



HEALTH AND SAFETY PROCEDURE 107 – HOUSEKEEPING AND HYGIENE POLICY

1.0 PURPOSE

This Policy has been written to ensure the Westlake Chemical Plaquemine Facility is maintained clean and orderly for worker health and safety. Good housekeeping is the cornerstone for good safety practices and must be maintained in all areas of the plant.

2.0 SCOPE

This policy applies to all Westlake Chemical employees and contract employees working at the Plaquemine, Louisiana facility.

3.0 RESPONSIBILITIES

Each employee is responsible for the cleanliness of the work area. Areas will be kept clean to the extent that the nature of the work allows.

4.0 POLICY

4.1 Housekeeping

4.1.1 All places of employment, passageways, storerooms, service rooms, and walking-working surfaces shall be kept in a clean, orderly, and sanitary condition. Walking-working surfaces shall be maintained free of hazards such as sharp or protruding objects, loose boards, corrosion, leaks, spills, snow, and ice.

4.1.2 All floors must be maintained in a clean and, if possible, dry condition. Waterproof footwear shall be provided and worn when wet conditions exist.

4.1.3 Liquid spills shall be cleaned up immediately.

4.1.4 All tools, equipment and materials must be placed such that they do not present a hazard to employees. Doorways or aisles shall not be blocked unless normal traffic can be accommodated by an alternative means. Barricades and warning signs shall be used to alert and protect employees.

4.1.5 All nails in scrap lumber must be pulled out or bent down in such a way that they do not present a hazard.

4.1.6 All hoses, welding leads and extension cords shall be run overhead



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to eliminate tripping hazards where practical and shall be rolled up and properly stored when not in use.

- 4.1.7 When traffic is present, Hoses, welding leads or extension cords will not be permitted to run across any roadway unless they are protected by road barricades or suitable protective crossovers.
- 4.1.8 Job clean-up will be performed as a continuous operation throughout the job to prevent hazardous accumulations of debris. No job is complete until all trash, scrap and loose material is removed and the area is returned to its original safe condition.

4.2 Waste Disposal:

- 4.2.1 Receptacles used for food or liquid waste will be maintained in a sanitary condition and equipped with a tight-fitting lid.
- 4.2.2 All sweepings, solid or liquid wastes, refuse and garbage shall be removed as often as necessary to maintain the work place in a sanitary condition.
- 4.2.3 Combustible scrap must be placed in a container designed for combustibles.
- 4.2.4 Scrap metal must be placed in a "Scrap Metal" container.
- 4.2.5 Dirty and oily rags must be placed in containers provided for that purpose.
- 4.2.6 Hazardous and non-hazardous wastes must be disposed of in accordance with Environmental Department Procedures and cleaned up by properly trained employees.

4.3 Water Supply:

- 4.3.1 Potable drinking water containers must be equipped with a tight-fitting lid and a tap and must be maintained in a sanitary condition. Proper cup dispensers with tight fitting lids shall be supplied with containers.
- 4.3.2 Non-potable water outlets must be clearly marked to prevent improper use. Non-potable water is not to be used for drinking, personal hygiene, food preparation, rest rooms, or washing of clothes.



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4.3.3 Potable water piping systems will be designed and maintained to prevent contamination from any non-potable source. No "temporary" connections will be made that might contaminate the potable water supply.

4.4 Eating and Drinking Areas:

4.4.1 Employees must not be permitted to consume food or beverages in a toilet room nor in any area exposed to a toxic material.

4.4.2 Food or beverages must not be stored in toilet rooms or in an area exposed to a toxic material.

4.4.3 Refrigerators used for storage of foods shall be used only for that purpose.

4.4.4 All areas used to store, heat or eat food must be clean and free of exposure to toxic materials and maintained in a sanitary manner.



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Revision History

Rev	Changes	Approved	Date
8	Westlake Branding. Added 4.1.1-states explicit requirement to maintain walking-working surfaces free of hazards <i>MOC: PLQ8.EHSSPSM.100617.4286</i>	H. Garner	10/25/2017
9	Updated Revision No. from 5 to 9.	H. Garner	03/15/2018