BMEHS-002.036 _ Attachment F
BASF Contractor Pre-Access Form

Purpose:
The purpose of this document is to ensure that all EHS requirements and expectations are communicated to and understood by each contractor and subcontractor company prior to work start up. Also, it is vital that each contractor understand the partnership that their company and BASF have entered into, that it is unacceptable to be injured on our sites, and imperative that all rules and processes by be followed 100% of the time.

Background:
Historical data shows that companies not familiar with policies, procedures and expectations associated with workon-site have contributed to a significant number of injuries.

Referenced Materials:
BASF Corporate Standards and Materials referenced by this document can be found on the BASF Contractor Portal. https://www.basf.com/us/en/pages/contracted-services/policies.html

Site Standards and Materials referenced by this document can be found on the BASF Beaumont Contractor Portal. https://www.basf.com/us/en/pages/contracted-services/site-specific/Beaumont.html

Required Information:
This form must be completed and signed by the company representatives, indicating that the site requirements are understood.

Contractor Company Name:
Avetta ID #:
Company Manager Name: Company Manager Phone Number: Company Manager E-mail Address:
Foreman's Name: Foreman's Phone Number:
Foreman's Direct Supervisor's Name: Foreman's Direct Supervisor's Title: Foreman's Direct Supervisor's Phone Number:
What is the "work history" of the project/job superintendent and or the job foreman? (*previous work history)*
Contractor Company plans to use subcontractors. Yes_____ No _____ If yes, list Subcontractor Companies: If the contractor company plans to utilize subcontractors for any work on the BASF Beaumont site, the contractor company acknowledges that all requirements of BMEHS-002.036 Contractor EHS Management shall be met. All contractors and sub-contractors are required to be Green or Amber in Avetta and connected to the Beaumont Site.

Who will be the contractor's project/job safety representative? (*List name(s) and phone numbers)*
See BMEHS-002.036 for details about safety representative requirements.

Full Time Part Time *(circle one)*

Safety Rep Name:
Safety Rep Phone Number:

Safety Rep Name:
Safety Rep Phone Number:

Does the safety representative have all applicable safety training for the work being performed?
Yes No *(circle one)*

If no, when will this training occur?

Must provide verification of the training prior to job start date.

Who is the BASF Business Contact for the company performing the work and how can he/she be contacted? (*Include e-mail address if available)*

BASF Contact Name:

BASF Contact Phone Number:

Scope of Work

Circle (indicate) the training that will be applicable for the work being conducted.

Vehicle Operation	Scaffold	JLG/Boom Lift
Lock-Out/Tag-Out	Excavation	Confined Space Entry
Qualified Rigger	Fire Watch	Forklift
Electrical	Confined Space Attendant	Scissor Lift

The contractor certifies that all individuals performing work have been trained and are qualified to perform the work being conducted.

Proof of Certifications and training MUST be provided prior to work beginning.
Contractor shall provide documentation for subcontracted companies' employees in addition to their own employees.

Managing Incidents and Accidents
Procedure for reporting incidents or accidents. List those that need to be contacted in case of an incident: BASF Operations (permit issuer): BASF Job Contact or Rep: BASF Security: Other:
Employees must receive prompt medical evaluation for any injury or suspected injury.
Contractor Companies Must Follow the Incident Investigation Process that is outlined in BMEHS002.036.
Occupational Medicine Provider must be identified by contractor for evaluation and treatment of all non-critical injuries. **Clinic/Physician's Contact Information:**
The Beaumont Site Medical Plan shall be followed for contractor companies. If the contractor company has identified an occupational medicine provider above, then that clinic can be used in lieu of the clinic identified for BASF Beaumont Site Employees.

Pre-Task Planning (PTP) or Job Hazard Analysis process.
A Job Hazard Analysis (JHA) describes job tasks in step-by-step fashion, identifies associated hazards at each step, and outlines proper hazard controls that minimize/mitigate the risk of injury or illness to individual(s) performing that task. All contract companies approved to work at BASF facilities via Safe Work Permits are required to have, at minimum, a JHA process. Other common terms; Job Safety Analysis. Contractors working at the BASF Beaumont Site are required to prepare a written PTP/JHA/JSA that has, at a minimum, the following elements : • Job/Project Title • Job Location • Date • Crew members signoff • Task Description/job step • Hazard Description/ hazard recognition for each task/job step • Hazard Controls/elimination/mitigation for each recognized hazard • Equipment/tools A completed PTP/JHA/JSA must be provided to the safe work permit issuer prior to the permit being issued. If Contractor does not have a formal JHA form, a sample form can be provided.

Policies		
Verified access to information on the Life Saving Rules?	Yes	No
Verified access to a BASF Beaumont Site Map?	Yes	No

Personal Protective Equipment requirements are outlined in BMEHS-002.022 (PPE) and BMEHS-002.011 (General Safety Rules)
All work conducted at the BASF Beaumont Facility shall follow the safe work permitting requirements found in BMEHS-002.026
If a fire, explosion, gas release, medical emergency or other life-threatening plant operating condition is discovered

immediately request a Production Supervisor or Site Security to broadcast a “Priority Channel” message to describe event and precautions needed to protect personnel or use the plant telephone system and call extension 5222 to summon help
Contractors that will be performing a job that involves equipment over 14’ in height to move through the facility shall obtain a safe work permit prior to entry to the site. This is done to ensure that proper routing is chosen to protect the load and the plant.
Tests of the Plant-Wide Emergency Alarm system are conducted at 8:30 am every Wednesday.
Requirements for Scaffold Builders and users can be found in BMEHS-002.027.
Contractor Employees found to be violating EHS&S Rules will be subject to removal from the site. Intentional, egregious, or repetitive violations may result in immediate or permanent banning of the employee or contractor company, according to the violations.
The contractor foreman or supervisor will be responsible for ensuring that all site requirements are met when working at the Beaumont Site.
Contractor Firm (Print):
Contractor on-site Supervisor or Foreman I have been informed of the requirements identified on this document and agree to these conditions for work on the BASF site. I understand that I am to contact my site contact or the BASF Beaumont Contractor Safety Representative if I have any questions about applicability of rules or requirements for compliance with the requirements. Print: _____ Sign: _____. Date/Time: _____.