

# CONTRACTOR ORIENTATION

## Health, Safety & Environmental



**Intertek**



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Westlake is committed to the protection of its employees, the environmental and its physical assets. Management recognizes that Contractors, agents and subcontractors may not be familiar with our industry and its hazards and will therefore take measures to prevent injuries and illnesses to all persons and damage to the environment.

The following will be reviewed with all Contractors prior to start of work. This will be updated with Contractors on an annual basis.

- Westlake POLICY for the Management of Quality, Health, Safety and the Environment
- Workplace Violence and Harassment Policy
- Contractor General Rules including Environmental Protection
- Employee Safety Rules
- Emergency Evacuation

Please notify your Westlake Representative immediately if you need assistance or if you encounter any issues while on our property.

Thank you



## **POLICY**

### **For the Management of Quality, Health, Safety and the Environment At Westlake Industries**

Westlake Industries is dedicated to the highest standards in Quality, Safety and the Environment and is a leader in the industry in the supply, fabrication and assembly of the highest quality pipe spools, pipe supports, modules and customized skids. We are committed to delivering the utmost customer satisfaction to all our clients.

We achieve this by providing our employees with a healthy and safe place to work, while minimizing our environmental impact through understanding and controlling our processes. We challenge each member of our team to dedicate themselves to these core values which have made Westlake Industries a market leader. We firmly believe our vision will guide us into the future.

We are committed to:

- Consistently meeting or exceeding our customers' expectations for product quality and our performance;
- Complying with applicable Codes, Standards, Laws, By-Laws, Acts, and Regulations including:
  - protection of the environment, prevention of pollution, reducing waste and minimizing the consumption of resources
  - preventing work-related injuries and illnesses to workers; providing a safe and healthy workplace by eliminating or reducing hazards and risks
  - consulting with our employees and promoting their participation in our Quality, Health, Safety and Environment initiatives
- Providing our employees with the proper education and training in order to understand and implement our processes and procedures;
- Communicating our objectives, and our performance against these objectives;
- Ensuring all activities are planned and the outcomes are understood;
- Continually improving our processes and systems by empowering our employees to be proactive and innovative.

This policy will be communicated to all employees, contractors, visitors and other interested parties and will be reviewed at least annually for effectiveness and relevance to the business.

A handwritten signature in black ink, appearing to read "Richard V. Westlake", written over a horizontal line.

**Richard V. Westlake, President**  
**Reviewed: August, 2018**

**Any person who is a victim of violence / harassment OR who witnesses such incident(s) is asked to immediately notify Westlake Management / Supervisor.**

## **WORKPLACE VIOLENCE AND HARASSMENT**

The management of Westlake Industries is committed to the prevention of workplace violence and harassment and is committed to providing a work environment in which all individuals are treated with respect and dignity. We will take whatever steps are reasonable to protect our workers from workplace violence and harassment from all sources.

Management prohibits any form of violence or harassment by employees, suppliers, customers and third parties doing business with the company and views such action as extremely serious misconduct.

Managers, supervisors and workers are expected to adhere to this policy, and will be held responsible by the employer for not following it.

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

There is a workplace violence and harassment program that implements this policy. It includes measures and procedures to protect workers from workplace violence and harassment; a means of summoning immediate assistance and a process for workers to report incidents, or raise concerns; a process for investigation and any corrective action(s) pertaining to the incident.

Workers are strongly encouraged to report any incidents of workplace violence and harassment to their immediate Supervisor or Manager. If a worker needs further assistance, he or she may contact a member of the Joint Health & Safety Committee (refer to bulletin board for current list of members), UA Local 67 (shop employees), Health & Safety Administrator, Ministry of Labour.

Westlake Industries, as the employer, will ensure this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence and harassment in the workplace.

Retaliation in any form against any person involved in a complaint or in an investigation of a complaint is in itself a violation of this policy and will result in disciplinary action up to and including discharge.

Where a complaint is found to be vexatious or made in bad faith, disciplinary action will be taken, up to and including discharge of the complainant.

A handwritten signature in black ink, appearing to read "Richard V. Westlake".

Richard V. Westlake, President

Date Reviewed: August, 2018



**WESTLAKE INDUSTRIES**  
**CONTRACTOR GENERAL RULES**

The purpose of these rules is to provide a framework ensuring positive standards of behaviour for all contractors while working on Westlake property.

Contractors shall provide proof of training or other licenses, permits, etc. as may be required prior to start of work.

For your assistance and should you have any problems during the work project, please contact:

Name: \_\_\_\_\_ at ext./location \_\_\_\_\_

**SAFETY RULES:**

1. Contractor "Team Leader" (when applicable) will ensure all workers are working in compliance with company rules and in accordance with all legislation(s).
2. All workers will sign-in/sign-out each day in the main reception area.
3. All workers will wear appropriate PPE as required, but as minimum, safety footwear (green shield), safety eyewear, and hearing protection in high-noise areas.
4. **HAZARDS:**  
**DO NOT look directly at a welding flame/light.**  
**DO NOT approach someone who is grinding metal.**  
**DO NOT walk under any suspended/hoisted pipe (always assume it will fall!)**  
**Avoid trips and falls; be cautious of where you are walking**
5. All workers are expected to report fit for work and remain fit for work throughout their workday or shift and when on scheduled call. No contractor shall enter company premises while under the influence of or carrying or consuming any alcohol, narcotic, controlled drug or any substance that impairs their ability.

**Off-Site:**

Workers performing work on behalf of Westlake shall abide by all safety rules including those governing alcohol and drug use while working at an off-site location. All persons are advised that some companies may require the use of additional personal protective equipment, training (licenses or certificates), alcohol or drug testing following serious post-incident events or prior to entry onto company property, criminal or other security clearance.

6. Smoking (including the use of "e-cigarettes") is only permitted outside, away from entry/exit doors. Please ensure you use the cigarette butt receptacles located on the premises.
7. No contractor shall use or operate any equipment, machine, device or thing without receiving prior permission from management.



8. Contractors working on electrical equipment MUST ensure equipment is safely and completely locked-out prior to start of work.
9. No contractor shall remove any items from the company premises without prior permission from management.
10. In the event of an emergency evacuation, all contractors are to proceed immediately to the marshalling area (see attached emergency evacuation plan). Do not re-enter the building for any reason until you have received authorization to do so from Westlake Management.
11. Contractor shall post clearly visible signs / barricades preventing pedestrian access as may be necessary.
12. **All incidents resulting in worker injury or illnesses; property or environmental damage; or other such off-site incidents must be immediately reported to the Westlake representative.**  
**If necessary, secure area (fatal or critical injury) or lock out equipment until repairs can be made.**

#### ENVIRONMENTAL PROTECTION:

1. Westlake supports a “Reduce, Reuse, Recycle” program. Please ensure you are using the appropriate recycling / disposal containers located throughout the facility.
2. All WHMIS controlled materials brought onto the premises must be appropriately identified and MSDS must be forwarded to the Health & Safety Administrator before start of work.  
**All hazardous / WHMIS controlled products brought onsite by Contractors, for the purpose of performing their work, MUST be appropriately removed from Westlake property by the Contractor upon completion of work.**
3. All spills must be cleaned immediately. Spill kits are available in the Receiving department (#1149 Bldg), and outside “Bunker”. All efforts shall be made to prevent spills from entering drains, sewer lines, other watercourses, and being absorbed by soil.
4. All accidental spills and releases into the environment must be immediately reported to the Westlake representative.
5. Contractor will immediately report any leaks or breaks in any pressure lines.
6. DO NOT pour any substances down any drains, sewer lines, etc. Liquid hazardous waste is to be contained and stored in the Hazardous Waste Storage area. Containers are to be tightly closed/sealed, properly identified as to the contents and stored on spill pallets.
7. Debris and garbage must be picked up and disposed of as much as possible throughout the day. At minimum, this shall be done at the end of each day.
8. All machinery, equipment, tools must be unplugged and stored securely at the end of each day.

Please be advised that Westlake will monitor the activities of all workers while on site to establish that procedures are being followed. Breach of such may result in the immediate termination of the contract.



ADDITIONAL INFORMATION:

- First Aid Stations are located:

**MAIN: Bay #2 (lower office)**

Bay #1 - outside men's washroom/changeroom

Bay #4 - Receiving Department (back door)

PLEASE SEE LIST POSTED AT ALL FIRST AID STATIONS CONTAINING NAMES OF CURRENT FIRST AID ATTENDANTS.

- MSDS Binders are available for your review. Binder is kept in Bay #1 just outside the men's washroom/changeroom.

**Please contact any Westlake Supervisor if you have concerns regarding any controlled product in the facility or if you have any other health, safety or environmental concern.**



## **EMERGENCY EVACUATION (FIRE)**

### **ALL EMPLOYEES SHOP & OFFICE**

#### **If you see a fire or other emergency that requires an employee evacuation:**

1. Contact the Switchboard Operator (Primary) or Supervisor, state type of emergency & location
2. Follow remaining steps listed below

#### **Upon hearing the emergency evacuation sound:**

#### **ENSURE ANY DISABLED PERSON IS GIVEN APPROPRIATE ASSISTANCE.**

1. If it is safe to do so, turn off all equipment you are working with.
2. If possible, efforts shall be made to confine, control, and extinguish a fire using available portable fire extinguishers. This should only be done on small fires and only if you are comfortable using a fire extinguisher.
3. Exit the building through **the nearest emergency exit door.** STAY CALM, WALK, DON'T RUN
4. Proceed to the designated marshalling area. Do not re-enter the building for any reason until you have received permission from management.

If path to the marshalling area is blocked, find a safe area outside, move as far away from the building as possible and wait until you receive instructions from management.

5. Employees should make an effort to assist any injured employees encountered as they are evacuating, **only if it is safe to do so. DO NOT "double-back" for any reason!** Immediately report any trapped or injured employees to the Supervisors conducting attendance.

NOTE: If anyone is working late/alone, you must notify Supervision and/or Security Staff of your location and the length of time you will be there.

#### **If you become trapped in the building:**

1. STAY CALM
2. Seek refuge in a safe location, preferably a brick/solid walled room.
3. Keep smoke from entering the room by closing the door and use materials to seal cracks around the door (eg. towels, duct tape, rags, clothing. Seal vents or air ducts the same way.
4. If possible, wet towel/clothing and keep over nose and mouth.
5. Wait for assistance.

All employees are to remain in the marshalling area (**see following diagram**) until receiving permission from management to re-enter the building.



