

## BASF Contractor Pre-Access / Pre-Job Checklist

### Purpose

This document is to be used, as a supplement to the Safe Work Permit, to ensure that all EHS requirements and expectations are communicated to and understood by each contractor company (including sub-contractors) prior to start of work. Also, it is vital that each contractor understand the partnership in which their company and BASF have entered, that it is unacceptable to be injured on our site, and imperative that all rules and processes be followed 100% of the time. Zero incidents is our goal and we expect each contractor to follow safe work practices to help us get there.

### Background

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

### Required Information

Each item must be initialed by the company representatives, indicating that it is has been discussed and understood. The company participating in work at this site should have a member of management and a safety representative present during the discussion, including comparable representatives from each sub-contractor to be used during the job.

	<p><b>Contractor Company Name:</b> _____ <b>Job Start Date:</b> _____</p> <p><b>Avetta Status:</b> Green Amber Red</p> <p>If Amber, what conditions have been identified for the Contractor:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Designation of a dedicated Contractor EHS representative during the work;</li> <li><input type="checkbox"/> Increased supervision during the work;</li> <li><input type="checkbox"/> Increased field audits by BASF representatives;</li> <li><input type="checkbox"/> Implementing a specific pre-job EHS plan or checklist;</li> <li><input type="checkbox"/> Developing a job-specific, written EHS work plan;</li> <li><input type="checkbox"/> Providing additional training;</li> <li><input type="checkbox"/> Conducting periodic EHS meetings or tailgate safety meetings; and/or,</li> <li><input type="checkbox"/> Additional training or meetings to ensure acceptable performance.</li> <li><input type="checkbox"/> Other</li> </ul>
	<p><b>Company Mgr. Name:</b> _____</p> <p><b>Company Mgr. Phone Number:</b> _____</p> <p><b>Company Mgr. E-Mail Address:</b> _____</p> <p><b>Superintendent's Name(s):</b> _____ <b>Phone:</b> _____</p> <p><b>Foreman's Name(s):</b> _____ <b>Phone:</b> _____</p>
	<p><b>What is the previous work history of the project/job superintendent and or the job foreman?</b></p> <p>_____</p>



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<b>Sub-contractors</b>	
<b>Company Name:</b>	<b>Avetta Status: Green Amber Red</b>
<b>Company Name:</b>	<b>Avetta Status: Green Amber Red</b>
<b>Company Name:</b>	<b>Avetta Status: Green Amber Red</b>
If Amber, what conditions have been identified for the sub-contractor: <ul style="list-style-type: none"> <li><input type="checkbox"/> Designation of a dedicated Contractor EHS representative during the work;</li> <li><input type="checkbox"/> Increased supervision during the work;</li> <li><input type="checkbox"/> Increased field audits by BASF representatives;</li> <li><input type="checkbox"/> Implementing a specific pre-job EHS plan or checklist;</li> <li><input type="checkbox"/> Developing a job-specific, written EHS work plan;</li> <li><input type="checkbox"/> Providing additional training;</li> <li><input type="checkbox"/> Conducting periodic EHS meetings or tailgate safety meetings; and/or,</li> <li><input type="checkbox"/> Additional training or meetings to ensure acceptable performance.</li> <li><input type="checkbox"/> Other</li> </ul>	
<b>Who will be the project/job safety representative(s)? Refer to Note below.</b> <b>Full Time                  Part Time                  Circle one</b>	
<b>Safety Rep. Name</b> _____	<b>Phone:</b> _____
<b>Safety Rep. Name</b> _____	<b>Phone:</b> _____

Note: A full-time Contractor Safety Representative is required for every 25-50 craftsmen, not to exceed a ratio of 50:1 unless approved by BASF.

<b>Who is the BASF Site contact for the company performing the work and how can he/she be contacted? (Include e-mail address if available).</b>	
BASF Contact Name: _____	BASF Contact in Attendance?
BASF Contact Phone Number: _____	Yes    No
What will be the duration of the initial job? ( <i>two days, week, months etc.</i> )	What is the block location, area or unit of the initial job?
Description of contracted work, including Project # if applicable::	



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### Kick Off Meeting Topics

Mark as *Yes* or *N/A* in the left margin

**Has a PO# been issued?**

- PO# \_\_\_\_\_

**Site Access:**

- **Badging:**
  - **Have your employees received the required training for site entry:**
    - Site Orientation from Safety Council (Course #12BASF-SU)
    - Basic safety training (ex. BOP, OSHA 10, OSHA 30, NCCER Core)
- **Security requires a 48 hour notice to schedule an employee to get a badge.**
- **When an employee is terminated or relocated to another site their badge must be turned in to Main Security.**
- **Deliveries require one day advance notice.**
- **Critical Service Calls**
- **Subcontractors**
- **Contractor Property Pass**

**Job Schedule:**

- **Milestone Dates**
- **Working Hours**
- **Major Phases**
- **Man Loading Graph**



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<b>Kick Off Meeting Topics</b> Mark as <i>Yes</i> or <i>N/A</i> in the left margin	
	<p><b>Quality Control</b></p> <ul style="list-style-type: none"><li>▪ <b>Submittals for Contractor Furnished Materials</b></li><li>▪ <b>BASF Material Status &amp; Turnover to Contractor</b></li><li>▪ <b>Test Equipment</b></li></ul> <p><b>Temporary Facilities (as applicable):</b></p> <ul style="list-style-type: none"><li>• Lunch Tent &amp; Smoke Pen</li><li>• Office Trailer<ul style="list-style-type: none"><li>○ Building &amp; Excavation Permit Required</li></ul></li><li>• Lay Down Area</li><li>• Tool Storage</li><li>• Fuel Storage</li></ul> <p><b>Scope Discussion</b></p> <ul style="list-style-type: none"><li>• _____</li><li>• _____</li><li>• _____</li></ul> <p><b>Weekly Progress Meetings (if expected):</b></p> <ul style="list-style-type: none"><li>• <b>Information Required</b><ul style="list-style-type: none"><li>○ Safety Issues</li><li>○ Man Power &amp; Man Hours for the week</li><li>○ Previous Week Action Items</li><li>○ Activities Being Worked</li><li>○ Activities Next on Schedule</li><li>○ Outstanding RFI's (If necessary)</li><li>○ Progress Curve (Planned vs. Actual)</li><li>○ Manpower Chart (Planned vs. Actual)</li><li>○ Scheduled Outages</li></ul></li></ul> <p><b>Mobilization Date:</b> _____</p>

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<b>Managing Incidents (Near Miss, Injury, Spill/Release, etc.)</b>	
	<p><b>Procedure for reporting incidents. List those that need to be contacted in case of incident:</b></p> <ol style="list-style-type: none"><li>1. BASF Operations (permit issuer):</li><li>2. BASF Job Contact or Rep:</li><li>3. BASF Security:</li><li>4. (Other) _____</li></ol>
	<ul style="list-style-type: none"><li>• All incidents must be reported to BASF as soon as practical, but no later than the end of the work day. This can be done by radio, phone, or face-to-face. If the work is in an operating unit then the contractor is expected to notify Operations.</li><li>• All injuries, no matter how minor, must be reported to the BASF department issuing the Safe Work Permit.</li><li>• All chemical exposures must be evaluated by site Medical or a BASF First Responder.</li><li>• BASF <u>must</u> be notified before taking an employee off-site for medical treatment. Results of off-site treatment must be communicated to the BASF contact.</li><li>• The contractor must have a medical case management procedure that specifies the use of a local occupational health provider to treat work-related injuries/illnesses that are not an emergency or life-threatening.</li></ul>
	<p><b>Incident Investigation Process. (explain process to the pre-job receiver)</b></p>
	<p><b>Has your company identified a medical provider in the local area?</b> (If no, the following facilities are available.)</p> <ul style="list-style-type: none"><li>• Gulf Coast Occupational Medicine (Gonzales): 225-647-8155</li><li>• Core Occupational Medicine (Baton Rouge): 225-756-2673</li></ul> <p>How will non-emergency injuries be managed after-hours? Our preferred approach will be to use one of the occupational clinic call-out services.</p>
	<p><b>Any contractor employee involved in an incident must submit to a post incident substance abuse test. Steps leading to the test must include supervision escort to the testing location to assure “chain of custody” prior to testing. (Failure to comply will be grounds for removal from the site.)</b></p>

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### Stop Work

Contractors are expected to stop work when an unsafe condition, practice, or hazard has the potential to cause harm to people, the environment, the surrounding community, or property. The employee should notify his/her immediate Supervisor of the unsafe condition, practice or hazard. The employee shall control the hazard if possible without putting him/herself at risk. If the hazard cannot be controlled safely, the employee shall prevent others from being exposed to or impacted by the hazard by:

- Barricading the area;
- Locking/tagging the equipment out of service(this includes operating equipment and maintenance tools/equipment); and
- Communicating the hazard to his/her Supervisor

# STOP WORK AUTHORITY



By the authority of BASF Corporation you have been empowered and obligated to stop work if any unsafe condition exists or unsafe act occurs.

**USE IT!**

	<p><b>Pre-Task Planning (PTP) or Job Hazard Analysis process.</b></p> <p><i>A Job Hazard Analysis (JHA) describes job tasks in step-by-step fashion, identifies associated hazards at each step, and outlines proper hazard controls that minimize/mitigate the risk of injury or illness to the individual(s) performing that task. All contract companies approved to work at BASF facilities via Safe Work Permits are required to have, at minimum, a JHA process. Other common terms - Job Safety Analysis (JSA).</i></p> <ul style="list-style-type: none"> <li>• The hazard analysis must be completed at the specific work location (not in the truck, lunch tent, etc).</li> <li>• Hazards must be eliminated where possible before work begins. The contractor should get help from Operations or their BASF contact if needed.</li> <li>• The work crew should review the hazard analysis after extended breaks (ex. lunch) to ensure it is still valid.</li> <li>• If the scope of work changes then the hazard analysis must be updated.</li> </ul> <p><i>If Contractor does not have a formal JHA form then provide them with Attachment 4 of GSS27.</i></p>
	<p><b>EH&amp;S Safety Activity Plan.</b> <i>(Discuss any expectations for a written safety plan for the work. The written plan should be signed by all work crew members and be available on the job site).</i></p> <ul style="list-style-type: none"> <li>• The contractor must follow the plan. If the job scope changes then the plan should change as needed to ensure that the job can be completed in a safe manner.</li> <li>• Special job plans are required for high voltage electrical work. The Electrical Job Plan template is attached to the Boiler Plate in Appendix P.</li> </ul> <p><b>The contractor shall supply the above required job plans to their BASF Coordinator prior to mobilizing onsite. Print the name of the contractor company representative that will be responsible for providing the plan(s).</b></p> <p><b>Company Rep. Name:</b> _____</p> <p><b>The BASF Coordinator shall be responsible for reviewing and providing copies to all parties required to review the plans. Once reviewed the BASF Coordinator is required to sign off that the plan has been reviewed and distributed.</b></p> <p><b>BASF Rep. Name:</b> _____ <b>Date Reviewed:</b> _____</p>
<p><b>Policies / Procedures</b></p>	
	<p><b>Does your company have copies of Geismar Site EHS Procedures?</b> Yes No</p> <p><a href="https://www.basf.com/us/en/pages/contracted-services/site-specific/Geismar.html">https://www.basf.com/us/en/pages/contracted-services/site-specific/Geismar.html</a></p> <p><b>Does your company have a copy of the Contractor Safety Handbook?</b> Yes No</p> <p><b>Do your employees have a copy of the Life Saving Rules handbook?</b> Yes No</p> <p><b>Does the contractor have a copy of the Cluster tri-fold?</b> Yes or NA</p>

	<p><b>The on-site supervisor shall be familiar with the policies, procedures, and guidelines set forth in the Contractor Safety Manual.</b></p> <ul style="list-style-type: none"> <li>The supervisor will be held responsible for ensuring that his/her crew is familiar with the above mentioned polices, procedures, and guidelines associated with the work that is being performed.</li> <li>We expect the on-site supervisor to set clear safety expectations and hold their employees accountable. This includes any subcontractors.</li> </ul>
	<p><b>Personal Protective Equipment Policy for contractors.</b> <i>(discuss and list minimum requirements for the site – refer to GSS06 for craft-specific PPE expectations.)</i></p> <ol style="list-style-type: none"> <li>Downgrading of PPE for line breaking should be discussed beforehand with the permit issuer.</li> <li>Gloves must be worn when handling any tools or equipment (no matter how small). Exceptions should be discussed with BASF beforehand</li> <li>Latex gloves are not allowed on-site, so any supplies need to be removed from storage areas, trucks, etc.</li> </ol>
	<p><b><u>Plant Emergencies</u></b></p> <ol style="list-style-type: none"> <li>Discuss horns</li> <li>Discuss weekly test</li> <li>Discuss specific rendezvous locations for this job.</li> <li>Review the cluster-specific tri-fold, as applicable, and provide copies to the crew.</li> </ol>
	<p><b><u>Big 5</u></b></p> <ol style="list-style-type: none"> <li>All contractor work requires a Safe Work Permit from the area where the work will be performed. Additional permits may be needed depending upon the work (ex. LOTO, Excavation, etc.). Permit Acceptors are required to have the BASF Permit Acceptor training, which is valid for 2 years.</li> <li>A 4 Eyes Review with the permit issuer will be required for most contractor work (ex. LOTO, Confined Space, Hot Work, Excavation, electrical, etc.). This is your opportunity to ask questions, understand the process hazards, verify that equipment is properly prepared, etc.</li> <li>The representative, who picks up the Safe Work Permit, is responsible for understanding the scope of work, the requirements listed on the permit, and for ensuring that the permit is reviewed with <b>all</b> additional work crew members, including those that may join the crew later.</li> <li>If the job scope changes then the Safe Work Permit must be updated by Operations.</li> <li>If lockout/tagout is involved then the work crew must have a Maintenance Tag (lock also required on electrical disconnects) on our equipment, as designated by the Safe Work Permit. No exceptions! If they do not have a copy of our Maintenance Tag then one should be provided to them. Each individual must hang their own BASF Maintenance Tag.</li> </ol>
	<p><b><u>GSS06 General Safety Rules for Contractors</u></b></p> <ol style="list-style-type: none"> <li>Food, drinks, tobacco, and mobile phones are not allowed in the operating areas unless approved by Operations (ex. water coolers).</li> <li>The site does not allow knives, box cutters, utility blades, etc., for work-related activities. Exceptions must be approved by BASF Safety.</li> <li>All Work Crew members must know the location of the nearest safety shower/eye wash station(s) and rendezvous locations. Each shower should be tested daily.</li> <li>The work area must be cleaned up before the Safe Work Permit is returned.</li> <li>Discuss any hazards the Contractor’s work presents that need to be communicated to BASF (ex. chemicals brought on-site, high pressure equipment, etc.)?</li> <li>Discuss expectations regarding control of ‘dropped objects’.</li> <li>Hoses shall not be connected to BASF equipment without prior approval from the respective operating unit. Different types of hose fittings must not be connected together. Chicago type couplings are prohibited for use in nitrogen connection on hoses or service.</li> </ol>





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	<p><b><u>Follow-Up Actions to be Taken:</u></b></p>
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<b>Contractor Firm (Print)</b>	
<p><b><u>Contractor on-site Supervisor or Foreman</u></b>          I have been informed of the requirements identified on this document and agree to these conditions for work on the BASF site.</p> <p><b>Print:</b> _____ <b>Signature:</b> _____</p> <p><b>Date / Time:</b> _____</p>	
<p><b><u>BASF Representative</u></b>          I have reviewed the contents of this document, as applicable to the work of the identified contractor firm(s), and have established clear safety expectations for the stated work.</p> <p><b>Print:</b> _____ <b>Signature:</b> _____</p>	
<p><b>EH&amp;S Specialist or Rep:</b></p>	

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## Stop Work Form

When a Stop Work has been issued, the Supervisor of the person whose work has been stopped must make sure this form is completed in an objective manner. Work may not be resumed until this form is signed, indicating re-authorization by the Site Superintendent, Supervisor and Site Safety.

### SECTION 1: Stop Work Issuance

Jobsite: \_\_\_\_\_ Job Number: \_\_\_\_\_

Location of Operation: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Individual Initiating Stop Work: \_\_\_\_\_

Individual Performing Work: \_\_\_\_\_

Work operation or condition (include names of individuals performing work):

Hazard (as stated by individual initiating stop work): \_\_\_\_\_

Additional observations: \_\_\_\_\_

### SECTION 2: Date/Time Informed

Supervisor: \_\_\_\_\_ Site Safety: \_\_\_\_\_

Superintendent: \_\_\_\_\_

### SECTION 3: Follow-Up Action

### SECTION 4: Restart Authorization

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Site Safety: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_