



HEALTH AND SAFETY PROGRAM 308 – OPERATION OF VEHICLES AND MACHINERY

1.0 PURPOSE

- 1.1 The purpose of this Procedure is to provide guidelines for the execution of tasks to enhance worker health and safety and prevent property damage.

2.0 SCOPE

- 2.1 This procedure applies to all Westlake employees and contract employees working at the Plaquemine Facility.

3.0 PROCEDURE

3.1 Vehicle Operation

- 3.1.1 The posted plant speed limit is fifteen miles (15) per hour.
- 3.1.2 Emergency vehicles shall have the right of way over traffic during emergencies.
- 3.1.3 Vehicles are allowed to pass bicycles, pedestrians, or other traffic only if it can be accomplished in a safe manner, and does not cause the vehicle to increase its speed above the speed limit.
- 3.1.4 Correct traffic signals are to be given while operating company (all) vehicles. All safety rules and signs are to be adhered to.
- 3.1.5 Proceed with caution at all plant street intersections, railroad crossings and other areas of possible hazard.
- 3.1.6 Seat belts are required to be worn in all vehicles that are equipped with seat belts as well as in all equipment/machinery that are equipped with seat belts.
- 3.1.7 Vehicles shall be stopped when passengers are getting in or out.
- 3.1.8 In case it is necessary to enter a roadway that is blocked or roped off, the driver is required to gain approval for entry from the supervisor responsible for the unit or area involved. Drivers intending to drive their vehicles into an operating unit must first obtain a vehicle entry permit from the shift supervisor or their designee in charge of the unit.
- 3.1.9 If operation of a motorized vehicle will result in the blockage of a plant roadway or access route, Security and the area or unit affected



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must be notified of the anticipated time and duration of the blockage.

- 3.1.10 Equipment shall not be fueled while the engine is running. This includes engine driven equipment such as air compressors, welding rigs, etc.
- 3.1.11 Motor vehicles are to be driven to the side of the road, shut down immediately, and keys left in the ignition upon sounding of the plant emergency alarm system. Vehicles' occupants will evacuate on foot in a crosswind manner. Do not attempt to restart vehicles until the "All Clear" has been sounded.
- 3.1.12 Smoking (as defined in HSP-109) is not permitted in vehicles while in any part of the plant site.
- 3.1.13 Drivers will sound the vehicle horn prior to backing up unless vehicle is equipped with a backup alarm.
- 3.1.14 Drivers of company vehicles must be familiar with the state regulations governing highway traffic. Citations received while operating a company vehicle will become the responsibility of the driver if he is proven guilty of a violation.
- 3.1.15 A red signal flag will be used on any load that extends beyond the front, side, or rear of the truck bed.
- 3.1.16 Vehicles must be visually inspected each day by the operator to insure that the horn, lights, directional signals, windshield wipers, tires, brakes, etc. are in good working order.
- 3.1.17 Vehicles must not be left running unattended and keys must be left in the vehicle at all times.
- 3.1.18 All vehicles must have an adequate number of seatbelts for passengers in the vehicle.
- 3.1.19 No passengers are allowed to ride in the rear bed of pickup trucks or trailers.
- 3.1.20 Golf carts should follow all vehicle rules described in section 3.1 of this procedure where applicable.



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3.2 Operation of Machinery

- 3.2.1 Only qualified personnel shall attempt to start or operate switches, valves, controls, or machinery.
- 3.2.2 Covers or guards shall not be removed while a machine is running. Report any damaged or missing guards to your supervisor immediately.
- 3.2.3 Check for other people who may be in the area and warn them of any hazards associated with your job. Ensure proper barricading and flagmen are used when necessary.
- 3.2.4 It is each employee's responsibility to see that the equipment used is safe.

3.3 Operation of Yard Maintenance Equipment (Tractors, Mowers, Etc.)

- 3.3.1 Tractors and equipment shall be operated only by qualified and authorized persons.
- 3.3.2 Operators shall be alert for hazards encountered while operating tractors and equipment. Unsafe conditions or practices must be reported immediately.
- 3.3.3 Operators of mowers and other power equipment shall not dismount from tractors while equipment is running.
- 3.3.4 All shields and guards shall be kept in place at all times.
- 3.3.5 When working in unfamiliar areas, operators shall dismount equipment and inspect the work area for hazards before starting work.
- 3.3.6 Before entering any manufacturing area, operators shall check with the area supervisor and obtain a vehicle entry permit from the shift supervisor or their designee. Upon leaving the area, operators shall check out at the control room.



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3.4 Training Requirements of Powered Industrial Trucks (Forklifts)

- 3.4.1 Forklift operators must have successfully completed forklift training and possess a valid operator's certification. Employees that have not successfully completed the training shall not operate a forklift under any circumstances.
- 3.4.2 Initial forklift training and certification will be conducted as part of the hire/onboarding process of applicable employees.
- 3.4.3 The certification provided to the employee shall include the name of the operator, the date of the training, the date of the evaluation, and the identity of the person(s) performing the training or evaluation.
- 3.4.4 Refresher training in relevant topics shall be provided to the operator when:
 - The operator has been observed to operate the vehicle in an unsafe manner.
 - The operator has been involved in an accident or near miss incident.
 - The operator has received an evaluation that reveals that the operator is not operating the truck safely.
 - The operator is assigned to drive a different type of truck
 - A condition in the workplace changes in a manner that could affect safe operation of the truck.
- 3.4.5 A powered industrial truck operator's certification shall be renewed every 3 years through an evaluation process to assess safe performance. The evaluation process consists of a field observation conducted by a qualified observer.

3.5 Inspection and Operation of Powered Industrial Trucks (Forklifts)

- 3.5.1 The operator is responsible for checking his vehicle prior to use to assure that it is safe to operate.
- 3.5.2 Fuel tanks shall not be filled while the engine is running.
- 3.5.3 Only the operator shall ride the forklift. No passengers are permitted.
- 3.5.4 Hands, arms, feet, and legs shall be kept inside the vehicle.



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- 3.5.5 Fork lifts are to be used for hauling and lifting loads within the specified capacity of the machine.
- 3.5.6 Always drive at a safe speed, and observe plant traffic rules.
- 3.5.7 A forklift will not be used as a manlift.
- 3.5.8 Keep loads as low as possible, and carry loads vertically or tilted back, never forward.
- 3.5.9 Always ensure the load is properly secured before transporting.
- 3.5.10 Be sure dock boards and ramps are secure and safe before driving a forklift over them.
- 3.5.11 Maintain adequate overhead clearances.
- 3.5.12 Before leaving your forklift be sure the brakes are set and fork tips are resting on the ground.
- 3.5.13 Forks on a moving forklift shall be kept low.
- 3.5.14 Prior to entering trucks or trailers, be sure that the truck or trailer wheels are chocked.
- 3.5.15 Be sure the forks are the right distance apart to properly hold the load.
- 3.5.16 Seat belts must be worn at all times during operation. If the equipment does not have a seat belt it must be reported to Motor pool immediately for repair.

4.0 REFERENCES

- 4.1 CFR 1910.178 Powered Industrial Trucks

Revision History

Rev	Changes	Approved	Date
9	Review; modified incorrect language	H. Garner	1/21/2020
10	Revised Sections 3.4 and 3.5 to include information on forklift training requirements. Added review cycle to 3 years.	H. Garner	5/6/2021