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| Marathon Petroleum Company Ohio Refining Division | | |
| SMOKING POLICY | Document No.: RDP-ESS0335-CN | Effective Date: 04/11/2019 |
| | Revision No.: 7 | Revision Date: 04/11/2019 |
| | Records Retention: Active+10 | Next Rev. Date: 04/11/2024 |
| | Document Custodian: Safety Supervisor | Page 1 of 3 |

1.0 PURPOSE

The purpose of this policy is to maintain compliance with the Corporate Smoking Policy and the Ohio Revised Code - 3794 and provide a healthy and safe work environment for its employees on the Marathon Petroleum Company LP Ohio Refining Division premises.

2.0 REQUIREMENTS

- 2.1. The provisions of this policy are applicable to all employees, Contractors, and visitors.
- 2.2. Smoking, which includes the use of E-cigarettes, is prohibited in all Company buildings, shops, trailers, vehicles, and areas adjacent to entrances, exits, gates and buildings.
- 2.3. Smoking is prohibited in any vehicles inside the refinery and in Company vehicles at all times.
 - 2.3.1. Smoking is permitted in personal vehicles in parking lots outside of the refinery.
 - 2.3.2. Cigarette butts shall not be deposited on company property (i.e., parking lots, refinery gates, etc.).
- 2.4. Only double-action lighters ("Zippo"-type) are permitted inside the refinery. "Bic" lighters and strike-anywhere matches are prohibited.
- 2.5. PPE requirements in Designated Smoking Areas shall conform to SPI 30B *Minimum PPE Plot Plan* in which the Designated Smoking Areas is located, with the exception of hardhats.
- 2.6. Smoking Area users shall maintain the smoking areas in a neat and orderly manner.
- 2.7. Assurance of Designated Smoking Area requirements will be managed via the area's Building and Grounds Standards Tier I Audit Program.
- 2.8. Smoking Areas will be closed in the event housekeeping is not properly maintained.
- 2.9. Temporary Designated Smoking Areas can be requested by completing the Temporary Designated Smoking Area Approval Form (Appendix A).
- 2.10. Temporary Designated Smoking Area Approval Forms shall be maintained by the HES&S Admin Assistant and a copy posted at the smoking area.
- 2.11. Designated Smoking Area requirements:
 - No sides on shelter if located within a 0.6 psi blast zone.
 - Maximum two sides on shelter if located outside a 0.6 psi blast zone.
 - 10lb ABC Fire Extinguisher mounted approximately 3 feet off the ground.
 - Metal bucket with sand or cigarette disposal receptacle
 - Signage reading "Designated Smoking Area"
 - Trash can

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| Marathon Petroleum Company | | SMOKING POLICY | | | |
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| DESIGNATED SMOKING AREAS | |
|--|---|
| North Forty Area | |
| East side of Construction "6-Wide" Office | East side of Construction "Double-Wide" Trailer |
| West side of Contractor Break Rooms | North side of North Old E&I Shop |
| East side of Contractor Break Rooms | East side of G Gate |
| North Area | |
| North side of NASA Control Room | |
| South Area/Utilities | |
| North side of South Area LOTO | West side of Utilities Control Room |
| West side of WWTP Press Building | West side of WWTP Carbon Filter Building |
| Product Control | |
| East side of Pumper B Building | East side of Asphalt Control Room |
| North side of Employee Changehouse | East side of Fire Hall |
| Maintenance Shops/MOB/SOC/Stark Office Buildings | |
| North side of Maintenance Weld Shop | East side of SOC I |
| South side of SOC III | South side of Stark Building |

3.0 REFERENCES

- 3.1. Corporate Smoking Policy
- 3.2. SPI 30B Minimum PPE Plot Plan
- 3.3. Building and Grounds Standards Tier I Audit Program

4.0 APPENDICES

- 4.1. Temporary Designated Smoking Area Approval Form

5.0 REVISION HISTORY

| Revision number | Description of change | Written by | Approved by | Revision Date | Effective Date |
|-----------------|---|---------------------|-------------------|---------------|----------------|
| 1 | Changes in the Ohio Revised Code-3794 | Human Resources | Human Resources | 12/07/2007 | 12/07/2007 |
| 2 | Review 12/7/2008 | | | N/A | |
| 3 | Major revision of policy. Document Custodian changed from HR (RGD-H004-CN) to ES&S. | Safety Supervisor | RLT | 3/14/2012 | 05/01/2012 |
| 4 | Changed metal trash cans to just trash cans | Safety Professional | Safety Supervisor | 04/10/2012 | 05/01/2012 |
| 5 | Reviewed, no changes required | H Bittel | Safety Dept | 03/26/2015 | 03/26/2015 |
| 6 | Added E-Cigarettes to section 2.2 | H Bittel | Safety Dept | 10/08/2015 | 10/08/2015 |
| 7 | Reviewed. No changes required. | Safety Supervisor | Safety Supervisor | 04/11/2019 | 04/11/2019 |

Temporary Designated Smoking Area Approval Form

| | |
|-----------|--|
| Location: | |
| Area: | |

| | |
|-----------------|------------------|
| Effective Date: | Expiration Date: |
|-----------------|------------------|

| Smoking Area Requirements Compliant? | Yes | No |
|--|-----|----|
| No sides on shelter if located within a 0.6 psi blast zone | | |
| Maximum two sides on shelter if located outside a 0.6 psi blast zone | | |
| "Designated Smoking Area" signage posted | | |
| 10lb ABC fire extinguisher mounted approximately 3 feet off the ground | | |
| Metal bucket with sand or cigarette disposal receptacle (stock # 72-991-058) | | |
| Trash can | | |

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|----------------------------|-----------|
| Requester: | Date : |
| Building Manager Approval: | Date : |