



### **I. PURPOSE**

The purpose of this procedure is to ensure that contractors are evaluated for their safety performance before being awarded privileges to work on the Calhoun mill site. It is also intended to ensure that contractors are informed of the Calhoun mill safety requirements and rules to ensure work is performed safely.

### **II. SCOPE**

This procedure will apply to contractors, vendors or visitors who may perform “hands on” maintenance repairs, shutdown work, major renovations, inspections, or specialty work on the Calhoun mill property. Contractors performing demonstrations or consulting for the mill will be required to complete a brief safety orientation at the mill entrance. All evaluations will be valid for 12 months from the date of approval.

### **III. PROCEDURE**

When selecting a contractor, Resolute Forest Products will obtain and evaluate information regarding the contract employer’s safety performance and programs.

Resolute Forest Products will inform the contract employer of the known potential for fire, explosion, or toxic release hazards related to the contractor’s work. This information will be provided during the safety orientation. Resolute Forest Products will also explain to contract employers the applicable provisions of the Emergency Response Plan (ERP). Resolute Forest Products has developed and has implemented safe work practices to control the entrance, presence, and exit of contract employers and contract employees in covered process areas.

Procedures for contractor management are outlined below. All documents are posted on the website – [calhouncontractors.com](http://calhouncontractors.com)

#### SUPPORTING DOCUMENTATION:

- Summary of Safety, Security, and General Mill Rules for Contractor
- Contractor Safety Questionnaire
- Contractor’s Evaluation Form
- Random Drug Test Exemption

### **EVALUATIONS**

#### **A. Pre-Qualification Responsibilities**

1. The Purchasing Department will have the responsibility to distribute the “[Summary of Safety, Security and General Mill Rules](#)” and the “[Contractor Safety Questionnaire](#)” forms to all contractors during the bid or pre-bid process.
2. The Resolute Forest Products Purchasing Department will ensure the “Contractor Safety Questionnaire” form is returned from the contractor, and a copy is forwarded to Safety for initial review before the bid is awarded.
3. When the Purchasing Department is not involved, Resolute Forest Products Planners and/or other Resolute Forest Products representatives will be responsible for providing the contractor with forms and instructions listed in Sections A.1 and A.2 of this policy.



4. The Safety Department will evaluate the contractor's overall safety performance by utilizing the "Contractor Evaluation" form found on the website. If the contractor meets the requirements, the contractor will be eligible to work on the mill site if they are awarded the bid. If the contractor does not meet the minimum requirements they will not be allowed to perform work on the mill site. The Safety Department will notify the contractor that they meet or fail to meet the requirements and inform them of any deficiencies.
5. The Resolute Forest Products Safety Department will maintain all documentation for filing when a contractor has been evaluated to perform the work. The approval process will remain in effect for one year.
6. The Safety Department will issue a "Summary of Safety, Security and General Mill Rules" and a "Contractor Safety Questionnaire" form at the beginning of each year to contractors who are permanently located on site.
7. The Safety Department will ensure that all blank forms related to this policy are current and updated as needed.
8. If the contractor has more than 20 employees on the mill site, then a full time safety professional is required to monitor the work being done from a safety perspective and to address any safety issues.

**B. Performance Evaluation Responsibilities**

1. If a contractor violates mill safety rules, an evaluation of the situation will be made by Safety, and discipline leading up to discharge from the mill site may be warranted. The contractor will also be placed on probation and may be denied future work opportunities.
2. An Resolute Forest Products representative will complete the post project safety assessment on page two of the contract company's original Contractor Safety Questionnaire. This will include a recommendation on whether or not to re-hire the contractor.

**C. Contractor Safety Orientations**

1. Contractors who perform "hands on work" will be required to complete Resolute Forest Products' online safety orientation. This "hands-on" work or service includes all technical services providers, such as chemical, equipment, or process control vendors or consultants who take measurements or conduct inspections; construction contractors; contractors who perform electrical or mechanical maintenance work, etc. Critical work procedures are defined as Hot Work, LOTO, Confined Space Entry, Line Breaking, Respiratory Protection, PSM, or Blue Flag.
2. This orientation will be conducted online, through Abbottsfield Training (or another approved, on-line vendor), before contractor work begins on the mill site. The orientation is valid for one year and includes mill safety rules, a review of mill safety policies and safe work practices, a review of hazardous chemicals on the mill site, and a review of the mill Emergency Response Plan.
  - a. Resolute Forest Products will conduct an annual review of the "Contractor Safety Orientation" material and update as needed.
  - b. Contractor management/supervision is responsible for ensuring that all contract employees complete the "Contractor Safety Orientation" before starting work.
  - c. Contractor management/supervision is also responsible for ensuring their employees follow all safety policies and procedures while on the mill site.



3. The Safety Department will maintain a database of all contractors who have completed a “Contractor Safety Orientation” within the past year. The Safety Department will also maintain qualification documents in the individual contractor’s file in the Safety Department office.

D. Process Safety Management

1. Contractors working in PSM covered processes will be required to follow rules and regulations outlined in the Resolute Forest Products PSM manual.
2. Project manager/operations representatives will review with contractors any unique hazards that may be encountered during the work.

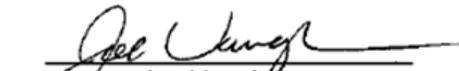
E. Electrical Contractor

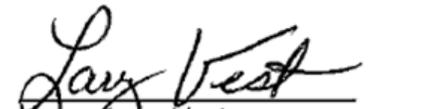
1. Electrical contractors will be required to certify that they have successfully completed the Electrical Safety Pre-Approval Training Evaluation Checklist found on the calhouncontractors.com website.

**Approval Signatures:**

Effective: April 26, 2004  
Revised: July 27, 2011  
Reviewed: July 27, 2011

**Approval Signatures:**

  
\_\_\_\_\_  
Joe Vaughn  
V.P Operations and Mill Manager

  
\_\_\_\_\_  
Larry Vest  
Safety and Health Services Manager