

## **NO U-TURNS ON JENSEN ROAD**

- **YOU WILL BE BANNED FROM IP PRATTVILLE IF YOU DO THIS!**
- **THEY HAVE BANNED ONE OF OUR DRIVERS IN THE PAST, DON'T BE THE NEXT ONE.**





Trailer Pool #1

Inbound Scale House

OUR DROP AREA

B-8FSL



**INTERNATIONAL PAPER**  
**Truck Driver Safety Rules**  
**Prattville Mill**



**Standard Truck Driver Rules – Applies to all Drivers**



The use of mobile phones & 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

# PPE REQUIREMENTS

## Prattville Mill

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- Long Pants & Shirt With Sleeves
  - (no shorts, capri, tank tops, or sleeveless shirts)
- Safety Glasses
- ANSI Class II Hi-Visibility Vest/Shirt
- Closed-Toe Shoe
  - (no crocs, sandals, flip flops)
- Hearing Protection
- Hard Hat

# CELL POLICY

## **DRIVERS**

**NO TEXTING  
NO TALKING  
NO EXCEPTIONS**



Use of Blue Tooth type devices, ear buds or non-work related headphones is strictly prohibited within the mill.

The purpose of the cell phone policy is to reduce the risk of work-related accidents/incidents and the loss of mill efficiency caused by using any cellular/handheld electronic device. This policy covers both company-issued and non-company issued (personal) cellular phone/mobile data devices on company premises or in a company car.



**NO DIALING  
NO TEXTING NO TALKING  
WHILE DRIVING**

**PAY  
ATTENTION  
WHILE  
WALKING**



**YOUR  
FACEBOOK  
STATUS UPDATE  
CAN WAIT**

# PRATTVILLE MILL SPECIFIC RULES

## 24/7 Access to Mill

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- NO PASSENGERS – Anyone in vehicle must have CDL
- NO ROLL UP DOORS, NO REFER TRAILERS, AND NOT TRAILERS WITH DOOR WINGS
- TANDEMS NEED TO BE SLID ALL THE WAY TO REAR FOR LOADING – PRIOR TO MILL ENTRY
- DRIVER NEEDS SHIPMENT # (OR TRAILER #) OF LOAD FOR PICK UP
- ALL EMPTY TRAILERS NEED TO COME IN CLEAN
- NOTHING ALLOWED IN BACK OF TRAILER ONCE LOADED
- SEATBELT REQUIRED TO BE ON WHEN OPERATING VEHICLE
- STOP AT CROSSWALKS
- **NO U-TURNS ON JENSEN ROAD**



# PRATTVILLE MILL SPECIFIC RULES

## Continued

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- Asset carrier must have signed interchange agreement with Lazer Spot
- Lightening Warning – If lightening occurs within 5 miles from the mill all outdoor activities stop
  - Driver may or may not hear announcement over the loud speaker(s)
- Tornado Watch – continue working as normal
- Tornado Warning – Stop work immediately and go to safe place
  - Driver may or may not hear announcement over the loud speaker(s)
  - Lazer Spot – jockey service will direct driver to follow them to safe place within the mill with their PPE – Driver will **NOT** be allowed to stay in truck during a Tornado Warning

# Departing the Prattville Mill

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- Driver will be scaled at Outbound Gate – by axel
- When scaling has completed driver will proceed to Outbound Gate attendant with borrowed PPE
- Driver will NOT be allowed to leave mill if overweight on any axel
  - Driver will be sent back to dock for load adjustment
  - After two tried we have the driver put the trailer back into the pool for another driver to try
  - Driver can take another load or leave empty
- Driver will receive paperwork documenting their scaled weights
- Driver will be asked to sign off on this paperwork acknowledging the scaled weights
- Driver will receive final BOL when borrowed PPE has been returned
- Once driver departs mill with signed BOL showing legal scale weight, they will NOT be allowed back to the mill for any load adjustments



# Scaled Outbound Loads

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- Can NOT come back to mill
- Once driver have signed off on legal DOT weights at the outbound gate and departs the mill, they can not come back for a load adjustment
- **Mill Management will NOT allow a legally departed trailer to come back to mill for any type of load Adjustment**