We create chemistry **Beaumont Site Procedure**	**Title**: Control of Entry and Exit into Process Areas		
	Function: Health and Safety		
	No.: BMEHS-002.009	**Page:** 1 of 5	
	Reviewed: 03/21		
Preparer: EH&S Team Member	**Owner: Health and Safety Manager**	**Approver: Site Manager**	

Document Revision Change Table

Revision Number	Revision Description	Revised By	Revision Date
Rev. 08	Update procedure to separate WAL and Unit Sign-In Sheets and added reference to Unit Sign In Sheet	G. Dawson	05/09/2024
Rev. 07	Update procedure based on Global Safe Work Procedure changes	G. Dawson	03/09/2021
Rev. 06	Updated Title Block, Formatting updating Removed MPP Sign in	J. Gonzales	12-15-20
Rev. 05	Updated Work Authorization Log	G. Dawson	09-22-16
Rev. 04	Updated Work Authorization Log	G. Dawson	08-08-14
Rev. 03	Added new sign in requirements for MPP Unit	S.Simoneaux	05-01-10
Rev. 02	*Considered as starting document for revision Change Table*		

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1. PURPOSE

The purpose of this procedure is to ensure that all areas of the plant maintain proper control of the entry and exit of all personnel that are not normally assigned to the process area and to be able to account for all individuals within the operating units during an emergency and/or evacuation.

2. DEFINITIONS

2.1 Safe Work Permit (SWP)

A form that provides written authorization to perform work that describes tasks, associated hazards, and appropriate control measures.

2.2 Work Authorization Log (WAL)

A form that is used in lieu of a Safe Work Permit to authorize minor work activities.

2.3 Unit Sign-in Sheet

A form that is used for sign-in for unit/area accountability (Head Count).

3. SCOPE

This procedure covers 3 operating units of the BASF Corporation, Beaumont Plant (Dicamba, FFP, and DMTA). All process and tank farms areas require controlled entry and exit.

- All personnel not normally assigned to these units (i.e., maintenance, contractor, lab, other support personnel) will check in with operations at the permit writing area before going into process or tank farm areas.
- Operations will assess the nature of your work and determine if you are required to obtain a Safe Work Permit (SWP) or if you will need to sign on to the Worker Authorization Log (WAL).
- Once your work has been assessed and you have obtained a Safe Work Permit or are signed on to the Worker Authorization Log (WAL) you will then sign-in to the unit (Unit Sign In Sheet).

Each unit will follow the documented Evacuation and Accounting Plan located in the site Emergency Action Plan.

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4. PROCEDURE

4.1. General Requirements

4.1.1. Before entering the process area/tank farm of a unit, BASF maintenance, contract/contractor employees, and visitor/vendor personnel will need to check in with operations. After checking in, an Operations permit writer will decide if the work task needs to have a safe work permit or will be logged in on the Work Authorization Log.

4.1.2. All work is to be accounted for on a safe work permit or work authorization log.

4.1.3. Prior to entering or leaving any process areas or tank farms, for any reason all personnel must sign-in/sign-out shall sign out of the unit, individual or crew.

4.1.4. Signs shall be placed at entry points to process areas that instruct all personnel who are not normally assigned to the production unit information that explains the proper protocol for approval to enter the process area.

4.2. Access and Specific Locations of Unit Sign-in-Sheets/Work Authorization Logs

4.2.1. To enter and exit for the process areas as well as the specific Sign-In/WAL sheet location(s) are:

A. Dicamba Unit

- Access is from the south and west roads, toward the Dicamba Control Room Building.
- Sign-In is in the Dicamba Control Room

B. FFP

Sign-In is located at the WOD Control Room for all FFP areas except the Packout Warehouse. The Packout Warehouse has its own Sign-in.

C. DMTA Unit

- Access is from the west, southeast and northeast doors of the Control Room Building.

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- Sign-In is in the Permitting area of the DMTA Control Room Building.

4.2.2. Remember to check in with a supervisor or operator before proceeding to process and tank farm areas. Unless you are assigned to that specific unit, you must be granted access from operations by signing in and discussing your work specifics with operations.

4.3. Unit or Site Emergency

4.3.1. Should an emergency occur while maintenance, contract/contractor employee, or visitor/vendor is out in the unit, upon hearing the alarm, that person is responsible for reporting immediately to the appropriate emergency evacuation point.

4.3.2. During an emergency/evacuation of the unit or the plant site, the shift supervisor, or their designee, will retrieve the sign-in list. The shift supervisor or designee will immediately report to the appropriate assembly point (see the Emergency Action Plan). The shift supervisor or his designee will use the list to account for all individuals within the unit.

4.3.3. As soon as possible, the shift supervisor or their designee will report the findings of personnel signed into their respective unit (all accounted for or missing) to Site Security. Site Security will notify Emergency Incident Commander**.**

4.4. PPE Requirements for Process/Tank Farm Area Access

4.4.1. Minimum personal protection equipment for BASF, Contract/Contractor employees includes:

- ANSI Approved plastic shell hardhat with an adjustable headband.
- ANSI approved eyeglasses or safety glasses with side shields.
- Steel toed – leather or chemical resistant rubber shoes/boots.
- Long Sleeves
- ANSI approved ear plugs.

NOTE: Visitors, vendors, etc., who spend very limited time in areas where foot protection is required do not have to wear steel-toed shoes. An example of this activity would be plant tour. However, beyond the administration building, open-toed shoes and sandals are prohibited.

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5. RESPONSIBILITIES

5.1. Beaumont Site Leadership Team

Has primary responsibility for implementation of this procedure.

5.2. Unit Operations Manager

Will be responsible for ensuring that the procedures are followed and understood by unit personnel. It will be the Shift Supervisor or Operators responsibility to give approval to enter the unit as necessary

5.3. Health, and Safety Manager

Has primary responsibility for the initiation, re-issuance, administration, and/or interpretation of this procedure.

5.4. Beaumont Site Employees and Contractors

Have primary responsibility for adherence to procedure including identifying deficiencies in the procedure, and identifying, reporting and correcting activities not in compliance with the procedure.

6. RELATED DOCUMENTS

BMEHS.002-011 (General Site Safety Rules)
BMEHS.002.022 (Personal Protective Equipment)
Beaumont Emergency Action Plan
Unit Sign-In Sheet

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