

# NORPAC Visitor and Guest Access Policy

*NORPAC is committed to providing a safe and secure environment for employees and visitors to conduct business. To support this commitment the following policy is effective immediately.*

1. All visitors must present state or government issued **photo ID**.
2. All vehicles and parcels entering the property are **subject to search** as required by Federal Regulations.
3. The following items are **prohibited** on the property:

- Explosives



- Alcoholic Beverages



- Firearms

- Illegal Drugs

- Ammunition

- Drug Paraphernalia

- Knives (Blades longer than 2 ½ inches unless “job required”)

- Bows and Cross Bows

- Biohazard Materials

- Arrows and Bolts



- All Weapons in general

Any person or vehicle found in possession of any of these prohibited items will be denied access to the property. Refusal to comply with a search directive will constitute a “Security Incident” and access will be denied. The incident will be documented and forwarded to the US Coast Guard Emergency Response, COTP Offices, and appropriate company management for disciplinary evaluations and follow-up.



4. We are a tobacco free site. Both smoking and chewing tobacco are prohibited.
5. The use of **cell phones, hand-held and hands-free is prohibited while driving, walking, operating equipment, or performing other tasks.** When a cell phone is used, the user must stop and identify a safe location and time where all their attention can be safely focused on communicating. If you receive or need to make a call while driving you must pull to the side of the road and stop until the call is complete.



5. Obey all posted **speed limits**.



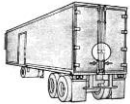
6. **Headlights must be on at all times** while traveling on the site.



7. Any person accompanying a truck driver **must remain in the truck cab** at all times except when unloading a log, chip, or de-ink truck, this person must then stay with the truck driver. The **truck driver assumes full responsibility and liability** for an accompanying person. **Children less than 18 years of age are not allowed** on the site and trucks with children will be refused entrance at the gate. Failure to comply with these rules may result in permanent restriction from the site.



8. Trailer doors and van **doors are to remain closed and locked** when traveling on the site. Doors may be opened immediately prior to backing into the loading dock and must be closed and locked immediately upon leaving the loading dock. Gloves are required to open and close your doors.



9. If you are involved in any type of safety incident on the site you must **notify NORPAC** personnel and your dispatcher immediately. You must also cooperate in any follow up investigation with personnel.

10. **Stay in the designated area** at the loading dock **while your trailer is being loaded** or unloaded, no exceptions. Your motor must be turned off.

11. It is your responsibility to **know the PPE requirements** for the area of the site where you will be a pedestrian. All areas require a hi-vis vest and hearing protection.



Whenever possible, **use a pedestrian walkway or crosswalk.** one does not exist, always walk facing oncoming traffic. Look and listen for mobile equipment, bicycles, and other traffic.

13. **DO NOT walk in front of or behind any piece of mobile equipment** without the driver's acknowledgment. **DO NOT**, under any circumstances, position yourself in a driver's blind spot. Stop and look around blind corners before proceeding. Be aware that **any vehicle may move at any time** and that the driver's vision may be obstructed. Avoid walking right behind or passing between vehicles.

