



HEALTH AND SAFETY PROGRAM 117 – Hazard Recognition and Tracking

1.0 PURPOSE

To provide a consistent system for the correction of identified unsafe conditions utilizing the existing computer maintenance system (CMS).

2.0 SCOPE

This program applies to employees and contractors at the Plaquemine facility.

3.0 DEFINITIONS

3.1 **SAP** - Integrated electronic system used to track work orders, preventive maintenance and other various site functions

3.2 **Enablon** - Integrated management system used to track Incidents, management of change and corrective actions

4.0 RESPONSIBILITIES

4.1 Westlake Employees and Contractors

4.1.1 Identify, assess, and control hazards.

4.1.2 Promptly report unsafe conditions.

4.1.3 Correct hazardous conditions within your span of control.

4.1.4 Create an environment where employees and contractors working in your area of responsibility may report hazardous conditions without fear of consequence or neglect.

4.1.5 Escalate hazards that cannot be corrected immediately.



HEALTH AND SAFETY PROGRAM 117 – Hazard Recognition and Tracking

4.2 Validators

4.2.1 Prioritize work orders to repair unsafe conditions in a timely manner.

4.2.2 Escalate difficult to schedule work.

4.3 Department Manager

4.3.1 Ensure avenues to report unsafe conditions without fear or consequence in your area.

4.3.2 Designate area personnel to enter work notifications in SAP to correct unsafe conditions.

4.3.3 Review work orders to ensure resources and timely completion of work.

4.4 Safety

4.4.1 Train employees to recognize and report hazards.

4.4.2 Promote a hazard reporting culture.

4.5 Maintenance

4.5.1 Schedule and complete safety work orders within prioritized time frame.

5.0 PROCEDURE

5.1 General

5.1.1 Hazards must be identified and addressed before work begins. Several methods are used to do so based on the complexity of the job e.g. Job Hazard/Safety Analysis (JHA/JSA), Standard Operating Procedures and pre-job permitting



HEALTH AND SAFETY PROGRAM 117 – Hazard Recognition and Tracking

5.1.2 When hazards are identified:

5.1.2.1 Employees and contractors must report and correct hazards within their span of control.

5.1.2.2 Employees must escalate hazards requiring assistance.

5.1.2.3 Identified and corrected hazards will be shared informally as P.A.C.E stories and formally as “Near Miss” or “Hazard Recognition” in Enablon.

5.1.3 Work Notifications will be written to address hazards that may not be able to be permanently addressed at the time of identification.

5.1.4 Temporary solutions such as barricading or work scope adjustments may be used to protect workers from unsafe conditions until permanent solutions may be implemented.

*****Note: if a hazard is deemed immediately dangerous to life or health, work shall stop and it shall be reported immediately to Area Operations Technician.**

5.2 Hierarchy of Controls

5.2.1 Hazards are identified through various safety identification techniques such as but not limited to: safe work permits, Job task observations, HSE monthly inspections, hazard risk assessments.

5.2.2 Once hazards are identified the Hierarchy of Controls shall be utilized to identify appropriate mitigation to protect people and the environment. Elimination of hazards shall be the first consideration by utilizing engineering or administrative controls.

5.2.3 When hazards cannot be controlled by employing effective engineering and/or administrative controls, appropriate personal protective equipment (PPE) may be used.



HEALTH AND SAFETY PROGRAM 117 – Hazard Recognition and Tracking

5.3 Work Notification Process

- 5.3.1 Hazards that cannot be immediately repaired require a work order in the SAP system.
- 5.3.2 These hazards will be communicated to area personnel such as a shift supervisor or senior area employees to enter them into the SAP system.
- 5.3.3 Work notifications will be entered as “safety” and given a priority.
- 5.3.4 Validators will review all work orders entered in their area and ensure the appropriate priority is assigned.
 - 1 E Emergency – Must be completed as soon as possible. The highest priority
 - 2 U Urgent – The created schedule is to be broken to complete this work.
 - 3 R Routine – This work will be scheduled to be completed as resources allow.
- 5.3.5 Managers will work with validators and maintenance to ensure work orders are completed in a timely manner.

5.4 Reporting

- 5.4.1 Hazards must be reported and must be escalated to the appropriate level.
- 5.4.2 Contractors may note hazards on the permit with the status of the job at post permit conferences.
- 5.4.3 Area personnel will inform contractors of avenues to report unsafe conditions before work begins.



HEALTH AND SAFETY PROGRAM 117 – Hazard Recognition and Tracking

- 5.4.4 Area leaders will provide contractors with opportunities to anonymously report unsafe conditions through programs such as cards or suggestions boxes.
- 5.4.5 Employees may anonymously report difficult situations through corporate anonymous reporting programs. (see HR policies or site guidebook for details)
- 5.4.6 The Westlake Plaquemine site encourages open communication and the reporting of unsafe conditions without fear of reprimand and additionally provides avenues to anonymously report difficult situations such as ethical misconduct.

5.5 Audits

- 5.5.1 All employees are responsible to evaluate their work area for hazards daily.
- 5.5.2 Area leaders will establish programs and frequencies such as housekeeping days to focus on hazard identification.
- 5.5.3 The Safety Involvement Team (SIT) will conduct “Safety Walk-Abouts” on a frequent basis.
 - 5.5.3.1 The team will audit an area noting housekeeping, hazards, inspection programs and best practices.
 - 5.5.3.2 Safety Walk-About findings will be documented on the Safety Involvement Team’s “Walk-About Findings Report.”
 - 5.5.3.3 Report findings will be communicated to the area for correction and to the site to grow hazard recognition skills.
- 5.5.4 Other groups such as administrators, managers and support staff will periodically form teams to audit areas of focus such as housekeeping or walking working surfaces.



HEALTH AND SAFETY PROGRAM 117 – Hazard Recognition and Tracking

6.0 RECORDS AND TRACKING

- 6.1 SAP will be utilized to maintain the tracking of all generated Safety Work Orders.
- 6.2 Enablon will be used to track the completion of action items associated with incidents or audits. e.g. PHA or HazOp.
- 6.3 The Safety Involvement Team will be responsible for maintaining the Safety Walk-About Finding Report and verifying item closure.
- 6.4 Management will coordinate with validators to track the completion of work orders in their areas and establish means to communicate results.
- 6.5 All audit results will be communicated to employees working in the area through their leadership including identification, status of corrective actions and completion.
- 6.6 Identified hazards will be communicated site-wide through established communication channels such as site updates, monthly safety modules, contractor safety forums, goal setting and training.

7.0 APPENDICES

- 7.1 Appendix A – RACI Chart
- 7.2 Appendix B – Hazard Recognition and Tracking Procedure Audit



HEALTH AND SAFETY PROGRAM 117 – Hazard Recognition and Tracking

Revision History

Rev	Changes	Approved	Date
1	Restored to provide documentation of hazard reporting, correction of hazards and communication of corrected hazards	H. Garner	7/2018



HEALTH AND SAFETY PROGRAM 117 – Hazard Recognition and Tracking

Appendix A – RACI Chart



HEALTH AND SAFETY PROGRAM 117 – Hazard Recognition and Tracking

Action	Responsible Party				
	HSE	All Site Personnel	Supervisors and SAP users	Validators	Management
Issue, revise, and maintain procedure	A				
Train employees to recognize hazards	R	I	R		A
Foster culture of safety and incident reporting	R	R	R	R	R
Ensure completion, tracking and communication of safety work orders				A	A
Communication of status of safety concerns	R		R	R	A
Report hazards and safety concerns	I	I	I	I	A
Continuously improve incident reporting and mitigation of hazards	R	I	I		A
Ensure Avenues to report hazards without fear	R	I	R		A

R = Responsible: The person who is assigned to do the work.

A = Accountable: The person who makes the final decision and has the ultimate ownership.

C = Consulted: The person who must be consulted before a decision or action is taken.

I = Informed: The person who must be informed that a decision or action has been taken.



Appendix B – Hazard Recognition and Tracking Procedure Audit



HEALTH AND SAFETY PROGRAM 117 – Hazard Recognition and Tracking

Hazard Recognition and Tracking Procedure Audit	Y / N / NA
1. No open emergency safe work orders older than a day.	
2. No urgent safe work orders older than a week.	
3. No routine safe work orders older than three months.	
4. Program established to report anonymously.	
5. Employees and contractors aware of avenues to report.	
6. Areas with open work orders are barricaded or made safe until hazards are repaired.	
7. Area employees are aware of hazard mitigation efforts.	
8. Area programs or audits established to identify hazards.	