

Welcome to Westlake. We hope you enjoy your visit with us.

For your safety, the safety of our employees and the protection of our environment, we ask that you take a few minutes to review the following information.

Please be aware that welding, grinding and the movement of pipe may be in process while you are in the shop. Although we have taken necessary precautions, please ensure the following,

- DO NOT look directly at a welding flame/light
- DO NOT approach someone who is grinding
- **DO NOT walk under any suspended/hoisted pipe**
- Please take care walking through our shop as much of our floor space is used as lay-down areas for our products

You are required to wear Personal Protective Equipment while in our shop(s). Your Westlake Representative will ensure that you are wearing appropriate PPE and/or will provide you with such items as may be necessary. Your co-operation is appreciated.

**Persons with Disabilities:**

The Management of Westlake welcomes everyone to its facility and is committed to excellence in serving all persons including those with disabilities, their support person and/or service animal. Documents pertaining to Ont. Reg. 429/07 *Accessibility Standards for Customer Service* are available upon request.

Please note that for health and safety reasons, some areas of our fabrication shop(s) may not be fully accessible, however, we will do our best to accommodate your needs. Please let us know if you need any assistance or accommodation during your visit.

Should you have any further questions or concerns, please do not hesitate to speak to your Westlake Representative.

Julie Heleno, Administrator  
Health and Safety  
Ext. 279



**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 blue ink, appearing to read "Richard V. Westlake", written over a horizontal line.

Richard V. Westlake, President  
Westlake Industries Inc.

Approved: August, 2018

## VISITOR CHECKLIST

1. **All visitors MUST “sign-in” upon arrival. All visitors must remain in the company of a Westlake employee at all times unless authorized by management.**
2. CSA approved safety glasses shall be worn by all visitors at all times while in the shop. Contact the Receptionist if you require safety glasses.
3. CSA approved safety toe protection shall be worn at all times by all visitors entering any fabrication areas in the plant. Contact the Receptionist if you require safety toe protection. (NOTE: “Closed” dress shoes may be worn provided visitors remain within the aiseways at all times. Open-toed shoes/sandals are never permitted anywhere in the shop area.)
4. All loose clothing or long hair must be secured when engaged around moving machinery. All jewellery (rings, watches, bracelets, etc.) is to be removed when engaged around moving parts/machinery.
5. No visitor shall use or operate any equipment, machine, device or thing without receiving prior permission from management.
6. Help Preserve the Environment -- Please use the appropriate recycling containers located throughout the facility for your plastic bottles, aluminum cans, paper, etc.
7. Do not pour any substances down any drains/sewer lines.
8. No visitor shall enter company premises while under the influence of, carrying, or consuming any alcohol, narcotic, controlled drug or any substance that impairs their ability.
9. Smoking (including the use of e-cigarettes) is only permitted outside, away from entry/exit doors.
10. In the event of an emergency evacuation, all visitors are to proceed immediately to the marshalling area (see emergency evacuation plan). Do not re-enter the building for any reason until you are authorized to do so from management.
11. All injuries or illnesses must be immediately reported to the Westlake representative.
12. Any person who is a victim of violence / harassment OR who witnesses such incident(s) is asked to immediately notify Westlake Management / Supervisor.

Management has the right to remove any visitor from the premises who is in violation of Westlake Safety Rules.



# Health, Safety & Environmental Information for Visitors

**ISO 9001:2015  
OHSAS 18001:2007  
ISO 14001:2015  
COR™ (IHSA)**

**Reviewed: August, 2018**