

HEALTH AND SAFETY PROCEDURE 325 – CONTRACTOR SAFETY MANAGEMENT

1.0 PURPOSE

Westlake, Plaquemine Operations, has developed this document to ensure the site achieves the desired safety performance from Contractors, thereby enhancing contractor employee protection. This document provides guidelines to ensure that Contractors and their tiers of subcontractors meet or exceed Westlake's expectations and requirements.

2.0 SCOPE

This document, including all appendices, applies to all Contractor companies performing work at Westlake, Plaquemine, through contractual agreement, by service contract, purchase order, etc., including, but not limited to, Contractor personnel performing maintenance, repair, turnaround, renovation, or specialty work. All contractors and their workers are required to adhere to all of Westlake's safety and health rules, regardless of their status or the length of time they perform work on the site.

3.0 DEFINITIONS

- 3.1 **Approved Contractor List** – A list of qualified and approved Contractors for on-site job bidding is available on the Plaquemine SharePoint site under Contractor Safety Management.
- 3.2 **Audit** - a formal process to assess the Contractor's HSE Management System and the degree of implementation at the work site, including other compliance aspects for the scope of the work being performed.
- 3.3 **Battery Limits** – The boundary that encompasses the area where the primary process/production equipment is located.
- 3.4 **Contingent Worker Contractors** – Contingent workers are also classified as temporary and may be supervised by Westlake employees.
- 3.5 **Contractor Focal Points** - points of contact for various contractor issues.
 - 3.5.1 **HSE Contractor Focal Point** - the Westlake Plaquemine HSE Representative who has responsibilities for contractor safety management; may be contacted for questions concerning HSE policies and procedures, ISNetwork, process information, SDS requests, plant entry, post-job evaluations, and site orientation information.
 - 3.5.2 **Procurement Contractor Focal Point** - the Westlake Plaquemine Procurement Manager; may be contacted for questions concerning agreements, terms and conditions, non-conformance filings, and insurance requirements.

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- 3.6 **Contract Monitor** - refers to the Westlake person responsible for supervising the work of the contractor. 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.
- 3.7 **Contractor:** in this document this term refers to any provider of a service, such as a contractor, sub-contractor, field representative, individual, etc. that will perform work on a Westlake work site, or on behalf of Westlake.
- 3.7.1 **Nested:** a Contractor that is housed on-site and performs work on a routine basis. This may include having permanent or temporary office or break facilities.
- 3.7.2 **Non-nested:** a Contractor that performs services on-site but does not have permanent or temporary office or break facilities.
- 3.8 **Dashboard:** refers to the ISNetworld overall company grade or "Dashboard" grade as measured against the Westlake established requirements (all requirements are viewable in the ISNetworld system).
- 3.9 **HSE:** health, safety, and environmental; may also refer to the Westlake HSE department or personnel
- 3.10 **Life Critical Rules** – Westlake Life Critical Rules include the following eight:
1. Working in confined spaces; 2. Work on powered systems; 3. Work requiring a valid approved permit; 4. Bypassing or disabling mechanical safety device/process interlocks; 5. Working from elevated heights; 6. Process piping and equipment line opening; 7. Operating material handling equipment; 8. Work in hazardous atmospheres.
- 3.11 **EMR:** Experience Modification Rate (A factor developed by measuring the difference between the insured's actual past experience or losses and the expected or actual loss).
- 3.12 **Grade:** same as "Dashboard" definition above.
- 3.13 **HSP:** Westlake's Health and Safety Procedures.
- 3.14 **Inspection:** a formal survey to assess the work site and workers' performance; inspections shall be documented.
- 3.15 **High-Risk Work (Tier 1)** – High-risk activities that include work that relates to Life Critical Safety Rules. These tasks carry the potential for severe consequences, including fatalities, severe injuries, property damage, environmental harm, or negative public perception. Site work permitting rules

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must be followed.

- 3.16 **ISNetworld:** refers to ISNetworld Inc. (ISN), a web-based, third-party company that Westlake utilizes to provide administrative services to determine the level of compliance Contractors achieve based on requirements established by Westlake, Plaquemine Operations.
- 3.17 **Low-Risk Work (Tier 3)** – Low-risk work encompasses Contractor/Sub-Contractor activities that do not include life-critical or high to medium-risk tasks and have potential consequences limited to minor injuries, minor property damage, and no environmental impact. Site work permitting rules must be followed.
- 3.18 **Medium-Risk Work (Tier 2)** – Medium risk work is defined as Contractor/Sub-contractor activities that may include performing work with tools outside battery limits or lower risk work requiring only a safe work permit within site processing areas or the battery limits. Site work permitting rules must be followed.
- 3.19 **Observation:** an informal survey to assess the work site and workers' performance; observations may or may not be documented.
- 3.20 **Occupational Safety and Health Administration (OSHA) Recordable Incident Rate** – A rate that is equivalent to the number of recordable injury cases per 200,000 hours worked. OSHA requires this information to be recorded.
- 3.21 **Procurement:** refers to personnel or department responsible for purchasing or procuring goods, services, Contractors, etc.; issuing contracts and obtaining agreements for Westlake.
- 3.22 **Process Safety Management (PSM)** – Which pertains to any Westlake chemical manufacturing facility or operation governed by OSHA's PSM standard. 29 CFR 1910.119
- 3.23 **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 and dispatch center for plant emergencies, and contractor visitor orientation facilitation.
- 3.24 **Sub-Contractor** – An individual or company hired/supervised by a General Contractor to perform a specific task as part of the overall work scope.
- 3.25 **Variance** – A formal process to approve contractors that cannot meet the expected ISNetworld grading system.

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4.0 RESPONSIBILITIES

4.1 Procurement Department

- 4.1.1 Issue contracts for services to only those companies that have satisfied all Contractor qualification requirements for Westlake, Plaquemine.
- 4.1.2 Issue contracts and purchase orders to Contractors that have an A or B company grade in ISNetworld.
- 4.1.3 Retain copies of all required contract documents for PSM audit purposes.
- 4.1.4 Inform all Contractors that a condition of performing work at the Plaquemine Complex is to adhere to the site safety requirements.

4.2 Contract Monitor

- 4.2.1 Ensure that the contractor and all subcontractors have an acceptable ISNetworld company grade before requesting them to the site; ***All subcontractors shall have their own ISNetworld account.***
- 4.2.2 Invite Contractors to attend the quarterly contractor safety meetings held in the Rebecca Room of the HSE building.
- 4.2.3 Ensure Contractors are informed and aware of known potential fire, explosion, or toxic release hazards related to their work areas.
- 4.2.4 Monitor contractor's work areas for compliance with all applicable regulations and Westlake's health and safety policies and procedures.
- 4.2.5 Participate in inspections of Contractor work areas and ensure closure on inspection findings.
- 4.2.6 Obtain contact information for the contractors' home office, the corporate health and safety contact, the job superintendent, and the site health and safety representative.
- 4.2.7 Review all Contractor chemical inventories and SDS and send all new chemicals through the "New Chemical Approval" process.
- 4.2.8 Complete "Post-Job Evaluation" for all projects in which the project crew size is 25 or greater.

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4.2.9 Notify HSE of any Contractor incident immediately.

4.2.10 Send the incident report/investigation report to HSE upon receiving the report.

4.2.11 Ensure the contractor is aware of the public Westlake website in which all Westlake HSPs can be found. See the URL in the section of this document titled "Core Expectations." The HSPs outline the safe work practices for the Plaquemine location.

4.3 Health, Safety & Environmental Department (HSE)

4.3.1 Monitor ISNetworld grades for all connected Contractors; work with ISN and the Contractor to maintain an acceptable grade.

4.3.2 Evaluate Contractor health and safety requirements to ensure full compliance with the requirements of this policy during the qualification process. This will be accomplished within ISNetworld.

4.3.3 Review annually, nested contractor's safety performance and verify implementation through field inspections and surveillance.

4.3.4 Keep all Westlake HSPs up-to-date in the HSP website made available to Contractors.

4.4 Operations Supervision

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

4.5 Security

4.5.1 Ensure the Contractor company has an A or B ISNetworld company grade; if an acceptable grade is not achieved, deny gate entry.

4.5.2 Ensure that Contractors wear a temporary badge and appropriate safety equipment (e.g. hard hat, safety glasses, long pants, closed-toe leather footwear, and NIOSH-approved acid gas escape respirator (Honeywell (model 7902) preferred) prior to entry into the facility.

4.5.3 Ensure that all Contractors have the required safety orientations prior to entering the plant for work.

4.5.4 Provide site-specific orientation for Contractor personnel prior to allowing work on site for emergency jobs via HSE approval.

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- 4.5.5 Ensure that all Contractor employees use the turnstiles or scanners when entering and leaving the complex.
- 4.5.6 Periodically inspect vehicles upon entering and exiting the plant per Westlake's facility security plan.
- 4.5.7 Issue Gate Passes and ensure decals are visible on both sides of Contractor vehicles. See HSP - 340 Vehicle and Traffic Policy for more information.

4.6 Contractors and Subcontractors

- 4.6.1 Submit all qualification forms and subsequent documentation associated with the pre-qualification process for the contractor and any sub-contractors to ISNetworld; All subcontractors shall have their own ISNetworld account.
- 4.6.2 Ensure all employees and subcontractor employees complete the ARSC Basic Plus safety orientation or HASC Safety Essentials, and the Westlake site-specific orientation prior to beginning work on site.
- 4.6.3 Ensure all employees are familiar with Westlake Safe Work Practices within the HSPs, and review Westlake HSPs with all employees any time a procedure change occurs.
- 4.6.4 Ensure all vehicles entering the facility have decals visible on both sides of the vehicle. Refer to HSP-340 Vehicle and Traffic Policy for specific details.
- 4.6.5 Provide timely identification, correction, and tracking of uncontrolled hazards in the work area, and utilize "Stop Work Authority."
- 4.6.6 Conduct and document frequent safety inspections of the work site.
- 4.6.7 Conduct weekly safety meetings for all employees.
- 4.6.8 Conduct daily tailgate safety meetings.
- 4.6.9 Report all incidents, injuries, and near misses as soon as possible to operations, and, within one (1) hour report all incidents, injuries, and near misses to the Contract Monitor and HSE Representative. If off-site medical treatment is required for any employee, immediately notify the HSE Department.
- 4.6.10 Turn in an incident investigation report to the Contract Monitor and

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HSE Representative by the end of the shift on which the event occurred. A root cause analysis or 5-why must also be submitted to the Contract Monitor and HSE Department within twenty-four (24) hours.

- 4.6.11 Comply with all applicable federal regulations and Westlake safety policies and procedures.
- 4.6.12 Participate in scheduled third-party or Westlake internal process safety management (PSM) audits for Contractors; this will include providing requested documentation and following action items to closure.
- 4.6.13 Submit hours worked in ISNetworld by the 5th of each month.
- 4.6.14 Train employees on procedure changes sent out via email to ISNetworld contacts.
- 4.6.15 Develop health and safety goals and objectives supportive of Westlake's company goals in an equivalent manner.

5.0 CONTRACTOR TIERS

5.1 Requirements of Tiered Contractor Companies

5.1.1 Tier 1 (Low Risk) –

Visitors/Vendors/Deliveries/Consultants/Inspectors/Auditors – these companies/individuals do not perform work either on or adjacent to process equipment.

- 5.1.1.1 These companies or individuals do not require a subscription to ISNetworld.
- 5.1.1.2 Examples of these companies or individuals are a visitor of a Westlake employee or Contractor employee, hot shot delivery, training rep, sales, Entergy, and gas/pipeline suppliers.
- 5.1.1.3 Valid visitor orientation required for entry (12WLKV).
- 5.1.1.4 **All visitors and vendors shall be 100% escorted** while on-site by a Westlake employee or nested contractor with the following credentials: Westlake Plaquemine site-specific orientation, ARSC Basic Plus orientation or HASC Safety Essentials, and TWIC card.
- 5.1.1.5 Deliveries are not required to be escorted.
- 5.1.1.6 The minimum limits for Suppliers and Sub-Suppliers doing Tier 1 work is \$2,000,000 per occurrence and \$2,000,000 in the aggregate.

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5.1.2 Tier 2 (Medium Risk) –

Non-Operational Contractors – these companies may perform work either adjacent to process equipment or adjacent to the property battery limits, but for no reason perform hands-on work on process equipment. Typically, these contractors are considered service companies.

5.1.2.1 These companies do require a subscription to ISNetworld.

5.1.2.2 Exemption from ISNetworld is allowed by written approval from the HSE department. – Safety and insurance review still required.

5.1.2.3 Their work could require safe work permits from operations; however, they would not perform any work on process equipment.

5.1.2.4 Companies performing work inside laboratories are not required to subscribe to ISNetworld; this excludes construction or renovation to the building. Companies performing work inside laboratories must still have their insurance approved by Purchasing.

5.1.2.5 Examples of service companies are: Tire repairs, windshield replacement, fencing, equipment rental, engineering contractors, PSM consultants, landscaping, and chemical service companies.

5.1.2.6 Valid Basic Orientation Plus/Refresher or equivalent, and the Westlake site-specific training are required for entry.

5.1.2.7 The minimum limits for Suppliers and Sub-Suppliers doing Tier 2 work is \$5,000,000 per occurrence and \$5,000,000 in the aggregate.

5.1.3 Tier 3 (High Risk) – Operational Contractors –

These companies perform maintenance or repair, turnaround, major renovation, or specialty work either on or adjacent to process equipment; this tier consists of nested and job-specific Contractors.

5.1.3.1 These companies require a subscription to ISNetworld.

5.1.3.2 Examples of service companies are: work on piping, vessels, or other equipment, work on DCS, fire maintenance provider, and turnaround services.

5.1.3.3 Safe Work Permits are required for most of their work.

5.1.3.4 Required to review and accept policies/HSPs annually via ISNetworld.

5.1.3.5 Valid Basic Orientation Plus/Refresher or equivalent and Westlake site-specific orientation are required for entry.

5.1.3.6 Signed agreement in place with the Procurement department.

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- 5.1.3.7 The minimum limits for Suppliers and Sub-Suppliers doing Tier 3 work is \$10,000,000 per occurrence and \$10,000,000 in the aggregate.

6.0 PROCEDURE

6.1 Qualification

- 6.1.1 The following information will be utilized to measure a contractor's and subcontractor's prior safety performance. Contractors and subcontractors that do not adequately meet an acceptable level of achievement will not be allowed to perform work at Westlake, Plaquemine Operations.

6.2 Required Qualification Submittals

- 6.2.1 Prior to, or as part of the bid evaluation process, all prospective Contractors shall submit the following information to their ISNetwork account for review and acceptance by Westlake/ISNetwork:
 - 6.2.1.1 Answer the Pre-qualification Questionnaire within the ISN account.
 - 6.2.1.2 OSHA 300 and 300A logs covering the past three years and the current year-to-date for the company and local/regional office.
 - 6.2.1.3 Worker's Compensation Insurance Experience Modification Rate (EMR) documentation from the contractor's workers' compensation carrier for the past three years.
 - 6.2.1.4 A current copy of Contractor's Health and Safety Manual.
 - 6.2.1.5 A valid Certificate of Insurance (COI) that meets Westlake's insurance requirements. Based on Section 5.0 of this procedure.

6.3 Other Data

- 6.3.1 In addition, a review of audit reports from former clients, the Greater Baton Rouge Industry Alliance (GBRIA), and previous Westlake projects may be conducted.

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6.4 Selection

6.4.1 Contractor Review with an ISNetworld account.

- 6.4.1.1 A complete review of the Pre-qualification Questionnaire will be conducted by ISN Review and Verification Service (RAVS) to ensure the company meets our minimum criteria.
- 6.4.1.2 The three-year local/regional office incident rate average may not exceed the national average in the applicable NAISC code, as published by the Bureau of Labor Statistics (BLS).
- 6.4.1.3 Without an approved variance, the Contractor's EMR rate may not exceed 1.00 to be a qualified Contractor at Westlake.

6.4.2 Contractor Review without an ISNetworld account

- 6.4.2.1 In instances where a contractor is required but does not possess an active ISNetworld account, a Contractor Safety Review (**Appendix G**) will be completed by the Contractor Company HSE or Leadership Representative.
- 6.4.2.2 The Contractor Safety Review must be submitted to the HSE Contractor Focal Point for review and must include the following:
 - 6.4.2.2.1 Applicable Safety Programs and Procedures
 - 6.4.2.2.2 Safety Training (Applicable job duties)
 - 6.4.2.2.3 Documented Drug & Alcohol Policy
 - 6.4.2.2.4 Any Sub-Contractor Safety Polices
 - 6.4.2.2.5 Experience Modification Rate (EMR)
 - 6.4.2.2.6 Injury and Incident Statistics
 - 6.4.2.2.7 Employee Worked Hours / Year
- 6.4.2.3 The HSE representative will utilize the Contractor Safety Risk Level Review and approval Form (**Appendix G.1 & G.2**) when reviewing submitted HSE review documents.
- 6.4.2.4 If approved, a safety variance will be completed by HSE or the Contract Monitor and sent to management for approval.
- 6.4.2.5 Once the variance is approved by management, the contractor will be added to the Approved Contractor Variance List referenced in Section 8.0 of this procedure.

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Note: Some Contractors may not have 3 years of injury-related data due to the date of the company's start-up. In this case, an assessment should be made based on the data provided.

6.4.3 Pre-Bid Meetings

6.4.3.1 Based upon the size and scope of the project, a pre-bid meeting may be conducted and made available to all prospective Contractors. During the pre-bid meeting, a Westlake representative will discuss the health and safety requirements of this Contract and any unique expectations, based upon the project scope.

6.4.4 Contract Language

6.4.4.1 To ensure Contractors are made aware of Westlake's health and safety requirements, the contract language shall contain details of special issues expected of Contractors when working within Plaquemine Operations.

6.5 Re-Qualification

6.5.1 Contractors must re-qualify annually, prior to being issued a new contract, or as requested by ISNetwork or Westlake. ISNetwork will send the Contractor notice to resubmit their information.

6.5.1.1 Re-Qualification includes:

6.5.1.1.1 Updated OSHA 300 logs

6.5.1.1.2 Updated EMR documentation

6.5.1.1.3 Annual review and acceptance of policies

6.5.1.1.4 The OSHA TRIR and EMR requirements are the same as the original qualification.

6.5.1.1.5 Contractor updated Health and Safety Manual (if requested)

6.5.1.1.6 Valid COI

6.5.2 Contractors whose insurance has expired may still be allowed access to the site up to 30 days after the expiration date. Contractors whose ISNetwork grade has reached an unacceptable level for any other reason will be permitted entry if a purchase order was issued before the grade became unacceptable; however, further purchase orders may not be issued until the contractor has achieved an acceptable grade.

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6.6 Pre-Job Start

6.6.1 Safety Plan

6.6.1.1 The contractor must submit a Safety Plan when the project crew size is 25 or greater. The Safety Plan will also be required for any project that a Contract Monitor, a Westlake HSE Representative, or other Westlake employee requests.

6.6.1.2 In the qualification process and anytime requested thereafter, the contractor will submit, for Westlake HSE final review and acceptance, a written Safety Plan consistent with OSHA regulations, with Westlake safety requirements, and specific to the tasks to be performed. See **Appendix B** for a Safety Plan Worksheet that should be included in the plan. At a minimum, the safety plan must contain the following:

6.6.1.2.1 Safety Policy Statement, signed by the company's principal officer, describes the organization's health and safety goals. The contractor's health and safety goals and objectives shall equally support Westlake's company goals.

6.6.1.2.2 Name, qualifications, and duties of the Contractor Safety Representative

6.6.1.2.3 Hazard Communication Program

6.6.1.2.4 Respiratory Protection Program

6.6.1.2.5 Fall Protection Plan

6.6.1.2.6 Training Programs including: employee orientation, hazard communication, personal protective equipment, confined space entry, and control of hazardous energy

6.6.1.2.7 Name and qualifications of excavation competent person (if applicable)

6.6.1.2.8 Name and training certification of First Aid designee

6.6.1.2.9 Process by which the project will be internally inspected for health and safety deficiencies

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6.6.1.2.10 Safety meeting program

6.6.1.2.11 Disciplinary action program

6.6.1.2.12 Analysis of hazards anticipated with job tasks

6.6.1.2.13 List of critical lifts to be performed during the project

6.6.1.2.14 Emergency response plan

6.6.1.3 Westlake HSE will promptly review the Safety Plan.

6.6.2 Kick-off Meetings

6.6.2.1 Following the contract award, a pre-construction meeting (kick-off) will be held with the contractor's management. The contractor's site supervisor must attend the pre-construction meeting. Applicable health and safety issues shall be discussed during the pre-construction meeting.

6.6.2.2 During the pre-construction meeting, a Westlake Contract Monitor and a Westlake HSE Representative will be assigned to coordinate the project with the contractor.

6.6.2.3 All required submittals shall be received and approved before the contractor is released to proceed with mobilization and construction.

6.6.2.4 See **Appendix A** for a Sample Kick-off Meeting Outline.

6.6.3 Orientation

6.6.3.1 All Contractor employees must attend the Westlake Site-Specific Orientation given by Alliance Safety Council, HASC, or other ARSC council before beginning work on-site. See Westlake HSP-103 "Plant Entry Requirements" for specific details.

6.6.3.2 The Site-Specific Orientation informs Contractors of the potential fire, explosion, and toxic release hazards, and explains contractor responsibilities supporting the emergency action plan.

6.6.4 Core Expectations

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- 6.6.4.1 It is the expectation of Westlake, Plaquemine Operations, that contractors use Westlake's health and safety procedures to orient their employees to the Westlake site-specific HSE requirements that may affect their work.
- 6.6.4.2 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, etc. It is intended to be used as an additional tool to orient the contractor to on-site requirements. All crew members are expected to review this document before beginning work on site.

Note: Use the following URL to obtain the latest revision of Westlake, Plaquemine Operations' HSE Procedures and the Contractors Reference Guide: <http://westlake.com/plaquemine-ehs>

- 6.6.4.3 The contractor shall immediately report all injuries, illnesses, or near-misses to operations.
- 6.6.4.4 Within 1 hour, the contractor shall verbally notify their Contract Monitor and the Westlake HSE Department contact of all injuries, illnesses, or near-miss incidents. If it is determined that an employee must be taken off-site for medical treatment, the HSE Department must be notified immediately.
- 6.6.4.5 The contractor will assign a Level 1 Contractor Safety Representative to each project when the crew size is 24 or fewer, or otherwise requested by the Contract Monitor, HSE Department, or other Westlake employee. This safety representative may be the Supervisor, Foreman, or crew leader, but must ensure the safety representative's responsibilities are satisfied.
- 6.6.4.6 The contractor will assign a Level 2 Contractor Safety Representative when the project crew size is 25 or greater, or otherwise requested by the Contract Monitor, Westlake HSE Representative, or other Westlake employee. The Contractor Safety Representative's resume will be included in the safety plan or other document, and shall be made available for review when requested. The Level 2 Contractor Safety Representative shall not have any other job duties and shall not hold the role of Supervisor,

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Foreman, or Crew Leader.

6.6.4.6.1 When a project meets the criteria for level 2 safety oversight, one or more of the following shall be met:

6.6.4.6.1.1 Hold a designation issued by the Board of Certified Safety Professionals (CSP, ASP, GSP, OHST, CHST, etc)

6.6.4.6.1.2 Hold the Certificate for Occupational Safety Managers (COSM)

6.6.4.6.1.3 Hold the Certified Occupational Safety Specialist (COSS) designation

6.6.4.6.1.4 Have two (2) or more years of documented, relevant field safety experience where safety is his/her primary function

6.6.4.7 Level 1 and 2 Contractor Safety Representative responsibilities will include, but may not be limited to the following:

6.6.4.7.1 Authority to take immediate action to correct safety violations and, if necessary, stop work

6.6.4.7.2 Conduct weekly safety meetings with project employees

6.6.4.7.3 Conduct frequent safety inspections and document findings

6.6.4.7.4 Conduct daily tailgate safety meetings

6.6.4.8 When the contract workforce exceeds five (5) personnel, the contractor will provide at least one (1) employee trained in Basic First Aid and CPR/AED to be on-site during project work hours.

6.6.4.9 Nested Contractors are not required to have an employee trained in Basic First Aid and CPR/AED if the workforce exceeds (5) personnel. Nested Contractors will utilize Westlake's Medical Emergency Response Team (MERT) if an emergency occurs.

6.6.4.10 The contractor will maintain a first aid kit of adequate size for the number of employees working on the project.

6.6.4.11 Westlake's MERT is available on all shifts. In the event of a medical emergency, notify Westlake personnel for assistance from the MERT.

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6.6.5 Approved Contractor List

- 6.6.5.1 A list will be maintained at the Security Center, which is comprised of companies approved to work at Westlake, Plaquemine Operations, by HSE and Procurement.
- 6.6.5.2 There will also be an Approved Contractor Variance List maintained at the gate for Contractors who have approved variances to work on-site.
- 6.6.5.3 Both lists are available on the Plaquemine location's Contractor Safety Management page in SharePoint.
- 6.6.5.4 To be an approved Contractor, ALL of the following must be achieved and maintained:
 - 6.6.5.4.1 Active coverage of insurance and acceptable limits.
 - 6.6.5.4.2 Agreed upon the Master Services Agreement.
 - 6.6.5.4.3 Active member of ISNetworld- an account sourced with accurate information and an acceptable company grade of an A or B.
 - 6.6.5.4.4 The Approved Contractor List is checked for accuracy daily. Any Contractor that does not maintain said data will be removed from the Approved Contractor List and denied entry, even if currently performing services on site.

6.7 Work in Progress

6.7.1 Evaluation

- 6.7.1.1 Throughout the duration of the project, the Contract Monitor, HSE Representative, and Operations will perform occasional observations and inspections of the job. Hazards found during these inspections/observations must be mitigated immediately, and all other issues escalated as appropriate.

6.7.2 Post-Job Evaluation

- 6.7.2.1 Following completion of a project completed by a Contractor in which the project crew size is 25 or greater, the Contract Monitor shall conduct a Post-Job Evaluation of the

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contractor's performance and enter this evaluation into ISNetworld. The Post-Job Evaluation may also be completed after any work performed by a contractor if the Contract Monitor chooses. **Appendix D** can be used to assist with the evaluation.

6.7.2.2 Service contracts will be reviewed on an annual basis.

7.0 RECORDKEEPING

7.1 Contractor Audits

7.1.1 Copies of all formal audits and inspections of a Contractor's performance shall be maintained in the HSE Department.

7.2 Post-Job Evaluation

7.2.1 The Post-Job Evaluation Form will be completed by the Contract Monitor utilizing ISNetworld. **Appendix E** is a hard copy of the form, which must be completed in ISNetworld.

7.3 Variances

7.3.1 The HSE Department will keep approved variances in the contractor's folder. The HSE Contractor Focal Point will maintain these files.

7.4 Non-Conformance Filings

7.4.1 The Contract Monitor, Westlake HSE, or others may file a Non-Conformance with Purchasing, using **Appendix D**. These are filed when the contractor performs subpar. The Procurement Department will maintain these records.

8.0 VARIANCES

All Contractors which do not meet Westlake, Plaquemine Operation's ISNetworld requirements must have an approved ISNetworld Requirements Variance on file to perform work on site. This form is found in **Appendix C**. A variance period cannot exceed 1 year (365 Days) from the date of issue. The variance must be reviewed and, if necessary, renewed annually; it can also be closed early if the initial criteria are met.

8.1 Variance Approvals:

8.1.1 A Contractor with a company grade of C will require the review and approval of the following:

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- 8.1.1.1 HSE Representative
 - 8.1.1.2 HSE Manager
 - 8.1.1.3 Procurement Representative (if applicable)
- 8.1.2 A Contractor with a company grade of F will require the review and approval of the following:
- 8.1.2.1 HSE Representative
 - 8.1.2.2 HSE Manager
 - 8.1.2.3 Procurement Representative (if applicable)
 - 8.1.2.4 Site Manager (all F variances except insurance)
- 8.1.3 Risk Exposure Plan
- 8.1.3.1 Based on the Contractor's Grade of A, B, C, or F and the level of inherent risk within the scope of work, a HSE Risk Exposure Plan can be requested from a Contractor to add an additional layer of protection. HSE Risk Exposure Plans are not required when adequate corrective actions have been implemented.
 - 8.1.3.1.1 Contractors rated "A" or "B" may not require an HSE Risk Exposure Plan.
 - 8.1.3.1.2 For "C" rated contractors, an HSE Risk Exposure Plan is recommended. Written approval using the variance process established by **Appendix C** is required.
 - 8.1.3.1.3 For "F" rated Contractors a HSE Risk Exposure Plan is highly recommended. Written approval using the variance process established by **Appendix C** is required.
 - 8.1.3.2 HSE Risk Exposure Plans may be comprised of any combination of the following:
 - 8.1.3.2.1 Site Specific Safety Plan
 - 8.1.3.2.2 Safety Advisor/Personnel Support
 - 8.1.3.2.3 Emergency Response Plan
 - 8.1.3.2.4 Field Verification Auditing
 - 8.1.3.2.5 Additional Medical Support
 - 8.1.3.2.6 Other requirements deemed necessary
 - 8.1.3.3 The Risk Exposure Plan does not have to be a separate document, but can be a plan documented within the

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variance.

- 8.1.3.4 It is the responsibility of the Contract Monitor to obtain all the necessary signatures for the variance and submit to the HSE Contractor Focal Point so the Approved Contractor Variance List can be updated accordingly.

9.0 PROGRAM REVIEW

9.1 This program will be reviewed periodically. HSE will ensure this review is performed. The purpose is to assess compliance and to evaluate program effectiveness.

9.2 Following the review, the program will be revised to include any necessary changes. Review results will be documented. All employees will be informed of any changes made to the plan.

9.3 Department Managers will be informed of review results.

10.0 APPENDICES

- 10.1 Appendix A - Sample Kick-Off Meeting Outline
- 10.2 Appendix B - Safety Plan Worksheet
- 10.3 Appendix C - ISNetworld Requirements Variance Form
- 10.4 Appendix D - Non-Conformance Form
- 10.5 Appendix E - Post-Job Evaluation Form
- 10.6 Appendix F - PPE Matrix
- 10.7 Appendix G - Contractor Safety Review (High/ Medium Risk Work)
 - Appendix G.1 - HSE Contractor Risk Level Review & Approval
 - Appendix G.2 - HSE Risk Matrix Guide

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Revision History

Rev	Changes	Approved	Date
14	Added Definitions 3.1, 3.3, 3.4, 3.10, 3.15, 3.17, 3.18, 3.20, 3.22, 3.24, 3.25 Updated Section 5.0 with minimum insurance requirements. Added Section 6.4.2 Contractor Review without an ISNetworkworld account Added requirement in Section 8.1 (Variance cannot exceed 1 year. Removed appendix B Louisiana State Fire Marshals' Request for Exemption Memos. Added Appendix G, G.1, G.2 – Contractor Safety Review for (High/ Medium Risk Work) MOC #: Cority 2126	H. Garner	1/20/2026
13	Updated logo, added "Current Review Date", no content changes	H. Garner	3/16/2023
13	Added language about expiring/failing contractors.	H. Garner	8/05/2019
12	Minor revisions not affecting the current process. Deleted appendix A. Appendix A was summary of all procedures. This is now made available in the Contractor Reference Guide. Moved certain items not captured in other procedures from Appendix A to the regular procedure.	H. Garner	1/01/2019
11	Edited the "Cranes" section of Appendix A to comply with the new crane procedure, HSP 330.	H. Garner	8/01/2018
10	Westlake branding. Added definitions. Requiring 100% escort of Visitors. No man-basket lifts without variance. Meeting VPP requirements. Requires a JSA for all safe work permits. Meeting HSE Audit action items. Removes requirement to have someone CPR certified for nested contractors. Requires a Safety Plan and Post-Job Evaluation when a project crew size is 25 or greater. Added hydro blasting procedure requirements. Added drug testing requirement to App. A. Requires use of PFLs. Updated appendices.	H. Garner	1/01/2018

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Appendix A

Sample Kick-off Meeting Outline

Name of Project:

Contractors Involved:

Date:

1. Introductions and PACE
2. Project Overview
3. Safety
 - A. PPE, Site Entry Requirements (badge request)
 - B. Parking / Gate Entrance
 - C. Vehicle Access
 - D. Daily Safe Work Permitting, LOTO Procedure (Blue/Yellow Locks w/ name/company)
 - E. Safe Process Piping, Equipment, & Vessel Opening
 - F. FW / HW / Confined Space Policies, Metering
 - G. Hard Barricades: Handrail / Grating Removal, Process Equipment Barricades
 - H. Equipment Flagmen
 - I. Lightning Policy
 - J. Cell Phone Policy
 - K. Weekly / Monthly Alarms
 - L. Incident Notification / Emergency Contacts / Radio (channels, qty)
 - M. Break / Smoke Pen / Lunch Areas / Temporary Buildings
 - N. SDS (SiteHawk)
 - O. CPR / First Aid Requirements
 - P. Westlake HSE Procedures Website: <http://westlake.com/plaquemine-ehs>
 - Q. Invitation to Quarterly Contractor Safety Meeting (Send Contractor contact info to safety)
4. General
 - A. Excavation Permit, Probing Requirements
 - B. Hot Work / Fire Box location(s)
 - C. Muster Location
 - D. Major Equipment Mobilization, Locations
 - E. Change Order Process
5. Schedule
 - A. Mobilization / Milestones / Completion
 - B. Work Hours
 - C. Manpower
 - D. Update Meetings (time, location)
6. Project Execution / Planning Update
 - A. Contractor Submittals (WPS, SSSP, etc.)
 - B. Fabrication Update
 - C. Material / General Procurement / Manpower issues
 - D. Subcontractors on-site (Scaffold, NDE, M / O Crane, etc.) (Must be in ISN)

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Appendix B
Safety Plan Worksheet

Company Name:	
Project:	
Westlake Contract Monitor's Name:	
Westlake HSE Representative:	

Occupational Medical Provider:	
---------------------------------------	--

Key Contacts			
Role	Contact Name	Cell Phone Number	Email Address
Home Office			
Job Superintendent			
Site HSE Representative (Days)			
Site HSE Representative (Nights)			
Corporate HSE Contact			

Safety Plan Checklist	
	Safety Policy Statement, signed by the principal officer of the company, describing HSE goals
	Name, qualifications, and duties of Safety Representative; Resume may be included (Level 1/2?)
	Hazard Communication Program
	Respiratory Protection Program
	Fall Protection Plan
	Training Programs including all programs listed in Section 6.6.1.2.6 of HSP-325
	Name and qualifications of excavation competent person
	Name and training certification of First Aid, CPR/AED designee
	Process by which the project will be internally inspected for HSE deficiencies
	Safety Meeting Program
	Disciplinary Action Program
	Analysis of hazards anticipated with job tasks
	Emergency Response Plan

HEALTH AND SAFETY PROCEDURE 325 – CONTRACTOR SAFETY MANAGEMENT**Appendix C**
ISNetworld Requirements Variance

Name of Company*: Click or tap here to enter text.		
Company Contact Name*: Click or tap here to enter text.		
Phone Number:	Business: Click here to enter.	Cell: Click or tap here to enter
Address: Click or tap here to	City, State: Click or tap	Zip Code: Click

Westlake contact*: Click or tap here to	Phone Number: Click or tap here
Westlake Facility: Plaquemine	Variance Expiration Date*: DATE

Describe Scope of Work*:

Reason for ISN Variance*:

Evaluation of Deficiencies*:

State additional controls to ensure mitigation of key risks noted above*:

- 1.
- 2.
- 3.

It is expected that additional risks, if any, associated with this variance are managed, and that where possible the variance will be replaced by achieving a dashboard grade of either 'A' or 'B' status.

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Your signature below confirms that you are authorizing the contractor to perform the scope of work at this facility without meeting all of the minimal requirements.

HSE Department Review

All ISN Variances

Name: _____

Title: [Click or tap here to enter text.](#)

Signature: _____

Date: _____

HSE Manager Approval

All ISN Variances

Name: _____

Title: [Click or tap here to enter text.](#)

Signature: _____

Date: _____

Procurement Approval

Insurance Variances only, not granted through ISN

Name: _____

Title: [Click or tap here to enter text.](#)

Signature: _____

Date: _____

Site Management Approval

ISN Variances for "F" Grades, excluding insurance

Name: _____

Title: [Click or tap here to enter text.](#)

Signature: _____

Date: _____

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Appendix D
Non-Conformance Form

SERVICE PROVIDER: _____

PHONE: _____

CONTACT: _____

WRITTEN BY: _____

DATE WRITTEN: _____

SERVICE: _____

DATE RECEIVED: _____

P.O. NO: _____

NON-CONFORMANCE DESCRIPTION:

SERVICE PROVIDER MUST COMPLETE THE FOLLOWING SECTION(S) THAT APPLY:

CORRECTIVE ACTION (What did you do to correct this occurrence?):

PREVENTIVE ACTION (IF NEEDED) (What did you do to keep this from reoccurring?):

PRINT NAME: _____

DATE: _____

SIGNATURE: _____

RETURN COMPLETED FORM TO: _____

FAX NO.: _____

Purchasing Rep: Closeout: _____

DATE: _____

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Appendix E

Contractor Post Job Evaluation Form	
Form Instructions: This form will be utilized to evaluate the overall job / task / project or turnaround performed by the contractor at the facility / site. Include all requested information (where applicable). See the definitions below for each answer category for "Exceptional", "Satisfactory" or "Unsatisfactory". Do not include opinions, document what is observed and comment.	
Contractor Company:	Site Location:
Select the Job Task: <input type="checkbox"/> Capital Project <input type="checkbox"/> Turnaround / Outage <input type="checkbox"/> Maintenance <input type="checkbox"/> Other: Click or tap here to enter text.	
Westlake Contractor Contact:	
Date of this Evaluation: Click or tap to enter a date.	Date of when the Job Task Started: Click or tap to enter a date.

Exceptional (5 Grade Points)	Satisfactory (3 Grade Point)	Unsatisfactory (1 Grade Point)
<u>Exceeds</u> worksite requirements. The actions and activities performed by the contractor follows the scope and tasks.	<u>Meets</u> worksite requirements. The actions and activities performed by the contractor were satisfactory at minimum.	<u>Did Not Meet</u> worksite requirements. The actions and activities performed by the contractor were unsatisfactory and required intervention / mitigation.

Performance / Evaluation Questions	Category	Score	Observation and Actions
Did the contractor complete the job, task, project and or turnaround with a good health, safety & environmental performance?	<input type="checkbox"/> Exceptional (5 pts) <input type="checkbox"/> Satisfactory (3 pts) <input type="checkbox"/> Unsatisfactory (1 pt)		
Did the contractor work in compliance with the contract terms and agreement?	<input type="checkbox"/> Exceptional (5 pts) <input type="checkbox"/> Satisfactory (3 pts) <input type="checkbox"/> Unsatisfactory (1 pt)		
Did the contractor have all materials, supplies, equipment and PPE as required for a safe execution?	<input type="checkbox"/> Exceptional (5 pts) <input type="checkbox"/> Satisfactory (3 pts) <input type="checkbox"/> Unsatisfactory (1 pt)		
Did the contractor have all the required staffing to manage all reporting, meetings and site requirements?	<input type="checkbox"/> Exceptional (5 pts) <input type="checkbox"/> Satisfactory (3 pts) <input type="checkbox"/> Unsatisfactory (1 pt)		
Did the contractor perform the task, project, maintenance and / or turnaround with a high quality of work, timing & budget?	<input type="checkbox"/> Exceptional (5 pts) <input type="checkbox"/> Satisfactory (3 pts) <input type="checkbox"/> Unsatisfactory (1 pt)		
Did the contractor meet the site requirement for any communications, prompt corrective actions / mitigations?	<input type="checkbox"/> Exceptional (5 pts) <input type="checkbox"/> Satisfactory (3 pts) <input type="checkbox"/> Unsatisfactory (1 pt)		

Total Performance / Evaluation Score



Grade Score = 30 pts (Exceptional)
Grade Score = 10 - 29 pts (Satisfactory)
Grade Score = < 10 pts (Unsatisfactory)

Recommend using this contractor again?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Comments:
Name of Person Completing the Evaluation	Signature	Date	Click or tap to enter a date.

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Appendix F – PPE Matrix

MINIMUM PROTECTIVE CLOTHING REQUIRED FOR POSSIBLE CHEMICAL CONTACT¹
 Plaquemine Master List PPE MATRIX

CHEMICAL NAME	Chemical Protective Clothing				Respiratory Protection ²			Face/Eye Protection ³	Chemical Gloves					Chemical Boots	
	CPF3 or Z300 w/ hood ⁴	Tychem SL w/hood	Tyvek Coveralls "paper suits"	Chemical Slicker w/ hood	Supplied Air (SAR/SCBA)	Air Purifying (full face)	Disposable N-95 Filtering Facepiece	Monogoggles ⁵ and Faceshield	Nitrile (Best #730)	Neoprene (Best # 6700)	Butyl (Best # 676)	Viton Butyl ⁶ (Best # 690)	PVC (Best #614R)	Durable Work Gloves	PVC or Neoprene Boots
Acetone	X					X		X		X	X	X			X
Nalco 7468 Anti Foam								X	X						X
AF-12 Antifoam				X				X	X						X
Alpha-Methyl Styrene	X					X		X		X		X			X
AM 26				X				X			X				X
Anhydrous Ammonia		X			X			NA	X	X	X	X			X
Benzene	X				X			NA				X			X
Boiler Treatment (Nalco 1742)								X	X						X
Caustic Soda (Sodium Hydroxide)		X				X		X	X	X	X	X			X
Chlorine - liquid	X				X			NA				X			X
Chlorine - gas		X			X			NA	X	X	X	X			X
Nalco 3DT177				X				X	X						X
Nalco 3DT190								X	X						X
Cumene	X					X		X	X			X			X
Cumene Hydroperoxide	X				X			X			X	X			X
Ethylene (gas)					X			NA				X			
Ethylene Dichloride (EDC)	X				X			X		X	X	X			X
Evicas 90		X						X	X						X
Freon		X						X	X						X
Glycomul				X				X	X						X
Hydrated Lime			X			X		X		X					X
Hydrochloric Acid		X				X		X	X	X	X	X			X
Hydrogen/Natural Gas					X			NA						X	
Methocel Dispersants		X						X	X						X
Nitrogen					X			NA						X	
OS-1								X	X						X
OS-2002								X	X						X
P-14				X				X		X					X
Phenol	X					X		X		X	X	X			X
Phenol Heavy Bottoms		X						X		X					X
Phosphate (Ammonium Polyphosphate)								X	X						X
Plant Air								X						X	
PVA Dispersants (Alcotex)		X						X	X						X
PVC Slurry (Stripped)				X				X	X						X
PVC Slurry (Unstripped)				X	X			X	X			X			X
PVC Resin			X					X						X	
Tris (2-chloroethyl) amine	See "VCM Liquid Phase Direct Chlorination Area Safe Work Program" for information on Chemical PPE														
RO-5				X				X	X						X
Sanitary Waste Water (Biohazard)		X						X	X						X
Soda Ash			X			X		X		X					X
Sodium Hypochlorite (Hypo)		X						X	X	X					X
Sodium Nitrite (solution)		X						X	X						X
Sodium Sulfite (15%)		X						X	X						X
Sodium Thiosulfate (30%)		X						X	X						X
Steam Condensate				X				X	X	X	X	X	X	X	X
Sulfuric Acid		X				X		X	X	X	X	X			X
Trichloroethylene (TCE)	X				X			X				X			X
Vinyl Chloride - Liquid		X			X			NA	X		X	X			X
Vinyl Chloride - Vapor					X			NA	X		X	X			
Water ⁷				X				X	X	X	X	X	X	X	X

¹When chemical hazards cannot be controlled by employing effective engineering and/or administrative controls, appropriate personal protective equipment (PPE) may be used. The personal protective equipment requirements provided in this table are based on the assumption that process piping, equipment and vessels last containing a hazardous material may not be empty and have not been decontaminated. PPE shall not be downgraded until the line openings are completed and a Cleared Process Confirmation has been completed by operations. Some routine operations/maintenance tasks may warrant a lesser level of PPE than what is specified in this table and may be downgraded if a PPE hazard assessment supports the decision. Physical hazards (i.e. electrical, thermal, cut, abrasion, vibration, etc.) should also be considered when selecting appropriate PPE.

²All line opening tasks will be evaluated on an individual basis to determine the necessary level of respiratory protection. Based on an assessment, a full-face piece air purifying respirator may be acceptable for routine operations/maintenance tasks. If a hazard assessment determines that the recommended respiratory protection is not necessary, both a faceshield and monogoggles are required to be worn for liquid splash.

³Dupont Tychem CPF3 and Kappler Zytron 300 (Z300) suits provide equivalent chemical protection and can be interchanged.

⁴The correct air-purifying cartridge must be selected for the potential hazard(s). The user must consider the physical state and concentration of all chemical agents involved as well as environmental conditions. (Contact a Westlake industrial hygienist for assistance or upgrade the respiratory protection to supplied air if there is any uncertainty.) Discard cartridges immediately after use or according to a written change-out.

⁵Monogoggles should be non-vented or have indirect vents (vent covers and/or baffles that preventing straight-line passage of liquids into the goggles). Monogoggles shall be adjusted so that they seal tightly against the face. NA means that eye and face protection are provided by a full-face piece respirator. If determined by a Risk Assessment that respiratory protection is not needed, then monogoggles and face shield are not required.

⁶Users should be cautioned in using gloves made of a Viton/butyl rubber laminate as some chemicals (i.e. acetone) may cause severe swelling of Viton but has little effect on the butyl rubber. This may cause permanent damage to the gloves.

⁷The composition of any water involved in a line opening must be taken into consideration. For potable water, a rain suit is acceptable.

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Appendix G

Contractor Safety Review (High / Medium Risk Work)

Propose: The intent of the Westlake Contractor Safety Review is to assess the risk and safety practices and focusing on ensuring compliance and effective risk management of our Contractors. Specifically, this review targets Contractors who carry out work or provide services. This is not intended for offsite vendors and or suppliers unless they actually perform work or provide services on or within the Westlake property.

Instructions: The following two (2) sections will be provided to a representative of the Contractor company by the Westlake Procurement Department or the Site Contractor Representative(s).
Contractor General Information and Safety Risk Review

Westlake Contractor Safety Risk Review

- ⇒ A Contractor representative who has knowledge of the job being requested must complete **Section 1.0** - General Information in which the scope of work to be performed will be described.
 - Consultants, inspectors, auditors, and other contractors who will be on-site but will not be performing any physical work or be exposed to hazardous environments are not required to complete this process. These Exempt (low risk) contractors will be managed through local site safety induction and any site-specific requirements.
- ⇒ The contracting company's Health and Safety Director / Manager, Supervisor / Coordinator, or designated safety representative must complete **Section 2.0** of the Contractor Safety Review.
 - All sections must be completed. If questions are not answered or information is omitted, then the approval process will be delayed until all requested information is provided.

Westlake Contractor Health & Safety Risk Level Assessment and Approval

- ⇒ A designated representative from the contracting company is required to thoroughly review this document. By signing the certification statement located on page 5, the contracting representative acknowledges their commitment to adhere to all stipulated requirements.

The Contractor representative will then submit the following completed and signed (as required) documents to the Westlake Procurement Representative or the Site Contractor Representative(s) that originally issued the documents:

<input checked="" type="checkbox"/> Applicable Records (Specified in the New Contractor Questionnaire)	<input checked="" type="checkbox"/> Applicable Written Safety Programs and/or Procedures (Specified in the Contractor Safety Review)
<input checked="" type="checkbox"/> Contractor Safety Review Sections 1.0 through Section 2.0	<input checked="" type="checkbox"/> Contractor Health, Safety & Environmental Assessment Approval (with Signature)

Note: Failure to submit required written safety programs/procedures and required training records will further delay the approval process.

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Section 1.0 Contractor General Information

Contractor Company Name:		Contractor Contact Person:	
Address:		Phone Number	
City:		Contact Person Email:	
State & Zip Code:		SIC Code:	
Facility where work / project to be performed (City & State / Country):			
Define the Scope of Work / Type of Work to be Performed: Click or tap here to enter text.			
Check All Applicable Boxes Below:			
<input type="checkbox"/> Construction	<input type="checkbox"/> Capital Project Work	<input type="checkbox"/> Equipment Installation	<input type="checkbox"/> Facility Maintenance
<input type="checkbox"/> Equipment Maintenance	<input type="checkbox"/> Service Work	<input type="checkbox"/> Buildings & Grounds Work	
Describe Additional Services to be provided: Click or tap here to enter text.			
List Types of Work Within the Services You Provide and/or May Sub-Contract Out: Click or tap here to enter text.			
List Major equipment (e.g. cranes, JLG lifts, forklifts, front end loaders, etc.) That You Might Bring Onsite to Operate: Click or tap here to enter text.			
Does your company employ the following Union Personnel? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A			
<input type="checkbox"/> Union Personnel	<input type="checkbox"/> Non-Union Personnel	<input type="checkbox"/> If Union, List Name:	

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High Risk / Medium Risk / Low Risk Work Determination			
Does the Scope of Work Include any of the following High-Risk Activities?			
<input type="checkbox"/> (Welding, Cutting, Brazing, Grinding, (Spark Producing or Open Flame)	<input type="checkbox"/> Confined Space (Any activities within a permitted confined space)	<input type="checkbox"/> High Pressure Sand / Abrasive / Hydro Blasting within boundary limits	
<input type="checkbox"/> Working from Elevated Heights (Fall Protection Req.)	<input type="checkbox"/> Transferring or Blending of Flammable Liquids	<input type="checkbox"/> Process and Equipment Line Opening (Line Breaks)	
<input type="checkbox"/> Live Electrical Work and/or Live Systems (additional work permits required)	<input type="checkbox"/> Excavations (Trenching and/or Shoring)	<input type="checkbox"/> Critical Lifts, Crane Use, Special Rigging, etc.	
Does the Scope of Work Include any of the following Medium-Risk Activities?			
<input type="checkbox"/> Hot work to include Non-Spark Producing activities	<input type="checkbox"/> Operating Material Handling Equipment outside boundary limits	<input type="checkbox"/> Equipment Inspections	
<input type="checkbox"/> Construction i.e. Civil, Masonry work outside boundary limits	<input type="checkbox"/> Inspections, X-Ray (controlled environments)	<input type="checkbox"/> Working on Building / Equipment / Machinery (controlled LO/TO)	
Does the Scope of Work Include any of the following Low-Risk Activities?			
<input type="checkbox"/> Office Construction	<input type="checkbox"/> Painting	<input type="checkbox"/> Lawn Maintenance	<input type="checkbox"/> Chemical Deliveries / Assembly
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	

Section 2.0 Contractor General Safety & Environmental Information

2.1 Safety Management

Does your company have or provide the following?

- a. A Full Time Safety/Health Director or Manager? YES NO N/A
- b. A Full Time Safety/Health Supervisor? YES NO N/A
- c. A Full Time Safety/Health Coordinator/Representative YES NO N/A

2.2 OSHA Incident Rates and Information (Country / Region Where Applicable)

- a. Is your Experience Modification Rate (EMR) < 1.0? YES NO N/A
- b. What was your incident rate last year? _____ N/A
- c. What is your current incident rate? _____ N/A
- d. Any company fatalities within the last 3 years? YES NO

2.3 Highest Ranking Safety/Health professional in your company:

Name:	Title:
Contact Number:	Email Address:

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2.4 Safety & Health Programs and Procedures (Where Applicable)

Does your company have written EHS Program or Policy? YES NO N/A

Does your written program address the following elements?

- a. Management Commitments and Expectations? YES NO N/A
- b. Employee Participation? YES NO N/A
- c. Accountabilities and Responsibilities for Mgrs./Sups? YES NO N/A
- d. Resources for Meeting Safety and Health Requirements? YES NO N/A
- e. Periodic Safety & Health Performance Reviews? YES NO N/A
- f. Hazard Recognition and Control? YES NO N/A

2.5 Does your written program address the following required information:

- a. Hazard Communication? YES NO N/A
- b. Hearing Conservation (If Required)? YES NO N/A
- c. Respiratory Protection (If Required)? YES NO N/A
- d. OSHA, Seveso, or Equivalent PSM (If Required) YES NO N/A
- e. Any Local requirements related to ISO 45001 Standard? YES NO N/A

2.6 Medical

- a. How first aid or other medical services will be provided while onsite:

Click or tap here to enter text.

- b. Will the company have personnel onsite trained in First Aid; CPR and/or Emergency Response Team? YES NO N/A

2.7 Personal Protective Equipment

- a. Does your company provide employees with applicable personal protective equipment required by the Westlake site: Hardhat, safety glasses, safety footwear, fire-retardant clothing, etc. (where applicable)? YES NO N/A

2.8 Incident Reporting

- a. Does your company have a policy that describes the process to report events, accidents, injuries or spills? YES NO N/A
- b. Does your company have a corrective action process for addressing Safety & Health Performance deficiencies? YES NO N/A

2.9 Training Records

- a. Does your company have Safety & Health Training Records for its employees and can provide upon request? YES NO N/A
- b. Does your company utilize written/CBT testing to verify the understanding of the Safety & Health Training? YES NO N/A
- c. Does your company use oral or verbal testing? YES NO N/A
- d. Does your company use performance (skills) evaluations to verify the understanding of the training? YES NO N/A

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Contractor Safety Review Certification

All Contractors are required to meet and maintain the requirements established by Westlake's Health, Safety Environmental (HSE), including but not limited to: providing the required information and documentation / assessments, training records, etc. per applicable high & medium risk level work activities prior to being approved for work at any of the facilities.

By signing below, the undersigned certifies:

- ✓ That they have been authorized to complete this evaluation completing both sections 1.0 & 2.0. Additional information may be required to be submitted per the questionnaire provided by Westlake procurement.
- ✓ That they have read this evaluation and reviewed the information provided in response thereto, and that the information is true and accurate as of the date indicated below.
- ✓ That the foregoing information is being provided by or on behalf of the proposed contractor with the understanding that Westlake's HSE division will use it in the decision process to enter into contracts with them.

Click or tap to enter a date.

Contractor Representative Signature

Date

Contractors Representative Name (type or print)

Title

HEALTH AND SAFETY PROCEDURE 325 – CONTRACTOR SAFETY MANAGEMENT

APPENDIX G.1

HSE Contractor Risk Level Review & Approval

Propose: The Westlake HSE representative must review the Contractor's General Safety Information in Sections 1.0 – 2.0 as it pertains to the Risk Levels (where applicable) from the submitted **Appendix G** Form. After reviewing, the HSE Rep. will "approve and/or not approve", then sign-off as required.

Contractor Company Name:	Click or tap here to enter text.
Date Evaluation Reviewed by HSE:	Click or tap to enter a date.

Section 1.0 & 2.0 Completed & Certified paged Signed-off by Contractor & Dated?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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Risk Category Identified	<input type="checkbox"/> Safety Programs / Procedures / Training Records Reviewed (Where Applicable)		
<input type="checkbox"/> High Risk <input type="checkbox"/> Medium Risk <input type="checkbox"/> Low Risk			
Spark / Flame Producing or Non-Spark / Flame	<input type="checkbox"/> N/A	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable
Confined Space Entry Work	<input type="checkbox"/> N/A	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable
Working at Heights	<input type="checkbox"/> N/A	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable
Electrical Work (Lock Out / Tag Out)	<input type="checkbox"/> N/A	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable
Transferring or Blending Flammable Liquids	<input type="checkbox"/> N/A	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable
Processing & Equipment Line Opening / Breaks	<input type="checkbox"/> N/A	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable
Excavations (Trenching and/or Shoring)	<input type="checkbox"/> N/A	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable
Critical Lifts, Crane Use, etc.	<input type="checkbox"/> N/A	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable
Sand/Abrasive/Hydro Blasting within Units	<input type="checkbox"/> N/A	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable
Material Handling/Equipment within Units	<input type="checkbox"/> N/A	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable
Construction, Civil, Masonry within Units	<input type="checkbox"/> N/A	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable
Material Handling/Equipment outside units	<input type="checkbox"/> N/A	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable
Working on Building/Equip/Machinery (LO/TO)	<input type="checkbox"/> N/A	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable
Inspections, X-Rays (Controlled Environments)	<input type="checkbox"/> N/A	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable
Lawn/Garden Maintenance	<input type="checkbox"/> N/A	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable
Office / Buildings and Grounds Painting	<input type="checkbox"/> N/A	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable
Chemical Deliveries / Assembly	<input type="checkbox"/> N/A	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable

Based on the Safety Review the Contractor Is:

- Approved** for High-Risk Work
- Approved** for Medium Risk Work
- Approved** for Low-Risk Work Only (Optional)
- Not Approved** for the following reasons:

Click or tap here to enter text.

Westlake HSE Representative (Signature)

Title

Click or tap to enter a date.

Westlake HSE Representative Name (Type or print)

Date

HEALTH AND SAFETY PROCEDURE 325 – CONTRACTOR SAFETY MANAGEMENT

**APPENDIX G.2
HSE Risk Matrix Guide**

At the completion and submittal of the Contractor General Information **Appendix G** FORM, the following table can also be used to further determine the risk classification based on the contractor evaluation. This is a general guide for assessing the level of risk exposure that the contractor may encounter.

Risk Category	Example of Work Scopes or Work Activities	Primary Triggers
Low risk	Consulting, classroom training Project Management Office (PMO) services Basic landscaping services such as lawn mowing, trimming, and pruning (no trenching) outside processing/facility boundaries Material delivery or transport of material off-site	Performs NO work activities covered in the Medium/High-Risk definitions Does NOT require ANY of the pre-requisites covered in the Medium/High-risk definitions
Medium Risk	Bulk hazardous chemicals transport and handling Compressed natural gas (CNG) / liquified natural gas (LNG) handling Electric work less than 50 volts / instrumentation Emergency response clean-up services Equipment inspection, including radiography Excavating and trenching under 4 feet (excluding hand digging within 2 feet of depth) Security Services: If planning on armed services	Work requires advanced or specialized PPE, beyond hard hat, safety boots, safety glasses and reflective vest (examples: personal fall arrest/restraint system, respirator, SCBA, rubber gloves, ear plugs/hearing protection, Flame Resistant (FR) clothing, Electrical Hazard (EH) boots, Energy Control Locks, Tyvek suit, etc.)
High Risk	High risk work is defined as performing any work that involves Life Critical Safety Rules and the pSIF Criteria i.e.: Confined Space Entry, Working on Energized Systems, Working from Elevated Heights, Process Piping and Equipment Line Opening, Operating Material Handling Equipment, or Working in Hazardous Atmospheres. High risk work can also include any activity that has serious potential consequences such as fatality, major injury, major property damage, major environmental impact, or create a major adverse public reaction	Work that directly exposes contract employee(s) to the hazards associated with the other work (Examples: Suspended load spotters, aggregate haulers where delivery of materials requires material handling or site hazard exposure, heavy equipment is in operation, traffic control flaggers, confined spaces, excavations task, heavy equip)

Classification	Pre-Qualifications / Approved Contract / Access Agreements	Pre-Qualification Interviews / Site Review	HSE Criteria Site Safety Planning (SSP)
High Risk	Mandatory	Mandatory (Projects, etc.)	Mandatory (Projects, etc.)
Medium Risk	Mandatory	Optional (Task-based)	Optional (Task-based)
Low Risk	Where Applicable	Not Required	Not Required