Document Revision Change Table

Revision Number	Revision Description	Revised By	Revision Date
Rev. 00	*Considered as starting document for revision change table*		
Rev. 01	Updated to current format	S.Simoneaux	10/09
Rev. 02	Procedure Review no updates	G. Dawson	4/17
Rev. 03	Procedure Review no updates	C. Megas	11/20

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1. PURPOSE

This procedure establishes minimum requirements for managing warehouse, packaging, and bottling line safety in the Packaging Warehouse.

2. DEFINITIONS

2.1. Warehouse

Warehouse storage means the consolidation and housing of supplies and/or materials to ensure inventory and stock control and environmental protection.

3. SCOPE

This procedure applies to all BASF and contractor managers and employees who work in the Packaging Warehouse will comply with the requirements contained in this procedure

4. PROCEDURE

4.1. Aisles and passageways

4.1.1. Aisles and passageways must be kept clear at all times.

4.1.2. Aisles and passageways must be clearly marked

4.2. Fire Protection

4.2.1. The storage of materials will be planned and arranged to afford maximum accessibility from all sides for fire protection and adequate operating area for the power trucks.

4.2.2. Supervisors in the warehouse will ensure that a vigorous and effective housekeeping program is implemented in all storage areas to reduce the possibility of fire. The requirements of NFPA 531C, *General Storage in Warehouse Areas,* and in paragraph 7.0 on General Housekeeping, this procedure, will be followed. NFPA 531C is available in the Safety Manager's office for reference.

4.2.3. Portable fire extinguishers will be located at the correct distances in the warehouse to control minor fires that may occur.

4. PROCEDURE Cont'd

4.2. Fire Protection cont'd

4.2.4. Clearance between automatic sprinkler heads and material shall be as follows:

4.2.5. A clearance of 18 inches shall be maintained for stacks not exceeding 15 feet in height.

4.2.6. A clearance of 36 inches shall be maintained for stacks exceeding 15 feet in height.

4.2.7. Clearances below joist, rafter beams, and roof trusses are the same as in the preceding paragraph. A clearance of 18 inches shall be maintained around light or heating fixtures at all times.

4.3. Storage

4.3.1. Non-compatible chemicals must be stored at least 50 feet from each other.

4.3.2. All items stored or warehoused shall be properly packaged. All items of any potentially hazardous nature shall be prominently identified so they can be handled and stored with necessary precautions and procedures.

4.3.3. Chemicals are to be stacked only in the manner specified on the container. If there are no instructions on the container, consult the Safety Manager for more information.

4.3.4. Flammable liquids and toxic or poisonous liquids will be stored in an approved storage area.

4.3.5. All stores shall be handled by qualified personnel using only approved equipment.

4.3.6. Loaded cartons will not be stacked to a height that may cause the weight to collapse the lower cartons. Cartons will be protected against moisture.

4.3.7. Crushable containers shall be protected in such a manner that the weight of material stored on top will not be supported entirely by the container.

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4. PROCEDURE Cont'd

4.4. Pallet height and spacing

4.4.1. Pallets will not be stored to heights that will exceed the published load-bearing capability of the drums being stored.

4.4.2. Pallets supporting load must be completely loaded with maximum drum capacity. Partially loaded pallets must be stored on top of the stack.

4.4.3. Pallets must be stacked plumb to avoid top heavy tumbling.

4.4.4. Pallets and drums will be inspected at least monthly or when damage is suspected and discarded if unsuitable for service.

4.4.5. A minimum of three inches will be allowed between each stack of pallets to ensure safe operating room to remove or insert a stack of material.

4.5. General Housekeeping

4.5.7. Protruding nails will be removed from all crates, cases, packing boxes, casks, and lumber.

4.5.8. When spills occur, they will be cleaned up immediately with approved cleaning materials. Only approved, noncombustible absorbents will be used to dry up spills of flammable liquids. If spill is considered major, immediately contact the hazardous materials emergency response team

4.5.9. Warehouse floors will be kept smooth, clean, and free of obstruction and slippery substances.

4.5.10. Floors will not be cleaned with flammable liquids. When cleaning agents are used, adequate ventilation will be provided to remove vapors.

4.6. Packaging and Bottling Conveyor

4.6.1. The conveyor will be properly maintained and cleaned only when it is shut down.

4.6.2. Employees are not to cross the moving belt where no crossover exists.

4.6.3. Employees will not ride the moving belt.

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4. PROCEDURE Cont'd

4.6. Packaging and Bottling Conveyor cont'd

4.6.4. When the conveyor is shutdown for maintenance or repair, the proper lockout-tagout procedure will be strictly adhered to. No work on the conveyor itself is allowed when the belt is moving.

4.6.5. Mechanical and environmental controls will be installed around the conveyor; such as guards for transmission equipment and other power-driven parts. ANSI/ASME 315.1, *Safety Standard for Mechanical Power Transmission Apparatus,* specifies how pulleys, chains, sprockets, belts, couplings, and other parts of conveyor drives should be enclosed.

4.6.6. Suitable sweeps will be provided to push the products ahead of the moving pinch points between the wheels and the rails.

4.6.7. Guards will be provided at the head, tail, and take-up pulleys to guard against possible pinch points.

4.6.8. Where possible, install mechanical belt cleaners, such as fixed or tension scrapers, revolving brushes, or rubber disks, to eliminate manual cleaning.

4.6.9. Install extension grease lines to lubricate the conveyor when it must be in continuous operations. All grease fittings inside a guard enclosure (except those that move with the part they serve) should be fitted with extension pipes to make them accessible from outside the guard.

4.6.10. Refer to National Safety Council, *Accident Prevention Manual Volume 2,* Tenth Edition, Chapter 9, *Hoisting and Conveying Equipment,* pages 278-279, for general, operating, and maintenance precautions for conveyors.

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5. RESPONSIBILITIES

5.1. Purchasing Department

Ensure that all new portable ladders purchased for use at the Beaumont site meet the requirements stated in this procedure.

5.2. Maintenance Planning Department

- Maintain a master list of portable ladders owned by all departments at the Beaumont site within SAP R/3.
- Collect and maintain quarterly ladder inspection records

5.3. Operating Unit/Department Managers

- Implement requirements of this procedure.
- Ensure that each portable ladder in work area has an identification number and is included on the master list. Coordinate with Planning Dept whenever changes are made to ensure master list remains accurate.
- Ensure quarterly SAP R/3 inspections are completed in area of responsibility.

5.4. Users

Comply with the requirements of this procedure to prevent accidents when using ladders for access or as a working surface.

6. RELATED DOCUMENTS

BMEHS-002.026 Beaumont Safework Procedure
BMEHS-002.005 Beaumont Lock Tag and Try Procedure
ANSI/ASME 315.1, *Safety Standard for Mechanical Power Transmission Apparatus.*
National Safety Council, *Accident Prevention Manual Volume 2,* Tenth Edition, Chapter 9, *Hoisting and Conveying Equipment,* pages 278-279.
Uniform Building Code
Life Safety Code, NFPA Standard No. 101
OSHA Standards, 29 CFR Part 1910, General Industry subparts:

- 1910.21-.32, Walking and Working Surfaces
- 1910.35-.40, Means of Egress
- 1910.101-.120, Hazardous Materials
- 1910.155-.165, Fire Protection
- 1910.166-.171, Compressed Gas and Compressed Air Equipment

Indoor General Storage, NFPA Standard No. 231