



WESTLAKE CHEMICAL CORPORATION
LAKE CHARLES
SAFETY & HEALTH

DOCUMENT #: 4301-06-565

REVISION DATE:
5/21/2019

DOCUMENT NAME: ENTRY REQUIREMENTS FOR CONTRACTORS

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Entry Requirements for Contractors Working at Westlake Corporation Lake Charles

1. **Point of Contact:**

A point of contact (preferably a safety representative) to coordinate compliance with entry requirements, accident investigations, PSM audits, etc. Contact person should give name, job title and on-site pager/phone number to Construction Safety Office @ (337) 708-4786. If you have 45 employees or more, you are required to have a full time safety representative at the job site.

2. **Pre-Qualification Form:**

A pre-qualification form must be on file with ISNetwork. This will facilitate the required information for purchasing and the safety department. It will also serve as a starting point for those companies that perform PSM work in the area plants to have the required audits performed.

3. **Letter of Verification of Negative Drug Screen:**

Westlake Corporation requires a recent (within 6 months) negative screen for controlled substances (amphetamines, cocaine metabolites, marijuana metabolites, opiate metabolites, phencyclidine, barbiturates, benzodiazepines, methaqualone, methadone, and propoxyphene), on **each** employee working at our facility. Drug screen verification letter should be:

- 3.1. On company letterhead.
- 3.2. Signed by an authorized company official.
- 3.3. Include name, and date of screen for **each** employee you will be bringing on site.
- 3.4. Statement that copy of negative screen for controlled substances is on file with your company.

See attached sample letter. (Page 4)

4. **Letters of verification must be on file with this office prior to employee doing work at this facility.** Letters may be emailed to chmgate@westlake.com, faxed to **(337) 708-4166**, mailed to Westlake Corporation, Attention: Contractor Safety Office, PO Box 1000, Lake Charles, La. 70602-1000, or hand-delivered.

5. **Certification in the Basic Plus Orientation:**

All contractor personnel shall provide documentation that they have current training in the Basic Plus Safety orientation provided by the Southwest Louisiana Safety Training Center or reciprocal site. See Locations Link: [ARSC Reciprocal Member and Codes List](#) for approved training sites.



6. **Attendance of Westlake Corporation Contractor Orientation Class:**

Site specific orientation classes are mandatory for all contractor personnel working at our facility. Classes are held **Monday through Friday** from 7:00 AM to 4:00 PM at the Safety Council of SWLA, and **require online registration**. A valid TWIC card **must be presented** prior to orientation. You should allow 2 hours for this class. A test will be given at the end of class session. Please have personnel bring eyeglasses if needed. Call the Safety Council of SWLA at (337) 436-3354 for further information and arrangements. Arrangements for special sessions to accommodate **major turnaround crews or emergency orientations** (after normal business hours) must be made **in advance** by contacting the Safety Council of SWLA at (337) 436-3354.

*In addition, we now offer Westlake site specific orientation at reciprocal safety councils that have the capability of "streaming". Please consult with your local safety council regarding availability and registration. A valid TWIC card **must be presented** prior to orientation. You should allow 2 hours for this class. Please have personnel bring eyeglasses if needed. A test will be given at the end of class session.*

7. **PSM Audits:**

Your Company is subject to a PSM Audit by Westlake Corporation Safety personnel or designated auditors at any time while working at our facility. These audits are conducted at the discretion of the Westlake Corporation Contractor Safety Supervisor as well as for cause (accident, injury, near-hits, etc.).

8. **Contractor Vehicles:**

Only authorized company vehicles are permitted to enter the Westlake Corporation facility. Contractor vehicles should have:

- 8.1. Appropriate insurance on file with the Westlake Corporation Purchasing Office.
- 8.2. Identifying logo (magnetic signs or permanent painted signs) on both sides of the vehicle easily recognizable at approximately 40 feet.

9. **Visitors/Vendors/Deliveries:**

Contractor is to notify Contractor Guard Gate @ 708-4729 of all visitors, vendors, and deliveries to your jobsite. In certain cases, contractor may be required to provide an escort. Please do not schedule deliveries before 7:30 AM.

10. **Overtime/Non-scheduled work:**

Work outside normally scheduled shift; require authorization from appropriate Westlake Corporation personnel and notification of Security.



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11. **Subcontractors:**

All Subcontractors not included in the Agreement must be approved by the Owner's Representative prior to the Contractor awarding the subcontract. Primary contractor is responsible for his subcontractor(s) complying with all of the above requirements.

12. **TWIC Requirements:**

All contractor personnel shall be required to have a valid TWIC (Transportation Worker Identification Card) for entry into the Lake Charles facility. Emergency services by non-routine suppliers who may not possess a TWIC must be arranged through the Construction Engineer, Shift Superintendent, or Director of Security. Due to Westlake Corporation's strict compliance to regulatory security requirements the escort of Non TWIC credentialed personnel will not be granted easily. Only in an emergency circumstance will escort provisions be arranged for Non TWIC credentialed personnel.



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"Sample – Negative Drug Screen Confirmation Letter"

Submit on Company Letterhead

DATE:

**Westlake Corporation
C/O Contractor Safety
P O Box 1000
Lake Charles, La. 70602**

I, Company Representative, certify that the below named individuals have been drug tested on the dates indicated below and found negative.

I understand that the test date must be within 6 months of the initial entry into the Lake Charles facility and annually thereafter to remain current for plant entry.

I also understand that the minimum screen is a ten-panel screen including amphetamines, cocaine metabolites, marijuana metabolites, amphetamines opiate metabolites and phencyclidine barbiturates, benzodiazepines, methaqualone, methadone, and propoxyphene.

<u>NAME</u>	<u>DRUG SCREEN DATE</u>
John Doe	November 18, 2003
Sally Doe	November 10, 2003
Jane Doe	July 14, 2003

I have verified that this lab is certified by the Department of Health and Human Resources.

***The Testing Place
111 Central HWY.
Central, La. 11111***

**Signature: _____
Company Official's Name**

Position



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DRUG and ALCOHOL procedure -All Employees

The Westlake Chemical Corp. is aware of the negative impact that drug and alcohol abuse has in the workplace. Due to the concern for the health and safety of our employees, the Westlake Chemical Corp. and its subsidiary companies, all of which are hereinafter referred to as "Westlake", must maintain strict standards of conduct regarding the possible effects of alcohol, drugs and contraband in the workplace. The Company has developed these standards to comply with the Drug-Free Workplace Act of 1988, applicable federal and state laws or regulations, the U.S. Department of Transportation regulations governing drug and alcohol testing and applicable contractual obligations.

Westlake's position regarding substance abuse is the same whether alcohol, marijuana, illegal drugs, prescription drugs, mind-altering chemicals, stimulants, depressants, other controlled substances or contraband are involved, hereinafter referred to as "controlled substances." This policy applies to all Westlake personnel and all visitors, and any leased, part-time or contract personnel otherwise referred to by the word "employees)".

No controlled substance is allowed in an employee's system or on Company premises while on duty. The off-duty use of controlled substances is prohibited if the off-duty use results in the presence of evidence of the controlled substance in the employee's system when on duty. Therefore, each employee should be aware that such controlled substances are detectable in the human body for a substantial period of time after consumption, injection, inhalation or any other method utilized to affect the controlled substance within the bodily system. Alcohol consumption while on duty is not allowed under any circumstances.

An employee who is determined to be involved in the use, possession, transfer, or sale of a controlled substance including contraband is in violation of this policy. Westlake may notify appropriate authorities. Such notice will be given only after such an incident has been investigated and reviewed by the employee's supervisor and the Designated Employer Representative (DER) of Westlake.

The employee who violates this policy is guilty of a major violation of Westlake policy and is subject to severe disciplinary action, up to and including termination. Adherence to this policy is a condition of employment with Westlake.

Authorized Westlake representatives, third party providers or agents may, from time to time, without prior warning, conduct testing for substances and conduct searches of persons, personal effects, vehicles, lockers, desks and rooms for substances and related paraphernalia. Items discovered through such search may be turned over to law enforcement authorities. Such searches may include the use of canine or other detectors.



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At the discretion of Westlake, in any situation/for any reason where such testing is either required by law or contract, or deemed necessary by Westlake, any employee may be chemically tested by urine, saliva, blood, breath, tissue or hair. Tests may be performed for pre-employment (including post-offer employment), pre-access, licensing, reasonable suspicion, random, return-to-duty, rehabilitative or post-accident/incident purposes. In the case of contractual obligations or if deemed necessary by Westlake on its own authority, Westlake may also require testing for additional controlled substances.

Westlake reserves the right to notify the State Bureau of Labor of any chemical test result that in Westlake's opinion, could affect the determination of unemployment benefits.

The undersigned acknowledges that he/she has read the foregoing stated policy and agrees to adhere by said policy.

Employee

Date: _____

Approved: