



Document Work Awareness Communication	Published 3/20/2023	Valid for Wisconsin Rapids
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Document: Work Awareness Communication

Purpose

To establish a communication system and a checklist to ensure the safety of people working in various departments, with a focus on reducing exposures to hazardous situations and improving communication related to such work activities.

Scope

This procedure applies to work conducted in portions of the WRM that are outside the converting complex on WRM premises and include all work conducted by outside services/contractors.

Exemptions to this policy are outlined below:

- Crafts shops—initial communication is suggested but not required unless Hot work is being conducted

Responsibility

The maintenance team members or outside contractor/service team leads/foreman are the originator of the communication. Area leads will assist the maintenance or outside contractor/service team leads/foreman to fill out the communication if determine necessary. When returned, the area lead team member/s will staple the sheets together and send them to the area manager for review.

Definitions:

Representative – Team member/s on site who is actually doing the work or, in the case of contractor work, is assuming responsibility for the project and crew (i.e. job foreman).

Procedure (refer to flow chart on last page for reference)

1. The representative will contact the Area Lead to discuss the proposed work/situation, including a decision on if a permit is required or if verbal communication is sufficient.
2. If a permit is deemed necessary, the Area Lead will note the date, equipment worked on and a description of the task to be performed on the work awareness permit.
3. The Area Lead will note on the work awareness permit the lockout/tagout requirements for the representative to ensure the equipment being worked on is and stays at Zero Energy State while the maintenance/task is performed.
4. The Area Lead will note any other permits the representative will need to perform maintenance/task on the equipment. This should be based on the discussion reviewing the scope of the work assigned.
5. The Area Lead will note any other permits the team member will need to perform maintenance/tasks on the equipment. This should be based on the discussion reviewing the details of the project.
6. The representative will provide the name of the company they are representing as well as their name and phone number. *NOTE: It is imperative that the representative provide **THEIR** phone number, not a company phone number, in case they need to be contacted for an emergency.*

General

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7. The Area Lead will sign the permit and provide their phone number as contact information for the representative.
8. Upon completion of the maintenance/task, or if at any time the team member leaves the work area for an extended period of time, the team member will return the work awareness permit to the Area Lead.
9. The Area Lead will mark the job as complete or incomplete by circling yes or no.
10. The Area Lead will then staple the two copies together. Completed work awareness permits should be sent to the Area Manager.

Special Circumstances

- If the area lead is unavailable or no longer on property and work has not been completed, the Maintenance Supervisor or Area Manager is to be made aware of the situation by the Area Lead. If a permit has been utilized, it is to be turned over to the Maintenance Supervisor or Area Manager. The Maintenance Supervisor/Area Manager will take over responsibility of the permit.
- Permits can be filled out and notifications can be made via phone; face to face contact is necessary but does not need to occur immediately. Follow-up with the permit must occur.
- Multiple crafts:
 - Each craft will have their own communication issued by the Area Lead.
- Multiple workers:
 - At least one team member, but ideally, all team members, from each craft will interact with the Area Lead before work begins.
 - It is that/those team member(s) responsibility to communicate hazards to the rest of the group. A supervisor or working leader may get several communications for his crews and is responsible to inform his crews of the hazards of each job as identified by the issuing department.
- In situations where the maintenance team member gets pulled off the job or job site:
 - If a permit is in place, new communication with the Area Lead must take place and both parties can determine if new permit is required
- Worker loses permit:
 - Worker needs to contact Area Lead when finished with the job and sign off on the top copy (yellow).
- Worker brings permit home/ missing permit at the end of the work:
 - Area Lead will ask the Converting team leader to contact the individual at home if possible
 - Area Lead needs to check and make sure all locks are off of equipment
 - Area Lead needs to check the area to make sure the worker is not there
- Water Quality:
 - All of the above pertains to work at the Water Quality Center, with the following expectations:
 - All work awareness communications/permits will take place at Water Quality with the operator(s) of the plant instead of the Area Leads

General

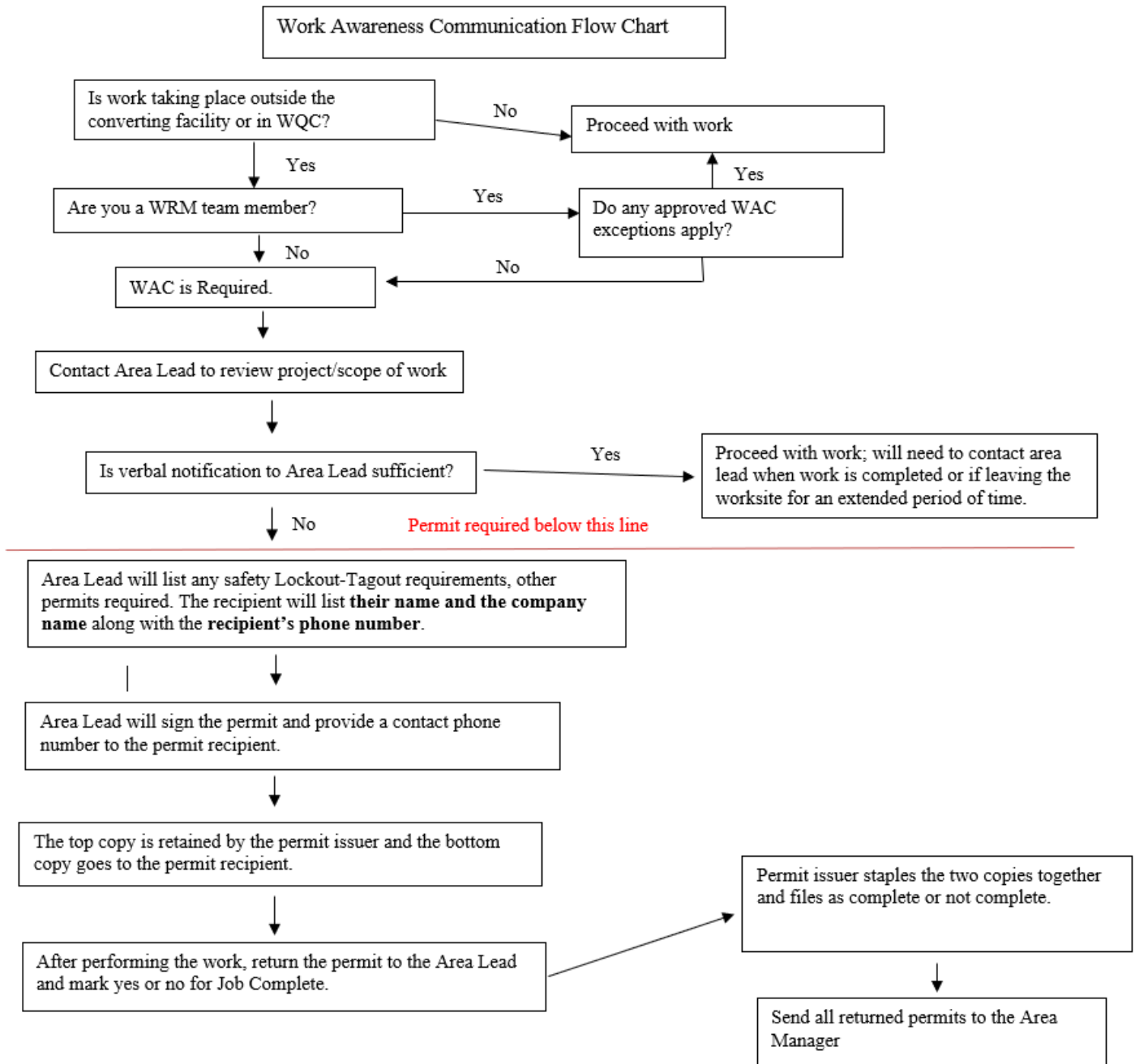


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