



HEALTH AND SAFETY PROCEDURE 106 – General Safety Rules

1.0 PURPOSE

The purpose of this procedure is to set forth the general safety rules for Westlake, Plaquemine Operations (Westlake).

2.0 SCOPE

This procedure applies to all Westlake employees and contract employees working within the facility.

3.0 REFERENCES

- 3.1 HSP 101 - Safety Duties & Responsibilities
- 3.2 HSP 102 - Prohibited Items
- 3.3 HSP 107 - Housekeeping and Hygiene Policy
- 3.4 HSP 109 - Smoking Policy
- 3.5 HSP 112 - Resistant Clothing
- 3.6 HSP 203 - Hot Work Procedure
- 3.7 HSP 306 - Electrical Safety
- 3.8 HSP 308 - Operation of Vehicles and Machinery
- 3.9 HSP 309 - Hand & Portable Power Tools
- 3.10 HSP 317 - Control of Hazardous Energy
- 3.11 HSP 319 - Fall Protection
- 3.12 HSP 324 - Railroad Safety

4.0 GENERAL

- 4.1 All employees are expected to know and follow established safety rules and procedures, and to incorporate sound safety and health practices into every job. Do not take chances.
- 4.2 All employees should ask for help from supervisors and other employees when there is doubt about the safety requirements of the job.
- 4.3 Keep alert to changing conditions that may affect safety and health, and inform others as necessary.
- 4.4 All employees are expected to take steps necessary to correct unsafe conditions. These steps may include safely correcting the condition without assistance, barricading the hazard to prevent injury to personnel, obtaining assistance, and informing the area supervisor.
- 4.5 Ensure that all safety controls and devices needed for the job are in place and functioning properly.



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- 4.6 Observe and follow all safety and warning signs and labels. This includes chemical container labels. Do not remove or deface signs or labels without permission.
- 4.7 All employees must wear the proper protective equipment for the job. Basic protective equipment and proper work attire are specified in the HSP-300.
- 4.8 Use only the proper tools, machinery, and equipment for the job. Ensure these are in proper working order. Do not misuse machinery and equipment.
- 4.9 Use proper lifting techniques. Keep the load to be lifted in front. Do not twist or turn at the waist while lifting. Do not lift loads that are too heavy or bulky. Do not jerk the load. If the load is too heavy, get help.
- 4.10 Always observe proper personal hygiene. Wash hands and face before breaks. Wash off any area of the skin, which comes in contact with chemicals.
- 4.11 All injuries and near misses must be reported immediately by the employee to his/her supervisor.
- 4.12 For maintenance work activities on elevated platforms, it is recommended to carry a Westlake issued 2-way radio to provide emergency communication with operations.
- 4.13 Use of a stairway requires at least one hand on a handrail.

5.0 PROHIBITED CONDUCT

- 5.1 The violation of the following rules of conduct will not be permitted at any time.
 - 5.1.1 Running is not permitted except in emergency situations.
 - 5.1.2 Only authorized personnel are allowed to enter restricted areas.
 - 5.1.3 Smoking is not permitted except within specifically designated areas. Vehicles are not permitted as smoking areas.
 - 5.1.4 Deliberate disregard of safety rules and horseplay will not be permitted.



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- 5.1.5 Only authorized personnel are allowed to operate process equipment.
- 5.1.6 Consumption of food and beverage is prohibited in process units. Drinking water will be allowed provided that the water container top is sealed closed, the container is labeled drinking water, and disposable drinking containers are used.
- 5.2 A cell phone is a potential ignition source for flammable materials. All cell phones not approved for Class I Division 2 areas are prohibited in all process areas of the complex. Cell phones approved to be used in process areas must be used for work purposes only.
- 5.3 Ear buds or similar devices are strictly prohibited while:
 - 5.3.1 Operations personnel are monitoring operational control systems. (IE: DCS)
 - 5.3.2 Working in process areas, maintenance shops and fabrication areas.
 - 5.3.3 Travelling to and from all security gates to all work areas within the plant (main gate, C-gate and VCM gate), whether on foot or utilizing a bicycle, tricycle or other means of transportation.
 - 5.3.4 In areas where one must be able to hear equipment starting and stopping, warnings, emergency or backup alarms, and verbal directions from other employees.
 - 5.3.5 Driving motorized vehicles, equipment, golf carts and other mobile equipment including aerial lifts, forklifts, earth moving equipment, etc.
 - 5.3.6 Approved radio ear buds or ear pieces used for plant communications are exempt from this prohibition requirement.

6.0 TRAVEL THROUGH PLANT

- 6.1 General Vehicle
 - 6.1.1 Plant speed limit is 15 miles per hour unless otherwise posted.
 - 6.1.2 Drive only on established roadways.



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- 6.1.3 Trains always have the right of way. Drivers must obey all railroad stop signs at road crossings.
- 6.1.4 Pedestrians have the right of way over vehicles.
- 6.1.5 Do not enter operating units or drive/ride down closed roadways without permission of operations.
- 6.1.6 Passengers may only be transported if they are riding in the cab of pickup trucks that have adequate seat belts for the number of passengers.
- 6.1.7 Park in approved parking spaces only. Do not block roadways. Do not park so as to block or limit access to fire hydrants or other emergency equipment. Always leave keys in parked vehicles or ensure that keys are readily available.
- 6.1.8 Follow all traffic rules that are required on public roadways.
- 6.1.9 Observe and follow all traffic signs and barricades.
- 6.1.10 Vehicles and machinery equipped with seat belts will be utilized when traveling or working within the plant boundaries.
- 6.1.11 Safety Harnesses are prohibited when operating forklifts, golf carts or other types of open cab machinery – the lanyard can become a hazard.
- 6.1.12 No Cell Phone use when operating a vehicle.

7.0 HOUSEKEEPING

- 7.1 Each employee is responsible for the cleanliness of the area in which he/she is working.
- 7.2 Storage of materials or equipment must not block exits, aisle ways, or any fire or emergency equipment.
- 7.3 Dirty or oily rags are to be disposed of properly.
- 7.4 Keep hoses neatly coiled and out of the way when not in use.
- 7.5 Clean up spills and leaks when they occur and dispose of these materials properly.



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8.0 CLOTHING, PROTECTIVE EQUIPMENT

- 8.1 Proper clothing shall be worn with accordance with the HSP - 112 Flame Resistance Clothing procedure. Open-toed and open-heeled shoes are prohibited inside the fence line of the complex. Minimum plant-entry personal protective equipment includes hard hats, safety glasses with side shields, appropriate footwear, long pants, and an escape respirator. Further protective equipment may be required for specific areas or jobs as indicated by signs, permits or local procedures. For more details, see HSP-300 (PPE).
- 8.2 Hearing protection, either earmuffs or earplugs, must be worn in posted areas of the plant or as required by work permits.
- 8.3 Respiratory protective equipment must be worn when specified and in accordance with HSP-401 (Respiratory Protection).
- 8.4 Full-face shield and goggles must be worn when handling dangerous materials that could blow or splash into the eye or on the face and neck. This includes, but is not limited to, caustics, acids, and hydrocarbons.
- 8.5 All personal protective equipment will be approved by the Safety and Health Manager, or designee.
- 8.6 Safety harness with lifelines shall be worn when specified or whenever employees and/or contractors are working four or more feet above grade and not protected by a handrail; when working on an incomplete scaffold; or when the nature of the work requires the individual to lean away from the ladder. See HSP – 319 Fall Protection
- 8.7 A face shield must be worn along w/eye protection when using a pedestal grinder, portable grinder or wire brushes (either hand or mechanically driven), and when operating an impact wrench.
- 8.8 Mechanical personnel working with a welder as a set up person during welding operations shall wear appropriately shaded eye protection.
- 8.9 When working around rotating equipment, ALL workers shall ensure loose clothing, long hair, etc. are protected as to not having the possibility of being trapped or grabbed by the rotating equipment. This applies to jewelry, i.e. necklaces, rings, etc.

9.0 FLAMMABLE AND COMBUSTIBLE LIQUIDS STORAGE AND HANDLING



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- 9.1 All flammable and combustible liquids shall be stored only in approved tanks or closed metal containers. All containers must be labeled properly according to regulatory standards. This includes refueling materials, such as gasoline, diesel, etc.
- 9.2 When flammable or combustible materials are used, proper bonding and grounding practice must be followed.
- 9.3 Only solvents approved by the Production Manager and Environmental Department are to be used for cleaning.
- 9.4 Refueling operations for engine driven equipment, such as welding machines, compressors, etc. require that the engine be shut down and the container bonded and grounded before refueling.

10.0 MATERIAL HANDLING

- 10.1 Lifting - Each person must realize his or her own lifting limits. It is generally not the weight of the material, but the way in which it is lifted that causes strains. Use proper lifting techniques.
- 10.2 Follow these general rules:
 - 10.2.1 Be certain your footing is secure.
 - 10.2.2 Keep your back straight (not necessarily vertical).
 - 10.2.3 Use your legs; keep chin in.
 - 10.2.4 If the object is unduly heavy or bulky, or cannot be easily handled, obtain assistance.
 - 10.2.5 Never twist or turn at the waist while lifting. Turn your entire body.
 - 10.2.6 Take advantage of hoists, forklifts, bars, jacks, rollers, etc.

11.0 MACHINERY, EQUIPMENT AND TOOLS

- 11.1 Guards must be solidly secured on all operating equipment.
- 11.2 Unauthorized removal, relocation, alteration, or tampering with machine guards is prohibited. Guards over couplings may be removed only after the equipment is properly de-energized and locked out in accordance with HSP-317 (Control of Hazardous Energy-Lockout).



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- 11.3 Machine oiling, greasing and adjusting will be done by qualified personnel only.
- 11.4 Employees should tag out inoperable, damaged or defective, or otherwise unsafe equipment to prevent its use until all necessary repairs are made.
- 11.5 Tools shall not be heated with a flame or welded upon.
- 11.6 When using wrenches, always be prepared for bolts to suddenly break loose or the wrench to slip by positioning your body to compensate for sudden movements.
- 11.7 Rules for the use of hand tools are:
 - 11.7.1 Choose the right tool for the job.
 - 11.7.2 Make sure it is in safe working condition.
 - 11.7.3 Use it correctly.
 - 11.7.4 Store it in the proper place when not in use.
 - 11.7.5 Use only properly grounded or "double-insulated" portable electric power tools in proper condition.
 - 11.7.6 Portable electric power tools operated outdoors must be connected to a GFCI.
 - 11.7.7 Never use a defective tool.
- 11.8 When using knives, additional rules also apply:
 - 11.8.1 Always cut away from you.
 - 11.8.2 Hold the knife only when you actually need to.
 - 11.8.3 Pay attention to what is being cut - avoid cutting yourself.
 - 11.8.4 Use hooded safety knives whenever possible.



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Revision History

Rev	Changes	Approved	Date
9	Added section 5.3 to include prohibition of ear buds and similar wireless devices. MOC: <i>PLQ.EHSSPSM.103123.77324</i>	H. Garner	09/21/2023
8	Removed sections 6.2 (Bicycle Safety) and 6.3 (Pedestrian Safety) these were added to HSP 303 Bicycle and Pedestrian Safety. Completed review.	H. Garner	07/14/2021
7	Westlake Branding. Re-Format. Added requirement to use one hand on stairways and other updates MOC: <i>PLQ0.EHSSPSM.031517.3166</i>	H. Garner	3/15/2017