



Standard Truck Driver Rules – Applies to all Drivers



Drivers must report to shipping office for loading/unloading instructions to: secure truck, trailer & opening doors
Pay attention to signs & posted instructions



The use of mobile phones & radios is prohibited while walking or driving on site



Obey posted speed limits – 10 mph unless otherwise posted



Standard PPE is required:
Safety glasses w/ side shields
ANSI Class 2 high-visibility clothing
Closed-toe shoes
See following pages for additional chemical & flatbed requirements



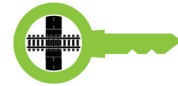
Maintain 3 points of contact getting in/out of truck



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.
If doors bulging, do not open – notify shipping office



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

Refer to page 2 for additional chemical and flatbed safety instructions

Bulk Chemical Truck Safety Requirements

- Chemical PPE requirements
 - Impervious chemical gloves required for all chemicals
 - Corrosive chemicals: Splash goggles, face shield w/ extended neck protection, chemical resistant jacket with hood and pants
- While unloading, stay within view of unloading site & within 25 feet from your truck
- DO NOT begin unloading until an IP Employee meets with you, reviews your paper work, confirms you are at the right spot, & authorizes start of process (by unlocking the connection point.)
- Drivers are required to follow site loading & unloading procedures
- Fall Protection must be worn where required. Platforms & fall protection cages are provided & must be used. Fall arrest systems must be used.
- If none provided, 3 points of contact must be maintained to open top air valve

Flatbed Safety Requirements

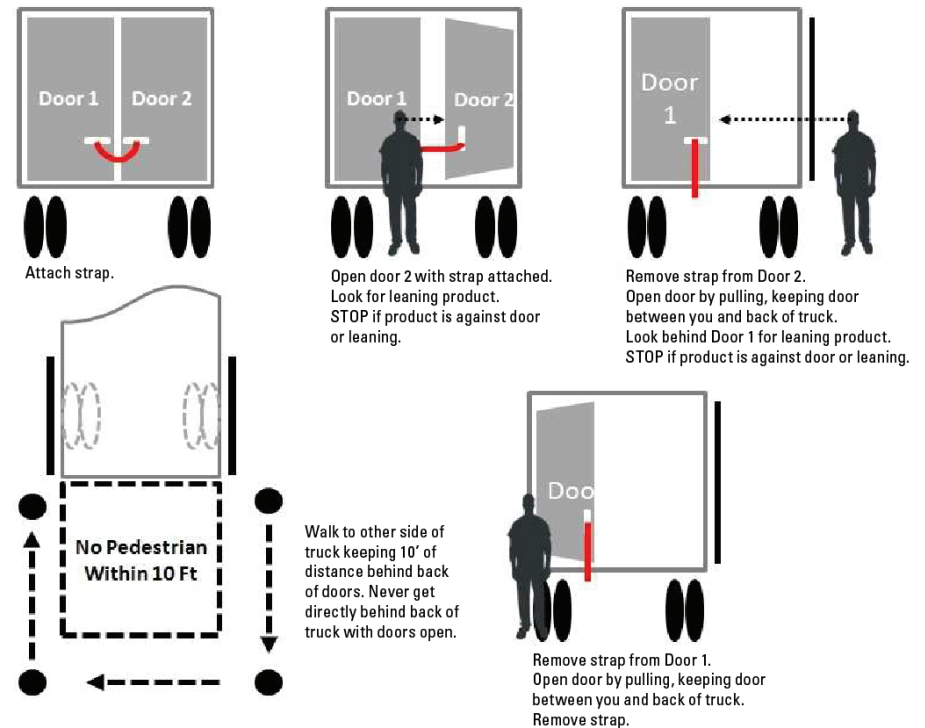
- Stay clear of MHE equipment loading and unloading trailer
- Ensure pedestrians are clear of area when strapping/unstrapping load.
- Drivers are responsible for strapping, unstrapping & securing the load. Strapping must be done in a designated area.
- Be aware of body positioning when loosening/tightening straps. Stay out of the line of fire to avoid injury.
- To prevent falls, it is preferable to work from the ground level to perform loading/unloading or securement tasks.
- When the job/task cannot be performed at ground level:
 - Use 3 points of contact when accessing the trailer, or portable stairs
 - Use spotters on both sides of the trailer
 - Other fall protection includes portable guardrails mounted on trailer sides, use of aerial work platforms or mobile cranes, and fixed fall protection systems

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International Paper Trailer Door Safety Strap Procedure

ALL TRUCKS MUST REGISTER THROUGH A STAFFED GATE / SHIPPING OFFICE TO RECEIVE UNLOADING INSTRUCTIONS

- **Attach safety strap to both doors BEFORE opening.**
- If straps are too large to attach to latch mechanism hole, ask for a "modified strap".
- A modified strap can be passed behind locking bars and the hook can then be attached to the loop.
- Modified straps can be used in place of existing straps on most trailer door types.
- During process, look for unstable or leaning product touching doors.
- **Do not position head inside the trailer.**
- If product is unstable or touching door, **STOP! & notify an IP employee.**
- If clear, proceed to the next step outlined below.



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