

Joint Standing Committee Meeting Minutes
August 22, 2007

USC: Vince Leonard, Curt Ollila, George Brajcich, Larry Reandeau, Mike Ollila

MSC: Maury Shipper, Jill Stein, Shawn Wood

JSC: Both

Grievances: 07-43, 07-44, 07-46, 07-48, 07-81, 07-101, 07-103, 07-104, 07-105, 07-107, 07-110, 07-112, 07-114, 07-115, 07-116, 07-117, 07-118, 07-119, 07-120, 07-121, 07-122, 07-123, 07-124, 07-125

Issues:

1. MSG Department
2. New Policy not going through JSC
3. Crane Operators
4. Steam Plant
5. Safety Meetings/Minutes
6. Box Facial
7. Internal Maintenance Bids
8. Employees Who Are Released for Full Duty
9. Property Protection
10. New Converting Policies
11. Progressive Discipline
12. Proposed Vacation Leveling
13. Change to Journeyman Mechanic Selection Process
14. Crane Inspections Documentation SOP
15. Job Hazard Analysis
16. Employee Health & Safety Third Party Audit
17. Wauna Mill Software Policy
18. Outside Search & Rescue Agencies
19. Holding Job Bids Open for Employees Out on Disability
20. #7 Paper Machine Vacation
21. Shop Steward/New Manager Labor Agreement Training
22. Set Up Hours
23. Bumps
24. PQ&D
25. Severance Packages
26. Rodents
27. Job Analysis
28. Apprentice Bids:

07-43: Call Time not paid for Quarterly Meeting

USC: Settlement from a prior grievance was that the Company will note on the schedule when a meeting is a Quarterly meeting and that no call time is payable. This did not happen. Will take to 3rd Step.

07-44: Trainee Doing Operators Job

USC: Has this grievance been paid?

MSC: Yes.

07-46 Employee Not Scheduled for Weekend Duty.

USC: Requesting that employee be trained so that he can be used for Equipment Operator weekend duty.

MSC: Will discuss with Nils.

07-48: Changes to Vacation Allotment

USC: To 3rd Step

07-81: Improper Call-In

USC: Update?

MSC: Spoke to Doug Lewellen, and he will submit an adjustment for payment today.

USC: Resolved.

07-101: Unitizing Employee Denied Work

USC: Update?

MSC: This was paid on the 7/27/2007 check.

07-103: Failure to Provide Work

USC: Update?

MSC: Will submit for payment on the next scheduled pay cycle.

07-104: Contracting Out

USC: MSC agreed to pay 2 hours Journeyman wages to Local 1097.

MSC: Will submit a check request to accounting for payment.

07-105: Salaried Employees/Labor Pool Displacing Local 1097 Electricians

MSC: Low Voltage Electrical License not needed to change computer cards, but is necessary for running network cable.

USC: Resolved.

07-107: Unjust Discipline

4th
USC: Will take to 3rd Step. The Union doesn't believe that there was a thorough investigation conducted regarding this event.

07-110: Employee not Scheduled to Cover Overtime

USC: Waiting for response.

MSC: Final schedule was already posted. Employee had been scheduled for overtime; therefore, another employee was scheduled to cover for the employee's mate who was on vacation. Employee's overtime was cancelled because change over had occurred early. Employee would not be entitled to the overtime that was worked to cover the mate's vacation.

USC: Will consider it resolved if he is paid a 3 hour Failure to Provide and a Call Time.

07-112: Unjust Discipline

USC: Doesn't feel the grievance has merit. Withdrawn.

07-114: Employees Transferring Out of #4 PM Department

JSC: Under the Memorandum of Understanding dated February 29, 1996 employees waive their seven (7) day transfer rights when bidding to a new department when equipment is being shutdown. Employees can be required to stay in the affected department until the shutdown is complete. The opening will not occur until the employee leaves the department. See Memorandum of Understanding attached.

07-115: #4 Paper Machine Severance Packages

MSC: Severance Packages are non-negotiable.

USC: Grievance withdrawn

07-116: Lost Wages - #4 PM Employee Not Allowed to Transfer

JSC: Sent back to 1st Step.

07-117: Bidding

JSC: resolved

07-118: Overtime Call-In Procedure

MSC: Sent back to 1st Step to be paid.

07-119: Unjust Discipline

MSC: Agrees to remove the discipline. From now on, if an employee gets signed off from an Adjuster or a Supervisor on a product and that product is faulty, the Adjuster or Supervisor will be held accountable.

07-120, 07-121, 07-122, 07-123: #7 PM Contracting Out

USC: No meetings for consideration.

MSC: Related to many other #7 PM Contracting Out grievances. Feels we have went through this before, and have settled the issue surrounding all work related to the #7 PM.

USC: Asked questions regarding the buildings that were put up and if they will be taken down after the #7 PM project is done.

MSC: Yes, these are temporary structures.

USC: Will hold these grievances and will consider them resolved if the structures come down after the project is complete.

07-124: Employees Scheduled for Unreasonable Amount of Overtime

USC: Concerned about the amount of overtime employees are continuing to work especially in the Steam Plant area where they need to be fresh and alert. If this does not change we could have a serious incident occur. We are concerned that even though we are bringing on new employees it will still take awhile to get people trained up to get the department fully staffed. When we agreed to go to the compressed work week, we never dreamed that we would be working this many days without a day off. Specific to this grievance we request that if the company is going to schedule employees to work week after week with no days off that you would pay day shift the same as you do nights.

MSC: Need to discuss with Frank and Nils and respond.

ISSUES:

1. MSG Department

JSC: The only thing that remains from the MSG department is grandfather rights to the jobs on the old ladder. Other than that, the MSG department has been totally dissolved. Grandfather rights only apply to permanent openings. They do not apply to vacation move-ups.

2. New Policy not going through JSC

USC: Employees were told if they did not follow the new crane policy they will be disciplined. This new policy has not gone through the JSC, nor has it been communicated to the employees. Also, employees have not been trained.

MSC: Working on getting all employees trained on the policy and procedures. This is an OSHA regulation.

USC: New policies should be brought before the JSC and once reviewed, they should be posted. All policies should be reviewed and updated if necessary.

3. Crane Operators

MSC: Passed out the revised Memorandum of Agreement.

USC: Made suggested changes.

MSC: Will take back to Ross and Nils for final update.

4. Steam Plant

USC: Four jobs have been posted and have not been filled for over a year. Also Eric Schimmel has taken a bid, and they are asking for a time extension to hold him because the Steam Plant is short staffed. The Union will agree to extend, but we want these jobs filled.

5. Safety Meetings/Minutes

USC: Each department should be able to provide copies of minutes from all safety meetings. When we come up against an OSHA inspection the hourly employees are called to duty to clean up a lot of issues that arise out of an OSHA inspection. Otherwise safety doesn't seem to be a true priority. Safety action items are not followed up on. It seems that the only thing that is receiving attention is OSHA related paperwork, but the employees themselves are not receiving the safety related guidance and help. SAC and West Side Safety Committees are not getting assistance from Management. Management is not attending the meetings (with the exception of a few).

MSC: Believes that safety is important and needs to be our top priority. Likes to see the passion for safety from the Union. We understand that there are gaps that need to be closed, but you have the support of the MSC. We will encourage more salaried participation in safety committees.

USC: Believes that we were more successful at sharing safety wins and losses during the Wauna Council meetings and how we can do things better. We need to bring this back around.

6. Box Facial

USC: It has been reported that employees are being scheduled for 16 hour shifts.

MSC: We have gone to 3 shifts in Box Facial. BF will be working a 5 day week. We may have some overtime because a couple of people are out on medical leave. Will work 12 hour shifts if this happens.

7. Internal Maintenance Bids

JSC: Wants it to be clarified that when bidding on any permanent shift maintenance positions, this will be done on maintenance seniority, not mill seniority.

8. Employees Who Are Released for Full Duty

USC: Employees who are released to full duty need to be returned to full duty or be made whole.

9. Property Protection

USC: Open positions need to be posted. Second issue is that Mark Simonsen has been working in a supervisory position for quite some time.

MSC: We have received approval to add a Property Protection Supervisor position. The Property Protection Supervisor will have responsibility for PEO, Fire Hall, Mill Security, and Grounds Maintenance.

USC: Also Property Protection Technicians are still working under a T-Rate. This needs to be reviewed and sent to job analysis for a permanent rate.

10. New Converting Policies

MSC: Handed out new policies regarding Machine Guarding and Reading on the Operating Floor, see attached.

USC: Questioned where the designated break areas are.

MSC: Will clarify where reading can occur and when.

11. Progressive Discipline

MSC: Employees who have discipline under multiple infraction areas will receive progressive discipline for any discipline issue regardless of what the infraction was about.

USC: Wants to make sure that those who currently have discipline will not have their discipline stacked.

MSC: Will start with the highest level of discipline and proceed from there.

12. Proposed Vacation Leveling

USC: Feels that if we have enough people to run the machines we would not have to resort to stricter vacation leveling guidelines. Junior people will never get a vacation in the summer. Should be thinking of hiring summer pool employees to help relieve for vacations in the summer. Wants to wait until next vacation year to start this new policy.

MSC: This has been discussed at prior meetings and the Union had requested that we wait until at least September to implement. We are informing you today that this will go into affect in September.

USC: Does not agree.

13. Change to Journeyman Mechanic Selection Process

MSC: Handed out changes to policy.

USC: Would like to see journeyman volunteer to do the Lube Mechanic work, rather than have it be assigned.

MSC: We will do that if we can get enough to volunteer.

14. Crane Inspections Documentation SOP

MSC: Handed out new policy

15. Job Hazard Analysis'

MSC: Handed out new policy regarding where JHA's will be stored on the computer.

USC: Wants to make sure that this is communicated to the employees.

16. Employee Health & Safety Third Party Audit

MSC: Happening the week of September 10, 2007. Will see a lot of activity here in the mill.

USC: Safety coordinators should be assigned to help this group, also SAC committee members if needed.

17. Wauna Mill Software Policy

MSC: Passed out and reviewed. See attached.

USC: Should be shared with hourly employees and posted in all departments.

18. Outside Search & Rescue Agencies

MSC: How can we support this?

USC: Suggests that the employee should get documentation stating that they were away from the mill performing S&R operations, and upon receiving this documentation the employee will be made whole for time missed.

JSC: Agrees. Believes we should support these types of activities.

19. Holding Job Bids Open for Employees Out on Disability

MSC: Holding position open for employees out on disability are causing a hardship to the company and the affected departments.

USC: We understand the problems and would look at this on a case-by-case basis but 60 days should be a reasonable time to hold jobs open. We would like to review with the Standing Committee when Company is moving to the next bidder. This would be retroactive for employees that are now on disability.

MSC: Agrees

20. #7 Paper Machine Vacation

MSC: Will follow the agreement and work with each employee on a case-by-case basis.

21. Shop Steward/New Manager Labor Agreement Training

MSC: Asks Union to set up a day and time for this training, and make it happen.

22. Set Up Hours

MSC: Requests an extension for Monica Gaillard to work beyond the 1,000/year to assist Kay.

USC: Sees that Mill-Wide scheduling is a two person job and management needs to staff it with a second full time position. Will allow Monica to go over the 1,000 hours if necessary to cover for Kay's vacations, but want the mill to take a close look at the work the amount being done.

MSC: Thanks the Union for its understanding

23. Bumps

USC: Need to schedule a meeting a.s.a.p. to discuss the second round of the bump process.

24. PQ&D

USC: After an hourly employee retired two months ago, salaried employees have been filling the job duties. Hourly employees have been doing these duties for a long time. Wants to see the job posted and filled by hourly employees.

MSC: Need to discuss with Jeanette Provan.

USC: Wants to see who is in the ladder, and what their job duties/responsibilities are. Needs to understand what is happening in this department.

25. Severance Packages

USC: Still wants to see the employees who were tied to the #4 PM ladder from the #3 PM closure be considered for the severance packages.

MSC: Will check to see if corporate will agree to offer the 4th and final package to one of these two employees.

26. Rodents

USC: We discussed this at a prior meeting.

MSC: Have discussed with the Purchasing department and they are scheduling the exterminator to come to the mill and take care of the issue.

27. Job Analysis

USC: Concerned about Job Analysis are way over due. Need to get these take care of.

MSC: Will ask Bob Lawton to come to the mill and assist with getting these done.

28. Apprentice Bids:

JSC: Apprentice jobs will be paid per the contract. In the future we may consider current A-2 employees that wish to cross train in other trades.

Next Meeting: September 19, 2007

Morris C. Shupe
for the Company

8-30-07
Date

Curtis Ollala
for the Union

Aug - 23, 2007
Date

MEMORANDUM OF AGREEMENT
Crane Operators in A2 Mechanics Package

The United Steel, Paper and Forestry, Rubber, Manufacturing, Energy, Allied Industrial and Service Workers International Union, and Georgia Pacific, hereby agree to the implementation of Crane Operators in the A2 Mechanics Package at the Wauna mill site per the following conditions.

The present Crane Operators, B. Schroeder, J. Kangas, and J. Castle will be admitted to the A2 package per the following conditions.

- The rate of pay would be \$29.07 per the labor agreement for a journeyman mechanic at step one (one skill).
- They would obtain a second trade per exhibit A2 section I "In the event a Journey level mechanic is hired with skills in only one trade, the Wauna Mill Mechanic's committee shall have in place a training program that will allow new hire Journeyman to become proficient in an additional trade (as listed in the Wauna Mill Exhibit A-2 Mechanic's section B), thereby making them eligible for Flexible Maintenance Compensation".
- It will be agreed in the Joint Mechanics committee the skills and time necessary to make these three individuals proficient as a millwright.

R. Massey and D. Peterson will have "grandfather rights" to the A2 package as Mechanics Helpers upon the retirement or resignation of B. Schroeder, J. Kangas, or J. Castle.

- They will be compensated as mechanics helpers and progress in compensation per the steps of the apprentice program and wage rate tables of the labor agreement they are working under.
- They will be required to complete the apprentice program per exhibit A2 section H of the labor agreement.
- Their secondary trade will be crane operator. They will be required to be certified crane operators in compliance with Oregon State regulations.
- High skill level in rigging will be required and up to the acceptance of the joint Mechanics Committee.
- The secondary trade compensation would not be valid until they have reached journeyman level mechanic and obtained their crane operator certification.

B. Schroeder, J. Kangas, and J. Castle will be placed into the A2 maintenance seniority list by their MSG seniority at the bottom of the A2 package on the day they are admitted.

B. Schroeder, J. Kangas, and J. Castle will not be part of the agreed number of 190 journeyman mechanics per the mediation settlement of June 07. They will be

**MEMORANDUM OF AGREEMENT
Crane Operators in A2 Mechanics Package**

counted as Maintenance Apprentices until they reach Journeyman status. The company will hire 5 additional maintenance apprentices per the mediation settlement of June 07. Upon reaching Journeyman status they will be part of the Journeyman headcount.

Reducing the headcount of the MSG crew due to moving B. Schroeder, J. Kangas, and J. Castle to the A2 package will not require the company to replace MSG employees.

When B. Schroeder, J. Kangas and J. Castle are admitted to the A2 package they will no longer have rights to operation of the Excavator, Backhoe, or Telehandler as an MSG crew member.

Excavator and Backhoe operations as part of a maintenance work order such as digging up a sewer line for inspection or repairs, digging a hole for a telephone pole or post, repairing holes in roadways, etc. will be performed by a maintenance employee. An MSG employee may be assigned at mill supervision's discretion if maintenance employees are unavailable, or assigned to another task that makes execution of the work more efficient if performed by an MSG crew member.

Excavator and Backhoe operations as part of a production task will be performed by MSG employees at mill supervision's discretion, such as moving sludge, hog fuel, fiber supply, and gravel, brush removal, rock mining for road surfacing, landfill capping, cleaning sumps, ditches, and U-drains, etc.

Telehandler operation will be performed by any mill employee with the required skills and training at mill supervision's discretion.

Agreed to on _____
Date

Georgia-Pacific Corporation

United Steel Workers



Date: 7/25/07

To: Converting Employees

From: Fred Ceruti

Subject: Re-communication of Mill Policy – Reading on the Operating Floor

The purpose of this memo is to re-communicate a mill policy – No reading on the operating floor. The policy states, “Reading will not be allowed on the operating floor.” The only exception will be equipment and other work and safety related materials. If you would like to read please confine your reading to designated break areas; i.e. the Converting lunchrooms, HHT break table, Box Facial table, 3/4/5 break table.

During a work period employees are expected to focus on their activities on providing value added work towards the manufacture of Wauna mill products; focusing on the producing safe quality cases. When the line is running well there are other value added tasks that can be done; some examples would be safety observations, housekeeping, and operator basic care to the line, helping other team members, etc. Examples of non-value added work activities that are not acceptable include but are not limited to sleeping, video games, watching TV, reading non-work related materials, working on personal equipment or hobbies, conducting personal business, crossword puzzles, soduku, cell phone/texting, ear phones (music), etc.

If you have any questions or concerns about this re-communication of expectations on the no reading on the operating floor and providing value added work please see your supervisor, Jill, Ram or I for clarity. Thank you.

Fred Ceruti
Converting Manager



To: Converting Employees

Date: 8/6/07

From: Jill Stein and Ram Manthe

Subject: Machine Guards

Machine guarding is in place to protect employees and to comply with OSHA laws. Machines cannot be run without the appropriate guards in place. If you see that a guard is removed, immediately shut the machine down until the guard is replaced. Machine operators are responsible for ensuring that all guards are in place while the machine is running.

If you have any questions please see Ram or Jill or contact your supervisor.

Per Section 26, L on page 31 of the contract, allotment of vacation time is to be determined by management.

When calculating the vacation allotment numbers, the company has rounded up to determined number of people per week. For example, ABT Converting needs to have 5.1 persons off per week in order for the 2007-2008 earned vacations to be used. This was rounded up to 6 per week. By allowing employees to bank vacations, take their vacations Day at a time, donate vacations and take them when they are on sick leave and in this example, the fact that we are allowing an additional .9 person to schedule a vacation we end up have spikes in vacation leveling and have weeks and months that there are no vacations scheduled at all.

The company has reviewed the allotment for Converting, Shipping and Unitizing that were published on February 27, 2007 and the following changes will be made beginning September 3, 2007.

Napkins	7 per week to 6
HHT	4 per week to 3
3/4/5/9TT	6 per week to 5
ABT	6 per week to 5
Robot	2 per week to 1
Shipping	6 per week to 5

We will be reviewing the rest of the operations ladders in the near future to see if changes need to be made.

The company will honor all vacations scheduled at this time, but for those weeks that are not full, the allotment per week will change immediately.

WAUNA MILL MAINTENANCE GUIDELINES & POLICIES

TITLE
QUALIFICATION CRITERIA FOR
MECHANIC'S SELECTION

ISSUE DATE:
7/9/92

APPROVED BY:
MAINTENANCE SUPTS.

REV. DATE:
07/13/07

PURPOSE:
TO PROVIDE A POLICY FOR SELECTION OF JOURNEYMAN MECHANICS

PREREQUISITES FOR PARTICIPATION IN SELECTION PROCESS - JOURNEYMAN MECHANIC

1. There is no requirement for time of employment for Wauna employees who qualify.
2. Applicants from outside the mill must pass a drug test and any other mill medical qualifications.
3. Proof of journeyman qualifications:
 - a. Mechanical Maintenance: accredited Apprenticeship Program and/or 8 years on-the-job training
 - b. Electricians: Current Oregon State Limited Manufacturing Plant Journeyman's license (minimum)
 - c. Instrument Technicians: Oregon State Limited Energy License
4. Complete and up-do-date resume (reviewed by superintendents).
5. Review of department evaluations (if available).
6. Take the following tests.
 - a. Bennett mechanical
 - b. numerical
 - c. space visualization
 - d. adaptability(perceptual speed)
 - e. communication
 - f. E & I and Vibrations candidates must take the computer programmer Aptitude Battery tests.
7. Board interview by 4 members of the Maintenance Staff.

8. Candidates must have medical qualifications to utilize Self Contained Breathing Apparatus (SCBA) and be willing to wear SCBA's to perform maintenance actions including breaking process lines with potential hazardous chemical residue.
9. Any mechanical maintenance candidate will be notified and agree they may be assigned to perform lubrication duties.

PREREQUISITES FOR PARTICIPATION IN SELECTION PROCESS - APPRENTICE POSITION

LABOR AGREEMENT SECTION A-2; D:

"The Company will select the helpers on its mechanical crews through a procedure which may include such tests as intelligence tests, mechanical aptitude tests, and interest and preference tests. Each person selected for a mechanical crew shall indicate his/her desire to learn a specific trade and become a journeyman." Employees must be on the payroll for two years to be eligible to sign a helper posting.

The procedure by which helpers are selected includes the following steps:

1. Post as per the transfer procedure for the following trades:
 - a. electrical
 - b. instrument
 - c. painter
 - d. mechanical (which includes millwright, pipe fitter, welder, machinist, lube mechanic, and auto mechanic positions)
2. Candidates must take a battery of written aptitude tests. If they took the same tests when they were first hired at Wauna, they will not be required to re-take them to be considered, unless the battery of tests used has changed. The employee may contact the Human Resource Department for feedback regarding their scores. Employees wishing to re-test may do so only if it has been at least 1 year since they last took the tests, and if they have made some effort to improve in the tested areas. Employees can only retest one time. The best scores for each test will be used in the selection process.
3. Employees who have completed the above steps will be asked to participate in a board interview.

The following criteria will be used in determining the candidates to be interviewed:

- a. An individual who has never been interviewed for a maintenance helper position.
 - b. An individual who has been interviewed for a maintenance helper position within the last 4 years, and since that time something significant has changed in their record, they may request to be re-interviewed. A request to be re-interviewed must be made at the time the bid is signed.
4. After all the interviews are complete, a review panel consisting of the Human Resource supervisor, Mechanics' Committee chairman and a Maintenance superintendent will review the results of all testing and interviewing. This panel will ensure that the final prediction numbers are correct and that the decision rule is applied correctly.
 5. Any employee who wishes to receive feedback with regard to their interview and tests may do so by scheduling an appointment with the Human Resource Department. The Human Resource supervisor and a Maintenance superintendent will provide the feedback.
 6. Names of candidates identified as having a high likelihood of success in the Helper Program will not be carried forward from one year to the next. Individuals must sign each posting to indicate their continued interest.
 7. Oregon State Law requires Electrician apprentices to have completed high school algebra.

WAUNA MILL MAINTENANCE GUIDELINES & POLICIES

TITLE
CRANE INSPECTION AND
DOCUMENTATION SOP

ISSUE DATE:
8/3/07

APPROVED BY:
MAINTENANCE SUPTS.

REV. DATE:

PURPOSE:

TO PROVIDE A POLICY FOR CRANE INSPECTIONS AND DOCUMENTATION TO
MAINTAIN COMPLIANCE WITH OREGON STATE REGULATIONS

Annual Crane Inspections will be performed by Certified Crane Inspectors who have been trained for inspections and passed the required testing.

Monthly Crane Inspections will be performed by licensed Journeyman with the necessary knowledge to perform the task.

Annual Crane Inspection Tracking:

- Go to: **Cranes\$\\Excel\Cranes 2007.xls** to view the **Crane Inspection Tracking Sheet**.
- If the spreadsheet displays a cell with an 'A', that is the month the inspection is due.
- If the spreadsheet displays a cell with an 'A' followed by a number, the number signifies the date in that month the inspection was completed.
- Following all inspections it is the responsibility of the maintenance supervisor to update this tracking sheet with the date the inspection was completed.

Annual Crane inspection sheets

- To find the blank inspection sheet for any crane go to: **Cranes\$\\Excel\equipment number**. The crane inspection sheets are filed by equipment number.
- The crane inspection sheets are attached to a repetitive work order for retrieval when the repetitive work order for crane inspections is generated.
- The crane inspection sheets will be completed electronically by the crane inspector and attached to the crane equipment file in Passport by their appropriate equipment number.
- When the work order is completed the supervisor will update the **Annual Crane Inspection Tracking spreadsheet**.

Crane Inspection and Documentation SOP

Crane Inspection Summary Sheets

- Each crane's past inspections have been summarized in the **Crane.doc** folder in the **Cranes\$ Drive**. They are identified by the Crane's equipment number. All the summaries from past inspections and repairs have been entered into the equipment history of the individual crane in Passport.
- Beginning August 1, 2007 all equipment inspection summaries will be entered into the equipment history in Passport by the crane inspector.
- Inspection summaries placed in the Equipment history file should be a short description of the inspection results, ex.
 - 03-01-07 Performed annual inspection. Found the trolley motor brake assembly came apart. We have to see if we have another motor / gearbox assembly, seriously doubt it. All else looks good.

Monthly Crane Inspections requirements

- All cranes will be given a monthly inspection per Oregon Administrative code 1910.179 – Overhead and Gantry Cranes. These regulations require:
- Inspection with a certification record which includes the date of inspection, the signature of the person who performed the inspection, and the equipment number for the crane inspected.
- All functional operating mechanisms for excessive wear of components.
- Rope reeving (Rope, blocks, and drum) for excessive wear or damage.
- All rope which has been idle for a period of a month or more due to shutdown or storage of a crane on which it is installed shall be given a monthly inspection before it is used.

WAUNA MILL MAINTENANCE GUIDELINES & POLICIES

TITLE
JOB HAZARD ANALYSIS (JHA)
MANAGEMENT SOP

ISSUE DATE:
8/3/07

APPROVED BY:
MAINTENANCE SUPTS.

REV. DATE:

PURPOSE:
TO PROVIDE A POLICY FOR MANAGING JOB HAZARD ANALYSIS FILE
GENERATION, STORAGE AND USAGE

Job Hazard analysis file storage

- All Job Hazard Analysis forms (JHA's) will be collected at N:\Job Hazard Analysis\AREA (Converting, Paper Machines, or East End)
- JHA files will be named with equipment number first, followed by a brief description, ex. 012345678 Kamy High Pressure feeder coupling replacement.

Job Hazard analysis Usage

- Prior to a planner designating a job in the executable backlog he will attach a JHA from the Job Hazard Analysis Drive.
- If a JHA does not exist for the equipment on the work order the planner will write one or attach a blank JHA to the work order. The Blank JHA will be completed by the mechanic prior to executing the job.
- After the job is complete the new JHA written by the mechanic will be entered into the Job Hazard Analysis database by the Maintenance Planner.

Wauna Mill Software Policy

Georgia-Pacific is committed to only use software in accordance with terms specified in the applicable software license agreement. Georgia-Pacific also only allows software to be installed on company equipment that has a valid business purpose. Employees are responsible for understanding and complying with all software license agreements. The Code of Conduct covers this topic on pages 29 – 30.

Listed below are the specific guidelines that are utilized at the Wauna mill. These are in addition to the corporate guidelines and are intended to clarify items that are indicated as “acceptable with permission” in the Code of Conduct.

Requesting software:

All software requests are to be made to the IT department by calling X3500 or submitting a case via email to the Solutions Center or from the Wauna IT home page.

Enterprise or mill wide agreements:

For software packages where we have an enterprise or mill wide agreement, the IT department will grant you access to the application and help you set it up on your computer after receiving your Clarify case. In some cases we may have agreements for products with similar functionality to what you requested; we will help you install the company standard.

Single licenses:

For software packages that are not licensed across the mill but are installed from the network (i.e. Microsoft Project), IT will keep an inventory of licensed software. This inventory will include counts of software purchased versus software deployed. We will re-deploy software where possible before purchasing new. Please review all planned software purchases with IT so we can help you determine if the mill already owns a license. If a new purchase is required, it will be funded by the requestor after approval by the department head. All software on the business network must be purchased through the IT Procurement system ePlus, via a request from the Wauna IT department, unless otherwise specified by an IT department representative.

Admin rights to install software:

Admin rights to individual hardware are granted on a temporary basis to complete specific tasks. All requests are documented and should be made to the IT department by calling x3500 or submitting a case via email to the Solution Center or from the Wauna IT home page. If the admin rights request is related to a software install, IT will review the business need for the software, determine license implications and make a decision on whether or not to proceed. All software installs will require proof of license before temporary admin rights are granted.

Freeware / Shareware:

Freeware / shareware is allowed at the Wauna location if the vendor / developer permits it and a valid business need is documented. The IT infrastructure team will investigate any new requests and determine if the product will be allowed at the Wauna mill. The IT department keeps a master list of all installed and previously requested freeware / shareware. We will consult this list when receiving new requests. If it has not been previously installed, we will review on an as needed basis and make a decision. IT will not allow shareware that does not have a confirmed business need, provides duplicate functionality to those that are formally licensed, conflicts with G-P / mill standard packages or is resource intensive and may cause sub-optimal hardware performance.

Custom Developed Software:

Requests for custom software development are to be coordinated with the IT department. We will review the request, checking for similar functionality in existing tools at the mill or within the corporation. If the request is for truly new functionality, IT will coordinate the design with the business users and determine project timelines. Should the timeline require additional development resources, the IT department will manage & coordinate contracting the needed talent. No software development contractors should be engaged without the signoff of the IT Manager.

Support:

G-P IT provides functionality support for Microsoft Office Desktop software via a 3rd party service that is available as an option at x3500. Any problems that relate to standalone licensed products or freeware/shareware need to be resolved directly between the mill employee and the vendor. If a PC is negatively impacted by a software install, the IT department will re-deploy a base load of the G-P image without the problem software.

Audits:

The IT department will scan all installed software packages on a periodic basis. This list will be compared to the authorized listing. Any new software will be reviewed and a decision made to add it to the authorized list or to work with the employee on removal. IT will also make recommendations on software upgrades at this time if version differences are noticed across the mill.

Owner: Aaron Bathum

File Name: CPWAU07\d\$\inetpub\wwwroot\departments\IR\Public\WaunaMillSoftwarePolicy.htm

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