1. **PURPOSE**

   This procedure describes the minimum requirements concerning Safety Eyewear for personnel who are exposed to areas or tasks where hazards cannot be completely eliminated or controlled.

2. **DEFINITIONS**

   **Personal Protective Equipment (PPE)**- Equipment worn to protect the eyes, face, head, hearing, lungs, body, and extremities from injury or illness due to chemical exposure or physical hazards.

3. **SCOPE**

   This procedure applies to all BASF employees, contractors, and service personnel in Middle Georgia operations.

4. **PROCEDURE**

   **POLICY**

   All MidGA Operations employees are required to wear approved industrial safety glasses with side shields while performing their job. Employees whose vision does not require corrective lenses will be issued industrial safety glasses from stores.

   Employees whose vision requires corrective lenses must obtain approved industrial safety glasses from one of the eye doctors on the attached list of Company approved eye care providers.

   Contact lenses provide no eye protection at all. They may absorb chemicals, vapors, heat, and trap particles under them resulting in eye injuries. The wearing of contact lenses will be limited to office environments. Special consideration will be given to employees who must, for medical reasons, wear contact lenses. *In these special cases, appropriate eye protection must be worn (and approved by EHS).*

   To promote the Company's commitment to vision conservation and encourage the conscientious use of safety eye wear on and off the job, the Company will provide the following:

   1. Full coverage of the initial eye examination fees from any approved eye care provider listed on the panel. (All subsequent eye examination charges or other periodic eye doctor fees will be each employee's responsibility).
2. Full coverage on the initial pair of prescription industrial safety glasses with clear or tinted lenses from any approved eye care provider listed on the panel. Costs of replacing prescription safety glasses due to vision changes, normal wear and tear, and/or damaged on the job in the course of employment, will be supplemented 100% by the Company. The employee may purchase progressive and photo gray safety glass lenses by paying the difference in price between clear lenses and photo grays or progressives.

3. The Company will supplement glasses that do not meet the above criteria or are misplaced at 50%.

4. The Company will not pay nor supplement payment on additional pairs of prescription safety glasses purchased at one time.

HOW THE PROGRAM WORKS
1. Eye examinations and requests for obtaining prescription safety glasses must be approved in advance. For your convenience, these forms may be picked up from Lenore Belcher, 946-7789, McIntyre Medical Services Department, or Cynthia Smith, 628-7112, Gordon Human Resources Department. These forms must be taken with you to the eye care provider in order for him to serve you.

2. Select one of the eye doctors from the panel of approved eye care providers. It is each employee's responsibility to call and schedule eye care appointments.

3. The eye doctor will give each employee a thorough eye examination and help you choose the best eye protection for your work from several different frame styles and colors. Each eye care provider on the panel has samples of approved frames for your convenience in selection. Don't hesitate to ask him questions.

4. The eye doctor will take all measurements, handle all paper work, and telephone or mail your prescription safety glasses order to the Pro Optic lab where it will be processed for delivery within five days in most cases.

5. Your prescription safety glasses will be mailed back to the eye doctor when completed at the lab. Your eye doctor will notify you when his office has received your prescription safety glasses and they can be picked up and fitted without an appointment.

6. Staff people at each eye doctor's office will adjust your safety glasses free of charge. Most offices have spare parts to do repair without delay so there is no waiting.

7. The Company will pay the eye care provider directly for any administrative fees associated with fittings, adjustments, or replacing frame parts when damaged on the job as a result of your work.
8. Each employee is responsible for eye doctor fees, other than initial examination, and should pay the eye doctor when service is provided. The 50% employee share of safety glasses’ cost not covered under the Company’s 100% - reimbursement plan will be handled through payroll deduction for wage and salaried employees. Please contact Cynthia Smith, HR, at 628-7112, with questions concerning prescription safety glasses payroll deductions.

ADDITIONAL EYE WEAR POLICY INFORMATION

- Dark or heavenly tinted glasses shall not be worn at night. During daylight hours, building pass through is allowed. Extended use, (+5 minutes) of dark glasses indoors is prohibited. Employee should use good common sense while working indoors even in daylight hours for tinted or darkened glasses.

- For certain other jobs, such as handling hazardous chemicals, chipping concrete, using bench and hand grinders, loading propane cylinders, etc., eye protection such as goggles and/or face shields may be needed in addition to safety glasses. Therefore, the decision to use additional eye protection shall be determined by the supervisor in charge of the job and the Safety Group. However, employees who currently wear prescription safety eyewear and whose jobs require safety goggles, can now acquire prescription goggles. SDS sheets should be reviewed to support needed protection when handling chemicals.

The procedure should be handled as follows for BASF MidGa Operation’s employees:

- Employee should acquire a pair of "Uvex Stealth™ Rx Carrier" (S3959 - Blank Polycarbonate Lens) and a pair of "Uvex Stealth™ Safety Goggles" (S3960C - Clear Lens) from the Storeroom and the necessary prescription safety eyeglasses form from McIntyre Medical Services or Gordon HR.
- Employee will present the above three items to his/her designated eye care provider.
- Eye care Provider will fill lens prescription for the provided pair of "Uvex Stealth™ Rx carrier" or lens blanks.
- Eye care Provider will install lens in the provided "Uvex Stealth™ Rx carrier" (Instructions for lens edging and lens installation are enclosed in the "Uvex Stealth™ carrier" box).
- Eye care Provider will notify and schedule employee for prescription fitting.
AUTHORIZED EYE CARE PROVIDERS:

William McQuaig, O.D.
Family Eye care Providers
Medical Arts Place, Suite 1
Sandersville, GA 31082
(478) 553-0007

William Taylor, O.D.
Caldwell & Son Opticians
684 1st St.
Macon, GA 31201
(478) 743-2020

William Taylor, O.D.
Caldwell & Son Opticians
4288 Gray Hwy., Suite A
Gray, GA 31032
(478) 986-2384

David Ritchie, O.D.
150 S. Jefferson
Milledgeville, GA 31061
(478) 452-1323

William L. Whitaker, O.D.
Dublin Vision Care, Inc.
714 Bellvue Avenue
Dublin, GA 31021
(478) 272-2303

5. RESPONSIBILITIES

BASF EHS Department

- Evaluate and specify the right eyewear types for job performances.
- Track regulating changes applicable and address.
Employees

- Properly wear and maintain their safety eyewear.
- Inspect safety eyewear before each use for defects and remove from service when found defective.
- Understand and implement the requirements of this procedure.
- Ensure proper use; Donning/Doffing – proper fit, cleansing and maintaining personal protective equipment; Identifying hazards during inspection and use of PPE; Removing PPE from service when found defective.
- Ensure no PPE that may contain residual contamination is not to be worn into offices, control rooms, and lunch rooms. As some areas of the MidfGa site share areas; control rooms and break/lunch areas, PPE should be kept separated to ensure no cross contamination occurs.

Area Management

- Maintain continuous workplace monitoring to support and enforce use of safety eyewear for personnel protection.
- Ensure personnel receive instruction on properly: using, Donning/Doffing – proper fit, cleansing and maintaining their personal protective equipment; Identifying hazards during inspection and use of safety eyewear; Removing safety eyewear from service when found defective.
- Ensure no PPE that may contain residual contamination is not to be worn into offices, control rooms, and lunch rooms. As some areas of the MidfGa site share areas; control rooms and break/lunch areas, PPE should be kept separated to ensure no cross contamination occurs.

Purchasing/ Stores

- Maintain adequate inventory of approved safety eyewear.

6. RELATED DOCUMENTS

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| All                      | Program Review | KMH   | 09/06/2018 |