

<b>Doc Custodian:</b> Safety Department	 <b>Marathon Petroleum Company LP</b>  <b>Los Angeles Refinery</b>	<b>Doc No.:</b> HSS-020 <b>Rev No:</b> 1
<b>Approved By:</b> LAR Safety Manager		<b>Safety Standard</b>
<b>Revision Approval Date:</b> 06/12/24		<b>Next Review Date:</b> 06/12/27

## HSS-020 Bicycle Safety

### Overview

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**Purpose**                    The purpose of this instruction is to ensure safe operation of bicycles and tricycles used at the Marathon Los Angeles Refinery. Additionally, the intent is to reduce bicycle and tricycle related incidents, injuries, and near miss events.

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**Scope**                    This instruction applies to all Marathon employees, Contract Employees, Vendors, and Visitors riding bicycles and tricycles within the Marathon Los Angeles Refinery (LAR). LAR includes the Carson Refinery, Wilmington Refinery, Sulfur Recovery Plant (SRP), Watson Cogeneration Plant and Blue Barn.

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## 1.0 References

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### 1.1 Refining References

The table below lists the Refining references used with this document.

Number	Description
HSS-019	Motor Vehicle Safety Driving Standard
HSS-601	General Rail Safety

### 1.2 Definitions

**Table 1 Definitions**

Term	Description
Bicycle	A vehicle with two wheels and a seat that is pedal-driven and steered by handlebars at the front wheel.
Garage Personnel	Personnel working in the Garage that perform maintenance and inspections on bicycles and tricycles during normal maintenance working hours.
Tricycle	A pedal-driven vehicle with two wheels at the back and one at the front

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## 2.0 General Requirements

2.1 General Requirements for use at LAR	2.1.1 All rules in this standard that reference bicycles also apply to tricycles.
	2.1.2 Riders shall observe all traffic regulations (i.e., travel in the direction of traffic, stop at stop signs, keep to the right, observe speed limits, do not ride in congested areas, etc.). Riders should also use hand signals when turning or stopping as long as it is safe to do so. (See Attachment 1)
	2.1.3 Bicycles shall be equipped with reflectors. If they are used at night they shall be equipped with appropriate lights and/or reflectors or reflective tape mounted in a manner that makes them visible to traffic from either direction.
	2.1.4 Bicycles shall be ridden on designated roadways on paved/compacted dirt areas that have more than 3 feet clearance from structures, obstructions or equipment.
	2.1.5 Bicycles shall not be ridden inside a unit between equipment. They can be used on open alleyways designed for vehicle traffic.
	2.1.6 Bicycles taken into areas with less clearance (near traffic poles, structural supports, near temporary equipment in a unit, etc.) shall be walked.
	2.1.7 Bicycles shall not be ridden during adverse weather conditions or in areas without adequate lighting that affect the safe operation of the bicycle or the ability to see hazards such as soft spots, loose gravel, poles, valve handle chains, I-beams, etc. These conditions include heavy rain, heavy fog, hail, etc.
	2.1.8 Bicycles shall not be ridden up or down tank levees unless utilizing the bike path.
	2.1.9 Bicycles shall not be ridden within shop areas.
	2.1.10 Both hands shall remain on the handlebars at all times during riding unless utilizing hand signals.
	2.1.11 Lined baskets shall be used to transport material. The material shall be secured within the basket during transport. If the bicycle cannot balance on the kickstand with load in the basket, then the load is too heavy. If load is too heavy or oversized, do not use the bicycle to transport material. The solid or tight mesh lining of the basket shall be designed to prevent items being transported from falling through.
	2.1.12 Only one person at a time shall ride the bicycle. Horseplay is prohibited while riding.
	2.1.13 Park or store bicycles safely, in designated areas. Bicycles shall not be left in a location where they may present a tripping hazard or obstruct pedestrian or vehicle traffic.
	2.1.14 Use of a cell phone or 2-way radio while riding a bicycle is prohibited.
	2.1.15 A rider shall not wear a safety harness with lanyards, PPE or other clothing that could become entangled in the chain or spokes while riding a bicycle.

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	2.1.16 Passing any vehicle on the right is prohibited unless directed to do so or road conditions were designed for safe passage.
	2.1.17 Bicycles shall be ridden perpendicular across the Railroad tracks. Bicycles shall not be ridden in between the Railroad tracks. Bicycles shall follow same rules for crossing tracks as stated in HSS-601 General Rail Safety.
	2.1.18 Marathon provided bicycles shall not be taken or ridden outside of the LAR property fence line.
	2.1.19 When riding bicycles in the refinery, full PPE required for the area shall be worn. FRC, hard hat, safety glasses, ear plugs and steel toed work boots shall be worn in PPE required areas. In areas where PPE is not required, personnel shall wear closed toe shoes, long pants, and shirts with long sleeves.
	2.1.20 Riders shall remain seated on the bicycle while riding. Riders should only stand on the bicycle if necessary, to get the bicycle in motion.
	2.1.21 Contractors shall not ride Marathon bicycles. Contractor bicycles will need to be provided by their company and meet the standards set forth in this procedure.
Approved Bicycles	2.2.1 Personal bicycles may be ridden into LAR city street access points provided they are parked in specifically designated bike racks at the facility entrances. They cannot be used at any time inside the facility.
	2.2.2 Procurement of company bicycles shall be authorized by: <ul style="list-style-type: none"> <li>• Maintenance- Department Supervisor</li> <li>• Operations- Area Team Lead</li> <li>• All other departments- Department Manager or their delegate</li> </ul>
	2.2.3 The standards for all company bicycles are 26” 3-speed cruisers with only rear pedal brakes and/or rear hand brakes are allowed. Exceptions to these bicycles must be approved by the Garage Foreman.
	2.2.4 Contractors shall provide their own bicycles if needed and the bicycles shall meet MPC standards. Contractors must provide Make, Model and Serial Numbers to the Garage for tracking and record keeping.
Bicycle Inspection	<b>Bicycles shall be inspected prior to use, by the rider, for defects that could hinder safety. All defects found shall be corrected prior to using the bicycle. Inspections shall include the following as a minimum:</b>
	2.3.1 Assure brake and steering column is in good working order.
	2.3.2 Visually inspect the chain condition and lubrication.
	2.3.3 Visually inspect the tires to ensure they are properly inflated.
	2.3.4 Assure both fenders and chain guards are in place and secure.
	2.3.5 Reflectors and light(s) are in working order if riding in dark conditions.
	2.3.6 Bicycle users may adjust seat height and air the tires of a bicycle. All other repairs shall be performed by the garage, designated outside vendor or the contract company’s competent maintenance technician.
	2.3.7 Inspections of Marathon bicycles shall be performed annually and will be managed through the garage.

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	2.3.8 Each bicycle will be fitted with a tag for identification of annual inspection. If the tag is missing, report it to garage personnel.
	2.3.9 Bicycle user must check for an up to date bicycle inspection tag before use. If the tag is missing or not current, the bicycle shall not be used and must be returned to the garage for inspection.
	2.3.10 Bicycles shall not be modified from original manufacturers design. Repair parts shall meet or exceed original equipment manufacturers (OEM) specifications and be performed by the garage, designated outside vendor or competent contract maintenance technician.
Accident Reporting	Bicycle riders involved in an accident shall immediately notify their Supervisor or Area Team Lead of the incident and ensure an Intellex Report is completed and submitted.

### 3.0 Training

Bicycle Training	Any person riding a bicycle at LAR shall be trained on the requirement of this procedure.
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### 4.0 Record Keeping

Record Keeping	The Garage will manage the maintenance and inspection records for Marathon provided bicycles.
	Contract companies that bring bicycles into LAR for use must maintain and manage their own maintenance and inspection records. Contractors must provide Make, Model and Serial Numbers to the Garage for record keeping.

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## ATTACHMENT 1

# Hand Signals



**Left Turn**



**Right Turn**



**Stop**



**Right Turn  
(Alternate)**

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## Revision History

**Document  
Revision  
History**

Complete the following table for each document revision.

<b>Rev. No.</b>	<b>Description of Change</b>	<b>Author</b>	<b>Approved By</b>	<b>Rev. Date</b>	<b>Effective Date</b>
00	Integrated Legacy Andeavor policies on Bicycle Safety	Brian Kirby	Connie Lema	9/16/20	9/16/23
01	Changed language on types of bicycles allowed in refinery. Added language on Contractor requirements for bicycles and record keeping information	Brian Kirby	Connie Lema	6/12/24	6/12/27