

Marathon Petroleum Company Ohio Refining Division		
<b>ELECTRONIC DEVICE AND CAMERA USE RESTRICTIONS POLICY</b>	Document No.: <b>RDP-ESS0331-CN</b>	Revision Date: <b>06/20/2018</b>
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	Document Custodian: <b>ES&amp;S Manager</b>	<b>Page 1 of 9</b>

## 1.0 PURPOSE

This procedure describes the proper use of and restrictions on Electronic Devices and cameras at the Ohio Refining Division.

## 2.0 SCOPE

Use of Electronic Devices and cameras within the refinery presents special safety and security hazards. Use of these devices in areas of explosion/flammability hazard presents a safety risk. Also, due to technology available with today's electronic devices (e.g., photographic capability), they also present a security risk to the refinery. This procedure shall apply to all personnel (employees, contractors, visitors, etc.) on Canton Refinery property and shall outline where Electronic Device use is acceptable within the refinery and/or special provisions that may apply. For purposes of this policy, the term "cameras" includes Electronic Devices with video, recording, and photo capabilities as well as picture cameras, video cameras, television cameras, and any other photographic, video, or recording equipment.

## 3.0 PROCEDURE

3.1 Use of Electronic Devices for non-business purposes shall be kept to a minimum.

3.1.1 Social media, games, streaming media, downloaded content, and internet for non-business purposes should not be accessed during work time.

3.1.1.1 Note: Music (streamed/downloaded) is allowed using personal cellular data or personal storage device (not through MPC Wi-Fi) in non-restricted areas.

3.2 Intrinsically-Safe- Electronic Devices– Electronic Devices that are rated for classified areas may be used in any area of the refinery, provided they meet the definition in Section 6.4. To avoid confusion, the user should confirm with the MPC supervisor in the area that the Electronic Device is safe for the area classification prior to use.

3.3 Non-Intrinsically-Safe Electronic Devices - Possession of any personal non-Intrinsically Safe Electronic Device, whether powered on or off, is strictly prohibited in hot work regulated areas of the refinery, such as process units and tank dikes. Use of non-intrinsically-safe Electronic Devices is permitted in the designated areas below, during non-working times. Use of non-intrinsically safe Electronic Devices is otherwise prohibited unless noted in the exceptions.

3.3.1 Main Office Building (MOB)/South Office Complexes (SOC)

3.3.2 Area Team Complex (ATC) Building

3.3.3 Nurse's station, Old EOC, and locker rooms

3.3.4 Office and break areas of the Lab

3.3.5 LOTO Buildings, Break Rooms, Operator Shelters, break areas of NASA

3.3.6 Inside vehicles outside of process units, battery limit, and tanks dikes

3.3.7 Maintenance and Turnaround Buildings

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- 3.3.8 The Warehouse
- 3.3.9 Fire Training Grounds
- 3.3.10 MPC Pipeline Station
- 3.3.11 In PPE restricted roadways during transition to and from the gate, such as before and after shift
  
- 3.4 The use of Electronic Devices is permitted inside office and break room areas of the Central Control Building.
  - 3.4.1 Electronic Device use should be kept to written correspondence in the Control Room area (e.g. checking email/responding to text messages).
  - 3.4.2 Individuals should step out of the Control Room area to receive a call on a cell phone.
  
- 3.5 Headphones (earbuds, Bluetooth) and electronic notebooks (iPads, Kindles, Nooks, and any other tablet style computers) inside the refinery gates or Central Control Building are prohibited except for official and/or approved business.
  
- 3.6 Electronic Devices, with the exception of those used for official business purposes such as data gathering or troubleshooting (radios, RADAR, gas testing, rotating equipment monitoring, etc.), may not be used while moving through the unit (e.g., walking or climbing). No external electrical or wireless connections or accessories, including ear buds, headphones, or Bluetooth technologies, are permitted to be used in any classified locations. Phone conversations are prohibited where hearing protection is required.
  
- 3.7 Electronic Device use is prohibited while operating a vehicle on company property. This includes phone use, reading or composing text messages, email messages, instant messages or other similar functions while operating a vehicle. For further clarification, see SPI 24 Vehicle Control Policy located on the Safety Homepage.
  
- 3.8 Company employees should remind vendors and contractors of the restrictions of using electronic devices within restricted areas when necessary.
  
- 3.9 [Contract Workers who have a legitimate business purpose may be approved to use electronic devices so long as the following criteria is followed:](#)
  - 3.9.1 [Electronic devices](#) are clearly identified by or with factory-labeling as “Intrinsically Safe”, “Explosion Proof” or labeled as approved for use in hazardous locations rated as Class I, Div. 1 or 2, or
  - 3.9.2 [Rugged cases reviewed and approved per REF 1056 is utilized.](#)
  - 3.9.3 [Contract companies utilizing electronic devices shall maintain a list of authorized personnel per approval of owning department supervision.](#)
  - 3.9.4 [Prior to approval the list of personnel and a sample of the case to be utilized must be vetted and approved through the ORD Safety Department. A Marathon Cell Approved sticker will be issued and shall be displayed on each authorized device.](#)
  
- 3.10 Non-intrinsically-Safe Electronic Devices may be utilized in restricted areas for business purposes with Manager approval. A Hot Work Permit must accompany the device.

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- 3.10.1 Non-intrinsically-Safe Electronic Devices may also be utilized in restricted areas for business purposes if utilized with a continuous four gas atmospheric meter. The unit operator must be notified prior to entering the area.

#### 4.0 CAMERA USE

- 4.1 Cameras/video equipment, including the photo and/or video recording capabilities on an Electronic Device cannot be used by contractors in the refinery without completing the Camera Pass Approval Form (Appendix B) and getting the department manager approval, or approval of the MPC personnel overseeing their activity. The MPC personnel overseeing any non-MPC personnel using cameras/video equipment is responsible for the proper use of such equipment and the proper management of any materials produced, in accordance with these guidelines.
- 4.2 ORD employees may use company approved cameras in the course of their work activities, including cameras on Electronic Devices without special approval, for legitimate business purposes and consistent with the requirements of this policy, making sure to follow all safety provisions.
- 4.3 Cameras/video equipment used on refinery property outside the fence line for legitimate business purposes also requires department manager approval, or approval of the MPC personnel overseeing the activity. Security must also be notified of each occasion when this will occur.
- 4.4 Contractors and non MPC personnel using cameras/video equipment for legitimate business purposes should be escorted by ORD personnel. Exceptions are at the discretion of the department manager.
- 4.5 When entering process areas in the refinery with cameras/video equipment, the Safe Work Permit Procedure (SPI 9) should be followed. Additional permits (e.g., Hot Work) may be needed if the equipment will be used in an area requiring such a permit.
- 4.6 Pictures and videos taken in the refinery of company property must be used for work/activities performed at the Canton Refinery. Use of photography for purposes other than this work/activity is not authorized. Individuals coordinating contractors should instruct contractors that photographic information is to remain in their files at completion of the task and is not for sale, presentation advertising, or otherwise disclosed to third parties without written permission of the Company.
- 4.7 Refinery pictures and videos cannot be provided to any individual who is not a Company employee without department manager approval.
- 4.8 Company employees wishing to use refinery photographic information for publication purposes or other activities outside the refinery will need the approval of the Human Resources Manager.
- 4.9 Pictures needed for engineering work must be controlled by the Project Engineer. The pictures should remain in the project file at the conclusion of the project.
- 4.10 These camera and video use restrictions are in place to safeguard Company property and Company proprietary information and will be enforced in line with such concerns. The Company will not construe, apply, or enforce this policy in a manner that improperly interferes with, restrains or prevents employees from exercising their rights to

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communicate regarding wages, hours, working conditions or other terms and conditions of employment.

## 5.0 EXCEPTIONS

- 5.1 Non-Intrinsically Safe Personal Medical Devices (e.g. insulin pump) require the user to wear a four gas atmospheric meter in lieu of obtaining a hot work permit. If the four gas meter alarms, personnel must evacuate immediately to a safe location.
- 5.2 During refinery emergencies, phone conversations to provide EOC updates may be granted where hearing protection is required, so long as the employee is a safe location and a compliant device is used, at the ORD General Manager or designee's discretion.
- 5.3 Additional exceptions to this policy shall be approved at the discretion of the ORD General Manager or designee.

## 6.0 DEFINITIONS

- 6.1 Company Approved Electronic Device: Electronic devices that is not owned or issued by MPC (i.e. approved personal devices or contractor devices). Use of such devices must be vetted and approved by the owning department manager. Personal Devices enrolled in the Bring Your Own Device (BYOD) program are considered Company Approved Devices and will require a hot work permit if used in a restricted area.
- 6.2 Electronic Device: any intrinsically safe or non-intrinsically safe device, including but are not limited to cellular phone, two-way phone/radio, personal data or digital assistant (PDA), iPad, iPod, tablet, Kindle, smart watch (e.g., Apple Watch), wearable technology (e.g., Google Glass), media steaming devices (e.g., Amazon TV) and similar devices.
- 6.3 Inside or Within the Refinery: any area within the perimeter of Company owned, leased or managed property, up to but not limited to, inside and outside battery limits, process units, operations shelters, tank dikes, docks, control rooms, control board areas, shops, office buildings, maintenance buildings, turnaround buildings, contractor buildings, warehouses, blast resistant modules, permanent/temporary buildings or structures, whether or not occupied, laydown yards, and parking areas as well as any area in which the minimum requirements for standard PPE apply.
- 6.4 Intrinsically Safe Device: an Electronic Device clearly identified by or with factory-labeling as "Intrinsically Safe," "Explosion Proof" or labeled as approved for use in hazardous locations rated as Class I, Div. 1 or 2. This includes PEPs that comply with the ISA 12.12.03. Any Electronic Device, case or cover not identified as such is Non-Intrinsically Safe under this policy. **Electronic Devices with an MPC Rugged Case are considered Intrinsically Safe Devices under this policy.**
- 6.5 MPC Rugged Case: a case reviewed and pre-approved by the Refining Safety and Security Manager using process outlined in REF-1056 Safe Use of Electronic Devices [Appendix B](#) that has been proven to pass a drop test. The device with its protective case will be deemed acceptable in lieu of performing a drop test on Company Electronic Devices.
- 6.6 Restricted Areas: areas within the refinery that are classified hot work regulated, such as process units, classified roadways, and tank dikes.

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## 7.0 ATTACHMENTS

- 7.1 [Appendix A](#): Camera Pass Approval Form.
- 7.2 [Appendix B](#): Guidelines for Cell Phone Use

## 8.0 REFERENCES

- 8.1 REF-1056 Safe Use of Electronic Devices
- 8.2 Company Policy 10006, 12002, and 12003.

## 9.0

## REVISION HISTORY

Revision Number	Description of Change	Written By	Approved By	Effective Date
0	Original procedure	Brent McNeese	--	10/06/2004
1	Added statement that prohibits driving while using cell phone	Brent McNeese		12/04/2006
2	Update section regarding cell phone use while driving	Jim Seger		3/9/2007
3	Added language on control room use, and exceptions	Brent McNeese	ORD RMT	02-05-2008
4	3 year review. Minor changes	ES&S Manager	ES&S Manager	12/20/2010
5	Reviewed and updated	ES&S Manager	ES&S Manager	03/30/2015
6	Policy revised expands on approved business and approved/prohibited locations.	ATL / Heath Bittel	ORD RLT	08/19/2016
7	Clarified music and head phones use	ATLs / Safety Supervisor	ORD RLT	8/31/2016
8	Incorporated REF-1056 Safe Use of Electronic Devices. Changed policy name. Merged Camera Use policy into document.	Operations/Safety/HR	ORD RLT	9/19/2017
9	Revised 3.5 and 3.8 for clarity.	Safety Supervisor	ORD RLT	2/7/2018
10	Revised 3.9 for contractor cell phone approval. Removed Appendix A form and adjusted appendices. Revised Appendix B to reflect changes.	Safety Supervisor	ORD RLT	6/20/2018

**APPENDIX A: CAMERA PASS APPROVAL FORM**

Name:			
Company:			
Area the Camera will be used:			
Expiration Date			
Escort Required by ORD Marathon Personnel?	Yes	No	
Permission given to provide pictures/videos to non-Marathon employee?	Yes	No	

\_\_\_\_\_  
 Department Manager Authorization Date

\_\_\_\_\_  
 Human Resources Authorization (If used for publishing purposes) Date

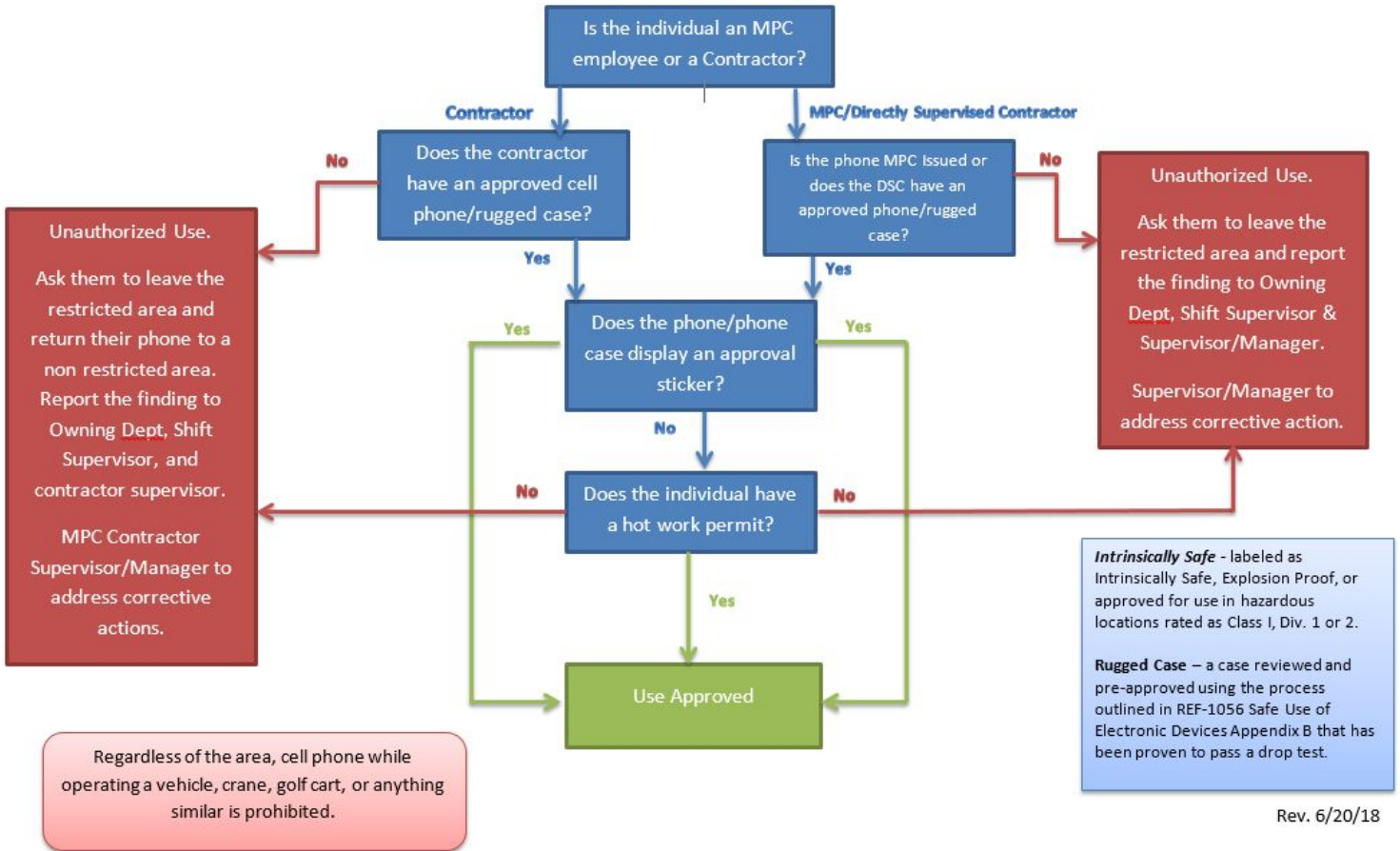
*Photographic information is not for sale, presentation advertising, or otherwise disclosed to third parties without written permission of Marathon.*

**Final approved original form goes to ES&S Department for retention.**

Copy of approved form to Contractor or ORD Escort.

### Guidelines for Enforcement of Cell Phone Use

If a worker is using a cell phone in a restricted area





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## **APPENDIX B**