



**DATE: 1-2-2017**  
**FROM: PCA Tomahawk Mill – Safety Department**  
**TO: Contracting Company**  
**SUBJECT: Tomahawk Mill – 2017**

As we look forward to your arrival to the Tomahawk Mill, Please take the time to review the attached information.

***Tomahawk Mill Contractor Safety Video***

This orientation provides a description of practices and policies that our contractors are expected to follow and is required every year. Questions should be directed to either the Contractor Personnel Guide or your PCA Contractor Representative. In order to minimize congestion on site we suggest that you watch this video at your convenience before arriving to our site. Contractors who do not have an opportunity to fulfill this requirement can do the orientation on site upon arrival. This video is available at this link:

<https://millstraining.packagingcorp.com/MillsTrainingVideos/Tomahawk/>

**The password is TOMSAFETY**

***Tomahawk Mill Contractor Safety Quiz Form***

The Contractor Safety Quiz form is also available at the link provided above. Please print as many copies as necessary as each contractor employee entering the PCA Tomahawk Mill will need to fill one out and have it on file at the Tomahawk Mill. All completed forms shall be submitted to PCA Tomahawk Mill Security. This expires at the end of every year.

The registration forms can be turned into PCA Tomahawk Mill Security upon your arrival or returned one of the following ways:

| <b>Mail</b>  | <b>Email</b>                        | <b>Fax</b>                                     |
|--|-------------------------------------|--|
| <b>PCA Tomahawk Mill<br/>ATTN: Cheryl Pudlowski<br/>N9090 County Road E<br/>Tomahawk, WI 54487</b> | <b>cpudlowski@packagingcorp.com</b> | <b>Attn: Cheryl Pudlowski<br/>715-453-0499</b> |

***Parking***

The contractor parking area is the only place that contractor personal vehicles may be parked.

Utility vehicles may be allowed to park vehicles inside of the mill gates if determined necessary by your project manager. If deemed necessary a parking pass will be given to the vehicle driver upon entry.

Any other vehicle use in the mill will be on a temporary basis only and are expected to load/unload and be removed as soon as possible; temporary vehicle passes are available from security.



### ***Vehicle Use***

In the contractor orientation video several areas around the facility have been identified as hazardous and require acknowledgement from PCA operators before entering. These areas include the chip slab, warehouses, and the alley between the waste warehouse and PM4 building. If these areas need to be accessed please contact security and they will inform the appropriate PCA personnel.

### ***FR Clothing***

All employees, visitors, and contractors entering the Power, Recovery, and Semi-Chem Areas are required to wear a flame retardant jacket or an equivalent as well as cotton denim pants when in these areas.

### ***High Visibility***

High visibility clothing is required for all jobs taking place outdoors, when traversing the mill north of the Power house area, and anytime that someone enters any of the shipping or waste receiving docks.

### ***Cell Phone Use***

Cell phone use is allowed in the mill, however due to the large volume of traffic (pedestrian and vehicle) in the mill, contracted employees shall not use a mobile device when performing a safety sensitive function, i.e. Fire Watch, Confined Space Attendant, Operating equipment.

Every person at the Tomahawk Mill is expected to be alert at all times when traversing the facility, traversing the facility while attending to your personal devices hinders attention to surroundings and must be avoided.

### ***Tobacco Free***

As of February 1, 2017 the Tomahawk Mill will be a tobacco free workplace, conformance with this policy is mandatory.

Please do not hesitate to contact me with any questions.

**Tony Lechleitner**

**Manager – Employee Health and Safety**

**PCA Tomahawk Mill**

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