



HEALTH AND SAFETY PROGRAM 114 – OSHA REPORTING REQUIREMENTS FOR FATALITY AND HOSPITALIZATIONS

1.0 PURPOSE:

To establish guidelines for reporting a fatality and/or hospitalization accidents, amputations, and the loss of an eye to the Occupational Safety and Health Administration (OSHA).

2.0 SCOPE

This Program applies to all Westlake Chemical employees and contractors working at the Plaquemine Facility.

3.0 RESPONSIBILITY:

- 3.1 It is the responsibility of all Plaquemine Complex personnel to comply with the established Medical Directives.
- 3.2 It is the department supervisor's responsibility to secure proper medical services for all employee injuries and ensure timely notification of those injuries to the Health and Safety Department (H&S).
- 3.3 It is the Westlake Chemical Contractor Representative's responsibility to notify Health and Safety (H&S) of all contractor injuries, hospitalizations, fatalities, amputations, or the loss of an eye. Notification is required within one hour. During weekends, holidays and off- shift the on-call H&S representative shall be notified.
- 3.4 The H&S Department will be responsible for follow-up parallel investigations and data summations of all accidents involving a fatality and/or hospitalization that occur at our location.
- 3.5 The H&S Department Manager or designee will be responsible for notification of OSHA in the event of an Westlake Chemical employee fatality, hospitalization of one
(1) or more employees, any amputation, or the loss of an eye.

4.0 DEFINITIONS:

- 4.1 **DESIGNEE**- A member of the H&S staff appointed by the manager to perform the duties for that position in his/her absence.
- 4.2 **WESTLAKE CHEMICAL CONTRACTOR REPRESENTATIVE**- This individual is an Westlake Chemical employee, usually a project manager,



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maintenance supervisor or process manager directly responsible for bringing an outside contractor into the plant.

- 4.3 **MEDICAL DIRECTIVES-** The written first aid and medical procedures noted in the Westlake Chemical Health and Safety Procedures Manual.
- 4.4 **TIMELY NOTIFICATION-** To inform another, at the earliest opportune time after an event in this case the H&S on-call person.
- 4.5 **AMPUTATION-** the traumatic loss of a limb or other external body part. Amputations include a part, such as a limb or appendage, which has been severed, cut off, amputated (either completely or partially); fingertip amputations with or without bone loss; medical amputations resulting from irreparable damage; and amputations of body parts that have since been reattached.
- 4.6 **INPATIENT HOSPITALIZATION-** a formal admission to the inpatient service of a hospital or clinic for care or treatment including heart attacks contributed to work related incidents. Admittance for the sole purpose of diagnostic testing or observation does not require reporting

5.0 PROCEDURE:

- 5.1 Within eight (8) hours after the death of any employee the Westlake Chemical H&S Manager shall orally report the fatality by telephone to the Area OSHA Office by using the OSHA toll-free central telephone number. Fatalities caused by heart attack regardless of work relatedness must be reported to OSHA.
- 5.2 This requirement applies to each such fatality that occurs within thirty (30) days of a work related incident.
- 5.3 Within 24 hours of learning about an inpatient hospitalization, amputation or eye loss of one or more employees, the Westlake Chemical H&S Manager or designee shall orally report the occurrence by telephone to the Area OSHA Office by using the OSHA toll-free central telephone number.
- 5.4 This requirement applies only to inpatient hospitalizations, amputations or eye loss that occurs within 24 hours of a work-related incident.
- 5.5 Fatalities, inpatient hospitalization, amputation or eye loss sustained as a result of a motor vehicle accident on a highway or in a public mode of transportation such as a plane, ferry, train or bus do not fall under this reporting requirement



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unless it is in a construction zone

- 5.6 Each report required by this section shall relate the following information:
Establishment name, location of incident, time of the incident, type of incident,
number of employees who suffered the event and the names of those employees
contact person, phone number, and a brief description of the incident.
- 5.7 Additional information in writing may be required by the OSHA area director.
- 5.8 OSHA will be notified only after notification of the incident to the H&S Manager
or Site Manager and will be made by one of them or their designee.
- 5.9 During weekends, holidays or during off shifts department supervision or
Westlake Chemical contractor representatives will notify the on-call Health and
Safety person (H&S) of all such occurrences regardless of whether it involved
Westlake Chemical or contract employees working at Westlake Chemical.
- 5.10 The Westlake Chemical Law Department will likewise be notified of all such
occurrences regardless of who is involved as long as the event occurred on
Westlake Chemical property.
- 5.11 The OSHA 24 hour hotline number is 800- 321-OSHA (6742).
- 5.12 The Westlake Chemical Law Department can be reached at (404) 395-4500.