

HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT MANUAL



Intertek





Intertek



WESTLAKE
1149 NORTHSIDE ROAD
BURLINGTON, ONTARIO
L7M 1H5
Tel.: 905-336-5200
Fax.: 905-336-6501

Prepared by: Julie Heleno,
Health & Safety Administrator
jheleno@westlakeind.com

Reviewed: 2018

HEALTH, SAFETY AND ENVIRONMENTAL	TABLE OF CONTENTS	
PREPARED BY: J. Heleno	APPROVED BY: 	REVISION NO.: 9 REVISED: 2018 SUPERSEDES: 2017 Page 1 of 4

SECTION A - ADMINISTRATION



A1A. Quality, Health, Safety & Environmental Policy	Rev. 4
A2. Leadership and Administration	Rev. 2
A3. Rights, Responsibilities & Duties of: Employer, Supervisors, Workers	Rev. 3
A4. Joint Health and Safety Committee	Rev. 2
A5. Employee Safety Rules	Rev. 2
A6. Visitor Safety and Environmental Rules	Rev. 2
A7. Orientation, Training, Education	Rev. 4
A8. Suppliers', Contractors', and Sub-Contractors' Policy	Rev. 3
A9. Purchasing Policy	Rev. 2
A10. Meetings and Communication	Rev. 1
A11. Documents and Records Review and Analysis	Rev. 2
A12. Health, Safety and Environmental Objectives	Rev. 2
A13. Internal Auditing HS&E Management Systems	Rev. 4
A14. Behaviour Based Safety Observations	Rev. 0

SECTION B – OCCUPATIONAL HEALTH AND WELL-BEING

B1. Violence and Harassment in the Workplace	Rev. 2
B2. Drug and Alcohol in the Workplace	Rev. 1
B3. Smoking in the Workplace	Rev. 2
B4. Flu Pandemic	Rev. 0

SECTION C – INJURIES / ILLNESSES

C1. Duties and Responsibilities (Parties)	Rev. 3
C2. First Aid	Rev. 1
C3. Medical Aid (Health Care)	Rev. 2
C4. Lost Time Injuries	Rev. 2
C5. Critical Injuries and Fatalities	Rev. 3
C6. Non-Occupational Injuries/Illnesses	Rev. 2
C7. Bloodborne Pathogens	Rev.0
C8. Early and Safe Return to Work Case Management (Work Reintegration)	Rev. 8
C8A. Disabled Worker (Accommodation Procedure)	Rev. 1
C9. Physical Demands Analysis & Information (PDA & PDFI)	Rev. 1

HEALTH, SAFETY AND ENVIRONMENTAL	TABLE OF CONTENTS	
PREPARED BY: J. Heleno	APPROVED BY: 	REVISION NO.: 9 REVISED: 2018 SUPERSEDES: 2017 Page 2 of 4

SECTION D – INCIDENTS & INSPECTIONS



D1. Workplace Inspections: Regular Monthly Inspections, Near Miss Incidents, Property Damage	Rev. 3
D2. Accident/Incident Investigation & Reporting	Rev. 2

SECTION E – HAZARDS

E1. Hazard Recognition and Control	Rev. 2
E2. WHMIS 2015 (GHS)	Rev. 4
E3. Noise	Rev. 2
E4. Vibration	Rev. 0
E5. Refusal to Work	Rev. 1
E6. Chemical / Biological Hazards (Designated Substances)	Rev. 0

SECTION F – SAFE WORK PROCEDURES

F1. PPE – (eye, foot, hearing, respiratory)	Rev. 3
F2. Cold Weather Policy	Rev. 0
F3. Compressed Gas Cylinder Handling & Storage	Rev. 0
F4. Confined Space (Pipe) Entry	Rev. 1
F5A. Emergency Evacuation	Rev. 5
F5D. Emergency Evacuation – After Hours	Rev. 0
F6. Fall Protection / Working at Heights	Rev. 2
F6A. Preventing Slips, Trips & Falls	Rev. 2
F7. Hot Weather (Heat Stress) Safety	Rev. 1
F8. Housekeeping	Rev. 0
F9. Ladder Safety	Rev. 4
F10. Manual Lifting	Rev. 2
F11. Operating of Lifting Equipment – Lift Trucks	Rev. 2
F12. Operating of Lifting Equipment – O/H Cranes	Rev. 0
F13. Operating of Lifting Equipment – Aerial Work Platforms	Rev. 1
F13A. Temporary Work Platforms (Scaffolding) – Client’s Job Site	Rev. 1
F14. Operating of Lifting Equipment – Mobile Cranes (Broderson, Combi-Lift)	Rev. 1
F15. Inspection and Certification of Lifting Equipment	Rev. 2



HEALTH, SAFETY AND ENVIRONMENTAL	TABLE OF CONTENTS	
PREPARED BY: J. Heleno	APPROVED BY: 	REVISION NO.: 9 REVISED: 2018 SUPERSEDES: 2017 Page 3 of 4

SECTION F – SAFE WORK PROCEDURES (cont'd):

F15A. Powered Mobile Equipment (General Requirements)	Rev. 0
F16. Vehicle (Company) Safety	Rev. 2
F17. Working Alone	Rev. 1
F18. Welding / Cutting (general)	Rev. 3
F19. Lockout / Tagout	Rev. 4
F20. Pipe Handling Procedures	Rev. 0
F21. Slings	Rev. 0
F22. Environmental Management (Liquid Spills)	Rev. 3
F23. Hazardous Waste Management	Rev. 0
F24. Disposal of Waste (Recycling)	Rev. 2
F24A Transportation of Dangerous Goods (TDG)	Rev. 0
F25. Machine Guarding	Rev. 0
F26. Electrical Safety	Rev. 0
F26A Hand Tool Safety	Rev. 0
F26B Electrical Utility Proximity Awareness (Client's Workste)	Rev. 0
F27. Loading Dock Safety (Trailers & Sea-Containers)	Rev. 1
F28. Respiratory Protection	Rev. 0
F29 Big Bore Set-Up	Rev. 0

NOTE: Refer to Section Z – HS&E Revision Log for list of revisions.

Those highlighted in YELLOW are for the "current" year.

HEALTH, SAFETY AND ENVIRONMENTAL	TABLE OF CONTENTS	
PREPARED BY: J. Heleno	APPROVED BY: 	REVISION NO.: 9 REVISED: 2018 SUPERSEDES: 2017 Page 4 of 4

SECTION G – SOP(s) Machinery and Hazard & Risk Assessments (Jobs/Occupations)

****PLEASE CONTACT JULIE HELENO, EXT. 279 FOR INFORMATION ON THE FOLLOWING****



Safe Operating Procedures (Machinery)	Hazard & Risk Assessments (Jobs/Occupations)
G1. Air Beveler	GA. Welder
G2. Belt Sander	GB. Fitter
G3. Chop Saws	GC. Machinist
G4. End Mill	GD. Metal Trades – Grinder
G5. Lathe	GE. Metal Trades – Saw Operator
G6. Pipe Coaster	GF. Metal Trades – Pipe Handling / Yard
G7. Plasma Table	GG. General Maintenance Person
G8. Radial Arm Drill Press	GH. Electrician
G9. Saws	GI. Q. C. Inspector
G10. Kubota Tractor	GJ. Receiver
G11. Shunt Truck	GK. Production Controller / Expediter
G12. Bender	GL. General Office Personnel
G13. Horizontal Boring Machine	

SECTION H – PHYSICAL DEMANDS ANALYSIS (PDA)

****PLEASE CONTACT JULIE HELENO, EXT. 279 FOR INFORMATION ON THE FOLLOWING****

- H1. Grinder
- H2. Welder
- H3. Machinist
- H4. Fitter

SECTION Z – REVISION LOG

HEALTH, SAFETY AND ENVIRONMENTAL	Section A1A Policy for the Management of Quality, Health, Safety & the Environment	
PREPARED BY: J. Heleno	APPROVED BY: 	REVISION NO.: 4 REVISED: August, 2018 SUPERSEDES: October, 2010 Page 1 of 1

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.



Richard V. Westlake, President
Reviewed: August, 2018