

HEALTH AND SAFETY PROCEDURE HSP 340 – Westlake Vehicle and Traffic Policy

1.0 PURPOSE

A vehicle policy promotes safe driving practices and reduces the risk of accidents, injuries, and property damage. Additionally, a vehicle policy can help an organization manage its fleet more efficiently and effectively by setting vehicle use and entry standards. The policy outlines the requirements and responsibilities of drivers, including maintaining a valid driver's license, complying with traffic laws and regulations, and promptly reporting any accidents or incidents. By having a vehicle policy in place, Westlake Chemical can minimize the risks associated with driving and protect its employees from accidents and injuries.

2.0 SCOPE

The policy applies to any vehicle operated on Westlake Plaquemine property and will govern the operation of motor vehicles on the Westlake Site.

3.0 DEFINITIONS

- 3.1 **Motor Vehicle:** Any motorized mode of transport. Includes cars, trucks, buses, and vans.
- 3.2 **UTV:** all-terrain vehicles (UTVs), motorized carts, golf carts, etc.
- 3.3 **Contract Monitor:** refers to the Westlake person responsible for supervising the Contractor's work. This may be an engineer, foreman, superintendent, supervisor, or other position as assigned by the management of the Westlake facility, including personnel from a “nested” Contractor or joint venture agreement working in a coordinator’s role for Westlake.
- 3.4 **Contractor:** In this document, this term refers to any service provider, such as a contractor, subcontractor, field representative, or individual, that will perform work on a Westlake work site or on behalf of Westlake.
 - 3.4.1 **Nested:** A contractor is housed on-site and performs work on a routine basis. This may include having permanent or temporary office or break facilities.
 - 3.4.2 **Non-nested:** A Contractor that performs on-site services but does not have permanent or temporary office or break facilities.
- 3.5 **HSE:** health, safety, and environmental; may also refer to the Westlake HSE department or personnel
- 3.6 **HSP:** Westlake’s Health and Safety Procedures.

HEALTH AND SAFETY PROCEDURE HSP 340 – Westlake Vehicle and Traffic Policy

- 3.7 **Security Center:** Also referred to as the Main Gate, this building is located on the North side of the plant and is where the contract security workforce manages the following, in part: contractor badging, security operations, activation of a dispatch center for plant emergencies, and facilitation of contractor visitor orientation.

4.0 RESPONSIBILITIES

4.1 Contract Monitor

- 4.1.1 Limits the number of vehicles on-site.
- 4.1.2 Consider all requests to ensure the need for the drive-in tag
- 4.1.3 Question: Why does a contract employee need to drive in?
- 4.1.4 Ensure the contractor is aware of the public Westlake website where all Westlake HSPs can be found. The URL is in the section of this document titled “Core Expectations.” The HSPs provide the requirements for the location's safe work practices.
 - 4.1.4.1 Note: Use the following URL to obtain the latest revision of Westlake, Plaquemine Operations’ HSPs:
<http://westlake.com/plaquemine-ehs>
- 4.1.5 **Notify HSE of any Contractor incident immediately and input the incident in Cority.**
- 4.1.6 Send incident report/investigation report to HSE upon receiving the report.

4.2 Health, Safety & Environmental Department (HSE)

- 4.2.1 Evaluate Contractor health and safety requirements to ensure full compliance with the provisions of this policy during the qualification process. This will be accomplished within ISNetworld.
- 4.2.2 Review annually nested Contractor's safety performance and verify implementation through field inspections and surveillance.
- 4.2.3 Keep all Westlake HSPs up to date on the HSP website made available to Contractors.

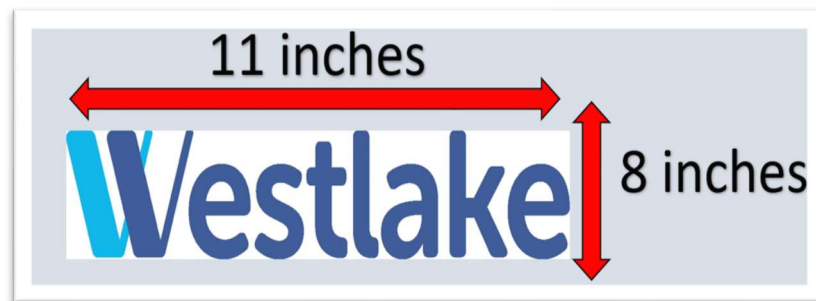
HEALTH AND SAFETY PROCEDURE HSP 340 – Westlake Vehicle and Traffic Policy

4.3 Operations Supervision

- 4.3.1 Westlake operations and maintenance supervision will meet with contractors as often as necessary to discuss safe work practices and contractor safety performance.

4.4 Security

- 4.4.1 Ensure that all Contractors have required safety orientations before entering the plant for work.
- 4.4.2 Provide site-specific orientation for Contractor personnel before allowing work on-site for emergency jobs via HSE approval.
- 4.4.3 Per Westlake's security plan, inspect vehicles when entering and exiting the plant.
- 4.4.4 Contractor vehicles entering the facility must have decals visible on both sides. The decals must be at least 8 inches tall and 11 inches wide, and they must adhere to the vehicle. Decals must be weatherproof; no written paper decals.



4.5 Contractors and Subcontractors

- 4.5.1 Ensure all employees are familiar with Westlake Safe Work Practices within the HSPs and review Westlake HSPs with all employees whenever a procedure change occurs.
- 4.5.2 Provide timely identification, correction, and tracking of uncontrolled hazards in the work area, and utilize "Stop Work Authority."
- 4.5.3 Comply with all applicable federal regulations and Westlake safety

HEALTH AND SAFETY PROCEDURE HSP 340 – Westlake Vehicle and Traffic Policy

policies and procedures.

5.0 Vehicle Entry Process

5.1 Drive-in Tag Process.

- 5.1.1 The contractor will complete a drive-in request form. Each request will be sent to the respective contract monitor for approval or disapproval.
- 5.1.2 The contractor will then bring the approved printout to the guard shack and will be issued a driving tag for the duration specified in the contract monitor's approval.
- 5.1.3 Each drive-in tag will have an expiration date and ID # on it.

5.1.3.1 [Westlake Plaquemine Drive In Request Form](#)



5.1.3.2

- 5.1.4 Visitor drive-in requests will be processed in the same manner as above. The visitor drive-in tag will be valid for one day.

- 5.1.5 Vehicle NOT required a drive-in pass.. **(They will follow current practice for contractor vehicle entry.)**

- 5.1.5.1 Vacuum trucks
- 5.1.5.2 Hydroblasting truck/trailers (just the pickup with the Hydroblasting rig)
- 5.1.5.3 X-Ray trucks
- 5.1.5.4 Cranes and Rigs
- 5.1.5.5 Specialty Contractors (such as the following)
 - 5.1.5.5.1 Steam and Process
 - 5.1.5.5.2 Aggreko
 - 5.1.5.5.3 Austin Fire
 - 5.1.5.5.4 UTLX

HEALTH AND SAFETY PROCEDURE HSP 340 – Westlake Vehicle and Traffic Policy

- 5.1.5.5.5 Elevator service contractor
- 5.1.5.5.6 Crane and Rigging Service Contractors
- 5.1.5.5.7 Or approved by HSE/Maintenance leadership

- 5.2 No delivery trucks will need a drive-in request. The delivery truck driver must have valid material or tool delivery, etc. **No vendors are going to visit the job, and they will not be allowed in on a delivery pass. They will have to follow the visitor badge requirements.**



6.0 Delivery Vehicle Entry Process

- 6.1.1 Follow HSP-103
- 6.1.2 <https://www.westlake.com/plaquemine-ehs>

7.0 UTV's

- 7.1.1 No in/out travel through the gates.

8.0 Core Expectations.

- 8.1.1 Westlake, Plaquemine Operations expects contractors to use Westlake's Health and Safety Procedures to orient their employees on the site-specific HSE requirements that may affect their work. Additionally, Contractors must obtain a copy of the Contractor HSE Reference Guide from their Contract Monitor or the HSE Department. This document will cover emergency response, incident reporting, life-critical procedures, and other relevant topics. It is an additional tool to orient the Contractor to on-site requirements. All crew members are required to review this document before commencing work on site.

HEALTH AND SAFETY PROCEDURE HSP 340 – Westlake Vehicle and Traffic Policy

- 8.1.2 The Contractor shall immediately report all injuries, illnesses, or near-misses to operations.
- 8.1.3 The Contractor shall follow HSP 110/325 within 1 hour and verbally notify their Contract Monitor and the Westlake HSE Department contact of all injuries, illnesses, or near-miss incidents. If it is determined an employee must be taken off-site for medical treatment, the HSE Department must be notified immediately.

9.0 Motorcyclists

- 9.1.1 No motorcycles inside the fence line.

10.0 Seat Belts

- 10.1.1 All drivers and passengers are required to wear seat belts at all times while in a vehicle. This policy is in place to ensure the safety of all individuals in the vehicle and to comply with local and national traffic regulations. Failure to comply with this policy may result in disciplinary action.

11.0 Speed Limits

- 11.1.1 Follow posted speed limit signs. This policy is in place to ensure the safety of all road users and prevent potential accidents. Failure to comply with this policy may result in disciplinary action.

12.0 Vehicle Accidents

- 12.1.1 All accidents on the plant site must be reported immediately to Westlake Plaquemine security. In addition, if a Westlake Plaquemine-owned vehicle is involved, it must be reported immediately to your supervisor. You are responsible for any damage to Westlake property.

13.0 Vehicle Condition

- 13.1.1 This includes a valid certificate of insurance. The company must ensure that all company-owned vehicles are insured, not individuals, unless the respective company insures the personal vehicle.
- 13.1.2 You drive at your own risk. Westlake is not responsible for your vehicle.
- 13.1.3 If the problem affects the safe operation of the vehicle, it must be removed from service immediately and taken off-site.

HEALTH AND SAFETY PROCEDURE HSP 340 – Westlake Vehicle and Traffic Policy

14.0 Operations During Emergencies

14.1.1 Vehicles must not be used to evacuate an area experiencing a spill or other hazardous material release. A vehicle is a spark-producing and ignition source.

14.1.2 Vehicles must not be driven into or through an area when red lights are flashing, except in the case of emergency vehicles.

15.0 Unattended Vehicles

15.1.1 Unattended vehicles must not be left with the engine running, except for emergency vehicles, vehicles undergoing maintenance, industrial diesel vehicles, and those vehicles whose engine provides power to auxiliary equipment, such as pumps.

16.0 Railroad Crossings

16.1.1 All railroad crossings are marked and identified as such. Vehicle drivers approaching railroad crossings must STOP and ensure the crossing is safe before proceeding.

17.0 Blocking of Roadways

17.1.1 Whenever a division roadway is to be restricted for any reason, even if it is a single lane, barricades are required. Approval must be obtained from the main gate to block the road. It includes parking on the side of the roadway and restricting the road.

18.0 Carrying of Materials

18.1.1 Material that overhangs 4 feet or more from the rear of a vehicle must be clearly marked with a red flag.

18.1.2 Materials must not overhang from the sides of a vehicle unless it is escorted or the car is designed to carry loads close alongside.

18.1.3 Materials carried in truck beds and vans must be secured.

18.1.4 Loads carried along division roadways by mobile cranes must have a tagline to secure the load and reduce swing. A flagman is required if the load extends 15 feet or more from the end of the boom.

19.0 Movement of Oversized Loads

19.1.1 The Main Gate must be notified as far in advance as possible of any movement of oversized loads that extend beyond the centerline of the

HEALTH AND SAFETY PROCEDURE HSP 340 – Westlake Vehicle and Traffic Policy

road, such that two-way traffic is prohibited.

19.1.2 The route must be chosen to ensure clearance with all process equipment and provisions to move equipment or provide additional protection. It must be confirmed that the load will not exceed any bridge or other weight limits. These loads may require escorts.

19.1.3 If possible, loads of this size should be moved outside of regular hours to minimize the impact on division traffic.

20.0 Cargo Van & Trailer Doors

20.1.1 Cargo vans and freight trailers must have their rear doors closed and secured while traveling on division roadways. Doors in the pinned open position are not allowed.

21.0 Driving onto Other Vehicles

21.1.1 If it is necessary to drive a fork truck onto a vehicle for loading or unloading, the vehicle's wheels must be checked. Additionally, if the motive power source (tractor) is still attached, the brakes must be set.

22.0 Reporting of Spills

22.1 Spills (oil, gas, hydraulic fluid, etc.) from any vehicle must be reported immediately to the plant where the spill occurred and the vehicle's owner. If the spill occurred on a division roadway, the Main Gate must be notified, as well as the adjacent block.

23.0 Parking

23.1 Vehicles must never be parked to block access to emergency systems (fire equipment, safety showers, etc.) or to impede the access of emergency vehicles to the area, unless approval has been obtained from the area and the Main Gate has been informed.

23.2 When parking in unmarked areas, the driver must verify that there are no other hazards before parking, which may require checking with Main Gate or adjacent block operations.

24.0 Vehicle Maintenance Activities

24.1 When possible, non-Westlake Plaquemine vehicle maintenance activities should be done offsite. When necessary, escalate to the HSE Department for further

HEALTH AND SAFETY PROCEDURE HSP 340 – Westlake Vehicle and Traffic Policy

guidance.

- 24.2 Westlake Plaquemine vehicle maintenance needs must be escalated to the Equipment Yard.

25.0 Communication Equipment

- 25.1 Vehicle drivers (Westlake, Contractor) shall not use cell phones, radios, or any other communication devices. This includes hands-free listening devices, but it is not limited to them. Earbuds or headphones are not to be worn at all.
- 25.2 While on-site roadways
- 25.3 Within the Westlake site boundary while the wheels of the vehicle are in motion
- 25.4 Texting and Browsing (i.e., email, websites, address book, etc.) on communication equipment while driving is strictly forbidden.
- 25.5 Cell phones and communication devices used by vehicle drivers are restricted to parking areas. Due to traffic congestion and process area considerations, pulling over to the side of the road to use cell phones or communication devices is unacceptable.
- 25.6 Emergency services personnel responding to an emergency can use hands-free communication equipment. This is the only exception allowed for using communication equipment while driving.

Revision History

Rev	Changes	Approved	Date
0	<i>New Policy</i>	H. Garner	4-7-25