

STANDING COMMITTEE MEETING MINUTES

November 19, 1997

Present:

USC – Claude Weaver, Gene Dixon, George Brajcich, Bill Taylor, Kris Keeler, Dan Duvall, Larry Reandean
MSC - Tom McGuigan, Keith Larson, Frank Walsh, Doug Campbell, Norm Dittrich, Kathlyn Sweet

Agenda:

1. Sickness & Accident Eligibility
2. Eye Protection In The Pulp Dryer
3. Converting Department Safety Rules
4. Maintenance Mill-Wide Safety Rules
5. Kraft Mill Call-In Procedure For Extra Work
6. Shipping Department Progression Reorganization
7. Pay And Time Off For Union Officers On Union-Management Business
8. Assignment Of Napkin/Box Facial Adjusters To Primary Areas
9. Grievances: 97-13, 23, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37

1. Sickness & Accident Eligibility

MSC reviewed an employee's S & A eligibility, and states that the employee did not work the amount necessary to requalify for this benefit. USC feels that the employee has requalified, and will continue to pursue this issue.

2. Eye Protection In The Pulp Dryer

MSC presented an updated policy from Mike Woods (see attached), that includes the Pulp Dryer under the required eye protection policy.

3. Converting Department Safety Rules

MSC asked for input on safety rules (see attached) for Converting Department. USC concerned about the lack of input in creating the safety rules, as some Converting employees have already been given a copy. **Mark Schneider** clarified later that theses had been developed in conjunction with the Converting CORE committee.

4. Maintenance Mill-Wide Safety Rules

MSC presented proposal from Tom McGuigan (see attached). USC will review and discuss at next meeting.

5. Kraft Mill Call-In Procedure For Extra Work

MSC presented policy from Frank Walsh. USC suggested that the procedure be clarified for "extra work" and that if this work can be done on straight time that employees on the "extra work" list (who may not have a full work week) be utilized to do the work. The procedure, as written, will be revised per the above suggestions.

6. Shipping Department Progression Reorganization

MSC stated that the decision has been made to reorganize the shipping department, and will employ four fewer employees. **Norm Dittrich** will ask several hourly employees to help reorganize the job responsibilities in that department.

7. Pay And Time Off For Union Officers On Union-Management Business

USC requests that union members who are on official union-management business (ex: Standing Committee, Wauna Council, Scheduling Committee) be made whole for the pay lost during the period that they are gone, as has been done in the past.

8. Assignment Of Napkin/Box Facial Adjusters To Primary Areas

MSC advised USC that adjusters will soon be assigned and focused to specific pieces of equipment, which will provide the following benefits:

- 1) Adjusters will spend more time in a specific area and consequently they will improve their capability to adjust, trouble shoot and perform change overs.
- 2) Operators and TRs have a single person to contact.
- 3) It will be easier for the head adjuster to find other adjusters.
- 4) It helps the head adjuster and team leader identify areas where the other adjusters need more training.
- 5) Training of new operator adjusters will be done in blocks of equipment as opposed to getting random training on which ever light is answered.

9. Grievances

97-13: USC withdraws this grievance.

97-23: USC resolved per adoption of option #2 on K. Crist's 11-3-97 memo effective 12-01-97.

97-28: USC tabled this grievance pending review of meeting notes.

97-29: MSC agreed to sustain this grievance per the desired settlement.

97-30: USC withdraws this grievance.

97-31: MSC will speak with Nick Nicholson to gather more information and discuss at next meeting.

97-32: MSC will speak with Nick Nicholson to gather more information and discuss at next meeting.

97-33: USC tabled this for further investigation.

97-34: MSC stated that the grievant's schedule was clarified for him. He was not assigned to D crew; he was scheduled as an extra on D crew Monday and Friday and on A crew on Thursday and Friday with Tuesday, Wednesday and Sunday off. He should not have assumed that he was scheduled for five days work during the week. The schedule will be improved to eliminate blank spots to preclude this type of confusion in the future. USC will respond.

97-35: USC referred this grievance to the third step. MSC needs additional facts and details to be able to respond.

97-36: USC tabled for further investigation.

USC believes that there is justification for adding at least one (1) additional relief in the storeroom.
SC to study and respond.

Next Meeting:

December 17, 1997 (Third Wednesday) at 10:00 AM.



NOVEMBER 23 1997

Union Standing Committee

Management Standing Committee

There has been some confusion about whether eye protection is required at the Pulp Dryer. Our original intention was not to require eye protection at the Pulp Dryer because of the absence of chemical exposures in that area. Since then, we have reconsidered our position because of the presence of high pressure hydraulic systems, air borne pulp particles, and various mechanical exposures. We now believe that it is reasonable and prudent to make that requirement effective January 15, 1998 to give employees time to acquire prescription eyewear if that is the desired form of eye protection.

Thanks



November 19, 1997

Fort James Corporation
Wauna Mill
Clatskanie, OR 97016

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EYE PROTECTION AT THE PULP DRYER

There has been some confusion about whether eye protection is required at the Pulp Dryer. Our original intention was not to require eye protection at the Pulp Dryer because of the absence of chemical exposures in that area. Since then, we have reconsidered our position because of the presence of high pressure hydraulic systems, air borne pulp particles, and various mechanical exposures. We now believe that it is reasonable and prudent to make that requirement effective January 15, 1998 to give employees time to acquire prescription eyewear if that is the desired form of eye protection.

Thanks,

Mike Woods

REVIEW

CONVERTING DEPARTMENT SAFETY RULES

- ZERO ENERGY PROCEDURES (hard lock out) will be utilized except for normal production operating tasks where the rules for INTERMEDIATE ENERGY or SAFE STOP apply.
 - a) Intermediate Energy describes a condition where hazardous energy sources have been **eliminated** while maintaining non-hazardous energies to perform required tasks. (i.e. clearing jams at slow speeds, performing adjustments, jogging during thread up, taching, timing, etc.)
 - b) Safe Stop procedures are used with the machine not running and not hard locked out for the purpose of performing minor and/or repetitive work such as clearing jams, inspection, adjustments, set-up, etc. using a two circuit isolation. (i.e. (1) stop button or door switch and (2) the emergency stop button. Note: if the equipment has air, it also has to be dumped.)
 - c) If the machine is running or being jogged you must be protected from the hazards by guarding, or you must use a tool that keeps you out of the danger zone.
 - d) Deviations from this rule, for unique or special situations, requires management approval.
- Keep all guards in place while machine is running.
 - a) Check to insure guarding is in place before relieving or starting any machine.
 - b) If the machine is running or being jogged, people must be protected from the hazards by guarding or they must utilize tools that keep them out of the danger zone.
 - 1) It is permissible to temporarily open or remove guards on operating equipment to improve visibility while inspecting or trouble shooting.
 - 2) It is permissible to temporarily open or remove guards to perform necessary routine or repetitive minor operating tasks and adjustments and other minor servicing activities.
 - 3) It is permissible to temporarily operate without a guard if alternate safe operating procedures have been approved and put in place until the guard can be returned to service.

CONVERTING DEPARTMENT SAFETY RULES

- Do not reach into areas of moving machinery where there are points of operation, pinch points, in-running nips, hot surfaces, or other mechanical hazards that can cause injury. Deviations to this rule require management approval and written SOP's on how the work is to be performed.
- Wear hearing protection in work areas inside the Converting Plant buildings.
- Do not walk on or ride conveyors. Do not step over conveyors, except at designated / approved cross over points.
- Wear eye protection when grinding, drilling, blowing down, driving a lift truck, spraying degreaser, using staple guns or loading a horizontal casepacker.
- Confine long hair (past shoulder length).
 - a) Once confined, hair will not hang past shoulder length.
 - b) This is intended to eliminate the potential of serious injury as a result of a persons hair becoming inadvertently caught in moving equipment.
- Do not "blow down" running machines.
 - a) This is intended to eliminate the potential for people getting hurt during the normal daily scheduled "blow downs" as a result of air hoses getting caught in the equipment or damaging the equipment by inadvertently blowing something into them. Also, there is the potential for contamination of the product.
- Keep glass, ceramic or pottery containers off of the operating floor.
 - a) These materials present a hazard when broken and if some of the pieces are missed when cleaned up they become extremely dangerous during blow down or can potentially get into finished product.
- Follow the Wauna Mill safety rules.

CONVERTING DEPARTMENT SAFETY GUIDELINES

- No person is to run in a careless and hazardous manner or in situations / areas that put them at risk of injury.
 - a) Dust and miscellaneous spills on floors can create dangerous slipping hazards.
 - b) Parts, equipment, supplies, people, stairs, mats and mobile equipment can easily be bumped into or tripped over.
 - c) It is permissible to run when responding to or preventing a serious injury.
 - d) It is permissible to run carefully when a person is well aware of their surroundings and they can safely move to prevent equipment damage or jams. NOTE: this requires the person to use good judgment in assessing the situation.
- Do not leave a loaded hoist unattended, or move a loaded hoist towards someone else.
 - a) The intent is to minimize the time that heavy loads are raised and in a position where serious injuries might result, if there was a mechanical failure of the hoisting equipment.
 - b) The intent is also to prevent a person from being crushed between a moving load and a stationary object or knocked down and crushed by a load being moved.
 - c) It is permissible to leave a parent roll of paper raised no more than six inches off the floor while blow down is occurring.
- When working in and around equipment, be aware of the hazards of loose clothing and jewelry (necklaces, bracelets, watches, rings etc.). Loose or baggy fitting clothing and jewelry can become caught in moving equipment and seriously injure an individual. It's difficult to write rules to adequately cover what is and isn't okay, so management will deal with this on a case by case basis.
- Report unsafe conditions.



FORT JAMES

Wauna Mill Maintenance Safety Rules

1. Follow all posted Mill and Department Safety Rules
2. Wear appropriate Personal Protective Equipment (PPE) as determined by job requirements, equipment requirements or department requirements
3. Understand and follow mill Isolation Lockout and Vessel Entry (PECS) procedures
(Ref. Maintenance Guidelines & Policy Book – B30)
4. Understand and follow mill Ladder Safety policy
(Ref. Maintenance Guidelines & Policy Book – B28)
6. Utilize the Hot Work Permit System
(Ref. Maintenance Guidelines & Policy Book – B11)
7. Understand and follow mill Safety Tape policy
(Ref. Maintenance Guidelines & Policy Book – B26)
8. Understand and follow the Mill/Department Respiratory Protection Policy
(Ref. Maintenance Guidelines & Policy Book – B16)
10. Understand and follow mill policy for Emergency Evacuation
(Ref. Maintenance Guidelines & Policy Book – B25)
11. Report all Accidents and Near Misses immediately
12. Do Not do work which is unsafe
13. ~~Never defeat a safety system (i.e. guard, warning horns or lights, interlocks etc)~~ Drop

Maintenance Isolation Policy

The following rules are the expectations around adhering to the Wauna mill Isolation/Lockout Procedure as they apply specifically to the Maintenance groups.

- All maintenance jobs which require 2 or more hard lockout points require a permit. If you don't have a documented procedure contact your Team Leader before commencing work.
- Operations is responsible for developing and performing and confirming isolation procedures.
- You must use a personal lock - **YOU CANNOT WORK UNDER ANOTHER PERSONS LOCK**
- You must lock out each isolation point unless a lockbox is in use.
- You must document the lock out as required by policy. This includes initialing lockout confirmations and signing the permit when the job is complete.
- Be familiar with all of the steps of the Wauna mill lockout/Isolation process and refer to the procedure when you have questions.

Maintenance PECS Policy

The following rules are the expectations around adhering to the Wauna mill Confined Space Entry procedure (PECS) as they apply specifically to the Maintenance groups.

- All of the following steps must have been complete prior to entering a confined space
 1. A permit constructed and completely filled out
 2. Isolation complete and lockout complete
 3. An initial sniff test completed and documented less than 1 hour old
 4. A qualified trained hole watch with Confined Space radio must be present
- You must document the entry as required by policy. This includes signing in and out during entry and signing the permit when the job is complete.
- You must wear the correct PPE as specified by the permit - including a harness if required.
- You must follow the Hot Work Permit system whenever cutting or welding in a confined space.