1 PURPOSE 2
2 DEFINITIONS 2
3 SCOPE 2
4 PROCEDURE 3
4.1 BASF Visitor Orientation 3
4.2 BACES Safety Committee 3
4.3 Safety Inspections 3
4.4 Site Safety and Health Training 4
4.5 Site Safety Meetings 4
4.6 GENERAL RULES 5
4.7 PERSONAL PROTECTIVE EQUIPMENT 7
4.8 VEHICLE/MOBILE EQUIPMENT SAFETY 8
4.9 GOLF CART SAFETY 9
4.10 BICYCLE SAFETY 10
4.11 Personal Attire/Headphones/Jewelry 11
4.12 Beaumont Site Instrument Air 11
4.13 Machinery Safety 11
4.14 Tools, Equipment and Electrical Cords 11
4.15 Knives 12
4.16 Oxygen Deficient Atmosphere in Bulk Containers 12
4.17 Ventilation Equipment for Exposure Control and Preventive Maintenance 13
4.18 Illumination/Lighting 13
4.19 Asbestos 13
4.20 Proper Lifting Technique 13
4.21 PORTABLE BUILDINGS 14
5 RESPONSIBILITIES 14
6 RELATED DOCUMENTS 14
7 ATTACHMENTS 14
7.1 Examples of Acceptable Facial Hair (For Employees in the Respiratory Protection Program). 14

1 PURPOSE

The purpose of this procedure is to provide the BASF Beaumont site employees with general safe conduct and work practice rules in order to protect all personnel working at the facility.

2 DEFINITIONS

- **BACES –**
  Beaumont Achieving Consistent Excellence in Safety
- **CFATS – Chemical Facility Anti-Terrorism Standards**
  Comprehensive federal security regulations for high-risk chemical facilities from the Department of Homeland Security.
- **Contract/Contingent Staff Employee**
  A non-BASF employee for whom BASF provides supervision of his or her day-to-day activities and direction on how to perform an activity
- **Contractor**
  A non-BASF employee for whom BASF does not provide supervision of his or her day-to-day activities or direction on how to perform an activity.
- **Open Blade Knife**
  Any knife that has a blade that is not protected by a guard, hood, or other permanent covering that would prevent the blade from contacting the user if inadvertent contact were to occur; this includes “self-closing/automatic retracting” knives.
- **OSA – Occupational Safety Assessment**
  Process of identifying safety and health risk; this process includes a Microsoft Excel template to guide the user through the occupational safety assessment, documentation process and implementation of adequate safety controls.
- **PMU**
  Production, maintenance, utilities operators.
- **TSS - Technical Site Services**
  The engineering department for BASF.
- **TSA – Transportation Security Administration –**
  a department of the federal government created to strengthen the security of the nation’s transportation systems and ensure the freedom of movement for people and commerce.

3 SCOPE

The rules in this procedure apply to all BASF employees, contract employees, contractors, and visitors who enter the Beaumont site.

4 PROCEDURE

4.1 BASF Visitor Orientation

At BASF Beaumont, visitors will be apprised of and understand the minimum requirements for the following:

Security	Emergency Information	Safety
Drug, Weapon, Alcohol Policy	Emergency Contact No.	Food and Beverage Policy
Escort Requirements	Alarms/Rally Points/Map	Barricade/Tape Warning
Photography	Severe Weather	Cell phones
Report Suspicious Activities	Smoking Areas	PPE/Special Clothing
TSA/CFATS	Visitor Log Sign in/out	Reporting Incidents
	Hazcom Information	Knife Restrictions

Training is valid for no more than one year. Records of visitation, therefore, must be kept validating previous training.

For the purpose of orientation and this requirement only, visitors are defined as Contractor, Contract, BASF employees, and other persons that are not assigned or badged to the site. BASF employees bringing visitors on site must be knowledgeable in these requirements and the information visitors must receive.

4.2 BACES Safety Committee

This committee, which the site manager owns, should consist of employees from different operating and service groups as appropriate. The safety committee should cover a minimum of these items:

- Process Safety Elements
- effectiveness of facility inspections and procedures, including effectiveness of corrective action
- safety direction and focus
- selection and review of leading and lagging safety indicators
- safety meeting effectiveness
- incident investigation effectiveness
- site emergency response preparedness
- effectiveness of behavioral safety and employee suggestion programs
- provide input for the annual management review for RCMS

4.3 Safety Inspections

The site shall establish a field inspection program to assess compliance with existing safety, environmental, and health requirements and expectations. The inspection program shall be documented and address the following criteria:

- At risk' behaviors of employees. Behaviors may be audited during field inspections or can be managed by a separate system.
- All areas of the facilities shall be inspected. Construction and project areas may have a separate inspection process. Office areas shall be inspected at least once per year, small sites (less 10 people) inspected at least twice a year, all others at a higher frequency based

on the risk, activity, and the ability to maintain compliance, housekeeping, and other requirements at an adequate level.

- Managers are responsible for planning and execution and must participate in inspections. An inspection procedure must define: participants, how to track findings and control measures, how to measure effectiveness, and who responsible for these items.
- Documentation of the inspection must include: date of inspection, areas covered, participants, list of findings, corrective measures taken and responsible person, and date to be corrected.
- Regular inspections shall include but not be limited to: walking/working surfaces, maintenance of equipment (including electrical), housekeeping, the permit system, labeling and signs, workflows, procedures up-to- date/followed, PPE use/storage/condition, exits and escape routes, and emergency equipment.
- A qualified technical person should inspect special hazards (electrical equipment, sprinkler systems, etc.). These inspections can be conducted separately and may be entered in and conducted through the work order system.

To accomplish the overall inspection program, inspections can be broken into different times and use different groups of people to accomplish the overall program.

4.4 Site Safety and Health Training

A safety training program shall be established for each department within the site. The BASF EHS Curriculum Assignment Process outlines minimum occupational training requirements for employees based on their job classification. Employees are responsible for completing their assigned training requirements on a timely basis.

Managers of employees are responsible for assessing compliance with training requirements as necessary to ensure compliance**.**

4.5 Site Safety Meetings

Group	Safety Meeting Frequency	Method
All Employees	Monthly	Face to Face

- Daily Toolbox safety meetings are highly encouraged for operations and maintenance work groups.
- When employees are unable to attend scheduled meetings, an alternate communication method will be provided to those absent, so that 100% communication of the safety topic is achieved. EHS meeting attendance must be documented and kept for a full audit cycle.
- Exemplary safety meetings involve an active dialog between employees and supervisors and include topics that are highly relevant to the work environment. Active involvement of employees in setting the agenda, preparing meeting materials, and leading the discussion improves employee engagement and enhances safety culture
- Safety meetings are training and communication sessions that heighten awareness, increase efficiency and improve morale through the support and participation of line management. Safety Meetings provide a means to communicate BASF's commitment to safety and provide a forum to identify and discuss safety relevant issues.

4.6 GENERAL RULES

- Safety is everyone's responsibility. Anyone observing unsafe acts or conditions on company property is expected to address the act or condition promptly through corrective actions or reporting to BASF Supervision.
- Everyone is responsible for his/her own safety and should insist that his/her fellow workers exercise safe conduct and work practices.
- A **willful** violation of safety rules and procedures will result in disciplinary action up to and including termination.
- The removal or attempt of removal of company property from the site without written approval is prohibited. Approved written documentation for property removal are:
  - A material gate pass dated and signed with a description of property and reason for request of removal.
  - An authorized shipping document signed by an authorized BASF individual.
  - Either document must be presented to security before company property will be allowed to leave the site.
- Alcoholic beverages, narcotics, hallucinogenic and other illegal drugs are not permitted on company property. Reporting for work under the influence of any of these substances will not be allowed and subject to disciplinary actions including immediate termination.
- Horseplay and running (except in an emergency) are not permitted on the plant site.
- Firearms are not permitted inside secured areas of company property, anywhere at any time.
- Good housekeeping is required of all employees. All aisles, passageways, stairs, platforms, and ladders shall be kept clean and unobstructed.
- Work areas must be kept orderly during the performance of work. When a job is completed, the work area must be left in a neat and orderly condition.
- Walkways are to be used when provided. If it is necessary to use the road as a walkway, employees will keep on the left side facing approaching vehicles, unless otherwise directed by traffic signs.
- All non-operations personnel must check in at the control room and sign in the Work Authorization Log before entering process areas. (see Safety and Health Procedure – Safe Work Permits, Section 4.1 General Requirements) before entering the operating plant area.
- Before any work on process, materials, or equipment is started, specific permits must be obtained from the area operator/supervisor (see Safety and Health Procedure – Safe Work Permits, Section 4.1 General Requirements).
- Before beginning work in any area, personnel must familiarize themselves with the location of the nearest safety shower/eyewash station, fire extinguisher and evacuation route. The nearest safety shower should be tested to ensure operability prior to work beginning.
- Eye washes and safety showers may only be used for emergency purposes and testing.
- Tools, material and/or equipment may not be intentionally dropped or thrown from one level to another.
- Employees shall not make safety devices inoperative without approval of the Operations Manager.
- Eating and drinking are permitted in designated areas only, away from operating units, laboratories, and other hazardous areas. Employees must wash their hands prior to touching anything that will be ingested, even if contamination is not suspected.
- No smokeless tobacco is permitted in process areas, tank farms, wastewater treatment areas, or the Dicamba Flaker Building.
- Smoking is permitted only in authorized smoking facilities. Temporary smoking facilities

must be approved in writing by the departments O.M. and the site's EHS Specialist.

- No personal lighters or matches are allowed in the process areas, tank farms, wastewater treatment areas, or the Dicamba Flaker Building.
- Electric cigarettes shall only be used in designated smoking areas.
- Personnel smoking in non-designated areas are subject to immediate discharge.
- Smoking is NOT permitted in vehicles inside the fenced plant site.
- Electronic devices such as pagers, phones, flashlights, multi-meters, cameras and other electrical equipment must be classified as intrinsically safe for the Electrical area Classification rating it is being used in. Electrical equipment that is not rated must be approved through the Safe Work / Hot Work Permit process before it can be used in classified areas.
- Cell phones are not permitted in the operating portions of the plant site.
- Cameras (this includes cell phone cameras) and other photographic devices shall not be used within the site without permission from the area supervisor.
  - *Exception:* BASF issued cell phones can only be used in the operating parts of the plant for approved company business under following conditions; Approval by Unit/Department Management and Beaumont's Safe/Hot Work permitting, and procedure requirements are followed.
- Radio equipment shall be approved by BASF Management and EH&S to ensure it is intrinsically safe and acceptable for use in Class I Division I areas if used in any plant operating area.
- Whenever a local unit emergency alarm is activated, all non-operating personnel are expected to immediately and automatically evacuate the process areas of the affected unit. Non-operating personnel are expected to remain out of the unit until an official "all clear" is issued, unless specifically requested back in by the operating unit.
- Solicitation or distribution of any unauthorized material or literature on company property during work hours is prohibited.
- The use of abusive, profane, or harassing language and/or actions toward another employee will not be tolerated.
- Insubordination, sleeping, or inattention to duty will not be tolerated.
- In addition to these rules, specific safety rules established by unit/department, as well as those outlined in Safety Standards, must be observed.
- Cutting through process equipment areas is prohibited.
- Climbing over, under, or between railroad cars is prohibited.
- Temporary hazards such as overhead welding, chemical leaks, overhead lifting of suspended loads, hydro-blasting, x-ray boundaries, trenches, and sumps must be adequately barricaded. These measures may include:
  - attendant at the entry point;
  - fixed closure to hazard; and
  - use of physical barriers like hard barricades or caution/danger tape (shall be accompanied with signs).
- **Deficient walking surfaces** that could cause a slip, trip or fall should have adequate warning to identify the hazard (i.e., sign, cone, barricade, etc.).
- Compressed gasses used for cleaning a work area must be reduced to less than 30 psig, and have a vented type jet nozzle. Safety glasses, hearing protection, and a face shield must be worn for these activities. Compressed air **will not** be used to clean clothing or persons. Do not point any air hose toward another person.
- All accidents or incidents must be reported promptly to supervision and/or a BASF

representative.

- **Any individual sustaining an injury on company property must report it promptly to their supervisor and a BASF representative.**

4.7 PERSONAL PROTECTIVE EQUIPMENT

4.7.1 Minimum personal protection equipment (PPE) for Process Areas/Tank Farms, Wastewater Treatment and Flaker Buildings for all employees and contractors includes:

- Approved ANSI plastic shell hardhat with an adjustable headband. No BLUE colored hardhats allowed for contract / contractor employees.
- ANSI approved safety glasses or eyeglasses with side shields. Side shields on eyeglasses will be permanently attached or be the rigid snap/slide on type.
- Steel toed leather or chemical resistant rubber shoes/boots.
- Ear Plugs
- Long Sleeved shirts are required by all personnel entering the operating areas of the units. Long sleeved lab coats can be provided for personnel not issued work uniforms.
- Note: Blue colored hardhats are reserved for onsite Emergency Response Team members. All ER Team members are required to wear this color hardhat for easy identification.

4.7.2 Minimum personal protective equipment (PPE) for Packout Warehouse and Maintenance Warehouse/Shops for all employees and contractors includes:

- ANSI approved safety glasses or eyeglasses with side shields.
- Steel toed leather or chemical resistant rubber shoes/boots.
- Long Sleeves
- **Note:** PPE is not required in defined non-PPE areas unless certain job tasks require PPE or hazardous conditions exist.

4.7.3 Minimum personal protective equipment (PPE) for Labs includes:

- ANSI approved safety glasses or eyeglasses with side shields.
- Long Sleeves
- **Note:** PPE is not required in defined non-PPE areas unless certain job tasks require PPE or hazardous conditions exist.

4.7.4 No personal protective equipment is required for office areas and control rooms unless certain job tasks require PPE or hazardous conditions exist.

4.7.5 Individuals are not required to carry and/or wear PPE when traveling roadways, sidewalks, or parking lots unless work that would require PPE is being performed in these areas.

- Under no circumstances shall employees walk through process areas, or areas where permitted work is being performed, without the appropriate PPE.

4.7.6 Delivery personnel, contractors and persons making job site visits who enter the process areas must supply their own safety glasses with side shields.

4.7.7 Shorts will be allowed for:

- Employees reporting to and departing from work area. Under no circumstances should employees walk through process areas without appropriate PPE.

- Delivery personnel who wear shorts as part of their uniform (i.e. FedEx or UPS personnel) is allowed as long as they are making deliveries on routes to non-process areas. Individuals making deliveries of chemicals and other materials to the process areas must be wearing appropriate PPE for the area.

4.7.8 All personnel assigned work uniforms and/or other protective clothing must wear attire while entering designated plant areas to perform work tasks.
- All personnel must wear the specified personal protective equipment when working with corrosive, toxic, hot or other hazardous materials

4.7.9 The wearing BASF Beaumont company supplied uniforms are not to be worn or taken home if they are dirty/soiled

4.7.10 BASF Beaumont company supplied uniforms are not to be laundered at home

4.7.11 Respiratory requirements: The Beaumont site has many hazardous chemicals that may require the usage of some form of respiratory protection. Personnel must be medically cleared and fit tested before respiratory protection usage.
- Any person included in the respiratory protection program (fit-tested) must be clean-shaven at the beginning of the work shift. A short moustache may be worn that does not extend past the corners of one's mouth.
- Beards, goatees, long sideburns, and stubble (shadow) are not acceptable (See Attachment 7.1) for pictures of what is acceptable).

4.8 VEHICLE/MOBILE EQUIPMENT SAFETY

4.8.1 Employees, contractors and visitors who operate personal vehicles inside the plant must comply with all applicable requirements detailed in this Section.

4.8.2 Driving on the plant site is a privilege. Vehicle owners/operators assume all responsibility when parking and operating their vehicles on the Beaumont Site.

4.8.3 The number of people who may ride in a vehicle is limited to the seating style and restraint devices installed by the manufacturer. Personnel will not be allowed to ride in the back of pickup or flatbed vehicles.

4.8.4 Employees who need an assigned parking space inside the gated/fenced area of our facility must request:
- Approval from your Manager or Site Management.
- Site Security grants vehicle access on your employee badge

4.8.5 Employees who drive a company owned vehicle off-site must be familiar with and comply with Corporate Procedure - Safe Driving Program.

4.8.6 The driver of a vehicle on company business on or off site is responsible for its proper use. It is the responsibility of the individual that operates a vehicle with defective safety equipment or inspection sticker out of date to take the vehicle out of service and report the defect to appropriate supervision.

4.8.7 All plant gas or diesel vehicles and industrial mobile equipment must be equipped with a fire extinguisher.

4.8.8 While driving in the Complex:

- A maximum speed limit of 10 MPH at all times.
- Drivers must comply with all traffic signs, signals, barricades, and persons directing traffic.
- Seat belts must be worn when driving or riding in a vehicle where seatbelts are provided.
- Pedestrians, bicycles, and trains always have the right of way.
- Park in designated areas only, and never leave your vehicle's motor running while unattended.
- Cell phone use is prohibited while in vehicles.

4.8.9 Solid, liquid, or gas samples must not be transported in a closed vehicle. Vehicles used for carrying chemical samples must be equipped with a sample-rack in the bed of a truck, or a special compartment vented to the outside.

4.8.10 Only properly trained and authorized personnel are permitted to operate machines and equipment.

4.8.11 The fueling of vehicles and all industrial mobile equipment (fork trucks, JLG's, cherry pickers, 'gators', cranes, etc…) while engine is running is **NOT** allowed.

4.8.12 Smoking is **NOT** permitted in vehicles inside the fenced plant site.

4.8.13 Parking of vehicles or large machinery overnight in plant roadways or other high traffic locations is not allowed.

4.8.14 If the parking of equipment on roadways is unavoidable due to work conditions and/or activities associated with ongoing job task then any large machinery or mobile equipment left on roadways or other high traffic areas overnight shall take the appropriate precautions to prevent an incident by barricading access area around equipment and placing adequate visual warning devices (flashing lights, safety cones, and/or reflective tape) to help increase early detection of parked equipment.

4.8.15 Box Trailers and tank trailers must be properly secured with wheel chocks and a fifth wheel jack when parked on site. Protective measures should be taken to ensure trailer stability on soft surfaces. Proper containment should be used as necessary on tank trailers parked outside of containment areas when used to store liquids.

4.9 GOLF CART SAFETY

4.9.1 Maintenance

- User must inspect the cart prior to use (at least daily). Vehicle features to check include: tire inflation, cuts or punctures on tires, steering, forward and reverse gears, brakes,

and back-up alarm.
- If the golf cart needs repair or maintenance, the unit should be taken out of service.
- Headlights – If a golf cart doesn't have headlights or flashing lights installed or if they aren't properly working, a golf cart cannot be driven during dark hours.

4.9.2 Operating Instructions
- Golf cart operators must observe all Texas vehicle traffic laws such as lane travel, stop signs, legal passing of other vehicles, etc.
- Driver and passengers must remain seated while the vehicle is moving.
- All occupants of the golf cart shall keep hands, arms, legs, and feet within the confines of the golf cart at all times when the cart is in motion.
- Pedestrians always have the right-of-way.
- A golf cart shall not be operated with more passengers than it is designed to carry.
- When the golf cart is not in use, the driver shall lock the brake and turn off the key.
- Golf carts must never be parked where they will block emergency equipment, pedestrian aisles, doorways, intersections, or normal traffic flow.
- DO NOT PARK golf carts directly behind personal/company automobiles (example – Administrative Building Parking Lot) or mobile equipment.
- Report any accident or damage to your supervisor immediately.

4.10 BICYCLE SAFETY

Only BASF company approved bicycles are allowed for employee usage on company property and/or work-related activities.
It is the responsibility of each employee to ensure that the upkeep and good working condition for assigned bicycles are maintained.

Prior to usage, bicycles should be inspected for:
- Drive chain is tight, lubricated and proper guard is in place.
- Handlebars are secure and functional; handgrips should be in place.
- Cranks and foot pedals are tight and functioning properly.
- Seat is adjusted to proper height for rider and tightened.
- Tires are in good condition and inflated to proper pressure.
- Brakes adjusted and wheels roll true.
- Reflectors for front and back of bicycle must be in place and visible.

Note: Any unsafe conditions must be reported to your supervisor and bicycle taken out of service until repairs can be made.

Rules for riding a bicycle at the Beaumont site:
- Never carry extra riders.
- Ride on the right-hand side roadways, travel with the flow traffic.
- While riding both hands on the handlebar are required at all times.
- No carrying of large or heavy objects in baskets while riding a bicycle.
- No carrying of piping or other bulky objects that might impede the safety of the rider.
- Stay alert at all times, look for uneven, loose, or slippery surfaces.
- When riding on unpaved or uneven surface areas (railroad crossings, construction areas, etc…) take extra precaution before crossing, if needed, walk bicycle across obstacles.

Note: While site policy states bicycles have the right of way on our site roadways, be alert and expect the unexpected, especially at intersections. Bicycle riders must observe all Texas vehicle traffic laws such as lane travel, stop signs, legal passing of other vehicles, etc.

4.11 Personal Attire/Headphones/Jewelry

4.11.1 Personnel operating or working around moving machinery, spark producing activities or other hazards shall not wear neckties, long hair hanging loosely (shoulder length or longer), loose clothing, loose fitting jewelry, etc.

4.11.2 Long hair (shoulder length or longer), neckties, loose fitting jewelry, and baggy clothes must be confined when working around rotating machinery, spark producing activities, or other hazards that could endanger the worker.

4.11.3 Earrings, other than post-type and small hoops that fit close to the ear, may not be worn when performing work that has the potential to catch on equipment or be a hazard when working around electrical equipment or other hazards like reactive chemicals.

4.11.4 Headphones/earbuds are not allowed to be used in process areas, tank farms or other working areas of the plant.

4.11.5 Rigid rings are to be removed prior to entering the process areas. Only silicone rings are permitted to be worn. When touching objects, ensure that gloves are worn over silicone rings to avoid adverse reactions.

4.12 Beaumont Site Instrument Air

4.12.1 The Beaumont Site instrument air is backed up by nitrogen. Therefore, instrument air shall not be used:

- As breathing air
- To power air-driven tools in a confined space
- To ventilate confined spaces

4.13 Machinery Safety

4.13.1 Machinery and exposed rotating equipment (such as shafts, belts, or chains) must not be operated without the proper safety guards in place.

4.13.2 Guarding devices shall be in compliance with requirements identified in the Technical Community - Global Standard - Minimum Safety and Health Requirements - Mechanical Equipment G-S-MC 100 M.

4.14 Tools, Equipment and Electrical Cords

4.14.1 Tools, equipment, and materials must be in a safe condition before they are used or handled. When not in use, these items must be placed or secured in a manner to prevent injury to other personnel.

4.14.2 Homemade tools are prohibited unless they are approved by the Management of Change (MOC) process or similar process whereby the tool is approved by management. In case the load or strength is an issue, a Professional Engineer must certify these tools. Federal and state regulations may also apply. Seek an EHS contact for guidance.

4.14.3 Electrical cords should be checked prior to each use for damaged insulation and broken or missing grounds.

4.14.4 Electrical extension cords that pass-through doorways must be protected by guarding the cord with a sleeve type guard device or by chocking the door.

4.14.5 Electrical extension cords crossing roadways must be protected with crossover devices or else the roads must be barricaded.

4.15 Knives

4.15.1 The use of an Open Blade Knife is restricted from use unless it can be proven there are no other tools for the job. If a job must include the use of an Open Blade Knife, the following is required:

- a risk assessment performed according to Beaumont Procedure BMEHS.002.00.022 Personal Protective Equipment
- a JSA (Job Safety Analysis) written before use including the PPE required (e.g. cut-resistant gloves, gauntlets, chaps, or aprons as appropriate to the task)
- training given on the JSA

4.15.2 Knife restrictions must be communicated to all employees and added to new employee and contractor site orientations. Standard exemption: tasks where knives or sharp blades are used for food preparation or consumption.

4.16 Oxygen Deficient Atmosphere in Bulk Containers

4.16.1 Where the potential exists to have an oxygen deficient atmosphere from the introduction of an inert gas into bulk containers, each site shall implement a hazard notification tagging system that will warn employees and third parties of the potential presence of an oxygen deficient atmosphere. Bulk containers include ISO containers, temporary storage tanks, moveable tanks, and tank trailers that have been off loaded, cleaned, or returned, etc. (with or without heels), that have a large enough man way that a person can bodily enter or stick their head into for inspection.

4.16.2 The hazard notification tagging system shall include the following:

- Label or tag all bulk containers where an inert gas has been introduced into or left in the tank, before returning, or storing on site

4.16.3 Each site must ensure that this requirement is part of the applicable working instructions or procedures for managing bulk containers and ensure ongoing compliance.

4.16.4 Labels/tags must be readily visible (i.e., no other action required to view) and securely attached at or near the point of entry.

4.17 Ventilation Equipment for Exposure Control and Preventive Maintenance

The Beaumont Site shall establish a program of preventive maintenance for local exhaust ventilation systems that follows manufacture's recommendations where available.

The preventive maintenance program shall include:

- equipment safety devices, (e.g. shutdown devices, guarding, interlocks, etc.)
- any alarms and instrumentation installed specifically for environmental, health or safety reasons.

If local exhaust ventilation (for occupation exposure protection) is not operating properly:

- Tag ventilation and process equipment appropriately and communicate to individuals. It shall not be operated unless employees are provided alternate means to achieve at least the same protection factor as the ventilation system provided. Give maximum priority to repairing the system.

Personnel responsible for local exhaust system maintenance shall be instructed on their proper operation and the reason for the installation. The site program shall establish frequency of the inspections. Records must include conditions found and corrective actions taken.

4.18 Illumination/Lighting

4.18.1 Sufficient illumination shall be installed to help avoid injury to personnel. Follow references specified for lighting in BASF Technical Standard N-S-EI 051 (table #16-13-1) for new indoor and outdoor installations. Emergency lighting shall be installed and tested as required by federal building codes, local building codes or to the authority having jurisdiction. Conduct lighting surveys after new projects have been completed to ensure that effective design and adjacent areas have not been impacted. Follow federal requirements for proper lighting in existing facilities where specified. If there are no requirements specified, the BASF Technical Standard N-S-EI 051 or ANSI/IESNA R-P7-01 Lighting Industrial Facilities can be used as a guide to determine proper lighting.

4.19 Asbestos

4.19.1 Beaumont areas that have equipment or facilities that could potentially contain asbestos materials shall have a written plan/procedure to identify and manage the sources or potential sources of risk according to federal, state, provincial, and local requirements on asbestos. In addition, new construction materials may contain asbestos materials. Project managers should ensure that demolition or construction work is managed to identify and control potential sources of risk. Asbestos identification and control must be incorporated into project management planning and execution.

4.20 Proper Lifting Technique

Proper lifting will include:

- Keep the back as upright as possible and using the leg muscles to lift.
- Not attempting to lift more than one person can safely handle.
- Getting two or more persons to lift heavy loads.
- Using a hoist or other mechanical aid to move large heavy loads.

4.21 PORTABLE BUILDINGS

- Manager of the area where it will be used must approve the use of portable buildings
- An MOC must be conducted prior to the Portable Building being scheduled to arrive at the facility.
- Building placement location must be addressed as applicable per the requirements and guidelines of (EHS must approve):
  - Process Safety Management
  - Risk Management Planning
  - Process Hazard Analysis
  - Corporate Safety Reviews
- All portable buildings must:
  - Be tied down at the time the building is set in place
  - Not be located beneath electrical power lines
  - Be constructed of metal, wood or fiberglass
  - Be properly maintained and cleaned regularly

5 RESPONSIBILITIES

- The Beaumont site Safety Specialist is responsible for updating, interpretation, and providing assistance in conducting the training for this procedure.
- Beaumont Leadership Team, Managers, and Supervisors are responsible for ensuring that their employees follow the safe conduct and work practices outlined in this procedure.

6 RELATED DOCUMENTS

Beaumont Safety and Health Procedures

7 ATTACHMENTS

7.1 Examples of Acceptable Facial Hair (For Employees in the Respiratory Protection Program).

Attachment 7.1 Facial Hair

Document Revision Change Table

Revision Number	Revision Description	Revised By	Revision Date
Rev 2	*Considered as starting document for revision Change Table*	A. Myers	05/01/2005
Rev 3	4.6.22-23. Cell phone and camera phone requirements	A. Myers	08/01/2007
	4.6.24. Radio equipment communication requirements		
Rev 4	4.6.11. Work Authorization Log	Simoneaux	8/31/2011
	4.7.9. Added the word Soiled		
Rev 5	4.7.6. Changed wording to address carrying PPE	Simoneaux	10/11/2011
	4.8.8. Added cell phone use prohibited while driving in the facility		
Rev 6	4.7.4 Long sleeve shirt requirements	Simoneaux	10/22/12
	4.8.14. Requirements for parking trailers		
Rev 7	Deleted maintenance requirement for scheduled PM program	G. Dawson	3/5/2014
Rev 8	4.6.18 added personal lighters/matches can't be used in designated smoking areas,4.8.15 Golf Cart Safety procedures	G. Dawson	7/10/2014
Rev 9	Updated hardhat, Facial Hair and smoking policy	G. Dawson	10/14/2014
Rev 10	4.6.17 Updated to reflect no tobacco use in certain areas	G. Dawson	12/17/2014
Rev 11	4.8.15.1 added golf cart lighting requirements	G. Dawson	2/5/2016
Rev 12	Updated procedure to reflect addition of new Corporate procedure (General Requirements Safety & Health BC032.030)	G. Dawson	4/15/2016
Rev 13	4.11.19 Requirements for Radiation barrier for X-ray pipe testing, 4.11.22 Compressed gas cylinders secured by chain.	G. Dawson	1/9/2017
Rev 13	Reviewed Procedure	G. Dawson	8/26/2018
Rev 14	Added The wearing of BASF Beaumont company supplied uniforms home is not permitted.	G. Dawson	1/24/2019
Rev 15	4.7.2/4.7.3/4.7.4 Clarified PPE requirements for Beaumont Site Areas.	G. Dawson	2/10/2022
Rev 16	Moved information about barricades into a separate procedure and moved information about compressed gas cylinders to the compressed gas cylinder procedure and moved the safety shower information to a separate procedure, generated a separate shotgun valve procedure. Moved Fire Protection information to a separate procedure.	C. Wilding	7/24/22
Rev 17	MOC 0976-EHS-24-0290	C. Wilding	11/20/2024