1 PURPOSE

To identify general site safety rules and rules of conduct for the BASF Wyandotte site that will ensure a safe work environment. Additional unit or department specific rules may also be established which go beyond the Wyandotte site safety rules and rules of conduct.

2 SCOPE

All BASF employees, contract employees, contractors, and visitors are expected to follow these rules.

3 PROCEDURE

3.1 General Safety Rules

It is expected that you will follow these rules and any rules established in your respective departments and work areas.

It is expected that if you observe an unsafe act or condition you will take action to correct it and/or report it to BASF supervision.

It is expected that you will participate in the safety program at the site.

If you are injured, regardless of severity you must report this to your supervisor and the Medical Department as soon as possible (immediately if not life threatening).

All workplace injuries (unless outside EMS is required) must be treated by a MERT member or site Medical. Site Medical is available by cell phone 24 hours/day.
All workplace EHS incidents must be investigated. The initial investigation is to begin as soon as practical but not later than 48 hours after the incident.

Smoking is permitted only in clearly designated areas (Refer to the WYN032.042 Tobacco Smoking Policy for more information).

Horseplay, practical joking, running (except in an emergency), rollerblading and skateboarding is not permitted on the site.

Good housekeeping is required of all.

You must badge in and out of the site and buildings you are visiting. You must also sign in and out of buildings you are visiting.

Danger areas must be roped off, barricaded and a yellow or red tag / sign must be attached to all sides of the entry. Unauthorized personnel are not to enter these danger areas.

It is expected that when lifting, you will use proper lifting techniques, avoid lifting more than 50lbs, get help with heavy loads and or use a mechanical assist.

You are expected to follow the work permit procedures that govern certain types of work on the site. Do not do work on site without asking about these permit requirements. If you don’t know ask.

Electronic devices that are not rated as intrinsically safe (cell phones, I-pods, flashlights, multi-testers, cameras, etc.) are not to be used in electrically classified areas unless a proper work permit is obtained. Refer to the Hot Work Standard WYN032.011 for more information.

Avoid reading emails or text messages while walking.

Do not climb under, over, or go between moving railroad equipment unless it is at a designated loading / unloading station. When it is necessary to walk around railroad equipment, stay at least ten feet away from the end of cars, engines or locomotive cranes.

Before proceeding with work on or near railroad tracks, the unloader must place de-rails (“Stop” or “Crew at Work” signs) on the track or on the tank car. These signs warn the approaching person that a tank car is connected to unloading equipment.

Do not wear neckties, long hair hanging loosely (shoulder length or longer), loose clothing or jewelry around moving machinery.
Long hair (shoulder length or longer) must be placed under the hard hat when working in production and maintenance areas around rotating equipment.

Rings are not to be worn while working in operating areas or maintenance areas unless gloves are worn or rings are covered with tape.

Compressed gases used for cleaning a work area must be reduced to less than 30 psig, and have a vented type jet nozzle. Do not use compressed air to clean clothing or persons. Do not point any air hose toward another person.

Unit managers must approve before BASF employees use cameras on company property. Non-BASF employees are restricted from using cameras on site unless there is a confidentiality agreement in place or the Site Manager approves.

3.2 Personal Protective Equipment

You must follow the personal protective equipment (PPE) requirements outlined in the Wyandotte Site Personal Protective Equipment Standard, WYN032.007. Refer to the PPE grid, the Standard Operating Procedure, or Job Safety Analysis for the task for specific PPE requirements.

Latex gloves are not permitted for use, except where no other suitable material of construction is available for protection against the hazard. Any use of latex gloves must be approved by the Wyandotte site EHS group.

If you are entering a plant you must wear closed toe shoes, safety glasses, and a hard hat at a minimum, as well as any other PPE specified by the unit (hearing protection devices, steel toe shoes, etc).

If you are entering a lab, you must wear closed toe shoes and safety glasses as well as any other necessary PPE.

If you are walking outside but within the plant areas (east of railroad tracks) proper footwear is required (closed toe shoes, no high heels) or you must remain on marked pedestrian walkways.

3.3 Fire Prevention/Emergency

You must know the location, operation and proper use of emergency equipment in your work areas, including fire extinguishers, pull stations, AEDs, etc.

Know the location of fire extinguishers and pull stations within the unit, especially in your specific work area. Never block access to fire extinguishers or exits.
Know the location of all exits. It is expected that each building / department has defined evacuation points as well as shelter areas within the plant. All employees are expected to know this information for the areas they work in.

Do not store combustible materials in stairwells.

If you are working with flammable or combustible materials you are required to utilize proper grounding and bonding practices as outlined in WYN032.017 Grounding and Bonding and applicable unit/department procedures.

### 3.4 Tools and Equipment

You must be authorized and trained to operate machines and equipment. Safety guards must be in place and in good condition before machinery and equipment is operated.

Operators of mobile and stationary equipment are responsible for the safe operation of their equipment and any required inspections.

You are expected to inspect tools, equipment, and materials before use and use them only if found to be in a safe condition. Tools, equipment and materials found to be hazardous must be immediately reported to supervision and removed from service.

Electrical cords are to be checked prior to each use for damaged insulation and broken or missing grounds. Electrical cords are not to be used for permanent installations.

Temporary electrical extension cords that pass through doorways must be protected with a sleeve type guard device or by chocking the door.

Do not connect power bars in series.

It is expected that cords used in electrical, phone, computer, etc. applications will be taped down or otherwise guarded to avoid creating a tripping hazard.

Do not leave small appliances such as coffee makers and fans on when unattended at the end of a work shift.

The use of personal space heaters is prohibited on the Wyandotte site.

### 3.5 Vehicle & Mobile Equipment Safety

You assume all responsibility when parking and operating your vehicle on the Wyandotte site.
If you drive a company owned vehicle off-site you must be familiar with and comply with the Corporate EHS Safe Driving Procedure.

If you drive a company owned vehicle on or off site, you are responsible for its proper use. It is the responsibility of the individual who operates a vehicle with defective safety equipment to take the vehicle out of service and report the defect to appropriate supervision.

All plant vehicles and industrial mobile equipment must be equipped with a fire extinguisher.

Follow the posted speed limits at all times and comply with all traffic signs, signals, barricades and persons directing traffic.

Seat belts must be worn when driving or riding in a vehicle on the Wyandotte site. This includes fork trucks, carrier deck cranes, backhoes, trucks or other vehicles where seat belts are provided.

Pedestrians, bicycles and trains always have the right of way.

Do not drive or walk across railways when blocked by trains, even partially, or around lowered railroad gates at railroad crossings. Wait for the train to clear the crossing or as indicated by the railroad personnel.

Park in designated areas only and never leave the motor running while unattended. Exceptions to this rule may be permitted only upon approval of the EHS Manager.

- During extreme cold weather conditions, the switch engines have a waiver to run the engines unattended.

Transporting chemical samples is restricted. Refer to WYN032.31 On-Site and Inter-Site Transportation of Chemical Samples for information on transporting chemical samples.

The fueling of vehicles and all industrial mobile equipment (fork trucks, JLGs, cherry pickers, gators, cranes, etc.) while the engine is running is not allowed.

While driving a vehicle, bicycle, or motorcycle on the Wyandotte site, cell phone use is prohibited unless a hands free system can be used. If you must use a cell phone without a hands free system while driving, pull off to the side of the road and stop in a safe location prior to using or answering the phone.

### 3.6 Bicycle & Motorcycle Safety

Personal bicycles are to be used only for transportation to and from work. Do not use personal bikes for work related activities.
If you ride a company owned bicycle, you are responsible to ensure it is in good working condition.

Only bicycles that are equipped with a light on the front and a red reflector on the rear can be used at night and at dusk.

Prior to usage, company bicycles should be inspected for:
- Tight, lubricated drive chain and proper guard is in place
- Secure and functional handlebars; handgrips should be in place
- Tight and functional cranks and foot pedals
- Seat is adjusted to proper height for rider and tightened
- Inflated tires that are in good condition
- Adjusted brakes
- Visible reflectors for front and back of bicycle
- Functioning light for use at night or dusk.

Any unsafe condition must be reported to your supervisor and the bicycle must be removed from service.

Rules for riding a bicycle on site:
- When riding a bicycle or motorcycle onsite, helmets shall be worn. Hard hats will not be used as a substitute for helmets.
- Never carry extra riders.
- Ride on the right-hand side roadways, travel with the flow of traffic.
- While riding, both hands on the handlebar are required at all times.
- Do not carry large or heavy objects in baskets while riding a bicycle.
- Do not carry 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 necessary, walk the bicycle across obstacles.
- Bicycles should not be used when ice and snow are on walkways and roadways.
- Cell phone use while riding a bicycle or motorcycle is prohibited unless a hands free method is used.

While site safety rules state that bicycles have the right of way on our site roadways, be alert and expect the unexpected, especially at intersections.

3.7 Rules of Conduct

Safety rules will not be willfully or negligently violated.
BASF persons are subject to disciplinary action, including discharge, for failure to comply with these rules. Non-BASF personnel who violate these rules will be subject to action, up to and including banning from the Site.

4 RELATED DOCUMENTS

4.1 BASF Corporation Code of Conduct

4.2 W-Standards Link:
http://usanmsd6cs02:8080/webtop/component/bdrl?folderId=0b01a5e480183179