*Welcome* to the Catlettsburg Refinery (CBG)!

The Contractor Safety Council (CSC) has developed this packet to provide information about the site entry requirements, safety policies, life critical safety rules, work instructions and a list of frequently used forms.

To electronically access this information, go to:

[**https://mpcext.sharepoint.com/sites/MPC-Ref-Specs-Stds**](https://mpcext.sharepoint.com/sites/MPC-Ref-Specs-Stds?xsdata=%3D%3D&sdata=Rk1EbHpWaklhbmVWc3hhL2N3NE1QdzRoMnRYSmJXMjBKcTNFNzhLMWpvND0%3D&ovuser=1640f4ce-86c6-44f2-a477-06bd39617e97%2CALHall%40marathonpetroleum.com)*(See pages 26-27 for login information)*

Also included is the “MPC Contractor Pre-Arrival Checklist”. This valuable tool is designed to help your Company meet Marathon Petroleum’s (MPC) requirements to work onsite.

The CSC consists of nested and long-term Contractor Safety Representatives at CBG. It is designed to provide a voice for Contractors to the CBG Safety Team and the Refinery Leadership Team. The CSC actively works with MPC to enhance the overall safety performance and to build positive relationships with everyone in the facility.

Feel free to contact any member of the CSC if you have any questions or any

additional information.

A list of companies with names and numbers

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# Site Entry Requirements

Drug and Alcohol Program

* Contract Employees must be enrolled in an MPC approved Drug and Alcohol Test program.
* To obtain an account, contact DISA's Sales Department at 281-673-2530 or [sales@disa.com.](mailto:sales@disa.com)
* Contract Employees status must be tested in an MPC approved program prior to coming onsite. Any Contract Employee not "green-lighted" will not be allowed onsite.
* Nursing Corp: 606-921-3631
  + - Location: McComis Dr. Catlettsburg, KY 41129
    - Hours: Monday – Thursday (7:00 a.m.- 5:30 p.m.)

TAR Hours: TBA

TWIC®

Reference website below for TWIC requirements

* [https://tsaenrollmentbyidemia.tsa.dhs.gov/](https://tsaenrollmentbyidemia.tsa.dhs.gov/%20)

Onsite TWIC Office: 606-921-2979

Hours: Monday- Thursday (6:00a.m.- 4:00p.m)

Background Check

* + Contract Employees must pass a background security check from one of the following background check providers: (These are the

currently approved MPC background check providers)

* + - DISA Global Solutions
    - First Advantage
    - Guidepost Solutions LLC
    - S2 Verify

Orientation

* All contract workers must successfully complete the refinery-approved site-specific training prior to obtaining an entry badge.
* Dates and Times Offered: Monday through Friday 7a.m.-4 p.m. Classes are offered and based on the work being performed determines the level of class required.

*For example:*

* + East of the Refinery Security Badging office (see address below).
  + To register for On-Site Orientation:

online: [www.rtc4safety.com](http://www.rtc4safety.com)

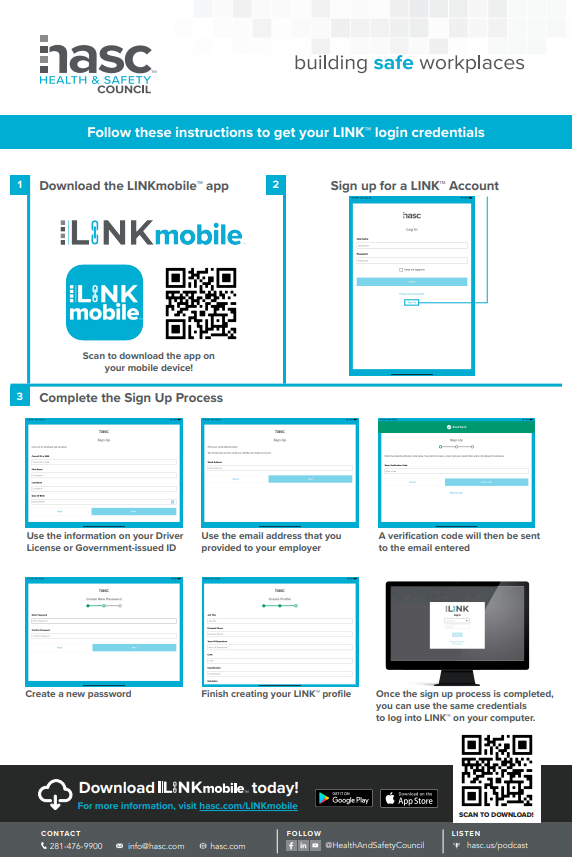
call: 606-921-2992

address: 7716 McComis Drive Catlettsburg, KY 41129

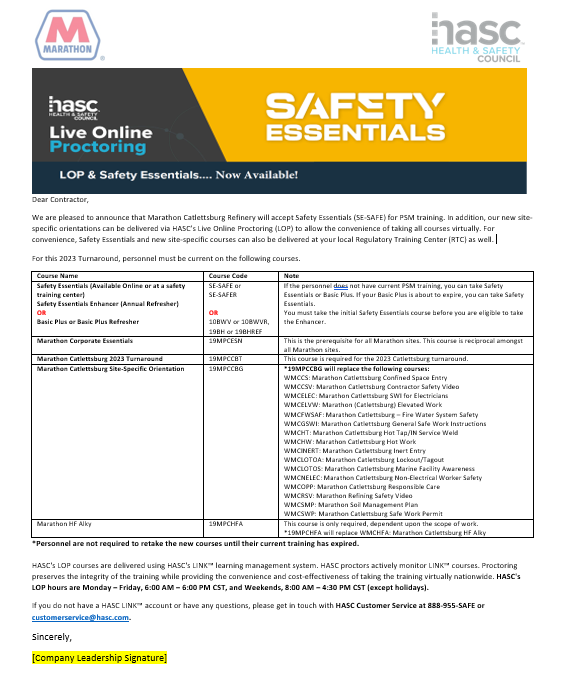
**Online Option**



Orientation Cont.



Orientation Cont.



Refinery Access/ID Card (Lenel ID Badge)

* + Complete CBG badge request form before sending new hire or rehire to facility.
  + Contract employees will obtain their Refinery Access ID Card at the Refinery Security & Badging office at the following address:

England Hill Training Center 7716 McComis Drive

Catlettsburg, KY 41129

Hours: Monday - Thursday (6:00 a.m.-4:00 p.m.)

*All other inquires go to Central Gate*

Phone: 606-921-2982

* + The following is required and will be verified by Refinery Security prior to issuing the Refinery Access ID Card:
    - Drug and Alcohol testing compliance
    - Background Check/TWIC
    - Successful completion of orientation and site-specific training

*NOTE: Individuals must present a valid picture ID to receive their Refinery Access ID Card.*

* + Contractor Employees must always keep the Refinery Access ID Card in their possession while on refinery property.
    - When completing CBG badge request form, for your personal will be operating contract company vehicles they will need to request a *“Blue Pass”* ensure you request this upon entry. All company vehicles must display signage.

Employee Parking

* + Merit Companies – parking lot is located on U.S. 23 West of the Central Gate.
  + Non-Merit Companies – parking lot access road is located at the first right on Marathon Way off U.S. 23.
  + Parking Pass – Security will issue a hanging tag that must always be displayed on the rearview mirror. The tag will include your Lenel badge number.

Evacuations

All Contractors must understand the Catlettsburg Refining emergency response procedures as outlined below.

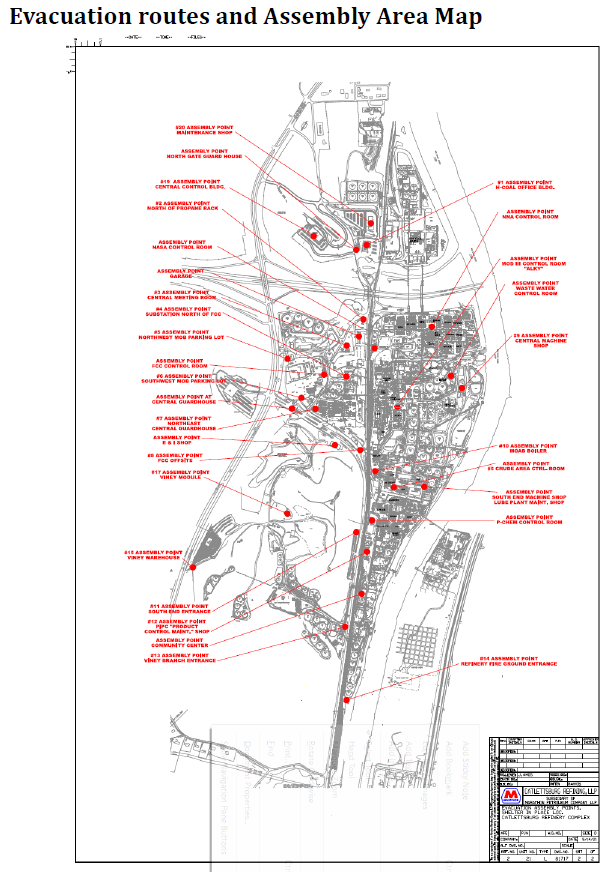
COMPLEX EVACUATION

* In case of fire/explosion and/or toxic material release (i.e., hydrofluoric acid, hydrogen sulfide, etc.), the refinery emergency alarm (Whelan System) will sound.
* Upon hearing the alarm, Contract Employees must shut down all powered equipment and leave the job site immediately, proceeding on foot to the nearest designated assembly area. Once there, personnel shall scan their Lenel ID Badge.
* All vehicles must:
  + move to the side of the road (ensuring the road is free from obstruction)
  + turn off the engine
  + leave the keys in the ignition
  + exit the vehicle and proceed on foot via the evacuation route to the nearest assembly area.
* Personnel are not to leave for any reason unless directed to by the Emergency Operation Center or On-Scene Commander.
* Smoking is not permitted during an emergency.
* After the "All Clear" has sounded, there is no need to rescan the Lenel ID Badge.
* In the event the "All Clear" is sounded prior to arrival at the assembly area, personnel will continue to the assembly area to be accounted for however, it is not necessary to scan out.
* Contract Employees will follow the direction of their supervision before returning to work.

UNIT EVACUATION

* After notification by Operations of the need to evacuate a unit or area, all Contractor Employees in the affected area will walk to the designated assembly area unless directed otherwise by Operations.
* All Contract Employees must shut down all powered equipment and leave the job site immediately.
* All vehicles must:
  + move to the side of the road (ensuring the road is free from obstruction)
  + turn off the engine
  + leave the keys in the ignition
  + exit the vehicle and proceed on foot via the evacuation route to the

nearest assembly area.



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MPC Contractor Pre-Arrival Checklist

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Company Name:** | | | **Start Date:** | **Stop Date:** | |
| **Job Location:** | | **Site Manager:** | | | |
| **Work Description:** | | | | | |
| **PART 1: SITE ENTRY REQUIREMENTS** |  | | | **YES** | **NO** |
| Are all employees compliant with the **DISA** Consortium drug screen program? | | | |  |  |
| Are all employees compliant with the background check requirements? | | | |  |  |
| Do all employees have a TWIC card? | | | |  |  |
| Have all employees been trained on Safety Essentials and are up to date? | | | |  |  |
| Have all employees been trained on MPC Site Specific and up to date? | | | |  |  |
| Has the Sit e Specific Safety Plan been submitted and approved by HES Department and  the applicable TAR/ Project Team? | | | |  |  |
| Are all employees trained and qualified to perform their job duties? | | | |  |  |
| **PART 2: PERSONAL PROTECTIVE EQUIPMENT** | | | | **YES** | **NO** |
| Are all employees provided with proper PPE for entering the plant?  (Hard-hat, safety glasses, chemical goggles, FRC, steel toe boot with ¼” defined heel, ear plugs, gloves, H2S monitor) | | | |  |  |
| Has your company completed a PPE Hazard Assessment for scope of work? | | | |  |  |
| Are all employees provided with the proper gloves based on the task/ tasks they are performing such as: cut resistant, chemical, and leather type gloves etc.? | | | |  |  |
| Do all welders have hard cap welding hoods with proper attachments? (No soft caps allowed) | | | |  |  |
| Are all employees trained on limitations and how to properly wear their PPE? | | | |  |  |
| Do you have an H2S program and train **all** your employees on it? | | | |  |  |
| Do your employees have a means to bump test their H2S monitors and is it readily accessible? | | | |  |  |
| Do you have a means of downloading the data from the H2S monitors when there is an H2S monitor alarm and are you able to track it? | | | |  |  |

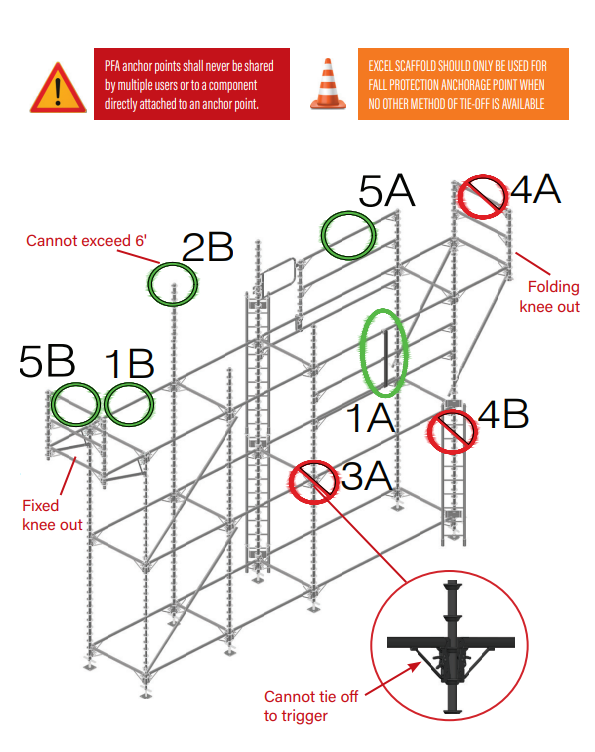
|  |  |  |  |
| --- | --- | --- | --- |
| **PART 3: FALL PROTECTION** | **YES** | | **NO** |
| Is fall protection work anticipated? *(If no, proceed to Part 4)* |  | | |
| Have all employees been trained on your procedure and MPC site procedure? |  | | |
| retracting lanyards, Personal self-retracting lifeline devices shall be rated for leading edge/sharp edge applications (SRL-LE). The use of shock absorbing lanyards is prohibited., adequate tie *off* points and understand their limitations? |  | | |
| If harness and SRL's don't apply or suffice, is there a written fall protection plan? |  | | |
| Have all employees been trained on the fall protection plan? |  | | |
| Has fall protection competent person been identified and will be onsite while working from height is taking place? |  | | |
| **PART 4: BARRICADES** | **YES** | **NO** | |
| Is the use of barricaded work anticipated? *(If no, proceed to Part 5.)* |  |  | |
| Have all employees been trained on your procedure and MPC site procedure? |  |  | |
| Do you have barricade tags available for your employees? |  |  | |
| Do you have warning lights and signage available for barricades left overnight to warn others? |  |  | |
| **PART 5 : CONFINED SPACE** | **YES** | **NO** | |
| Is confined space work anticipated? *(If no, proceed to Part 6.)* |  |  | |
| Are all employees trained on your company's CSE procedure and MPC site procedure? |  |  | |
| Have all locks been acquired by your company? (**Red** in Color, applied by manufacturer) |  |  | |
| Have all attendants, entrants, and entry supervisors been trained on their responsibilities? |  |  | |
| Have all attendants been trained on the gas monitor they will be using, it's limitations  and how to interpret monitoring results? |  |  | |
| **PART 6: ENERGY ISOLATION** | **YES** | **NO** | |
| Is energy isolation work anticipated? *(If no, proceed to Part 7.)* |  |  | |
| Are all employees trained on your company's energy isolation procedure and MPC site procedure? |  |  | |
| Do you have enough personal locks (Red in Color) purchased for your employees? |  |  | |
| Do you have each lock individually keyed with one key available and a means to identify the owner? |  |  | |
| **PART 7: AERIAL PLATFORM / SCISSOR LIFTS** | **YES** | **NO** | |
| Is work requiring the use of a powered personnel lift anticipated? (If no, proceed to Part 8.) |  |  | |
| Has MPC HES reviewed and approved your company's Aerial Lift policy? |  |  | |
| Have all employees been trained on your approved Aerial lift policy and MPC inspection  and hazard assessment form? |  |  | |
| Does the Aerial lift instructor have certifications to deliver the training? |  |  | |
| Do all employees have operator cards to carry on their person to identify what piece of  equipment they can operate? |  |  | |
| **PART 8: FORKLIFT (POWER INDUSTRIAL TRUCK)** | **YES** | **NO** | |
| Is work requiring a forklift anticipated? *(If no, proceed to Part 9.)* |  |  | |
| Have all employees been trained on your company's forklift policy and MPC policy  including inspection form? |  |  | |
| Does the forklift instructor have certifications to deliver the training? |  |  | |
| Do all employees have an operator card to carry on their person to identify what piece of equipment they can operate? |  |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PART 9: RIGGING / CRANES** | | | **YES** | **NO** |
| Is work requiring a crane or having any rigging requirements anticipated? (If no, proceed to Part 10.) | | |  |  |
| Are all crane operators NCCCO certified? | (15 tons or greater) | |  |  |
| Are all employees trained on your company's rigging/ lifting policies and MPC  procedures? | | |  |  |
| Do all cranes have annual inspections up to date? | | |  |  |
| Do all cranes have adequate crane pads? | | |  |  |
| Is there a preventive maintenance program in place for your cranes? | | |  |  |
| Do you have certifications from a Licensed Engineer or Manufacturer for the lifting  beams and spreader bars? | | |  |  |
| Do you have lift plans approved by MPC? | | |  |  |
| Are up-to-date inspections for cranes, hoisting/ rigging equipment complete and  documented? | | |  |  |
| Have all riggers and signal persons received training that meets the requirements of  OSHA 1926.1400? | | |  |  |
| **PART 10: MATERIAL HANDLING** | |  | **YES** | **NO** |
| Is work requiring the use of any rigging type equipment anticipated? (If no, proceed to Part 11.) | | |  |  |
| Have all employees received training on slings, chokers, shackles, chain falls, come-a-  longs etc. including their limitations and documentation? | | |  |  |
| Do all chain falls, come-a-longs, material baskets have documented annual inspection,  and legible load rating marked on them? | | |  |  |
| Are all slings, chokers, shackles, chain falls and come-a-longs inspected, in good condition and have documentation? | | |  |  |
| **PART 11: HOT WORK** | | | **YES** | **NO** |
| Is Hot Work anticipated? *(If no, proceed to Part 12.)* | | |  |  |
| Are all employees trained on your company's procedures and MPC site procedures? | | |  |  |
| Does your company fire hose provide, meet MPC site requirement. | | |  |  |
| Are the employees providing Fire Watch duties trained on their responsibilities? | | |  |  |
| Have all Fire Watch Attendants been trained on the gas monitor they will be using and  it's limitations? | | |  |  |

|  |  |  |
| --- | --- | --- |
| **PART 12: TRENCHING/EXCAVATIONS** | **YES** | **NO** |
| Is trenching/excavation work anticipated? (If no, proceed to Part 13.) |  |  |
| Are all employees trained on your company's excavation policy and MPC site procedure? |  |  |
| Do you have appropriate materials for barricading and securing the work area? |  |  |
| Do you have an excavation competent person available to be on site at all times while work is being performed? |  |  |
| **PART 13: RESPIRATORY PROTECTION YES NO** | | |
| Is respiratory protection work anticipated? *(If no, proceed to Part 14)* |  |  |
| Are all employees trained on your company's respiratory protection procedure and MPC site procedure? |  |  |
| Are all employees pulmonary fit tested on the types of respirators they are going use? |  |  |
| Do all employees have a medical clearance to use the respirator? |  |  |
| Have all employees been trained on the respirators they will be using? |  |  |
| Do you have a cartridge change out plan for break through? |  |  |
| Has the bottle watch been trained on their duties? |  |  |
| **PART 14: HAND TOOLS AND POWER TOOLS YES NO** | | |
| Is work with hand tools and power tools anticipated? |  |  |
| Are all tools in good condition and not mushroomed, frayed, cracked, missing guards or  not modified, etc., in addition have legible safety warning stickers? |  |  |
| Have all employees been trained on the safe use of the tools they are going to be using? |  |  |

A close-up of a hose

AI-generated content may be incorrect.



Fall protection must be used on scaffolds over **4 feet high** without handrails/guardrails and when ascending or descending external scaffold ladders to unbroken heights of **20 feet** or more

Supplemental scaffold access fall protection (such as a cage or barrier; or a self-retracting lifeline) shall be used when the ladder is near a break in elevation with a potential fall exposure. Examples of this include, but not limited to the following: floor holes, open sided platforms, and external handrails to which a person could fall over. **Use of self-retracting lifelines shall start at the bottom of the ladder.**



A document with text on it

AI-generated content may be incorrect.

A close-up of a warning sign

AI-generated content may be incorrect.

A poster of a person with facial hair

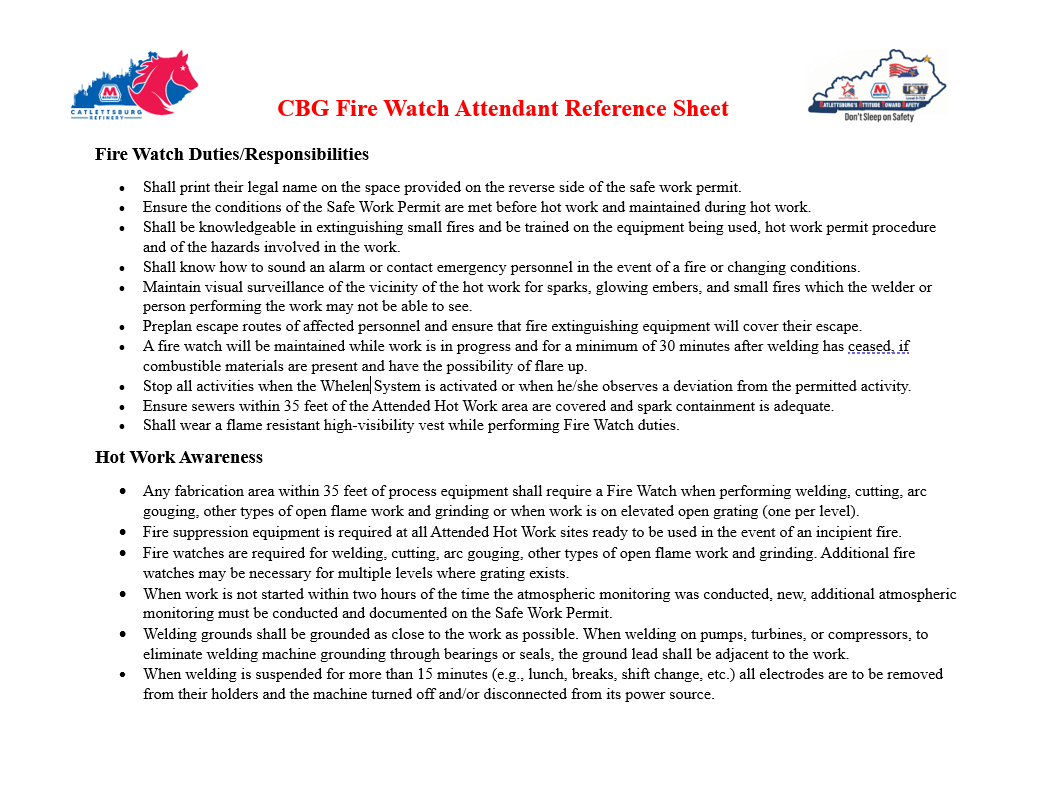
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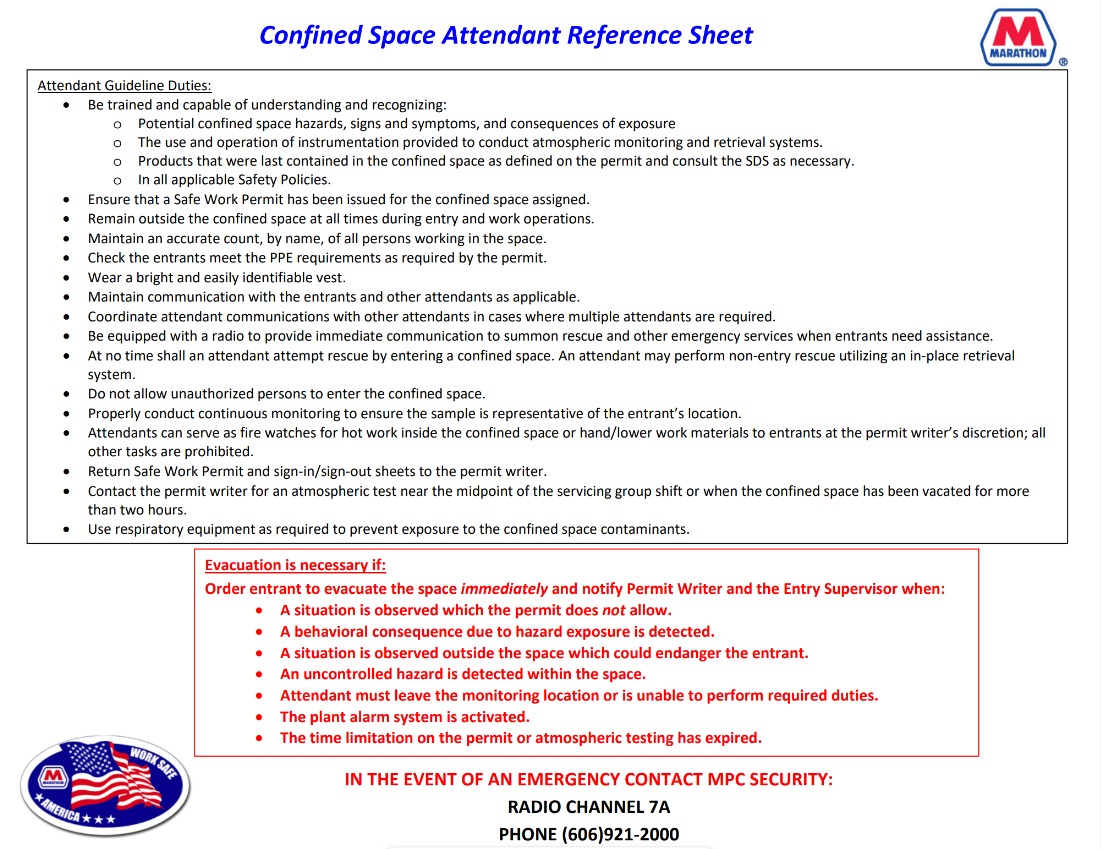
A document with text on it

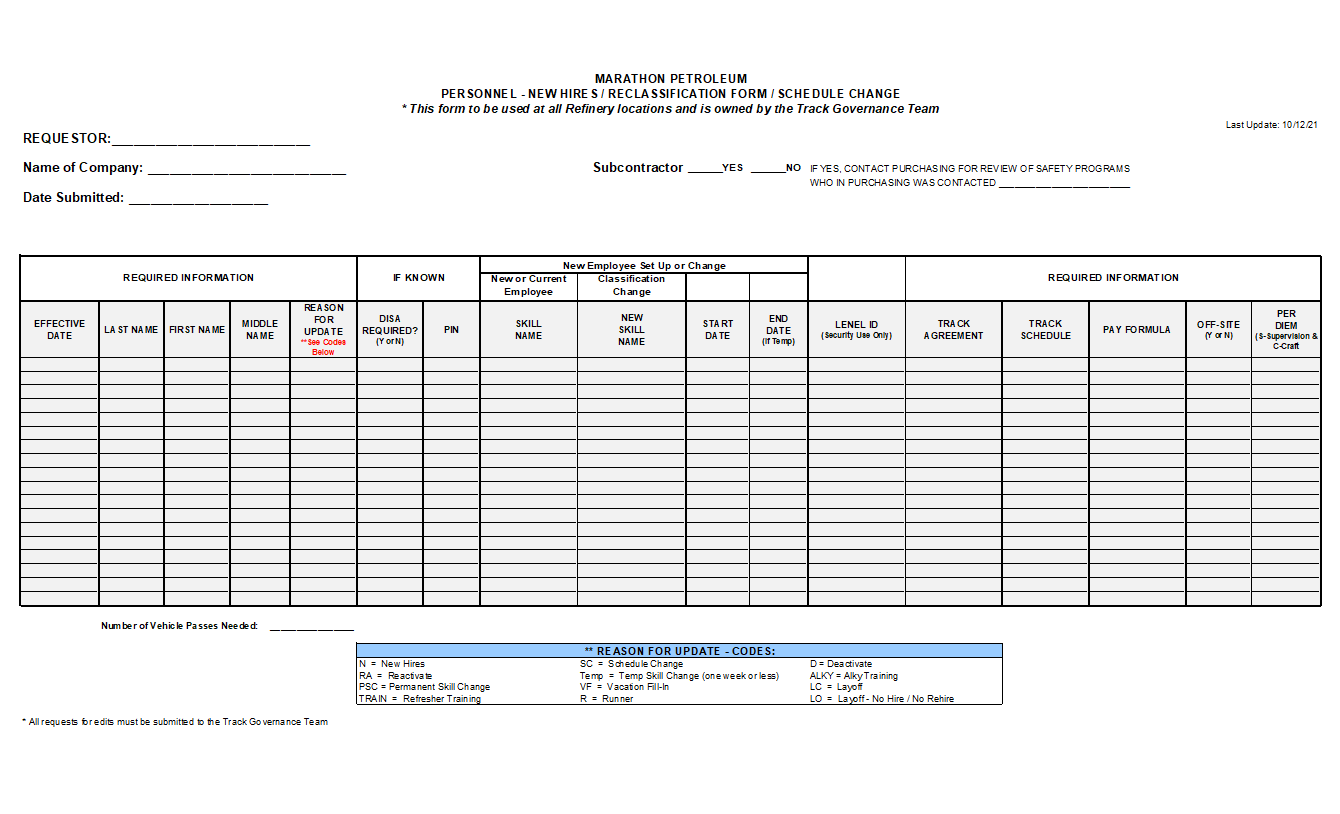
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# Frequently Used Forms and Safe Work Instructions (SWI)

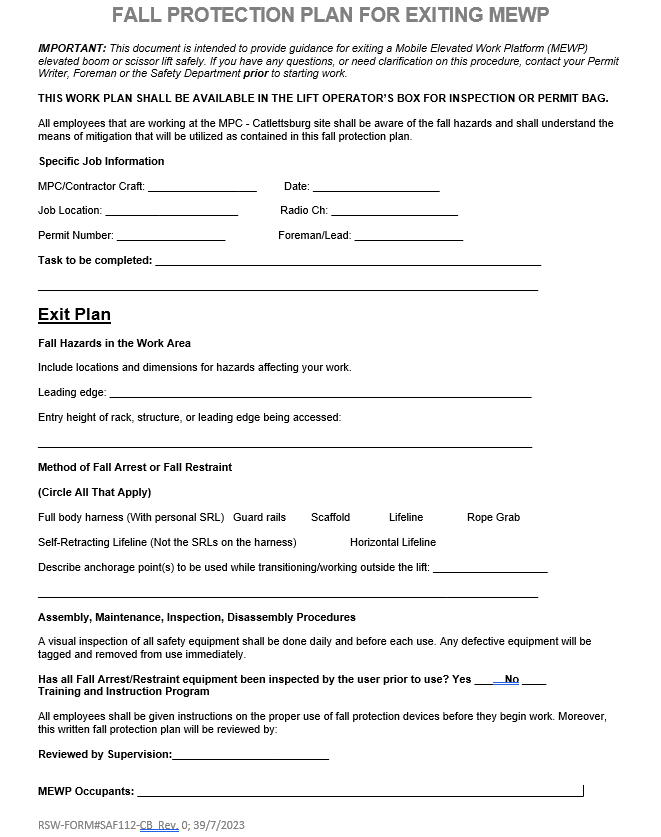
* Confined Space Attendance Reference Sheet – Appendix F
* Deck and Railing Removal Form (Located in Permit/LOTO Area)
* Excavation and Digging Competent Person Checklist – Attachment 1
* First Break Requirements – MPC First Break Identification TAG
* Hot Tap /In-Service Weld Attachments 1 - 4
* Job Hazard Analysis (JHA) w/Drop tool and materials evaluation form- Updated 9/7/2023
* Live Flare Header Invasive Work Pre-Approval
* Maintenance Planning JHA
* Marathon Hexavalent Chromium Work Planning Protocol - Attachment 1
* MPC & Contractor Occupational Injury/Illness Incident Report
* Request for Cutoff Wheel Form- Hand & Power Tools *RSW-MC-SWI-06-CB*
* Rigging and Lifting - *When permit/critical lifts are made, consult a SME (Subject Matter Expert) Shaun Russell (ext. 2373) or Jeremy Nott (ext. 6792)*
  + Attachment 1- Daily/Shift Inspection for Fork Trucks
  + Attachment 2 – Daily/Shift Inspection for Aerial Lifts
* Initial Pre-Entry for Confined Space; request thru MPC Safety Dept.
* Daily- Shift Inspection for Aerial Lifts
* Daily- Shift Inspection for Fork Trucks
* Fall Protection Plan for Exiting MEWP Updated 9/7/2023





click on link for use





**Catlettsburg Refining LLC Safe Practices and Procedures**

The most recently updated version of the Catlettsburg Refining LLC Safe Practices and Procedures can

be accessed the following internet address: <https://mpcext.sharepoint.com/sites/MPC-Ref-Specs-Stds>

**For login access, you can contact Supply Chain: Tara Hester 606-921-2544 or Safety: Ashley Hall 606-921-2787**

STEP 1:

**Click on the hyper link** [https://mpcext.sharepoint.com/sites/MPC-Ref-Specs-Stds](https://mpcext.sharepoint.com/sites/MPC-Ref-Specs-Stds?xsdata=%3D%3D&sdata=Rk1EbHpWaklhbmVWc3hhL2N3NE1QdzRoMnRYSmJXMjBKcTNFNzhLMWpvND0%3D&ovuser=1640f4ce-86c6-44f2-a477-06bd39617e97%2CALHall%40marathonpetroleum.com)

STEP 2:

**Sign in with one of the five user accounts and passwords.**

|  |  |
| --- | --- |
| Account | Password |
| [CBGSafety01@mpcext.microsoftonline.com](mailto:CBGSafety01@mpcext.microsoftonline.com) | Safety01 |
| [CBGSafety02@mpcext.microsoftonline.com](mailto:CBGSafety02@mpcext.microsoftonline.com) | Safety02 |
| [CBGSafety03@mpcext.microsoftonline.com](mailto:CBGSafety03@mpcext.microsoftonline.com) | Safety03 |
| [CBGSafety04@mpcext.microsoftonline.com](mailto:CBGSafety04@mpcext.microsoftonline.com) | Safety04 |
| [CBGSafety05@mpcext.microsoftonline.com](mailto:CBGSafety05@mpcext.microsoftonline.com) | Safety05 |

**Enter one of the 5 account names in the Sign In box.**

A screenshot of a computer login

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**Enter the password corresponding to the account.**

A screenshot of a login box

Description automatically generated

Updated 5/22/2024

**If asked to stay signed in, always click ‘No’. This will allow other people to use the account without issues.**

A screenshot of a computer error

Description automatically generated

**If you get an error like the following screen shot, try clicking on the first link that says, ‘Click here to sign in with a different account to this site.’**

A close-up of a email

Description automatically generated

Updated 5/22/2024

**Click on Catlettsburg Safe Work Instructions.**

A screenshot of a computer

Description automatically generated

**Documents are sorted by alphabetical order. Click on the Name column to open the document.**

Updated 5/22/2024

A screenshot of a computer

Description automatically generated

**Click the large C in the upper right corner of the screen, the ‘Sign Out’ to log off the site.**

Updated 5/22/2024