Document Revision Change Table

Revision Number	Revision Description	Revised By	Revision Date
Rev. 02	*Considered as starting document for revision change table*		
Rev. 03	Highlighted areas reflect changes as per Corporate requirements	S.Simoneaux	3/24/08
Rev. 04	Added Four Eyes Definition and clarified requirements for permitting operation (Changes are in Red)	S.Simoneaux	7/30/09
Rev. 05	Added Attachment A Work Authorization Log	S.Simoneaux	1/19/10
Rev. 06	Added JSA Guidelines and Attachments	S.Simoneaux	6/1/13
Rev. 07	Added emphasis to ensure that 4-eyes Principle is used before permit is written.	G. Dawson	8/16/16
Rev. 08	Added Attachment C (Safe Work Permit by sections)	G. Dawson	11/17/2016
	Procedure Review	G. Dawson	`12/06/17
Rev. 09	Added corporate required elements including the training an experience levels for designated permit issuers, portions of the permit allowed to be completed prior to work, and the maximum time allowed between permit issuance and start of work.	G. Dawson	05/08/2019
Rev. 10	Procedure Review and Minor Changes introducing new corporate Electrical Safe Work Procedure and emphasis on 4 Eyes Principle	G. Dawson	11/16/2019
Rev. 11	Procedure review, added information on SWP selection boxes Electrical Permit and Line Cutting Procedure.	G. Dawson	12/07/2020
Rev. 12	Update to procedure to align with Global Requirements for safe work permitting.	G. Dawson	02/24/2021
Rev. 13	Updated 4.0 Procedure Safe Work Requirements/Exceptions for Trucks with loads/trailers that exceed 14 feet when traveling through the facility. See BMEHS-002.047 Electrical Safe Work Program Appendix D.	G. Dawson	07/22/2021
Rev. 14	Clarifications to expectations around permitting multiple crafts/crews conducting the same job. Update definitions. Restructuring the procedure to put definitions at the end. Adding additional details to various sections for clarity.	C. Wilding	07/30/2021
	Big 5 Review (Safe Work)	G. Dawson	12/20/2021
Rev. 15	Issuance of Oversize Load Form	C. Wilding	02/22/2022
	Procedure Review/Update Worker Authorization Log	G. Dawson	10/10/2022
Rev. 16	Added specific language for electronic SWPs to be added to investigations and requirement for SWPs at closeout to ensure 30-minute fire watch was completed; if applicable.	G. Dawson	11/29/2022
	Procedure Review/Revised Safe Work Permit Language to match New Permit	G. Dawson	08/31/2023
REV. 17	Update to Minor Activity Hazard Assessment Process	G. Dawson	04/25/2024
	Update for list of Permit Issuers to be signed/approved and dated by specific Department Manager. Update minimum number of field audit permit reviews.	G. Dawson	10/01/2024

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1. REFEERENCE TO SUPERIOR DOCUMENTS

N-ID-OSA 024: Safe Work
G-R-OSA 001: Occupational Safety
G-R-OSA 004: Work Permit Process

2. PURPOSE

To ensure work is performed in a safe manner by:

- Ensuring clear communications on the work to be accomplished.
- Providing approval from the equipment owners.
- Identifying and communicating hazards of and around identified task.
- Providing specific communications on Lockout/Tagout of hazardous energy sources
- Providing protective measures to address the identified hazards
- Determining the other permit requirements (Confined Space Permit, Excavation permit, etc.)

Safe work permits are an essential aid to ensure that tasks with special risks are planned and carried out safely. Because many tasks are performed by workers other than those who operate the plant, clear and formal agreements are necessary. Before the start of a particular work activity, a risk assessment (or a review of the hazards) must be performed.

3.0 PROCEDURE SAFE WORK REQUIRMENTS/EXCEPTIONS

Work Requiring a Safe Work Permit (SWP)

This procedure applies to the following tasks at BASF Beaumont plant site:

- Non-Routine work activities involving non-intrusive and intrusive work by maintenance, contract maintenance or other BASF servicing groups in any process area, packaging areas, off-sites area, or laboratories.
- Work involving non-intrusive and intrusive work by contractors anywhere on the plant site.
- Non routine work activities (within maintenance, testing, turnarounds, construction and demolition)
- Maintenance or operations work performed by Operating/owning Department not covered by written work procedure (SOP's or a JSA).
- Trucks with loads/trailers that exceed 14 feet when traveling through the facility. When loads/trailers exceed 14 feet there is the potential to come in contact with Overhead Electrical Lines. See BMEHS-002.047 (Electrical Safe Work Program) Appendix D: Safety Practices for Overhead and Underground Electrical Lines. The form in Attachment C shall be utilized to document the considerations for routing and

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permitting. The department receiving the oversized load shall complete the permit and the form.

NOTE 1: Where work processes have only one (1) assigned person on site to operate a process, any maintenance work done must have a risk analysis to ensure maintenance work is safe for one (1) person. If a formal risk analysis has not been performed, then two (2) or more people are required to perform the work.

NOTE 2: When Owning / Operating department personnel perform work requiring a Safe Work Permit a second level of review by another qualified operations team member is required (A person cannot write themselves a permit).

Safe Work Permit (SWP) Exceptions - This procedure does not apply to:

- Equipment preparation by Owning/Operating Department personnel for servicing and/or maintenance that is done in accordance with a written job procedure.
- Owning/Operating Department personnel working within their assigned process unit and who are following standard operating procedures for routine activities.
- Vendors or contractors performing janitorial services, office machine maintenance (i.e., photocopier, fax, etc.), bottled water service, soft drink and snack machine service, or making deliveries/pickups in areas where a vehicle entry permit is not required.
- Routine maintenance work performed by BASF or contract maintenance employees in Maintenance/I&E shops.
- Work conducted by third parties on property not controlled by BASF (i.e., Entergy, Entex, etc.)
- Visitation to office areas, deliveries, housekeeping, and other similar types of tasks to non-process or non-manufacturing areas.
- Visitors to the site who are not performing any work activities (i.e., meetings, tours, etc.)
- Minor Activities that have been approved and documented by a documented hazard assessment. These approved activities can be found on each department's Work Authorization Log (WAL). The Hazard Assessment can be found on the site intranet.

4.1. Responsibilities

- **Managing Director** or equivalent is accountable for the application of this implementation including provision of resources to ensure effective implementation of all activities within the legal entity for which this person is responsible.

- **Unit Manager** or equivalent is responsible for the implementation of this document in all activities within the unit for which this person is responsible including delegation in writing of permit issuer(s) to conduct the process. The unit manager or equivalent must also have the arrangements in place for periods with high work permit demand to maintain the required supervision and implementation quality.

- **Permit Issuer** is responsible for ensuring assessment of hazards, definition of control measures, and authorization of the start of work and serves as the contact point for the permit acceptor. Upon completion of the work activity, this person is also responsible for ensuring the work permit conclusion. One or more persons may conduct this role for a single work permit.

  The permit issuer shall ensure that hazards of the equipment, area hazards, workplace/surrounding conditions are identified, and control measures are in place before the start of the activity including Special Hazards Assessments. If the permit issuer changes, a dialog between issuers takes place to determine if any issues exist for follow-up and documentation occurs.

- **Permit Acceptor** is responsible for accepting the work permit, instructing the work crew about the hazards and control measures, and ensuring that the work activity is performed safely. This person must be able to fully understand the language in which the permit is issued. One or more persons may conduct this role for a single work permit.

  The Permit acceptor is responsible for informing the owning department of the hazards of the work being conducted by the work crew. This includes information about the job/task, specific PPE, providing SDSs for chemicals not typically present in the facility, and any craft-specific or task-specific hazards not known by the owning department.

  If a permit acceptor is replaced, the new permit acceptor must be informed of the permit details and sign the permit accepting responsibility. The permit issuer must be informed of the change of permit acceptors. If work crew

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members change it is the responsibility of the Permit Acceptor to inform the new workers of the scope, hazards, and control measures on the permit.

If changes to scope, duration, work activity, field conditions (including environmental), hazards, or other parameters occur at any time, this must be communicated to the permit issuer, and the work permit must be revised accordingly.

By signing the permit, the Permit Acceptor verifies that workers are trained in applicable safe work practices, to use the equipment for the job, and in how to properly use the PPE necessary for the job. Permit acceptor must inform all the respective workers about hazards and the necessary precautions.

4.2. Work Authorization Log (WAL) Requirements for work done in Production Areas/Tank Farms

- A WAL is not required for Owning/Operating Department personnel operating a process.
- A WAL shall be used
- Persons using the WAL include badged employees (either BASF, Contract Employees, or Contractors' Employees) who have been given safety orientation and training to perform activity.
- The person approving work/assessing hazards must be an authorized Permit Issuer for the type of activity being performed. The person approving the work may be contacted by phone or radio. If approved by phone or radio, a person can write in the name of the approving permit issuer on the WAL (This should only be done if there is no authorized permit writer in the area at the time of the request).
- The WAL must be signed by a permit issuer and the person performing the work. The names of authorized persons must be legible. Printed names are acceptable as signatures.
- Personnel performing the activities must sign out on the WAL when leaving the unit/area.
- The WAL shall include, as a minimum, a description of the work being authorized, sign in time, sign out time, name of person conducting the work, and name of the Owning/Operating Department person providing the authorization.
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- To be considered as minor activity where the WAL is used, a hazard assessment must be performed (See Beaumont Site Minor Activities Hazard Assessment located on the Beaumont BASF intranet).
- The work must meet the following criteria:
  - No additional PPE beyond standard PPE is needed (e.g., fall protection is additional PPE).
  - No safeguards are to be removed/bypassed
  - No tools are used on process equipment
  - Activity can't impact process equipment
  - No unrated electrical equipment is used in a classified area
  - A job site visit is not required (not entering process or tank farm area).

- ***List of Minor Activities performed*** where WAL shall be used as **long** as the criteria above applies (If any of these conditions can't be met a Safe Work Permit must be issued).
  - BASF Employees, Contractors or Visitors who aren't performing any work activities.
  - Vendors/Contractors performing office equipment maintenance, janitorial, bottled water, soft drink/snack, or pickup and delivery services, port-a-john servicing.
  - Routine landscape lawn care services
  - Routine Pest Control Services
  - P&ID reviews (walkdowns)
  - Visual inspections or tours
  - Safety audits or walkthroughs
  - Roll-off Dumpster removal/replacement
  - Drone operations outside the boundaries of process areas and tank farms

4.3. Safe Work Permit Preparation

4.3.1 Hazard Assessment

Written Operating procedures for routine work activities must have a hazard identification and risk assessment process.

4.3.2 The assessment of hazards for the work activity must consider the workplace arrangement and adjacent surroundings, including activities that are planned or underway.

4.3.3 Proper work planning must be conducted to ensure the correct scope of work including all necessary work activity, location, surrounding hazards,

duration etc. Pre-planning meetings, where necessary, shall be used to pre-plan the necessary risk assessments to supplement the insurance of a safe work permit.

4.3.3.1 Obtain the necessary information for the work activity (e.g., visual check in the field, verifying equipment placement, identification numbers, P&IDs, electrical diagrams, equipment lockout procedures, special hazard assessments, etc.).

4.3.3.2 Assess hazards of the job. Determine interaction needed with other equipment owners or adjacent operations, potential simultaneous work activities, environmental considerations (disposal, permitting, open lines, etc.) pre-work planning with maintenance, contractors, etc., as applicable.

4.3.3.3 Define Control Measures:

- Before starting the job (e.g., by isolating equipment, arranging proper lifting equipment, conducting special hazard assessments etc.)
- During the job (e.g., hot work fire watch, barricades, etc.)
- Post-work activity (e.g., permit closeout, verification of reinstallation of guard rails, replacement of grating, correct equipment installation checks needed, etc.)

4.3.4 **Special Hazards –** Work that involves special hazards requires a special hazard assessment.

The Beaumont site covers these special hazards and their requirements in detail in the following procedures (Examples).

- Hot Work – BMEHS-002. 017
- Line Breaking – BMEHS-002.020
- Line Cutting – BMEHS-002.044
- Energy Isolation (LOTO) – BMEHS-002.005
- Confined Space – BMEHS-002.003
- Excavation – BMEHS-002.010
- Unprotected Work at Heights – BMEHS-002.038
- Critical Lift – BMEHS-002-006
- Energized Electrical Work – BMEHS-002.047
- Industrial Cleaning (Hydro blasting) – BMEHS-002-039

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- Radiation – BMEHS-002-035

4.4. Safe Work Permit Requirements

4.4.1 4-eyes Principle

The 4-eyes Principle must take place before the permit is written. This is to ensure that the Permit Acceptor and the Permit Issuer (Person who signs the permit) are in agreement on what equipment/area will be work on and what work will be performed.

Note: The 4-eyes principle must be performed in the field by the Permit issuer (One who signs the permit) and individual(s) conducting the work.

4.4.2 Safe Work Permit must be Printed and Legible

All information written on the Safe Work Permit shall be printed and legible.

4.4.3 Work Not Covered by SOP's

Operations performing Service/Maintenance work shall use a Safe Work permit for work not covered by SOP's.

A JSA shall be developed for all non-routine task performed not covered by SOP's. JSA's will be used in conjunction with safe work permits.

4.4.4 Safe Work Permit Initiation and Maximum time between Work Site Visits

A Safe Work Permit shall be issued prior to the initiation of any work activity covered in the scope of this procedure. **The Safe Work Permit shall have all appropriate sections of the permit filled out before initiation of any work activity.**

The maximum time between permit issuance and start of work shall not exceed 2 hours. In addition, the work area shall be reviewed for all requirements after periods of inactivity as conditions are subject to change and new hazards may exist.

4.4.5 Separate Safe Work Permits

A separate Safe Work Permit is required for each work crew performing and each work task.

a. Multiple crafts and multiple companies can be considered a work crew provided that supervision from all involved parties agree and

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the work hazards, PPE and safeguards documented in the safe work permit are **the same for each craft** and sufficient to cover the entire scope of work (multi craft) conducted by all parties in the work crew.

i. If multiple crafts and/or companies are to be working under the same permit, a representative from each craft/company MUST be present during the permitting process, including the 4-eyes field walk.
   1. If a representative from all crafts/companies cannot be present during the permitting process, then the crafts/companies not present are required to obtain separate safe work permits.

ii. Crafts/companies called to the job after the issuance of the safe work permit, as the result of discovery work or scope change are required to obtain a separate safe work permit for their individual scope of work.

4.5. General Requirements

4.5.1 Qualifications for Safe Work Permit Issuers

The Owning/Operating Department shall issue Safe Work Permits.

A. The Safe Work Permit issuer must be trained and successfully demonstrate hands on knowledge to be qualified to write permits for the area being permitted. Operations, TES, Lab and Maintenance supervision determines, through its training program, when a person is qualified and then authorized to issue Safe Work Permits. Permit-Issuing departments will maintain a list of designated, qualified permit-issuers.

Communicate by posting authorized persons by type of permit on bulletin boards. The list must be signed/approved and dated by the specific department manager. Removal is needed when the list is changed.

B. The issuing Shift Supervision/Team Lead or their designee must conduct the Owning/Operating Department Approval prior to permit issuance.

4.5.2 Safe Work Permit Authorization

The Owning/Operating Department's designated personnel, usually the Shift Supervisor, shall authorize i.e., approve the Safe Work Permits.

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Approval indicates:

A. The applicable work on the schedule matches the Safe Work Permit

B. The conditions in the field are safe for the Work Crew to perform their work (i.e., valves did not leak through by checking low point bleeds, verifying bleed valves are not plugged, etc.).

C. All Hazardous Energy Source devices have been physically tested and found to be de-energized (i.e., hit the start button).

D. No other Hazardous Energy Sources are attached to the equipment to be worked inside the boundaries defined by the tag out; example, all purge hoses and steam hoses used for preparation are disconnected, unless otherwise noted on the permit and/or Tag Out Sheet.

E. The Control of Hazardous Energy forms and procedures and other paperwork are filled out and accurate with all applicable spaces initialed or checked off.

F. The immediate area around the equipment to be worked has been checked with the appropriate gas testing equipment for hydrocarbons and/or for toxicity as needed.

If any of the above requirements are not satisfactory, the permit shall not be signed or issued.

4.5.3 Safe Work permits must be issued by the shift on duty.

4.5.4 The Safe Work Permit shall be reviewed in its entirety with the Work Crew representative approving the permit.

4.5.5 Work Crew Representative Duties

The Work Crew representative will then review the Safe Work Permit with the Work Crew members performing the work permitted. All members of the assigned Work Crew must print their name on the back of the (manila) field-copy after they have reviewed and understood all requirements of the permit.

4.5.6 Blanket Safe Work Permits

Blanket General Safe Work permits are permitted under the following conditions:

A. Only one service/work crew is performing the task.

B. The hazards will not change for the task being performed.

C. The work scope does not change.

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4.5.7 Safe Work Permit Location

Once a permit is authorized, the original copy shall remain with the Permit Issuer and the field copy shall be posted at the work site for the duration of the job.

A. For permits issued only as Vehicle Entry permits, the field copy must remain on the vehicle that is permitted.

B. If Vehicle Entry is a portion of the overall job, the permit may remain at the job site rather than the vehicle.

4.5.8 Safe Work Permit Time Limit

Safe Work Permits are valid for up to one operations shift. The expiration/end time of the permit validity shall be noted on the permit. A Safe Work Permit may be extended/revalidated for 2 hours by the on-coming or out-going Owning/Operating Department for jobs that are not finished and for which the work crew representative has not changed.

A. If the work must continue beyond the initial shift, the field copy permit must be returned to the Owning/Operating Department prior to the expiration time and re-validated by the on-coming Owning/Operating Department supervision.

B. All Work Crew members must be informed of the re-validation.

C. Work that will extend beyond 2 hours will require a new permit to be issued.

4.5.9 Safe Work Permit Completion

Following the completion of the job or the end of the shift, a Work Crew representative must return the Safe Work Permit to the Owning/Operating Department and;

A. Match the copies of the permit and mark the permit job completed section as applicable.

B. Print name as the permit returnee in the designated section of the permit closeout section.

4.5.10 Emergency Alarm/Conditions

If an emergency alarm is sounded or an emergency condition occurs in the unit where the work is being performed, all Safe Work Permits are immediately cancelled/suspended. After resolution of these conditions, the permit must be reissued or revalidated before work can resume.

NOTE 1: Permits are not cancelled for scheduled alarm tests.

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Note 2: The unit must have a method for accounting for personnel in the event of an emergency (e.g., by SWP, WAL, Sign In Sheets, Computer system).

4.5.11 Safe Work Permit Revalidation

Safe Work Permits must be revalidated following an All Clear by the Owning/Operating Department supervision or their designee.

4.5.12 Incidents Involving Safe Work Permits

Must electronically retain SWPs involved in Incidents that require a simplified or detailed investigation.

4.5.13 Completed Safe Work Permit Review

Completed Safe Work Permits will be reviewed by the Owning/Operating Department supervision for accuracy and then retained in accordance with 4.3 of this procedure.

4.6. Completing the sections of the Safe Work Permit

Section I - Work Description:

A. A Section Header that lists

- Unit/Department issuing the permit
- Company conducting the work
- Date with the authorized start and end time
- A unique number to identify each permit

B. This section is to identify who will be permitted to work and the specific location (area or equipment identification) in the unit or department.

C. The description of the work should be detailed and specify the task(s) required to complete the work.

D. The Work Company shall be identified in this section. (Work Crew Members will sign in on the back of the permit).

Section I – Check All That Apply:

A. Any task box with an asterisk required additional permits or associated paper work that must accompany or applies to the Safe Work Permit.

B. More than one task box can be selected for a single task. For example, pulling a pump could include marking the “Lock Out / Tag Out”, and “Line Breaking” boxes.

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C. "General Work" shall be selected for activities such as but not limited to; painting, insulating, scaffold erection, pulling wires, etc. where there is no other task type applicable.

D. "Line Breaking" and "Lock Out Tag Out" shall be selected anytime a task involves isolating an energy source or breaking into process lines or equipment.

E. "Line Cutting Procedure" shall be selected anytime a job requires use of the Line Cutting Procedure.

F. When Hot Work is required, the Hot Work box will be selected in section IX on the permit as applicable for the task.

G. Unclassified electrical equipment used in classified areas must be marked as Hot Work – Low Energy Ignition Source.

H. For confined space work, the Confined Space box must be selected and the number of the corresponding Confined Space permit must be entered in the space provided on the Safe Work Permit.

Note: When a Safe Work Permit that is designated as a Confined Space permit, the Safe Work Permit must be attached to the Confined Space permit at the conclusion of the task and retained with the Confined Space permit, by the Owning/Operating Department for one year.

I. "Electrical Work Permit" shall be selected anytime electrical work will be performed requiring an electrical permit.

J. Critical Lift, Excavation, and Hot Tap will be selected when applicable. Those also require additional paperwork that must accompany the Safe Work Permit.

Section II - Hazards / Communication:

A. This section of the permit is to communicate information on the health and physical hazards of chemicals previously contained in the equipment, as well as those used to clean out equipment if applicable.

B. Information on the health and physical hazards associated with any chemicals that the acceptor may be using as part of the job tasks.

C. The location of applicable Material Safety Data Sheets is identified.

D. Location of safety shower/eyewash and fire extinguishers, and evacuation/rendezvous points are communicated.

E. If electrical tools will be used for the task, determine if they are rated for the area where the work will take place.

F. JSA/Pre-Task Plan provided by Contractor must be provided before work. For less hazardous work, the PTP can be part of the SWP.

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Section III - Fall Hazard Assessment:

A. If Fall Protection isn't needed check the N/A box in the top right of this section.

B. If Fall Protection is required a Fall Hazard Assessment is required.

B.1. Review Fall Hazard Assessment Form (Attachment D from Elevated Walking and Working Procedure BMEHS 002.038

B.2 What is the elevated working surface? Scaffolding? Ladder? Arial Lift? Stairs? Other?

B.3 Describe methods of Fall Protection, Harness with SRL, PFL? Harness/SRL/PFL 100% Tie-Off is Required.

B.4 Will anchorage (Tie-Off Point) be used? If yes, has the anchorage been approved by a Competent Person? This is required for all Fall Protection use.

Section IV – Line Cutting:

A. Do Blue Tag ID Number(s) match the location(s) permitted to be cut?
B. Has field verification of equipment cleaning and isolation been performed?
C. Has Orange tape applied by work crew as acceptance of above?

Section V – Work Environment

A. Has the work site visit with Permit Acceptor (4 Eyes) been conducted?
B. Is purging or ventilation needed for work?
C. Has communication to other impacted workers been made?
D. Has the nearest Safety Shower to the work been tested and is it functional?
E. Has the nearest fire extinguisher been checked to ensure it has been inspected and in proper pressure range?
F. If breathing air is needed, has it been tagged as safe to use and had the low pressure alarm tested?
G. Are all associated permits/paperwork with this task complete?
H. Is there a potential for falling or dropped people or objects?
I. Has the Fall Hazard Assessment (Attachment D BMEHS 002.038) been completed?
J. Is scaffold inspection current?
K. Do safety locks need to be removed?
L. If Owning Department is other than Department Permitting work has Owning Department Supervision signed as co-approver below?

VI– Control of Hazardous Energy (LOTO):

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A. Hazardous energy sources shall be isolated, locked out and/or tagged out and the Owning/Operating Department Approval shall be in accordance with the site's Lock Out/Tag Out procedure.

B. If there are no hazardous energy sources, "N/A" may be selected and this section skipped.

C. If applicable, complete this section on the permit and record the Lock Box number(s).

D. Have General and Equipment Specific Hazardous Energy Control Procedures, Lockout/Tagout Sheets, and P&IDs been completed, copied and attached?

E. Is there a Single Isolation Point being used to Isolate/Deactivate single hazardous energy, does it achieve zero-energy state and is it secured by servicing department personal lock?

Section VII – Air Monitoring/ Meter Checks:

A. Monitoring/testing requirements and results when applicable (include the instrument ID, calibration date, and bump test to ensure working properly.

B. Ensure User has had instruction on how to use the LOL/O2 Meter.

C. What monitoring schedule is required? Initial monitoring or Continuous monitoring?

D. If work is discontinued for more than 2 hours, LEL and O2 monitoring. Must be rechecked by the owning department before work can resume.

Section VIII – Line Breaking

A. Has line/equipment been properly isolated, drained, flushed and Vented in preparation of the Line Break? If not why?

B. Has equipment been verified empty/depressurized/other?

C. Are barricades/barrier tape/drip plans or other required?

D. Has job plan (defensive positioning/PPE requirements) been reviewed with work crew?

E. Zero Energy Verification method/Verified by who?

Section IX – Hot Work Requirements:

A. All Hot Work activities shall be in accordance with the site's Hot Work procedure.

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B. Hot Work may not be permitted if the fire protection system is inoperable without EHS approval. If there is no fire protection system where the Hot Work is to take place, select "N/A".

C. Select the appropriate fire protection measures for the Hot Work. Selecting more than one measure is permitted based on the amount of protection necessary.

D. Vehicle Entry shall be marked and permitted as Low Energy Ignition Source – Hot Work on the Safe Work Permit.

E. How work permit must be re-evaluated with new documented air monitoring readings if there is a break in work and fire watch is absent greater than 30 minutes.

F. Owning/Operating Department Approval for High Energy – An additional area qualified permit writer must Sign Off on permit (4-Eyes).

G. Fire Watch must be in area for duration of the work and for at least 30 minutes after completion of the hot work to detect and extinguish any possible smoldering fires.

Section X – Additional/Special Provisions/PPE Required for Task (Use PPE Grid for specific Chemical PPE)

A. General Section – specify items needed
B. Gloves – Specify gloves needed and if Downgrade is possible
C. Chemical PPE – Specify what chemical PPE is required and if Downgrade is possible.
D. Respiratory Protection – Specify what type of Respiratory PPE is required and if downgrade is possible.
E. Barricades – What barricades are required for work?
F. Downgrade Authorization – Person who authorizes by signature and method to verify the downgrade.

Section XI – Approvals:

A. The Safe Work Permit is not valid until both the Owning/Operating Department and a Work Crew Representative approve the permit.

A.1. General Work permits and Low Energy Ignition Source – Hot Work permits may be authorized by anyone trained and qualified for the area being permitted.

A.2. Confined Space and Hot Work – High Energy Ignition Source permits shall be authorized by two Owning authorized permit writers for the area being permitted (4-Eyes).

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B. The Owning/Operating Department approval indicates that the permit is accurate, and the precautions are safe for work to proceed.

C. The Co-Approver Representative approval can be:

- Another authorized permit user (for 4 Eyes)
- A Person who reviews work with Special Hazards, such as Competent person, for special lifts, Excavation, and Working from Heights).
- Adjacent process owners (authorized permit issuers) that will be impacted by work being performed.
- An equipment co-owner

NOTE: WHEN ISSUING A PERMIT IN AN AREA THAT IS NOT OWNED BY THE PERMIT ISSUERS HOME DEPARTMENT, THE PERMIT MUST HAVE A REPRESENTATIVE OF THE OWNING DEPARTMENT SIGN IN THE APPROVALS SECTION.

D. The Work Crew Representative may be the foreman, crew lead or crew member. Nevertheless, this person's approval indicates they are aware of all requirements of the permit and will pass on this information to all members of the Work Crew prior to starting work. Requirements for multi-company/multi-craft work crews can be found in section 4.5.5.

E. All Work Crew Members shall print their name on the back of the Safe Work Permit (Field Copy) indicating they know and understand the permit requirements.

F. The Emergency contact number is a Contractor's emergency number. The intent of this phone number is so BASF can contact a representative of the contract company in the event of an incident.

Section XII – Permit Extension/Revalidation:

A. Permits must be revalidated after a plant upset, after emergency conditions, if the scope of work changes, or if the work crew intends on working beyond the normal Operation shift. An extension can be granted through revalidation for no more than 2 hours past the original expiration time.

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A.1. The Work Crew Representative must return the field copy of the permit to the Owning/Operating Department prior to the permit's end time for revalidation.

A.2. The Owning/Operating Department must visit the job site to ensure conditions and work requirements have not changed before revalidating the Safe Work Permit.

A.3. When work is extended beyond the issuing shift, the on-coming shift representative must visit the job site and revalidate the permit within the first hour of the new shift. If the job site is not visited within the first hour, a new permit shall be issued.

A.4. The Owning/Operating Department will match the Control room copy with the field copy and obtain approvals and record the time and date of revalidation.

A.5. Based on the Safe Work Permit requirements, an additional LEL and O_2 check may be required. If so, record the LEL and O_2 results in the revalidation section and permit the work to continue.

Section XIII – Closeout:

A. A member of the work crew must return and sign the Safe Work Permit at the end of the day/shift or when the work is completed.

The Permit Acceptor must ensure that the permit is signed and returned at the completion of work to an authorized Permit Issuer in the unit/department where issued. The Permit Acceptor and the Authorized Permit Issuer will review the status of the work and communicate about any hazards left or encountered, and the cleanliness of the workplace. In addition, ensuring the 30-minute fire watch has been completed; if applicable. Upon turn-in of the SWP, the person receiving must acknowledge receipt of the SWP by printing his/her name in the allotted space.

B. The Owning/Operating Department shall complete the Closeout section on the permit.

- Identify if the job is completed or the end of the day/shift.
- Record if the area is cleaned and if locks/tags are removed
- Notify Shift Supervisor / Team Leader of permit closeout.

C. The permit issuer determines if 4-eyes closure or field

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verification/walk the line is needed for the job (e.g., intrusive work, open manways, barricades, covering floor holes, etc.) or the reversal of implemented safety measures are needed to ensure that plant is left in a safe state.

D. Any member of the Owning/Operating Department may accept the permit from the Work Crew representative. Record the time and sign the permit (Print).

E. Lessons learned and successful practices when applicable are to be noted on the permit (or explanation attached) and reviewed during the Work Permits quality check.

4.7. Safe Work Program Review for Continuous Improvement

4.7.1 The safe work program shall be reviewed at least annually to ensure that the management system is properly implemented and that the elements adequately control the covered activities. As a minimum, the following elements shall be reviewed.

- A comparison of the site procedure to the corporate procedure requirements.
- A review of incident reports involving Safe Work Permitting issues
- Review overall results of field audits and work permit quality.
- Interviews with permit issuers, persons performing work, and other affected employees, including contractor employees to ensure they understand their roles and responsibilities.
- Audit of Safe Work permits completed by different persons to verify completeness and accuracy.
- The review shall be documented and retained for the audit period.

4.7.2 If a Confined Space Permits is issued, the Owning/Operating Department must retain the associated Safe Work Permit with the Confined Space Permit for no less than 1 year.

Work Permit Quality Checks

4.7.3 The Shift Supervisor/Team Lead will review completed/closed permits in order to verify clarity and completeness of documented information (e.g., work description, necessary signatures) and adequate identification of hazards and defined control measures.

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4.7.4 All Safe Work Permits, along with their associated Isolation Procedures, Lock Out/Tag Out Sheets, excavation permits, etc., issued to a Work Crew shall be filed and retained.

4.7.5 The retention period for closed safe work permits are no more than one (1) year. If safe work permits have been through the review/critique process, they may be destroyed after 30 days; however, documentation of the review results and corrective measures must be maintained until the annual program review is completed.

Work Permit Field Inspection

4.7.6 To be carried out in the field, reviewing an active/open work permit for accuracy of documentation and hazards identified and for appropriateness and adequate implementation of control measures. A field audit conducted in accordance with the requirements of Control of Hazardous Energy Sources can be used to help meet the requirements of periodic inspections.

4.7.7 A minimum of 15 active/open safe work permits will be reviewed monthly. Document and keep field audits for annual review.

4.7.8 The lessons learned or identified successful practices from field checks and quality checks must be shared with owning department management for continuous improvement and communicated to unit personnel and others as needed (contractor company/persons accepting permits).

4.8 Training

4.8.1 BASF and Contract/Contingent Employees Involved in Safe Work Activities

A training program must be in place to ensure that permit issuers are adequality qualified and have the knowledge to assess the hazard(s), define control measures and conduct process steps for their specific workplace (e.g., based on materials handled), including:

- Initial training followed by competence verification
- Competence verification, at a minimum every two (2) years
- Refresher training whenever there is a significant change in the work permit process or tools as defined locally, or at a defined frequency based on the competence verification and monitoring results.

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Other personnel involved in (permit acceptors, etc.) or affected by the work permit process (people who work in an area where permits are issued) must receive general instructions on:

- The activities requiring a safe work permit
- People authorized to issue permits and
- General process requirements (e.g., as part of site orientation training).

4.8.2 BASF and Contract (Contingent) Employees NOT Directly Involved in Safe Work Activities

Other personnel not directly involved in Service/Maintenance Work will receive awareness training for this and other safe work practices in accordance with the EHS curriculum assignment process.

4.8.3 Training Documentation for BASF and Contract (Contingent) Employees

Training must be documented, including all the following:

- Trainee's name
- Dates of attendance
- Means used to verify understanding
- Learning objectives for the course

Documentation shall be maintained according to ***BC037: Record Retention Policy*** and the applicable records retention schedule.

4.8.4 Contractor Employee Training

Contractor Employees must attend an EHS orientation before being allowed to conduct work on BASF property. Reference BASF Corporate Procedure Contractor Selection, Oversight and Safety N-ID-OSA 002: *Contractor EHS Management* for additional requirements and responsibilities.

1. RESPONSIBILITIES

Site Leadership Team

Has primary responsibility for the implementation of this procedure.

EHS Manager

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

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Site Employees and Contractors
Have primary responsibilities for adherence to the procedure including the identification of deficiencies in the procedure, and identifying, reporting and correcting activities not in compliance with this procedure.

Unit Manager or equivalent is
Responsible for the implementation of this document in all activities within the unit for which this person is responsible including delegation in writing of permit issuer(s) to conduct the process. The unit manager or equivalent must also have the arrangements in place for periods with high work permit demand to maintain the required supervision and implementation quality.

Permit Issuer
responsible for ensuring assessment of hazards, definition of control measures, and authorization of the start of work and serves as the contact point for the permit acceptor. Upon completion of the work activity, this person is also responsible for ensuring the work permit conclusion. One or more persons may conduct this role for a single work permit.

The permit issuer shall ensure that hazards of the equipment, area hazards, workplace/surrounding conditions are identified, and control measures are in place before the start of the activity including Special Hazards Assessments. If the permit issuer changes, a dialog between issuers takes place to determine if any issues exist for follow-up and documentation occurs.

Permit Acceptor
responsible for accepting the work permit, instructing the work crew about the hazards and control measures, and ensuring that the work activity is performed safely. This person must be able to fully understand the language in which the permit is issued. One or more persons may conduct this role for a single work permit.

The Permit acceptor is responsible for informing the owning department of the hazards of the work being conducted by the work crew. This includes information about the job/task, specific PPE, providing SDSs for chemicals not typically present in the facility, and any craft-specific or task-specific hazards not known by the owning department.

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If a permit acceptor is replaced, the new permit acceptor must be informed of the permit details and sign the permit accepting responsibility. The permit issuer must be informed of the change of permit acceptors. If work crew members change it is the responsibility of the Permit Acceptor to inform the new workers of the scope, hazards, and control measures on the permit.

If changes to scope, duration, work activity, field conditions (including environmental), hazards, or other parameters occur at any time, this must be communicated to the permit issuer, and the work permit must be revised accordingly.

By signing the permit, the Permit Acceptor verifies that workers are trained in applicable safe work practices, to use the equipment for the job, and in how to properly use the PPE necessary for the job. Permit acceptor must inform all the respective workers about hazards and the necessary precautions.

3. DEFINITIONS

5.1 BLANKET SAFE WORK PERMIT

A permit that is marked as “General” and is issued to a single work crew to perform the same task throughout the unit or block but in different areas or on different equipment as long as the hazards DO NOT change as the work crew moves throughout the unit or from equipment to equipment, i.e. painting that will be performed in more than one location.

5.2 COMPETENCE VERIFICATION FOR ISSUING SAFE WORK PERMIT

Assessment of the ability to correctly issue work permits and fulfill the specific work permit role and responsibilities (e.g., verify field inspections, written checks, dialog with management, practical exercises).

5.3 CONTRACTOR/AGENCY

a company that will either be placing or taking contractors, temporary employees, or contractor employees onto a BC site

5.4 CONTRACTOR EMPLOYEE

a non-BASF worker for whom BASF does not provide supervision of his/her day-to-day activities or direction as to how an activity is to be performed
Note: In this document, a Contractor Employee includes subcontractors.

5.5 CONTRACTED (CONTINGENT SAFF) EMPLOYEES

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A Contracted Employee is an individual or group of individuals that are non-BASF workers for whom BASF provides supervision of his/her day-to-day activities and direction as to how an activity is to be performed

5.6 CO-OWNER

Person approved to authorize/approve work on equipment that resides in an area owned and operated by another unit/department/service group (i.e., a Utilities owned air compressor that resides in a process area of operations). The Owners of the equipment being worked on will normally issue the Safe Work Permit and obtain the approval from the owners of the area.

5.7 CO-APPROVER/SIGNER/CO-ISSUER

Person who approves or authorizes a safe work permit along with a Permit Issuer. This Co-Approver can be:

- another authorized permit issuer (for 4-eyes purposes),
- a person who reviews work with Special Hazards, (such as Competent person, for Special Lifts, Excavation, and Working from Heights)
- adjacent process owners (authorized permit issuers) that will be impacted by the work being performed.
- An equipment co-owner.

NOTE: WHEN ISSUING A PERMIT IN AN AREA THAT IS NOT OWNED BY THE PERMIT ISSUERS HOME DEPARTMENT, THE PERMIT MUST HAVE A REPRESENTATIVE OF THE OWNING DEPARTMENT SIGN IN THE APPROVALS SECTION.

5.8 EXCAVATIONS

Any man-made cut, cavity, trench or depression formed by earth removal.

5.9 4-EYES PRINCIPLE

The use of two (2) or more individuals reviewing a job or task together in the field to ensure that all hazards are identified and eliminated/controlled through safe work practices, testing, use of PPE, communication / awareness, etc.; at a minimum, includes a Permit Issuer and individual(s) conducting the work

Note: The 4-eyes principle must be performed in the field by the Permit issuer (One who signs the permit) and individual(s) conducting the work.

5.10 HAZARDOUS ENERGY SOURCE

Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other energy, including stored or residual energy, that if unexpectedly or

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inadvertently released, could cause injury to personnel, or if introduced into a process could be hazardous.

5.11 HOT WORK

Work involving welding, torch cutting, burning, brazing, grinding or the use of open flames, in areas other than maintenance shops or designated fabrication areas designed and maintained for such work, is considered Hot Work. In addition, the use of any spark producing tool or equipment (jack hammers, grinders, drills, etc.), the use of any non-rated electrical equipment, and Vehicle Access in electrically classified hazardous areas is also considered Hot Work.

5.12 JSA

A Job Safety Analysis (JSA) is a risk assessment tool used to identify and control workplace hazards

5.13 INTRUSIVE WORK

Work that is performed where hazardous energy sources could be released by the performance of the work. This includes jobs that involve Lock Tag & Try, Line Breaking, Hot Work/Vehicle Entry, and Confined Space Entry.

5.14 MINOR ACTIVITIES

Tasks that have very low risk; do not require a 4-Eyes field review or a procedure; do not involve protection from hazardous energy sources for the specific work to be done; criteria in Section 4.2. Examples include - visitor walkthroughs, visual inspections, deliveries, vehicle entry into non-classified areas, copy machine repair, etc. These activities do not need a jobsite visit with the person(s) performing the task.

5.15 OWNING/OPERATING DEPARTMENT APPROVAL

A final, field check to confirm the permit requirements are met. The Shift Supervisor/Team Leader or their designee may perform the permit approval. The person performing the Owning/Operating Department Approval shall sign (print name) the Safe Work Permit.

5.16 OWNING/OPERATING DEPARTMENT

The BASF unit or department that operates or is responsible for the daily operation of the process, area or facility where work is being conducted. Service/maintenance work for the purposes of this procedure is considered a separate activity from operating the process and must follow requirements of service/maintenance work.

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5.17 PERMIT ACCEPTOR

The person who signs the safe work permit that is responsible for doing the work or leading others who will perform the work that required a safe work permit. This person is responsible for transferring job specific information to the work crew.

5.18 PERMIT ISSUER

Personnel who have been trained, qualified and authorized to issue permits on behalf of the Operating/Owning Department.

5.19 RE-ISSUING

Means to void the previous permit for work and issue a new permit

5.20 REVALIDATION

the process of reusing an existing SWP to authorize work by reviewing the work conditions specified on an existing permit, with a Permit Acceptor, to ensure the scope, conditions, and safety precautions listed on existing permit have not changed. One can document this with signatures or initials next to the original approvals.

5.21 RE-VALIDATING

Means to review the conditions for work specified on the permit, ensure that the conditions are still met and secure the appropriate notifications and approvals.

5.22 SAFE WORK PERMIT

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

5.23 SERVICING GROUP / WORK CREW

Any personnel involved in activities that are outside the scope of routine production or utility operations. For the purpose of this procedure, a Work Crew may be comprised of workers from more than one company provided each company involved and the Equipment Owner agree to the arrangement. Requirements for multi-company/multi-craft work crews can be found in section 4.5.5. A Safe Work Permit shall be issued for each defined work task performed by a Work Crew. The terms Service Group and Work Crew are used synonymously for the purpose of this procedure.

5.24 SERVICE/MAINTENACE WORK

Work performed on equipment or at facilities to repair, service, maintain, construct, renovate, modify, load or unload, deliver, install, or beautify.

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5.25 SPECIAL HAZARDS

Work activities that include: Hot Work, Line Breaking, Line Cutting, Confined Space, Excavation Work, Unprotected Work at Height, Special (Critical) Lifts, Electrical Work Permit etc. See Section 4.3.4 for requirements.

5.26 UNPROTECTED WORK AT HIGHTS

Working at elevations without fall prevention systems in place, where a worker could fall a distance of four (4) feet or greater to a lower level (e.g., working on top of facilities tank roofs, building roofs and similar structures with fragile surface areas outside of the area provided with collective fall prevention systems).

Fall prevention systems include approved scaffolds, netting, man lifts and guard rail systems.

5.27 WRITTEN OPERATING PROCEDURES

Written, step-by-step instructions that describe how to carry out specific tasks; can be in different forms such as task job analysis (TJA), job safety analysis (JSA), standard operating procedures (SOP), work job instructions (WJI), etc., and must specify safety considerations.

Refer to N-ID-PRS 100: Written Operating Procedures for requirements for written operating procedures. Follow the same requirements for maintenance procedure.

5.28 WORK AUTHORIZATION LOG (WAL)

A form that is used in lieu of a Safe Work Permit to authorize minor activities and may be used as a head count tool. The work authorization log shall not be used without having a dialogue with the owning department about the hazards of the task to be conducted.

5.29 LESSONS LEARNED

Lessons Learned and successful practices when applicable are to be noted on the permit (or explanation attached), reviewed with the oncoming permit issuer (if job is continued) and reviewed during the Work Permits quality check.

NOTE: At the Beaumont Site, the closeout section of the permit has a box that must be checked yes when lessons learned document is completed or provided. If checked yes, please provide an explanation of the lesson learned.

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If no information is to be communicated as a result of the job or permit activity, the box should be checked no.

2. RELATED DOCUMENTS

Beaumont Site Hot Work Procedure – BMEHS-002.017
Beaumont Site Line Breaking Procedure – BMEHS-002.020
Beaumont Site Confined Space Procedure – BMEHS-002.003
Beaumont Site Excavation Procedure – BMEHS-002.010
Beaumont Site Critical Lift Procedure – BMEHS-002.006
Beaumont Site General Safety Rules – BMEHS-002.011
Beaumont Site Electrical Safe Work Procedure – BMEHS-002.047
Attachment A Sign-In / Work Authorization Log
Attachment B Job Safety Analysis

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WORK AUTHORIZATION LOG

Approved Minor Activities:

1. Routine landscape lawn care services
2. Routine Pest Control Services
3. P&ID reviews (walkdowns)
4. Visual inspections or tours
5. Safety audits or walkthroughs
6. Roll-off Dumpster removal/replacement.
7. Drone operations outside the boundaries of process areas and tank farms.
8. Visitors who aren't performing any work activities
9. BASF Employees who aren't performing any work activities
10. Vendors/Contractors performing office equipment maintenance, janitorial, bottled water, soft drink/snack, or pickup and delivery services, port-a-john servicing.

Authorization to enter must be granted and controlled by a BASF Operations Representative.

The Beaumont Site Minor Activities Hazard Assessment is located on the intranet.

All information must be printed and legible.

Date	Time-In	Time-Out	Name	Company	Group Total	Approved Task #	Unit Operations Signature

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JOB SAFETY ANALYSIS (JSA) WORKSHEET

DATE: _____ **SUPERVISOR:** _____

UNIT: _____ **EQUIPMENT:**_____

REQUIRED AND/OR RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT:

_____

SEQUENCE OF BASIC JOB STEPS	POTENTIAL ACCIDENTS OR HAZARDS	RECOMMENDED SAFE JOB PRACTICE

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SEQUENCE OF BASIC JOB STEPS

Break job into basic steps: tell what step is done first, and so on. You can do this by (1) observing the job, (2) discussing with the operator, (3) drawing on your knowledge of the job, or (4) a combination of all three. Record job steps in their normal order of occurrence. Describe what is done, not the details of how it is done. Usually three or four words are sufficient to describe each job step. For example: The job of "replacing a light bulb" breaks down into basic steps as follows:

(1) Bring and set-up ladder
(2) Ascend ladder
(3) Remove light globe
(4) Replace light bulb
(5) Replace light globe
(6) Descend ladder
(7) Remove and store ladder

Make the job steps neither too fine or too broad. They should sound natural.

POTENTIAL ACCIDENTS OR HAZARDS

Ask yourself for each job step, what accidents could occur to the person doing the job step. Get your answers by: (1) observing the job (2) discussing it with others, (3) recalling past accidents or (4) a combination of all three. Ask: Can person strike against or contact by anything? Can person be caught in, on, or between anything? Can person fall? Can a person strain or over exert themselves? Can person be exposed to gas, fumes, radiation, etc.?

Record potential accidents by combining one of the accident type abbreviations below with the agent of contact. For example, "struck by a crane hook" is recorded "SB-crane hook". Number each potential accident.

SB - Struck by
CB - Contacted by
SA - Struck against
CW - Contact with
I - Caught in
CO - Caught on
CB - Caught between
F - Fall
SO - Strain - over exertion
E - Exposure

If you prefer, explain hazards and potential accidents more fully. Draw a line to indicate where the entries for one job step ends and the next begins.

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RECOMMENDED SAFE JOB PROCEDURE

For each potential accident, ask yourself what exactly should the person do or not do to avoid an accident. Get your answers by either (1) observing the job for leads, (2) discussing the job with others who are experienced therein, (3) drawing on your own experience, or (4) a combination of all three.

Describe specific precautions in concise detail. Give each recommended precaution the same number as was given the potential accident (center column) to which it applies. Avoid generalities: "Be alert", "Be careful", and "Take caution". Use simple do/don't statements, e.g. "Lock out main power switch", Stand clear of lift before signaling", or "Check wrench grip before exerting full force". Explain how as well as what to do. Amount of detail is a matter of judgment.

Also, question the basic job method. Is there an entirely different way to do the job that is better and safe? If a repair or service job, can anything be done to increase the life of the job?

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