

Marathon Petroleum Company Ohio Refining Division		
<b>FACIAL HAIR POLICY</b>	Document No.: <b>RDP-ESS0333-CN</b>	Effective Date: 10/25/2018
	Revision No.: <b>5</b>	Revision Date: 10/25/2018
	Records Retention: <b>Active+10</b>	Next Rev Date: 10/25/2023
	Document Custodian: <b>Industrial Hygienist</b>	Page 1 of 4

## 1.0 PURPOSE

In accordance with OSHA's Respiratory Protection Standard (29 CFR 1910.134), the Ohio Refining Division has the responsibility to ensure that all employees who are assigned to positions and activities requiring respiratory protection equipment must be able to obtain a satisfactory seal between the respirator and the wearers' skin.

## 2.0 REQUIREMENTS

Facial hair lying between the sealing surface of a respirator face piece and the wearers' skin will prevent a satisfactory seal. This can result in contaminants entering the face piece and places the employee at risk of exposure. Any growth of beard stubble may permit excessive contaminant penetration into a respirator.

Therefore it is the policy of the Canton Refinery that all employees and contractors must conform to the facial hair policy. The attached facial hair acceptability guide shows examples of acceptable and unacceptable facial hair growth (Appendix A).

Every employee who is required to wear a respirator shall receive the proper respirator, be trained in its use, have a quantitative respirator fit test and be medically certified to use a respirator. It shall be the responsibility of the employee to ensure that they do not have facial hair in the respirator seal area.

Canton Refinery supervision shall be responsible for enforcing the facial hair policy. Any employee who refuses to comply with the requirements of this policy shall be subjected to disciplinary action.

## 3.0 CONTRACTORS

Contractors whose safety pre-qualification requires them to have a Respiratory Protection Program and those contractors that will be entering into process unit limits or tank farm dike areas shall comply with this Policy.

## 4.0 EXCEPTIONS

4.1 Truck drivers, vendors, and visitors are exempt from this Policy.

4.2 All other personnel must fill out the Facial Hair Policy Waiver Form (Appendix B) that must be signed by a manager to be exempt from this Policy.

## 5.0 REFERENCES

5.1 ORD Respiratory Protection Program

5.2 OSHA's Respiratory Protection Standard (29 CFR 1910.134)

5.3 HLT-2005-DN Respiratory Protection Program – Appendix B: Facial Hair Graphic

## 6.0 APPENDICES

A - Facial Hair Graphic

B - Facial Hair Policy Waiver Form

## 7.0 REVISION HISTORY

Revision Number	Description of Change	Written by	Approved by	Revision Date	Effective Date
0	Origination	Safety Department	ES&S Manager	9/14/2007	9/14/2007
1	ORD employee exceptions to the Facial Hair Policy were removed	Industrial Hygienist	ES&S Manager	05/26/2009	05/26/2009

Marathon Petroleum Company		<b>FACIAL HAIR POLICY</b>			
Ohio Refining Division	Doc. No.: <b>RDP-ESS0333-CN</b>	Rev. No.: <b>5</b>	Effective: <b>10/25/2018</b>	<b>Page 2 of 4</b>	

2	Clarified contractor applicability to the policy.	Safety Supervisor	ES&S Manager	02/15/2010	02/15/2010
3	Added Facial Hair Policy Waiver Form	Industrial Hygienist	Safety Supervisor	09/23/2011	09/23/2011
4	3 year review – no changes	Industrial Hygienist	Safety Supervisor	3/6/2015	3/6/2015
5	3 year review – no changes	Industrial Hygienist	Safety Supervisor	10/25/2018	10/25/2018

## APPENDIX A – Facial Hair Graphic

**Unacceptable**



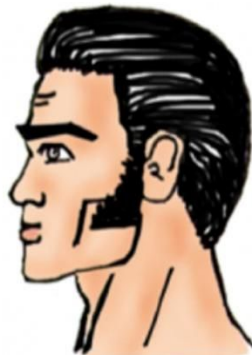
Full Beard



Goatee & Narrow Mustache



Goatee & Wide Mustache



Extended Side Burns

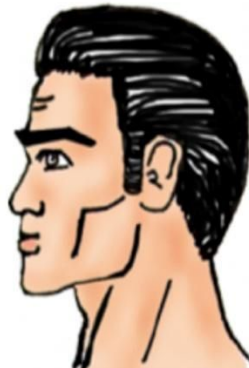


Fu Manchu Mustache



Wide Mustache

**Acceptable**



Narrow Mustache



Chin Hair

### APPENDIX B – Facial Hair Policy Waiver Form

Name:			
Company:			
Area work will be performed:			
Expires:			
Escort Required by ORD Marathon Personnel?	Yes	No	

---

Department Manager Authorization

Date

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

Copy of approved form to Contractor or ORD Escort.