - Contractors may engage in tasks that contribute to significant environmental aspects
  - Awareness ensures compliance with site procedures and supports environmental stewardship
- Your Responsibility:
  - Review the Master Aspect List
  - Understand which aspects may relate to your scope of work
  - Follow site controls and procedures to minimize impact

Fit for Duty

- No drugs or alcohol are permitted on site
- You must be fit for duty, capable of performing the assigned tasks in a safe manner

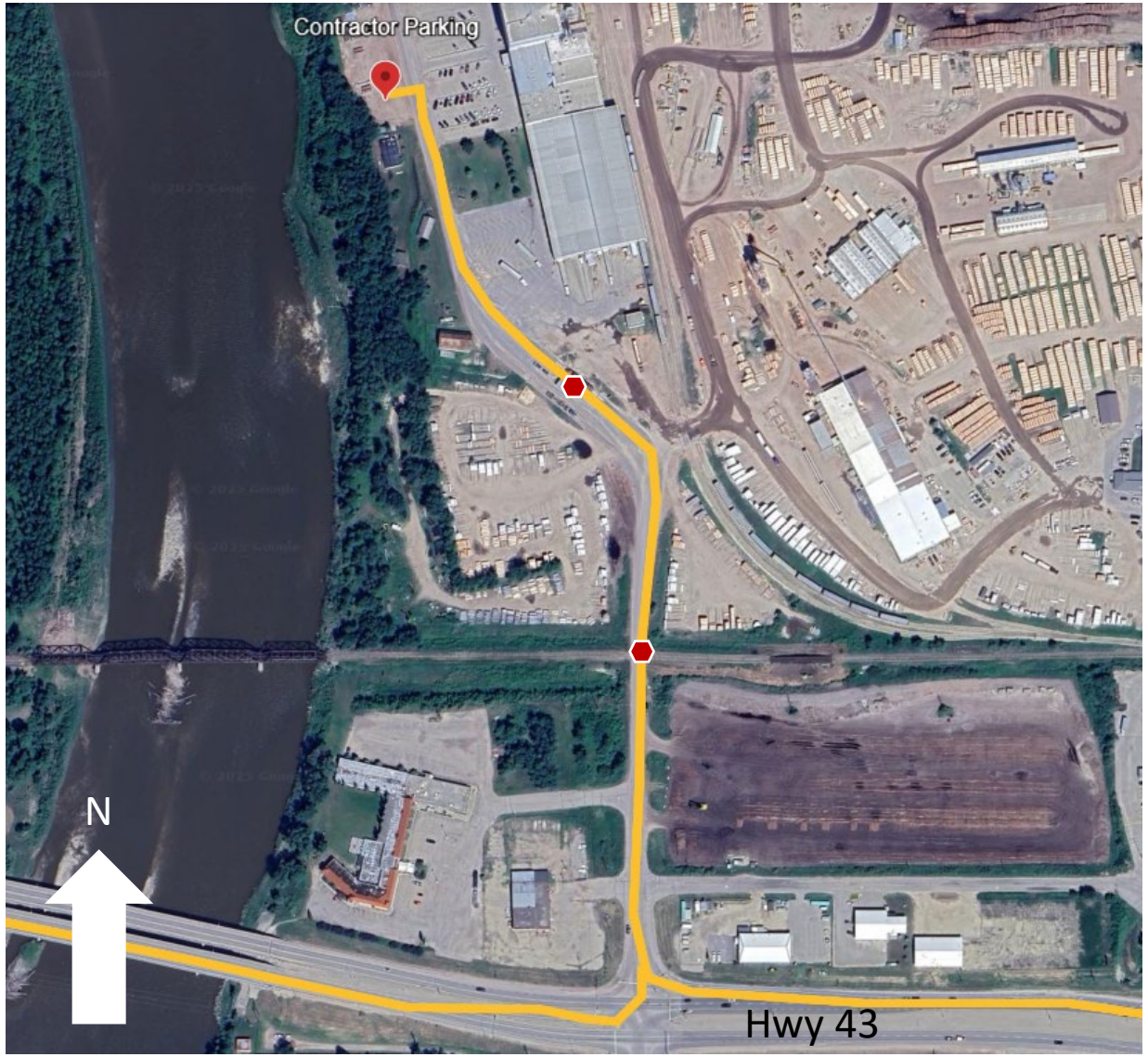
Contractor Qualifications

- As a Millar Western contractor, you must submit copies of all relevant certifications/tickets required for your job.
- All contractors must submit a WHMIS certificate on their first site visit.
- Send all required documents to wctpulpcontractors@millarwestern.com before arriving on site.
- Confirm receipt of your documents with your site contact before starting any work.

Millar Western Forest Products Ltd.
Whitecourt Pulp Division

Site Directions & Parking

- We are located at 50 Mill Road, Whitecourt, AB.
- Obey all stop signs and be alert for trains and wildlife on site.
- Speed Limit: 30 km/h throughout the site—please drive cautiously.
- Upon entering, keep left past the scales and guardhouse, then proceed straight to the parking lot.
- Contractor parking is located to the left, near the "Training Centre" building.
- *Note: All vehicles and personal containers (e.g., toolboxes) may be subject to search when entering or leaving the site.*



Millar Western Forest Products Ltd.
Whitecourt Pulp Division

On-Site Directions

- Woodroom: Located approximately 700m north of the contractor parking lot.
- Mill: West of the contractor parking lot; you will need to cross the private road. Be cautious of vehicles when crossing.

Millar Western Forest Products Ltd.
Whitecourt Pulp Division

Sign-In Process

- All visitors and contractors must sign in upon arrival
- Sign-in/sign-out is fully electronic
- Scan QR codes at main mill entrances or use the links provided
  - Sign In: https://forms.cloud.microsoft/r/XVwMBRViB4
  - Sign Out: https://forms.cloud.microsoft/r/mhVsipZqTH
- Have your site contact’s name ready
- Your site contact will be notified once you sign in and will meet you

Millar Western Forest Products Ltd.
Whitecourt Pulp Division

General Site Safety Rules

Respect & Conduct

- Bullying, harassment, and violence of any kind are not tolerated

Driving & Traffic Rules

- Seatbelts must be worn at all times while in a vehicle
- Speed limit on site: 30 km/h

Cell Phone Use

- Prohibited in designated BEP buildings
  - Signs will indicate when to leave phones in the box outside
- Absolutely prohibited while driving or operating equipment

MILLAR WESTERN

Millar Western Forest Products Ltd.
Whitecourt Pulp Division

Workers Rights

1. The Right to Know

You have the right to **know about hazards** in your workplace and how to stay safe.
This includes:

- Proper training
- Clear instructions
- Access to safety data (e.g., WHMIS labels, procedures)
- Being informed of any potential dangers

2. The Right to Participate

You have the right to **be involved** in health and safety matters at work.
This includes:

- Reporting hazards
- Being part of a joint health and safety committee (if applicable)
- Making suggestions for improvements
- Participating in workplace inspections and investigations

3. The Right to Refuse Dangerous Work

You can **refuse work** if you believe it's dangerous to your health or safety, or someone else's.

- Your supervisor/site contact must investigate and address the issue before you're expected to resume.
- You can't be punished for exercising this right (it's protected by law).

MILLAR WESTERN

Millar Western Forest Products Ltd.
Whitecourt Pulp Division

Emergency Contact Procedures

- If you become aware of an emergency, contact the control room by:
  - Dialing 4222 from any site phone
  - Using your 2-way radio
  - Dialing 780-778-2036 ext. 4222 from your personal phone
- Provide the control room with as much information as possible about the situation and location.
- **DO NOT CALL 911**—contact the control room directly. They will notify emergency services and provide further instructions.

Emergency Response & First Aid

- We have a fully trained Emergency Response Team (ERT) on site and a well-equipped First Aid Room.
- **First Aid Room:** Located on the ground floor, between the Maintenance Shop and Finishing Line (doors are clearly labeled).
- Eye wash stations and safety showers are located throughout the mill—be aware of the nearest one.
- **Note:** Entering the First Aid Room or using any eye wash station or safety shower will trigger an alarm to the Control Room. An Operator will be dispatched to investigate.
- If you are injured or feeling unwell, inform your site contact or any Millar Western employee for assistance.

MILLAR WESTERN
Millar Western Forest Products Ltd.
Whitecourt Pulp Division

Chemical Safety

- Various hazardous chemicals are used on site during the pulp production process. Many are colorless, odorless, and resemble water but are highly corrosive.
- **Never assume a clear liquid is just water.**
- Ask your site contact for information on chemicals present in your work area.
- Contractors must refer to the relevant SDSs for chemicals in their work area before starting work.
- All workers on site must be trained in WHMIS to ensure they receive consistent and comprehensive safety information about hazardous materials, reducing the risk of workplace injuries.

MILLAR WESTERN
Millar Western Forest Products Ltd.
Whitecourt Pulp Division

Overflowing Storage Tanks

- Certain storage tanks on site contain chemicals and hot liquids used in the production process.
- Tanks may overflow unexpectedly during process upsets or equipment failures.
- **Avoid contact** with any puddles or standing liquid, as they may be hot and/or cause irritation or burns.
- Immediately report any signs of overflow or leaks to your supervisor.
- If your work requires you to be in standing liquid, ensure you have the appropriate PPE suitable for the task.

Emergency Exits & Muster Points

- Familiarize yourself with the closest emergency exit at your work site.
- Check with your site contact for the appropriate muster point to use before starting work.
- If you hear an alarm, remain calm and proceed to the nearest emergency exit, then head to 1 of the 6 designated muster points.

MILLAR WESTERN

Millar Western Forest Products Ltd.
Whitecourt Pulp Division

Muster Points Locations

- Main Mill Muster Point: Northeast corner of the Training Center
- BEP Muster Points:
  1. West side of the cooling pond (across the road towards the river)
  2. Bone yard near the north exit (northwest corner of BEP)
  3. Near Reclaim #1 (northeast corner of BEP)
  4. Beside BEP control shack/office (southeast corner of BEP)
- Woodroom and Bio Basin Area Muster Point: Intersection near the secondary clarifier entrance

MILLAR WESTERN
Millar Western Forest Products Ltd.
Whitecourt Pulp Division

Evacuation Procedure

- An evacuation will be triggered by alarms.
- Prior to mustering, ensure:
  - All work areas are made safe
  - Power tools are turned off
  - Open flames or torches are extinguished
- Proceed to the nearest exit in a calm and orderly manner.
- Assemble at the appropriate muster point.
- Do not leave the muster point until the **all clear** has been given

Hazard Alarms & Response

In addition to the evacuation siren, the mill is equipped with various alarms to signal specific hazards. In the event of any alarm, **clear the area immediately.**

- Fire Alarm:
  - Evacuate to the nearest muster point.
- Overhead Hoist:
  - Indicates an overhead load may be present.
  - Red light and audible alarm will trigger at nearby stairwells to signal “Do Not Enter”—use an alternative route.
- Sludge Press Room (NW corner of mill block):
  - Potential H_2S hazard.
  - Red light flashes if 5 ppm is detected.
  - Audible alarm and flashing red light at 10 ppm—**evacuate immediately.**
- Chem Prep:
  - Red light and audible alarm during high-risk events (e.g. chemical offloading, spills, or releases).
  - **Do not enter.**
- BEP:
  - Lights and audible alarm signal hazardous conditions (LEL, CO, H_2S, SO_2).
  - Evacuate to the appropriate muster point based on wind direction.

MILLAR WESTERN

Millar Western Forest Products Ltd.
Whitecourt Pulp Division

Personal Protective Equipment (PPE)

- Contractors must provide their own PPE.
- Gas Detection Monitors and Radios will be provided.
- All PPE must be CSA or ANSI approved.
- PPE used must be appropriate for the job and task being performed.

Basic Minimum PPE Required on Site:

- Hard Hats
- CSA Safety-Toed Boots
- Eye Protection
- Hearing Protection
- Hand Protection
- High Visibility Clothing

Additional PPE Based on Task or Area:

- Chemical Suit
- Rubber Boots
- Chemical Goggles
- Rain Suit
- Coveralls
- Harness
- Gas Detection Monitor
- Radio

MILLAR WESTERN

Millar Western Forest Products Ltd.
Whitecourt Pulp Division

Prohibited Attire in Operational Areas

Applies to all areas on site except office areas

- Garments with hoods or drawstrings
- Metal or dangling jewelry
  - including necklaces and bracelets
  - excluding watches with non-conductive bands
- Unsecured long hair or facial hair
  - Must be secured or confined if extending past shoulder length

Access Requirements for High-Risk H_2S Zones

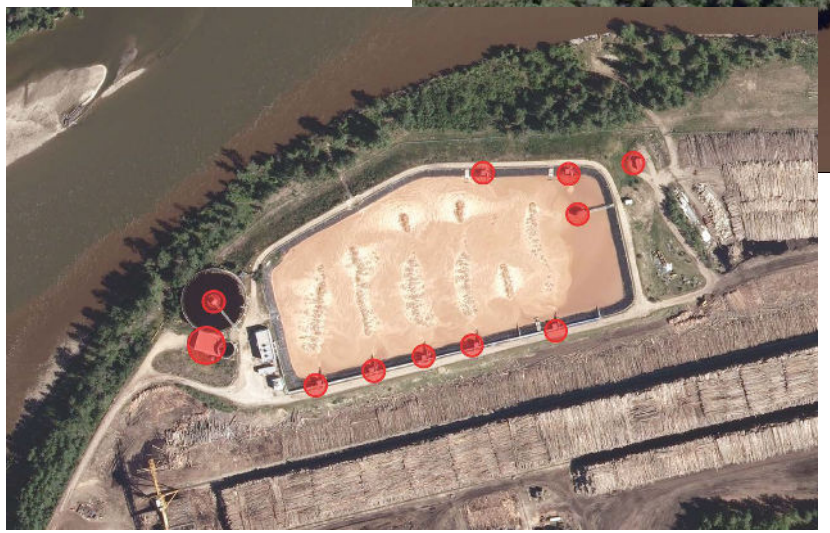
You must have the following before entering specific areas:

- Valid H_2S Alive training
- A current respiratory fit test
- Be clean shaven (for respirator use)
- Carry a two-way radio
- Carry a personal gas monitor that has been bump tested the same day

Applies if you are working in any of the following areas:

- BEP Area, including the DAF Feed Pump Building
- Cooling Pond, including the Cooling Pond Building
- Biobasin, including:
  - Pump houses: 251-210, -211, -212, -213, -214, -215, -216, -250, and Fantasy Island
  - 251-218 Building
  - Secondary Clarifier and Secondary Clarifier Building
- Sludge Press Room

👉 All individuals must sign in to the “High-Risk H_2S Zone” category on the sign-in/out station before entering any of the above areas.



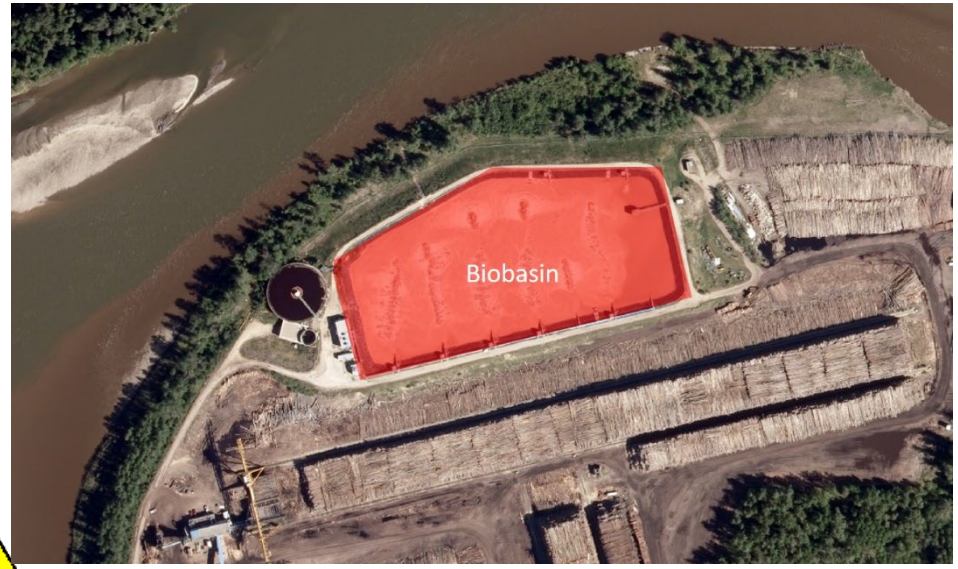
MILLAR WESTERN

Millar Western Forest Products Ltd.
Whitecourt Pulp Division

H2S Awareness Training Required

H2S Awareness training is REQUIRED if working in the following areas:

- Chem Prep Basement
- Biobasin:
  - Biobasin roadway
  - Blower buildings



Millar Western Forest Products Ltd.
Whitecourt Pulp Division

Personal Monitors

- Personal Gas Detection Monitors can be found at the sign-in/out station located on 2nd Floor outside of administrative offices – Door 13 (PPE required)

Millar Western Forest Products Ltd.
Whitecourt Pulp Division

Personal Monitors

- Personal Gas Detection Monitors can be found at the sign-in/out station located on 2nd Floor outside of administrative offices – Door 13 (PPE required)
- To check if a monitor has been bump tested:
  - Find the serial number
  - Locate it on the docking station computer
  - Double click to open the pop up menu
  - Select the Bump Test tab and select the Show Last button
  - Review the results from the most recent test to ensure they have passed that day. If they have not, get a new monitor and let your site contact know
  - If it has not been bump tested that day, put it in the docking station to perform the bump test and obtain another monitor
- If your monitor goes off, let your site contact know

MILLAR WESTERN

Millar Western Forest Products Ltd.
Whitecourt Pulp Division

Incidents

- Tracking incidents is an important part of our safety program
- Be sure to report any incidents such as, near misses, spills, identification of hazards or property damage no matter how minor, to your Site Contact.
- Advise your Site Contact of any sized spill so it can be evaluated and dealt with properly
- Any hazardous products brought with you on site is your responsibility. All hazardous waste you generate, you must remove.

Hazard Assessments

- A hazard assessment is the key tool used to identify the steps required to complete the work and develop an understanding of the existing potential hazards being introduced into the workplace. Hazard assessments already on file should be used for reference.
- A walk through of the work area is required to be performed prior to the hazard assessment occurring so that all involved in the work understand the location of safety equipment and where egress routes are located.
- All work being performed by Contractors must have a hazard assessment completed by individuals who are familiar with, and participating in, the work processes and methods being used, as well as, MWFP employees who understand the hazards in the area where the work will be performed.

Field Level Hazard Assessment (FLHA) / Pre-Job Checklist

- **Complete Before Starting Any Task**

  A FLHA or Pre-Job Checklist must be filled out prior to beginning any work.

- **Use Provided Form if Needed**

  If your company does not have its own FLHA/PJP form, you are required to use the provided one.

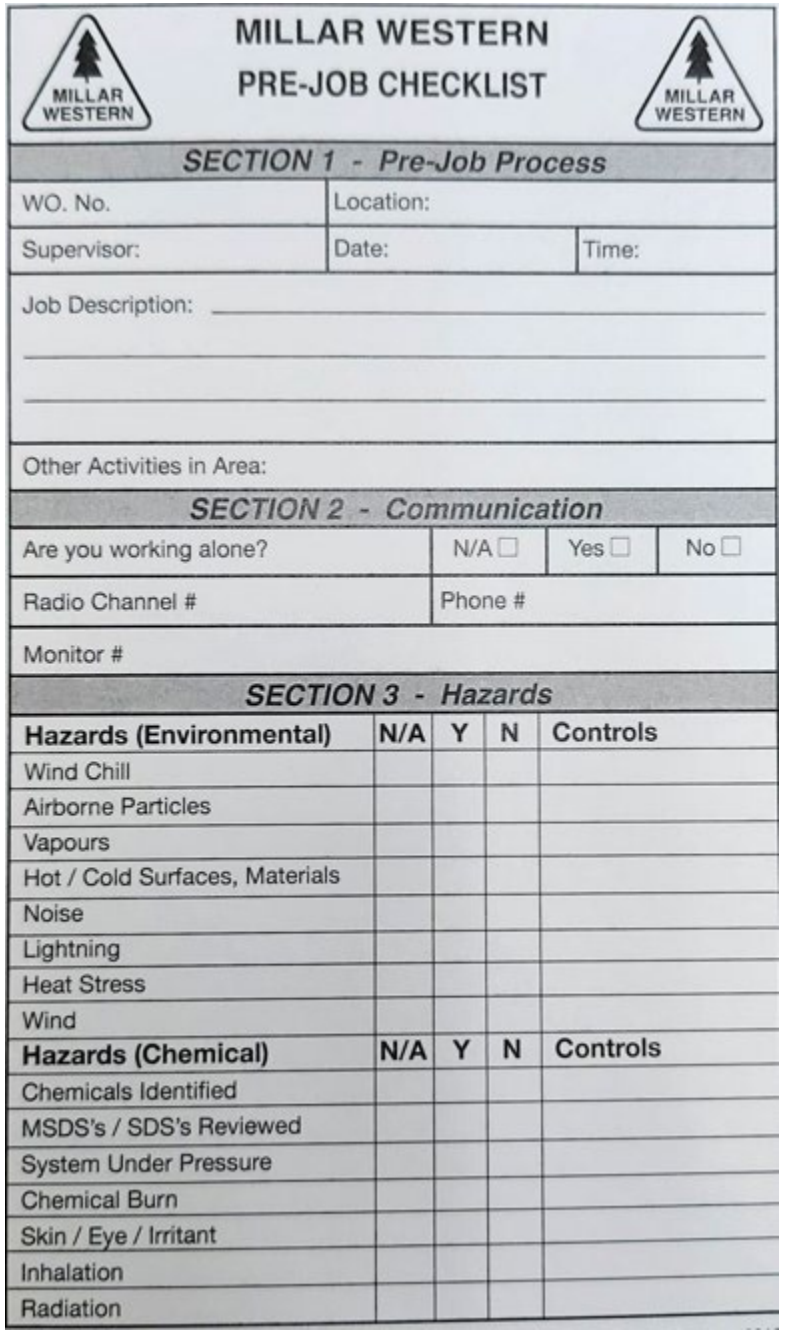
  ➤ Ask your Site Contact for a copy.

- **Purpose of the FLHA / PJP**

  The FLHA/PJP is used to identify any new or changed hazards since the initial Hazard Assessment.

  Common changes include:

  - Shifts in environmental conditions
  - New work activities starting nearby (above, below, or adjacent)
  - Leaks or spills from equipment



MILLAR WESTERN

MILLAR WESTERN

PRE-JOB CHECKLIST

MILLAR WESTERN

SECTION 1 - Pre-Job Process

WO. No.	Location:	
Supervisor:	Date:	Time:

Job Description: _____

Other Activities in Area:

SECTION 2 - Communication

Are you working alone?	N/A ☐	Yes ☐	No ☐
Radio Channel #	Phone #		
Monitor #			

SECTION 3 - Hazards

Hazards (Environmental)	**N/A**	**Y**	**N**	**Controls**
Wind Chill				
Airborne Particles				
Vapours				
Hot / Cold Surfaces, Materials				
Noise				
Lightning				
Heat Stress				
Wind				
Hazards (Chemical)	**N/A**	**Y**	**N**	**Controls**
Chemicals Identified				
MSDS's / SDS's Reviewed				
System Under Pressure				
Chemical Burn				
Skin / Eye / Irritant				
Inhalation				
Radiation				

MILLAR WESTERN

Millar Western Forest Products Ltd.
Whitecourt Pulp Division

Field Level Hazard Assessment (FLHA) / Pre-Job Checklist

1. STOP – ANALYZE – PLAN
    - Meet with all workers involved to review the full scope of the task from start to finish.
    - Inspect the worksite and discuss site-specific conditions that may affect the job.
2. Complete the Pre-Job Plan (PJP)
    - Fill out all applicable sections to identify potential risks and hazards related to the task.
    - Use the checklist and conduct a site-specific hazard assessment.
3. Identify and Assess Hazards
    - Walk the site and note any hazards—both from the checklist and additional ones observed.
    - If unsure about any potential hazards, consult the Site Contact for guidance.
    - All workers involved must participate in hazard identification and assessment.
4. Implement Hazard Controls
    - For every hazard identified in the PJP, appropriate controls must be established and in place before work begins.

Field Level Hazard Assessment (FLHA) / Pre-Job Checklist

Review & Acknowledgement

- Once all hazards are assessed and controlled, review the PJP with all workers involved.
- Each worker must sign and print their name to confirm:
  - Hazards have been identified
  - Controls are in place
  - They understand and accept the safety measures

Changes in Work Conditions

- If conditions, hazards, or scope of work change:
  - Stop work immediately
  - Reassess the task
  - Notify your Site Contact

Adding New Workers

- The PJP holder is responsible for:
  - Reviewing hazards and controls with new or replacement workers
  - Allowing time for new workers to assess the site
  - Collecting names and signatures for acknowledgement

Uncontrolled Hazards

- If any hazards remain uncontrolled,
  - ➤ Work cannot proceed
  - ➤ A safe work plan must be developed with the Site Contact

Completion and Retention

- The PJP remains valid until the task is complete or the shift ends
- At the end:
  - Submit the PJP to the Site Contact
  - The Site Contact will review and retain the document as per Alberta OH&S regulations

MILLAR WESTERN

Millar Western Forest Products Ltd.
Whitecourt Pulp Division

Permits

Contractor Safe Work Permit (FCD-0633)

- Permit Overview
- Required for all contractor activities
- Remains active for the entire work scope (does not expire each shift)
- Outlines:
    - Plans to eliminate/control hazards
    - Confirmation that contractors are qualified and competent

Contractor Responsibilities

- Before Work Begins
    - Review the Safe Work Permit with the Site Contact
    - Sign off (Page 2) once work scope and hazard controls are understood
    - Confirm all required permits and energy control measures are in place
- Contractor Personnel Must:
    - Review, understand, and sign the Safe Work Permit (Page 2)
    - Be familiar with:
        - Emergency equipment locations
        - The site emergency contact person

Worksite Requirements

- Keep the following at the worksite and available for auditing:
    - Contractor Safe Work Permit
    - Supporting reference documents
    - PJP / FLHA forms

Changing Conditions

- If hazards or scope of work change:
    - Stop work immediately
    - Notify the Site Contact before proceeding

Permits

Other Required Permits

Special Work Requires Internal Permits

Before beginning any of the following tasks, appropriate internal permits must be issued:

- Lockouts
- Hot Work
- Confined Space Entry
- Ground Disturbance
- …and other high-risk activities

Permit Issuance

- Only qualified Millar Western personnel are authorized to issue these permits
- Do not begin work until the permit is in place

Additional Requirements

- Hot Work and Confined Space activities require:
  - A review of site-specific safety requirements
  - This must be done with your Site Contact before proceeding

Restricted vs. Confined Space

Restricted Space

- No permit required
- Entry allowed, but exercise caution due to limited access or movement

Confined Space

- Permit required before entry
- Speak with your Site Contact to arrange proper entry procedures

Confined Space Entry Requirements

- All workers must follow:
  - Millar Western's Confined Space Entry Procedure
- This includes:
  - Proper authorization and permits
  - Air monitoring (if applicable)
  - PPE and standby requirements

MILLAR WESTERN

Millar Western Forest Products Ltd.
Whitecourt Pulp Division

Confined Space Entry: Permit & Testing Requirements

Permit & Lockout Documentation

- Space Lockout Sheet must be:
  - Kept with the Confined Space Entry Permit
  - Posted at or near the main entrance to the space

Permit Expiry Conditions

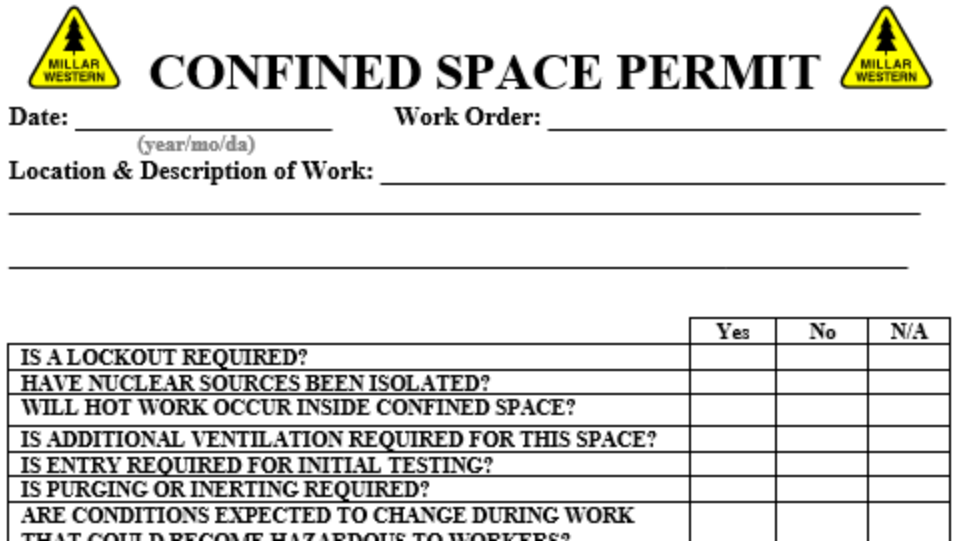
- Permits automatically expire under the following conditions:
  - At shift change
  - During an emergency evacuation
  - Upon job completion

Atmospheric Testing Requirements

- Gas Testing
  - Testing must be done at least every 4 hours
  - Also required:
    - After the space is left unattended
    - If conditions change

Documentation

- All test results must be recorded directly on the permit



CONFINED SPACE PERMIT

Date: _____ **Work Order:** _____
(year/mo/da)

Location & Description of Work: _____

_____

_____

	Yes	No	N/A
IS A LOCKOUT REQUIRED?			
HAVE NUCLEAR SOURCES BEEN ISOLATED?			
WILL HOT WORK OCCUR INSIDE CONFINED SPACE?			
IS ADDITIONAL VENTILATION REQUIRED FOR THIS SPACE?			
IS ENTRY REQUIRED FOR INITIAL TESTING?			
IS PURGING OR INERTING REQUIRED?			
ARE CONDITIONS EXPECTED TO CHANGE DURING WORK			

Millar Western Forest Products Ltd.
Whitecourt Pulp Division

Confined Space Entry: Worker Responsibilities

Before Entering the Space

- Review the Confined Space Entry Permit
  - Understand the hazards, hazard controls, and PPE requirements
- You are responsible for:
  - Signing yourself in/out on both the Space Lockout Sheet and the Confined Space Permit

During Entry: Stay Alert

- Immediately alert the Tending Worker if you:
  - Experience warning signs or symptoms
  - Are exposed to a dangerous or prohibited condition
  - Notice any change in the confined space environment that may require evacuation

CONFINED SPACE SIGN-IN ON NEXT PAGE

Anyone entering the Confined Space must sign in before entering and sign out when leaving the confined space.

Print Name	Initial	Company	Date (YY/MM/DD)	Time In	Time out

MILLAR WESTERN

Millar Western Forest Products Ltd.
Whitecourt Pulp Division

Tending Worker Responsibilities (Safety Watch)

Before and During Entry

- Ensure the Confined Space Entry Permit is complete and up to date
- Confirm:
  - All entrants have placed personal locks
  - All entrants have signed in/out correctly
- Ensure all signage and paperwork are clearly visible at the entry point

While Workers Are Inside

- NEVER leave the space while workers are inside
- NEVER enter the space unless:
  - You are trained and competent in confined space rescue
  - A second Safety Watch is present
- Maintain verbal and visual contact at all times (without breaking the plane)Keep the area outside the space clear of obstacles

Atmospheric Testing & Emergency Readiness

- Track the time of the next atmospheric test
  - Provide 30-minute notice to the ERT member
- Carry a radio and ensure you know how to operate it
- Be prepared to direct emergency responders by knowing the exact location of the space

When the Space Becomes Unattended

- Once all workers have exited and no one is monitoring:
  - Post a "Do Not Enter" sign at the entrance immediately

MILLAR WESTERN

Millar Western Forest Products Ltd.
Whitecourt Pulp Division

Hot Work Permit & Equipment Guidelines

Contractors performing hot work must be aware of the hot work requirements including permitting, housekeeping, prep and after job watch requirements.

Permit Handling

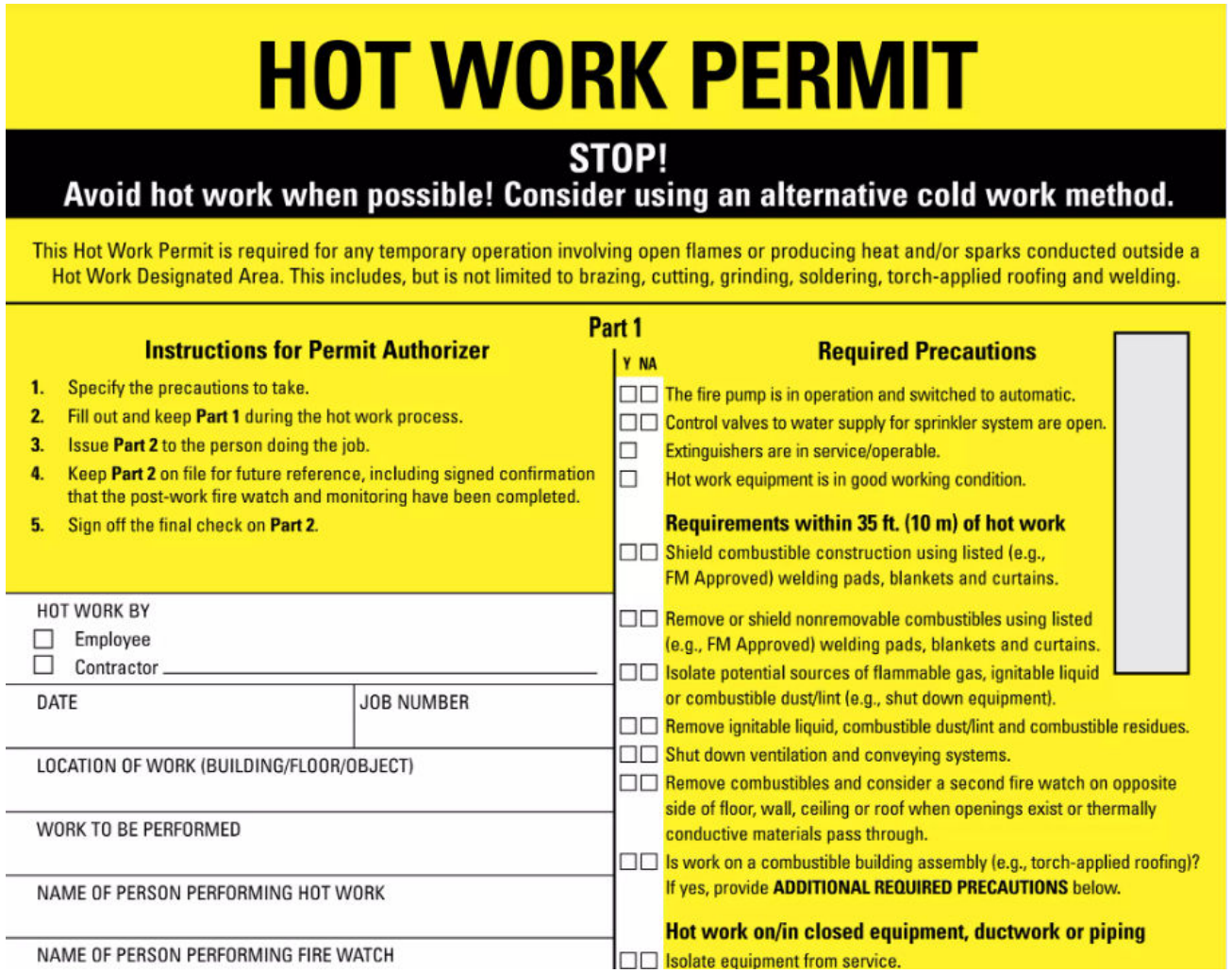
- Permits are available upon request
- They will be completed by a Millar Western employee
- Permits expire at the end of each shift

Posting & Field Copies

- Must be clearly posted in the work area
  - If relocation is required, inform the ERT
- The field copy must remain on-site at its original posted location
  - Collected by ERT after final spot checks

Hot Work Extinguisher Return

- After 1 hour of continuous fire watch post-hot work:
- Return extinguishers to their storage location
  - Under the stairs by Door #15



HOT WORK PERMIT

STOP!
Avoid hot work when possible! Consider using an alternative cold work method.

This Hot Work Permit is required for any temporary operation involving open flames or producing heat and/or sparks conducted outside a Hot Work Designated Area. This includes, but is not limited to brazing, cutting, grinding, soldering, torch-applied roofing and welding.

Part 1

Instructions for Permit Authorizer

1. Specify the precautions to take.
2. Fill out and keep **Part 1** during the hot work process.
3. Issue **Part 2** to the person doing the job.
4. Keep **Part 2** on file for future reference, including signed confirmation that the post-work fire watch and monitoring have been completed.
5. Sign off the final check on **Part 2**.

HOT WORK BY
☐ Employee
☐ Contractor _____

DATE | JOB NUMBER

LOCATION OF WORK (BUILDING/FLOOR/OBJECT)

WORK TO BE PERFORMED

NAME OF PERSON PERFORMING HOT WORK

NAME OF PERSON PERFORMING FIRE WATCH

Required Precautions

Y	NA	
☐	☐	The fire pump is in operation and switched to automatic.
☐	☐	Control valves to water supply for sprinkler system are open.
☐		Extinguishers are in service/operable.
☐		Hot work equipment is in good working condition.

Requirements within 35 ft. (10 m) of hot work

☐	☐	Shield combustible construction using listed (e.g., FM Approved) welding pads, blankets and curtains.
☐	☐	Remove or shield nonremovable combustibles using listed (e.g., FM Approved) welding pads, blankets and curtains.
☐	☐	Isolate potential sources of flammable gas, ignitable liquid or combustible dust/lint (e.g., shut down equipment).
☐	☐	Remove ignitable liquid, combustible dust/lint and combustible residues.
☐	☐	Shut down ventilation and conveying systems.
☐	☐	Remove combustibles and consider a second fire watch on opposite side of floor, wall, ceiling or roof when openings exist or thermally conductive materials pass through.
☐	☐	Is work on a combustible building assembly (e.g., torch-applied roofing)? If yes, provide **ADDITIONAL REQUIRED PRECAUTIONS** below.

Hot work on/in closed equipment, ductwork or piping

☐	☐	Isolate equipment from service.

MILLAR WESTERN
Millar Western Forest Products Ltd.
Whitecourt Pulp Division

Lockout Procedures for Contractors

Who Performs Lockouts?

- Lockouts are conducted only by qualified Millar Western employees
  - These individuals are trained in energizing/de-energizing equipment and open process lines
- Contractors are NOT permitted to perform the initial lockout

Lock Use Guidelines

- Contractors are not allowed to use personal locks on Millar Western equipment
- Exceptions:
  - Specialized electrical contractors may use their own locks if:
    - Locks are clearly labeled with:
      - Name
      - Company Name
      - Contact Phone Number

Lockset Sign-Out Process

- All other contractors must:
  - Sign out a Millar Western lockset from the lock cabinet
    - Located beside the planner offices in Stores
  - Log the information in sign-in/out station during sign-in

MILLAR WESTERN
Millar Western Forest Products Ltd.
Whitecourt Pulp Division

Lockouts – General Rules

Lockout/Tagout Safety Rules

- Applies to Everyone
  - These procedures apply to all employees and contractors

Lockout Requirements

- All equipment and systems must be isolated and locked out before any work begins
- Do NOT trade locks or keys with others
- Only remove your own lock — never remove someone else's

End of Work Protocol

- Remove your lock at the end of your shift or when the job is complete — whichever comes first

Electrician-Only Equipment

- Starters that require an electrician to operate will be clearly marked

Lockout Verification Checklist

Before Starting Work

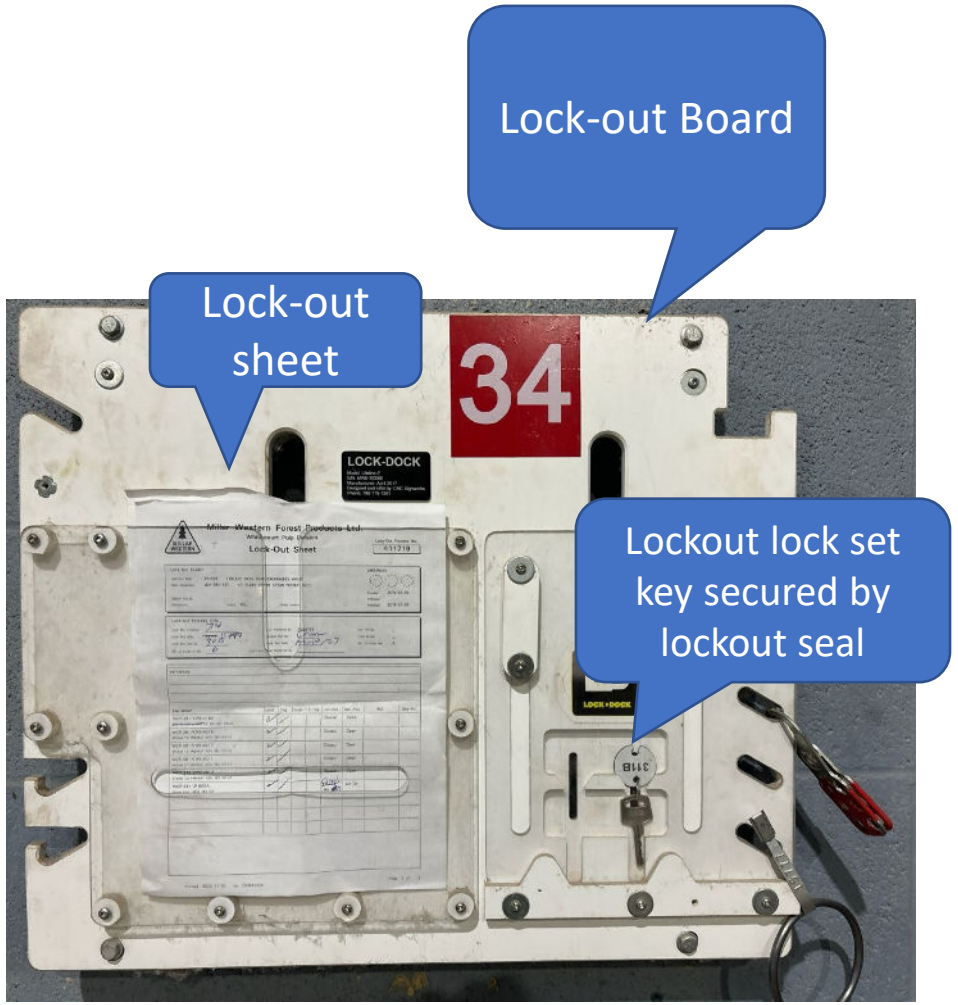
- Match the seal number with the number documented on the lockout sheet
- Verify the key number matches the lockset used
- Clearly print your name, time, and full lockset number
  - e.g. write “14A” — not just “14”

Lockout Validation

- Ensure a bump check / test start is documented
- Confirm second person verification is complete

Important Reminders

- Do NOT work under any lockout where the above items do not match or are incomplete
- The first person locking out must verify the bump test
- Anyone locking out afterward may request a bump test before work begins
- Once work begins, no further bump checks are allowed
  - Unless all individuals signed onto the lockout sheet are directly involved



Millar Western Forest Products Ltd.
Whitecourt Pulp Division

Lockouts: Incomplete Work & Department Locks

If the Job is Incomplete

- Remove your personal lock
- A Millar Western Site Contact must apply a department lock with an explanation tag
  - Contractors are NOT permitted to install or remove department locks

Lockout Safety Rules

- NO work is to be performed under the protection of a department lock only
- The last hole on lock boards is reserved for a scissors clamp

Reporting Non-Conformance

- Immediately notify your Site Contact or Supervisor
- Complete a Near Miss Report for any lockout-related issues or concerns

MILLAR WESTERN
Millar Western Forest Products Ltd.
Whitecourt Pulp Division

Pedestrian and Mobile Equipment Safety

Right of Way Protocol

- Assume the other has the "right of way“
- Always stop, acknowledge, and communicate your intended safe path before proceeding
- Railway traffic has the right of way at all rail crossings

Pedestrian Walkways

- Use designated pedestrian walkways where available
- Pedestrians must stay alert for vehicular traffic at all times
- If leaving the walkway, notify the equipment operator using:
  - A radio or direct communication
  - Include reason and duration of the activity

Safety Distances

- Always maintain safe distances between pedestrians and moving mobile equipment
- Stay out of blind spots and be vigilant when no protective barriers are present

Mobile equipment	Minimum safe distance to maintain
Light Vehicles, Lift Trucks, Elevated Work Platforms, Mobile Cranes (<10 tons)	2 m (6.6 ft)
Loaders, Heavy Duty Vehicles	10 m (33 ft)
Multi Docker	45 m (148 ft) [From the cab]
Others not mentioned above	10 m (33 ft)

MILLAR WESTERN

Millar Western Forest Products Ltd.
Whitecourt Pulp Division

Pedestrian and Mobile Equipment Safety Protocols

Man Doors (Designated Passageways)

- Pedestrians must use man doors throughout the mill site when moving between areas
- Roll-up (overhead) doors are for mobile equipment only
- Exceptions may be made when:
  - Moving heavy or awkward equipment (e.g., tool boxes, welding machines, carts)
  - No man door is available

Warning Horns & Beepers

- All Millar Western mobile equipment is equipped with backup beepers — listen for audible warnings
- Mobile equipment operators are required to sound their horns before passing through roll-up doors

Approach Safety Lights

- Clamp trucks and loaders are equipped with approach warning lights
  - Watch for these lights to indicate when mobile equipment is approaching

Restricted Pedestrian Access Areas

High-Risk Areas

- Certain areas of the mill present **increased risk** to pedestrians due to:
  - Location
  - Visibility
  - High volume of mobile equipment traffic

Identified Restricted Areas

- Warehouse and Finishing Line:
  - Outside designated pedestrian walkways
  - Restricted access unless both lines are down
- Chip Pad
- Sludge Bunkers

Millar Western Forest Products Ltd.
Whitecourt Pulp Division

Restricted Pedestrian Access Area Requirements

Communication & Acknowledgement

- Before entering a restricted pedestrian access area:
  - Communicate with mobile equipment operators in the area
  - Inform them of:
    - Location, reason, and duration of your activity
    - Exit intent when work is complete
- Use radio or direct verbal communication to ensure clarity
- Access may be denied if safe entry is not possible due to equipment activity

Maintenance Activities in Restricted Areas

- Workers must delineate the area with appropriate barricades or implement alternative safety controls if minimum safe distances cannot be maintained
- Mobile equipment operators must seek authorization before entering delineated areas

MILLAR WESTERN

Millar Western Forest Products Ltd.
Whitecourt Pulp Division

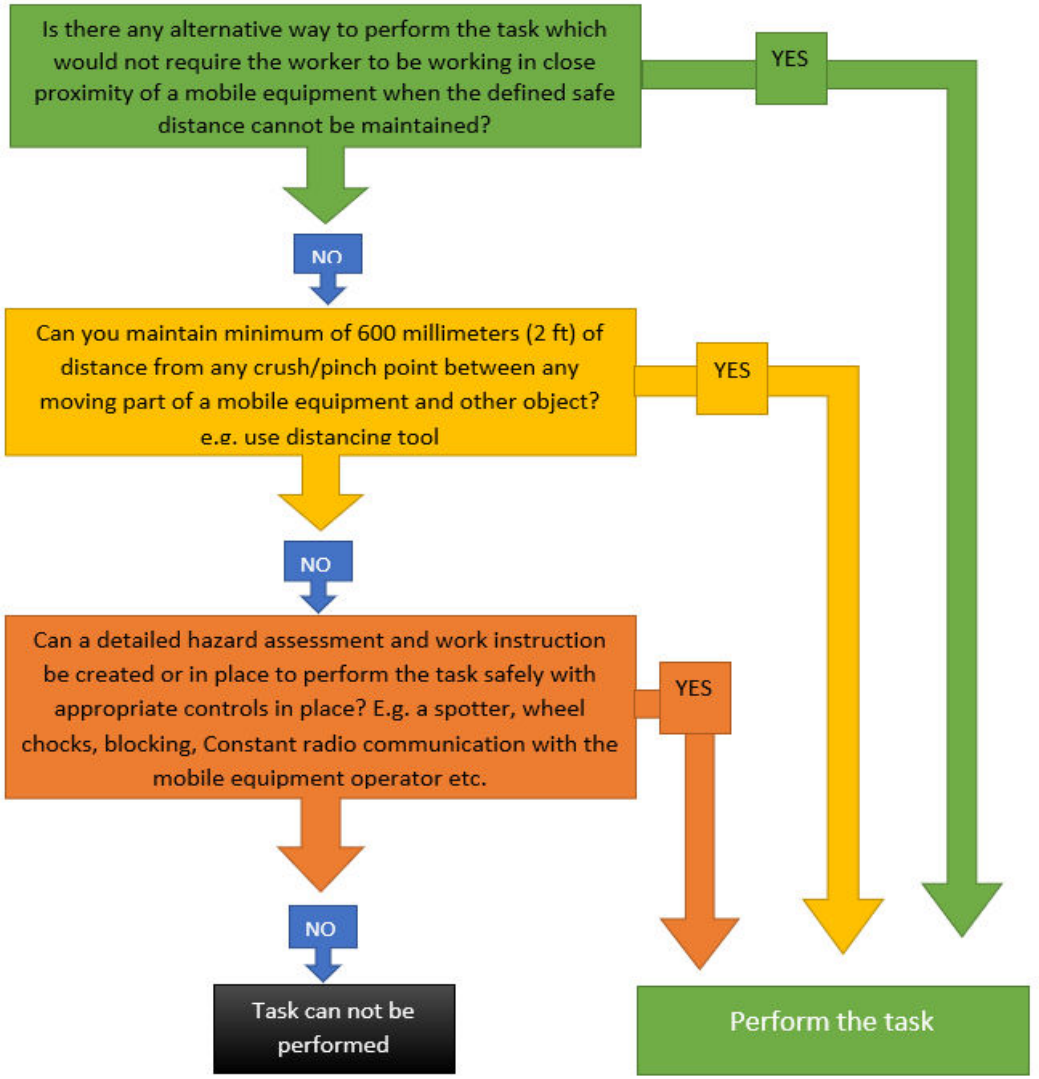
Pinch/Crush Point Safety Requirements

When Danger of Pinch/Crush Points Exists

- If a task requires a worker (Millar Western employee or contractor) to work close to mobile equipment:
  - When the defined safe distance cannot be maintained
  - There is a potential for the worker to be caught between a moving part of the equipment and another object

Required Safety Protocols

- Follow specific safety procedures to protect workers from pinch/crush hazards (outlined in your safety plan or procedures)
- Ensure proper communication with mobile equipment operators about the task and its duration
- Utilize spotters, barriers, or additional controls to ensure safe distances and work zones



Millar Western Forest Products Ltd.
Whitecourt Pulp Division

Working from Heights: Safety Requirements

Examples of Working from Heights

- Aerial Lift
- Boom Lift
- Scissor Lift
- Ladder (greater than 3 meters)

Worker Responsibilities

- Comply with Fall Protection Procedures
- Fall Protection Training is mandatory
- Workers must be trained in the safe use of fall protection systems before starting work

Fall Protection Plan

- A Fall Protection Plan is required if:
  - Fall hazard exceeds 3 meters
  - Guardrails are not present
- The plan must be available at the worksite and reviewed prior to work commencement

Millar Western Forest Products Ltd.
Whitecourt Pulp Division

Equipment Requirements: Worker Responsibilities

Tools & Equipment

- Workers are responsible for their own tools and equipment, including:
  - Ladders (minimum 300 lbs load rating)
  - Safety equipment
- All equipment brought to site must be clearly identified
- For specialized equipment, consult with your Site Contact for requirements

Aerial Lift Equipment

- Only certified competent individuals are authorized to use aerial lift equipment
- All contractor-owned or rented equipment must have engineered anchor points for tie-off

Fall Protection

- Fall arrest or fall restraint protection is mandatory for all workers operating or working from aerial platforms
- If these requirements cannot be met, consult your Site Contact for further direction

Overhead Power Lines Safety

Power Line Specifications

- There are 138 kilovolt power lines on site

Minimum Distance

- Maintain a minimum 4-meter distance in all directions from overhead power lines

Flagging, Barricading & Scaffolding Requirements

When to Barricade or Flag

- Required for:
  - **Falling object hazards**
  - **Open holes or trenches**
- Must include a **barricade information tag**:
  - **Date**
  - **Name of person who placed it**
  - **Reason for the barricade**

Supplies & Removal

- Supplies (ribbon, tags, barricades) available at **Stores – Door 11**
- Remove all barricading **after work is complete** or the **hazard is eliminated**
- Store materials **properly**

Ribbon Usage Guide

- Yellow Ribbon = *Caution – Proceed with care*
- Red Ribbon = *Danger – Do not enter unless working in the area*

Scaffolding Tag Requirements

- All scaffolds must be tagged
- Do NOT use if:
  - No tag is visible
  - Tag date has expired
- Report untagged or expired scaffolding to the your Site Contact or Lockout Table

MILLAR WESTERN

Millar Western Forest Products Ltd.
Whitecourt Pulp Division

Housekeeping Expectations

Why It Matters: Diligent housekeeping is critical for reducing incidents and maintaining a safe worksite

Daily Expectations

- Keep work areas clean and free of obstructions
- Clean up tools, equipment, and materials
- Store items properly when not in use
- At the end of each day, leave the area tidy and secure

Waste Disposal Responsibilities

- Dispose of all waste in approved bins
- Ask your Site Contact for exact bin locations

Designated Bin Types:

- Recycling
- Metal
- Wood
- Waste Oil
- General Garbage

MILLAR WESTERN

Millar Western Forest Products Ltd.
Whitecourt Pulp Division