

Authored By: Keri Pomatto	Catlettsburg Refining, LLC Marathon Petroleum Company LP General Safety Rules	Doc No.: RSW-GS-SWI-01-CB Rev No: 28
Doc Custodian: Safety Department		Safe Work Instruction
Approved By: Safety Supervisor		
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General Safety Rules

Overview

Purpose Define safe work practices not covered by a specific Safe Work Instruction (SWI). In addition to MPC Catlettsburg Refining employees, it is mandatory that contractors and visitors follow this SWI and all other SWI's.

Scope These rules apply to all work and all people at the Catlettsburg Refining, LLC.

Records Retention Printed copies of this document should not be retained more than 12 months.

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1.0 References

Description	Number
Operating Unit Access Control	RSW-GS-SWI-024-CB
Injury/Illness Reporting	RSW-EP-AS-SWI-02-CB
Respiratory Protection Program	RSW-PS-P-06-CB
Fire Water System	RSW-OS-SWI-06-CB
Personal Protective Equipment Program	RSW-PS-P-07-CB
Elevated Work	RSW-PS-SWI-01-CB
Control of Hazardous Energy (LOTO)	RSW-EP-PR-SWI-07
Safe Work Permit (SWP)	RSW-PR-SWI-01-CB
Motor Vehicle Safety	RSW-GS-SWI-03-CB
Powered Industrial Trucks	RSW-OS-SWI-13-CB
Compressed Gas Cylinders Safety	RSW-OS-SWI-10-CB
Electrical Safe Work Practices (RSP)	RSP-1162-000

2.0 Responsibilities

- 2.1 Everyone working at the Catlettsburg Refinery shall know, understand and abide by the rules addressed in this work instruction.
- 2.2 Supervision shall administer and enforce these rules.

3.0 General Requirements

- 3.1 In most cases, contractors shall supply and use their own tools and equipment and ensure that all of the equipment is safe to operate and meets Refinery, State and Federal requirements. The loaning of tools to contractors requires that the specific tool category (pipe wrench, grinder, crane, etc.) be preapproved and documented on the [Approved Contractor Tools and Equipment List](#), which will be maintained by the Maintenance Department.
- 3.2 Do not operate or work on any equipment unless you are trained in the hazards (procedures, SDS, Process Overview Pamphlets, etc.), use of, and assigned responsibility for the equipment.
- 3.3 Additional Safe Work Instructions (SWIs) are available on the MPC Connect Catlettsburg home page under the ES&S page and then select the Safe Work Instructions (SWI) and Forms.

4.0 Selection of Walking-Working Surfaces

- 4.1 Proper selection of walking-surfaces aids in the elimination of unnecessary risk of slips, trips, falls or striking an object with the body. Established and/or engineered walking-working surfaces shall be utilized when available to avoid hazards. As a last

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resort, a non-standard walking-working surface may be utilized but only after the SLAM process is utilized to look for, analyze and mitigate hazards (e.g., slips, trips, falls, low clearance, pinch points, cut hazards, thermal hazards, etc.). If a walking-working surface is found to be deficient and the issue cannot be resolved without additional resources, a safety work notification shall be entered.

- 4.2 Examples of inappropriate walking-working surfaces include but are not limited to: obstructed paths, sloped portions of earthen tank dike walls, large stone “riprap” covered surfaces, slippery surfaces, surfaces with poor housekeeping and shortcuts.
- 4.3 Examples of appropriate walking-working surfaces include but are not limited to: paved surfaces, concrete surfaces, graveled surface, sidewalks, stairs, fixed platforms, scaffold platforms and scaffold stairs.

5.0 Unit Access Rules

- 5.1 Refer to Operating Unit Access Control [RSW-GS-SWI-024-CB](#) for further information.
- 5.2 Obey all area or departmental safety rules and procedures. Each employee must know and follow all departmental safety procedures in doing his/her particular job. Each department may supplement these basic safety rules with their specific rules as required. Area/Departmental rules must not be less stringent than refinery rules.

6.0 Drugs Alcohol Weapons

- 6.1 The use or possession of alcohol or unauthorized drugs on refinery property is prohibited. No one under the influence of alcohol or illegal drugs is permitted in the refinery. Employees are responsible to notify the Medical Department in writing when they are taking prescription or nonprescription medicine or substance, which may impair their judgment or performance.
- 6.2 Possession, use or concealing of any weapons, on Company premises is prohibited unless licensed and located in designated parking for weapons.

7.0 Horseplay

- 7.1 Horseplay or performing acts intended to startle or distract fellow employees while on CRLLC property is prohibited.

8.0 Injury/Illness Reporting

For complete information see Injury/Illness Reporting [RSW-EP-AS-SWI-02-CB](#).

- 8.1 Report immediately (upon discovery) all work related injuries, illnesses and chemical exposures to your Supervisor or to the Shift Foreman. If an injury surfaces or

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worsens after work hours, and you feel you need further medical attention, contact the immediate Supervisor and seek medical attention if needed.

- 8.2 The preliminary investigation report (191 Form) is completed by the injured employee's immediate Supervisor or Shift Foreman and forwarded to the Safety Department electronically.

9.0 Hazard Reporting

- 9.1 All employees must report hazardous conditions including safety, health and environmental hazards to their immediate Supervisor as soon as the hazard is recognized.
- 9.2 When an imminent danger hazard is identified, affected work shall stop immediately and remain stopped until the hazard is abated.

10.0 Smoking

- 10.1 Smoking and vapor cigarette use is only permitted in designated smoking areas.
- 10.2 See Attachment A.3 for designated area smoking requirements. (Current designated smoking areas are required to meet these revised requirements by 06/01/16.)
- 10.3 No smoking is allowed when the Whelen alarm sounds for an emergency.
- 10.4 Strike anywhere matches and single action lighters are prohibited in the refinery.

11.0 Housekeeping

- 11.1 Good housekeeping is the responsibility of every employee. All work areas are to be kept as clean and orderly as possible. It is the responsibility of the persons performing the work to ensure that the work site is kept clean.
- 11.2 All waste and debris shall be removed after job completion or at least daily from the work area and placed in a trash container or stored in a manner that will not to create a hazard.

12.0 Facial Hair/Hair Length

- 12.1. Beards are prohibited within the refinery. Mustaches and short sideburns are permitted if they do not interfere with the facial seal of respirator. Diagram of facial hair requirements can be viewed in Attachment A.1. Further information and requirements are provided in the Respiratory Protection Program [RSW-PS-P-06-CB](#).

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Exceptions: Truck drivers making deliveries or pickups are not covered by the facial hair policy. Other exceptions for non MPC employees may be approved by the appropriate Department Manager by completing the facial hair waiver form in Attachment A.2.

- 12.2 Hair length longer than the shoulders must be tied or netted at or above shoulder length when working around rotating equipment.

13.0 Personal Electronic Devices

- 13.1 Portable hand held electronic equipment such as PDAs, cell phones, radios, cameras etc. are not permitted within unit battery limits, tank farm diked areas, or other electrically classified areas unless they are approved for the electrical classification of the area or are listed in the hot work section of a completed SWP.
 - 13.1.1 **PHONES** – All cell phones that are not intrinsically safe must be turned off before entering process units or electrically classified areas. Non-intrinsically safe cell phones may be left turned on while traveling to and from offices, control rooms, break rooms and shops via roadways. Non-intrinsically safe cell phones are permitted to be used inside of offices, control rooms, break rooms, shops, and parked enclosed vehicles. Only intrinsically safe cell phone use is permitted outside of offices, control rooms, break rooms and shops. No driving is allowed in the refinery while talking on any type cell phone.
 - 13.1.2 **CAMERAS** - Non MPC employees may only use a camera in the refinery with permission from the Human Resources Department. The photographer must have a completed copy of the [Camera Pass](#).
 - 13.1.3 **FLASHLIGHTS** - Only FM approved or UL listed flashlights supplied or approved by the CRLLC Safety Department are permitted in the refinery.

14.0 Emergency Response

- 14.1 Do not obstruct traffic or congregate at the scene of emergencies. Pedestrians must walk to the side of the road and refrain from blocking vehicle traffic.
- 14.2 In the event of an emergency, all vehicles must move to the side of the road. Turn off the engine, leave keys in the ignition, exit the vehicle and proceed on foot to the nearest assembly point.
- 14.3 Only authorized personnel who are in contact with the Incident Commander and authorized to drive during emergencies may do so in accordance with the ONE PLAN.
- 14.4 Everyone must report to an assembly areas and follow head count procedures.

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- 14.5 During emergencies, follow instructions provided by the emergency warning (Whelen) notification system.
- 14.6 Firefighting equipment, except fire hydrants, is for emergency use only. For further guidance refer to the Fire Water System [RSW-OS-SWI-06-CB](#).
- 14.7 Firefighting equipment and emergency routes are to be kept free from obstruction unless approved by the Fire Chief and Owning Department.

15.0 Hygiene Rules

- 15.1 Avoid skin contact with human blood, chemicals, hydrocarbons or any other potentially harmful substance.
- 15.2 Eating and drinking are not allowed in any area containing toxic materials. Eating areas shall be maintained clean and sanitary.

Exception: Supplied water jugs and disposable cups are allowed to be used in a safe area where they will not be contaminated.

- 15.3 The use of gasoline or other non-approved solvents for washing hands, clothes, tools and equipment is prohibited.
- 15.4 Toilet facilities shall be provided and maintained in a sanitary condition.
- 15.5 Compressed air greater than 20 psig is not to be applied to your body, clothing or that of others. The nozzle on air lines used for cleaning of personnel will have a pressure regulator set to maintain the air pressure to less than 20 psig.

16.0 Personal Protective Equipment

- 16.1 Personal protective equipment and safety devices must be used as required and must not be altered in any manner. The use of damaged or malfunctioning personal protective equipment is prohibited.
- 16.2 For additional information on PPE refer to Safe Work Instructions: Personal Protective Equipment Program [RSW-PS-P-07-CB](#), Respiratory Protection Program [RSW-PS-P-06-CB](#) and Elevated Work [RSW-PS-SWI-01-CB](#).
- 16.3 An employee must be familiar with all protective equipment and clothing that may be required for a job. The employee shall make certain that equipment is the correct type and in acceptable condition before it is used.
- 16.4 Employees performing work shall use the protective equipment and clothing as required by specific Programs and SWIs.
- 16.5 If an employee is not sure what protective devices and equipment are required, they shall contact their Supervisor or the Safety Department.

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17.0 Permits

For complete information, refer to the permit section of SWIs found on the Safety Department SWI page.

- 17.1 Follow the Control of Hazardous Energy (LOTO) [RSW-EP-PR-SWI-07](#) to ensure equipment is isolated, deenergized and ready for servicing.
- 17.2 A Safe Work Permit (SWP) [RSW-PR-SWI-01-CB](#) is required for authorization of any physical work in the refinery and must be obtained before work is initiated.
- 17.3 The Hot Work section of the SWP must be completed prior to work involving welding, burning or the use of an open flame, or spark producing equipment.
- 17.4 The Confined Space Entry section of the SWP must be completed prior to an employee entering any confined space.

18.0 Traffic/Roadway Safety

- 18.1 All hoses and power cords that cross plant roadways must be protected from damage by the person installing the hose or power cord.
- 18.2 Pedestrians have the right of way; pedestrians should walk to the side of roadways to allow vehicles to pass.
- 18.3 Obey all posted traffic signs, the refinery speed limit is 15 miles per hour unless otherwise posted.
- 18.4 Taking shortcuts through process units or diked areas is prohibited.
- 18.5 The speed limit is 5 mph when driving through steam or fog that reduces visibility. Personnel must not drive through dense fog which severely limits visibility.

19.0 Tricycles

- 19.1 Maintain tricycles in good working condition
- 19.2 Tricycles will be inspected before each use. This pre-use inspection does not require documentation. However, any deficiencies needing pair should be reported to the Garage and the tricycle should not be used if unsafe. The following items should inspected:
 - 19.2.1 Wheels are secured to the frame
 - 19.2.2 There are no bulges, cuts, worn or bald spots on the tires
 - 19.2.3 Brakes are functional
 - 19.2.4 Chain is in good condition, tight and lubricated
 - 19.2.5 Pedals are secure

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- 19.2.6 Seat is secure
- 19.2.7 Handlebars are straight and secure
- 19.2.8 Frame is in good condition.
- 19.2.9 Reflectors are attached to the pedals, wheels, front and back of tricycle

19.3 Tricycles will be fully inspected and documented on a quarterly basis by each Area Team and/or Department.

18.3.1 Inspection sheets will be turned in to the Garage and will be kept for a minimum of 1 year. See Attachment A.5 for inspection sheet.

19.4 When a tricycle needs repair, contact the Garage Admin. x6445.

19.5 Each tricycle will have its own identification name/number and weight limit attached to the frame that will be provided by the Warehouse.

19.6 All tricycles inside the refinery will have reflectors on the pedals, wheels, front and back.

19.7 Only one person is allowed on a tricycle.

19.8 There shall be no standing on the pedals.

19.9 Objects shall be carried only in racks or baskets designed specially as a tricycle attachment.

19.10 The use of tricycles shall be restricted to roadways.

19.11 Tricycles will only be purchased through the warehouse. See Attachment A.6 for stock item number.

19.11.1 Bicycles will no longer be allowed after February 28, 2019.

19.12 Do not ride tricycles during snow or ice conditions.

19.13 Tricycles can only be used if approved by your Department Manager.

20.0 Powered Vehicles

20.1 Vehicles unattended or parked (except in the MOB, CCB, H-Coal, E&I Shop and the 3 change house parking lots) must have the motor off, key in the ignition and the transmission positioned in park (automatic) or in gear (manual). Some diesel-driven heavy equipment may require continuous operation, particularly in cold weather. In such cases, the brakes must be set, wheels chocked, controls locked in a neutral position, outriggers lowered, or other means to prevent movement, before leaving the vehicle.

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20.2 Do not ride in vehicles unless you are sitting on seats provided for that purpose. Do not get on or off moving vehicles at any time. Riding on running boards or having any part of the body extending outside the truck bed is strictly prohibited.

20.3 Drivers must have a valid Driver's/Operator's license.

20.4 Use of seatbelts and shoulder harnesses is required in motor vehicles equipped with them at any time the vehicle is in motion on a public roadway.

20.4.1 When driving on company property, seatbelt use is required for all employees and contractors while driving motor vehicles equipped with seatbelts.

20.4.2 If the motor vehicle is not equipped with seatbelts, personnel must use caution while driving.

20.4.3 If it is necessary to transport personnel without the use of seatbelts, the motor vehicle shall be driven at a low rate of speed.

20.4.4 Seatbelts and/or shoulder harnesses shall not be removed from any vehicle which had them installed from the factory.

20.4.5 All contractor and company vehicles are required to have a high visibility seat belt cover attached to the seatbelt.

Note: For additional information see Motor Vehicle Safety [RSW-GS-SWI-03-CB](#).

20.5 Keys must be left in vehicles parked in the refinery. Exceptions are the MOB, HCoal and three change house parking lots.

20.6 Vehicles must not be driven into restricted areas without owning department permission.

20.7 All loads which may shift must be securely tied down.

20.8 Vehicles used on roadway after dark shall be equipped with headlights and tail lights (except cranes). Vehicles such as golf carts shall be equipped with headlights, tail lights and brake lights. Reflective tape is also to be placed on the rear bumpers.

21.0 Fueling

21.1 Do not fuel vehicles while the engine is running.

21.2 Do not reenter the vehicle during fueling as static electricity may ignite gasoline vapors.

21.3 Remain in view of the nozzle.

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21.4 Do not use a cell phone or other electronic devices.

21.5 Use only approved portable fuel containers (the approved container for gasoline is a red Type 1 metal container), set the container on the ground before re-filling it (do not fill containers in the bed of equipment) and keep the nozzle in contact with the container.

22.0 Railroad Crossings

22.1 Drivers shall yield right of way to pedestrians, bicycles, or vehicles coming off of railroad crossings.

22.2 Personnel crossing a rail crossing not equipped with flashing lights or a gate should do so with caution.

22.3 Red flashing lights and/or the closed crossing gates indicate that the crossing is closed until the gates lifts or the lights stop flashing.

22.4 If the gates and/or flashing lights appear to be malfunctioning or a train is stationary in the flashing or gates-down position,

22.4.1 Drivers should use an alternative rail crossing to get to their destination or cross the tracks when directed by a railroad, security or MPC employee.

22.4.2 Pedestrians may cross the tracks without being directed to do so provided that they have a clear line of sight of the railroad tracks in both directions.

23.0 Barricades and Road Closings

For complete information see Barricading [RSW-GS-SWI-07-CB](#).

23.1 In non-emergency situations if it becomes necessary to obstruct any roadway, contact the Refinery Fire Chief 24 hours in advance or with as much notice as possible prior to closing the roadway.

23.2 Barricades will be used around equipment or objects on or near the sides of roadways to make personnel aware of possible hazards in that area.

23.3 Warning lights must be provided for excavations or manholes that are left open overnight on a roadway. Warning lights must be in good operating condition.

23.4 Driving around barricades, flagging, cones, etc., used to block a road, is prohibited.

23.5 Barricade tape usage:

23.5.1 Barricades will be used around equipment or objects on or near the sides of roadways to make personnel aware of possible hazards in that area.

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- 23.5.2 Barricade tape is not acceptable where a fall hazard exists; hard barricades or hole covers must be installed.
- 23.5.3 Barricade devices shall be removed promptly when the hazard they are intended to identify no longer exists. Barricade devices shall be dismantled and properly stored when the need for such devices no longer exists.
- 23.5.4 Barricade tape used as a temporary barrier shall be chosen according to the nature of the hazard and be maintained between 36 inches and 42 inches high.
- 23.5.5 Completed barricade tags are required on all sides of the barricaded area. The tags must contain information on the hazards within the barricade, the date erected, the contact person, the contact's department, special instructions and contact person's radio channel. The tags should be legible, clearly visible from all approaches of the barricade. Use of permanent/weatherproof markers to complete the barricade tag is required. Tags shall be replaced when they become faded and/or difficult to read.
- 23.6 All locations where personnel are likely to be burned by steam leaks must be barricaded until repairs are made.
- 23.7 If a roadway is closed, a sign stating that the road is closed ahead should be placed at the closest intersection to inform personnel of the road closure ahead.
- 23.8 Covered excavations and holes shall be able to support anticipated loads, shall be of sufficient weight as not to float off and must not cause a tripping hazard.
- 23.9 All temporary walking/working surface openings in which a person could fall through shall be continuously attended or covered with a substantial cover or have a railing on all exposed sides.

24.0 Powered Industrial Trucks

For complete information see Powered Industrial Trucks [RSW-OS-SWI-13-CB](#).

- 24.1 Modifications and additions which affect capacity and safe operation must not be performed without manufacturer written approval.
- 24.2 Only properly trained personnel are permitted to operate powered industrial trucks.
- 24.3 Personnel must not stand or pass under the elevated portion of the powered industrial truck, whether loaded or empty.

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- 24.4 If at any time a powered industrial truck is found to be in need of repair or is defective, which creates an unsafe condition, it must be taken out of service until it has been restored to safe operating condition.
- 24.5 Do not operate powered industrial trucks without proper authorization inside process unit battery limits, tank dikes or other areas where flammable vapors may be present.
- 24.6 Piping, or any other material, must not be picked up with a sling, shackles, rings or chains that are hung over the fork of a forklift without the manufacturers written approval.
- 24.7 It is acceptable to lift piping, or other material, with an engineered device approved by the forklift manufacturer.

25.0 Water Systems

- 25.1 A pipe or hose conveying city water shall not be connected to any other process piping, system or tank.
- 25.2 When a fire hose is used to wash out equipment, sewers, vessels, tanks, etc., which contain or could contain flammable gases and liquids with a flash point less than 140°F, the bonding of the wire to the fire hose nozzle shall be done with at least a hose clamp to ensure that good contact is maintained during the washing process
- 25.3 When connecting water hoses from hydrants to refinery process unit equipment, tanks or any other equipment, two separate and distinct check valves shall be installed between the water hose and the equipment involved to prevent a reverse flow situation. The check valves should be installed as near as possible to the equipment rather than the hydrant.
- 25.4 Hoses of any type are not to be attached to the discharge end of a fire water monitor. The swivel joints are not designed to support the additional weight of the hose and water.
- 25.5 For additional information on the refinery fire water system see Fire water System [RSW-OS-SWI-06-CB](#).

26.0 Building Fire Protection

- 26.1 In order to reduce the likelihood of a fire in building and trailer offices the items listed below shall be followed:
 - 26.1.1 Only appliances that are UL Listed or FM Approved shall be used in office buildings.

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- 26.1.2 Only extension cords approved by the MPC Electrical Department shall be used.
- 26.1.3 Do not run power cords under carpet or rugs.
- 26.1.4 Do not store combustible materials immediately adjacent to electrical equipment.
- 26.1.5 Samples, larger than one ounce, may not be brought into or stored in office buildings, trailers or control rooms inside the Catlettsburg Refinery. Samples shall be identified by: chemical; product; Refinery name; health, fire, stability and reactivity information; date and time of collection; name of responsible person (sample collector/deliverer) and name of person requesting the sample and special sample retention requirement (if applicable).
- 26.1.6 Only electrical surge protectors in good condition and approved by the Electrical Department can be used.
- 26.1.7 Daisy chaining surge protectors, power strips and extension cords are not permitted.
- 26.1.8 Report suspicious odors to your Supervisor/Manager. Complete a detailed search until the source is found. If the source is not found, the Supervisor/Manager must report the suspicious odor to the Refinery Fire Chief.
- 26.2 At the discretion of Department Managers, fire proof filing cabinets will be used to protect critical documents.
- 26.3 Portable heating devices may be used by employees. However, they must be approved devices and turned off when not attended
- 26.4 Contact Facilities Maintenance to ensure your space heater is approved and is labeled "Approved Appliance." An approved appliance will meet the following specifications at a minimum:
 - 26.4.1 Heating element must be guarded
 - 26.4.2 Tip-over shutdown safety feature
 - 26.4.3 Must be UL listed

27.0 Compressed Gas Cylinders

For complete information see Compressed Gas Cylinders Safety [RSW-OS-SWI-10-CB](#).

- 27.1 When cylinders are left unattended with hose and torch still connected, cylinder valves must be closed to prevent accidental gas release.

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27.2 Do not store cylinders next to heat sources.

27.3 All cylinders in service or in storage shall be secured to prevent falling. Racks or chains will be used to hold them securely.

Note: Do not use rope to secure cylinders

27.4 All temporary compressed gas cylinders must be removed from process units and tank farms at completion of job scope.

27.5 When feasible, flammable gas cylinders shall be stored outdoors.

28.0 Machine Guarding

28.1 Keep safety guards in place. Equipment must not be operated when guards are removed except as permitted by LOTO.

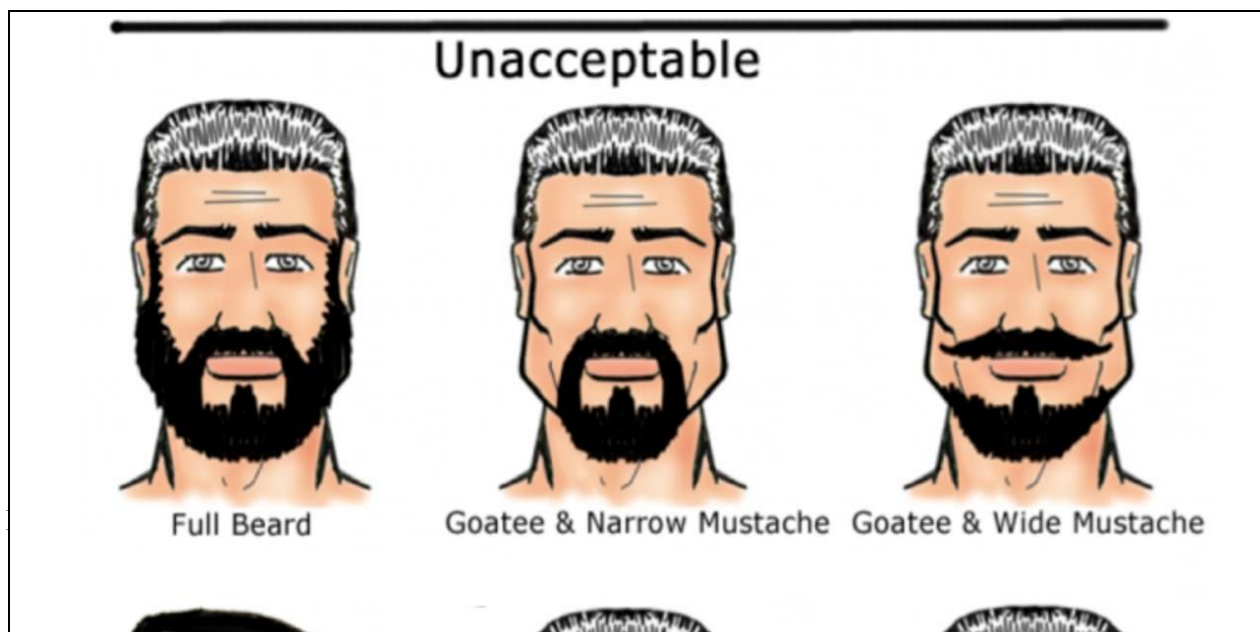
28.2 When power operated tools are designed to accommodate guards, they must be equipped with such guards when in use.

29.0 Electrical

For information see Electrical Safe Work Practices (RSP) [RSP-1162-000](#) shown on the ES&S Webpage.

30.0 Appendix A: Attachments

- A.1 Illustration of Facial Hair Requirements
- A.2 Facial Hair Policy Wavier Form
- A.3 Designated Smoking Areas Requirements
- A.4 Designated Smoking Area Approval Form



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A.1 Illustration of Facial Hair Requirements

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A.2 Facial Hair Policy Waiver Form

MARATHON PETROLEUM COMPANY LLC
Catlettsburg Refining, LLC

Date: _____

WAIVER OF FACIAL HAIR POLICY

A temporary waiver of the Catlettsburg Refinery, LLC Facial Hair Policy is being temporarily issued to:

_____, (Employee name & company, or company only) for the purposes of performing the following work at the specified location within the refinery:

This waiver is valid for the following dates: _____

Department Manager

NOTES:

- This waiver must be kept with the individual to which it was issued and a copy provided to Security when entering the gate.
- The waiver can only be written up to a 12 month period.

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A.3 Designated Smoking Area Requirements

1. Location approved by Area Team Leader and Safety Representative through the use of the Designated Smoking Area Approval Form located in Appendix A.4
2. Green "Designated Smoking Area" Sign
3. No smoking on porches or combustible floors
4. 10 lb. A-B-C fire extinguisher
5. Metal trash can for disposal of trash
6. Commercial steel base cigarette butt container for disposal of cigarette butts
7. Up to a single wall that does not introduce a safety hazard (e.g., cut hazard, puncture hazard, egress hazard) is permitted.
8. No fans, heating or air conditioning units permitted in smoking areas
9. No plastic buckets or plastic trash cans permitted in smoking areas
10. Owners will maintain and periodically audit designated smoking areas within their area of responsibility


Example of Approved Designated Smoking Area



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A.4 Designated Smoking Area Approval Form

Reference: For the most up-to-date, working copy of this form go to: [Form # SAF266](#)



Designated Smoking Area Approval Form

Purpose: To document approval of a "Designated Smoking Area". All smoking areas shall have proper documentation and requirements listed below prior to opening the location for smoking use.

Permanent
 Temporary
 Removal Date: _____

Requirements Checklist	Compliant
Green "Designated Smoking Area" Sign	
10 Pound A-B-C Fire Extinguisher	
Commercial Steel Base Cigarette Butt Container	
Metal Bucket for Disposal of Trash	
Up to a Single Wall That Does Not Introduce a Safety Hazard (e.g., Cut Hazard, Puncture Hazard, Egress Hazard)	
Not Located on a Porch or Combustible Floor	
No Air Conditioning or Heating Units	
No Plastic Buckets or Plastic Trash Cans	

Date: _____

Location: _____

Area Team: _____

Area Team Leader/Area Supervisor:

Print: _____

Sign: _____

Safety Representative:

Print: _____

Sign: _____

FORM # SAF266 rev.0; 2/12/18

A.5 Standardized Tricycle

Catlettsburg Refining, LLC	Safe Work Instruction	
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A.6 Tricycle Inspection Sheet

Reference: For the most up-to-date, working copy of this form go to: [Form # SAF048](#)

Tricycle Inspection Sheet				
Inspector: _____	Time: _____			
Supervisor: _____	Inspection Date: _____			
Department: _____	Area: _____			
A Checklist for All Tricycles		Pass	Fail	N/A
Wheels	Do the wheels spin properly?			
	Are wheels centered and secure in frame?			
	Is the wheel rim round when spinned?			
	Do the wheels run properly, without wobbling?			
Tires	Any bulges, cuts, worn or bald spots?			
	Are the tires firm?			
	Is the tread good?			
Brakes	Are they working and secure?			
	Cables and casings in good shape?			
	Do the brakes stop the bike quickly and smoothly?			
Spokes	Are the spokes right and in place?			
	Are the spokes unbroken? (If the spokes are tight, they will make a high pitched noise when plucked.)			
Chain	Is the chain in good condition?			
	Has the chain been lubricated?			
	Is the chain clean?			
	Does the chain fit snugly and have the proper tension? (It should fit snugly, with no more than 2 inch slack. If links are rusted or frozen, the chain should be replaced.)			
Pedals	Are the pedals secure?			
	Do pedals turn easily without moving from side to side?			
	Are the reflectors in place?			
Seat	Is the seat adjusted?			
	Is the seat secure?			
	Is the seat parallel to the ground?			
Handlebars	Are they straight and secure?			
	Are the hand grips in place and not sliding off?			
Frame	Is the frame clean?			
	Is the frame strong enough for rider?			
	Are nuts, bolts and fasteners tight?			
	Is paint smooth and free of wrinkles? (Wrinkled paint may indicate frame weakness or damage.)			
Reflectors	Are there reflectors on the pedals, wheels, front and back?			
	Are the reflectors clean and firmly attached?			

FORM # SAF048; Rev. 1; 10/11/2018

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Revision History

Complete the following table for each document revision.

Rev. No.	Description of Change	Author	Approved By	Rev. Date	Effective Date
5	Revision started in Doc. Librarian				
6	Added additional rules (41& 42)	Paul Peter	RMT	12/1/03	01/01/04
7	Language change	Paul Peter	RMT	05/14/04	07/15/04
9	Changed telephone number for Darin Barber	Darin Barber	RMT	12/22/05	12/27/05
10	Updated Header, data changes	Darin Barber	RMT	01/30/07	03/01/07
11	Updated Header	Darin Barber	RMT	11/14/07	12/10/07
12	Deleted # 2 & 3 under Unit Access & rules	Greg Gibson	RMT	11/14/07	12/10/07
13	New form	Jonathan Scott	RMT	09/04/09	09/05/09
14	Changes made per Greg Gibson	Greg Gibson	RMT	09/07/10	09/07/10
15	Added H/R revision - camera pass	Greg Gibson	RMT	09/07/10	09/07/10
16		Greg Gibson	RMT	06/07/11	06/07/11
17	Removed Lightning language	Teddi Mansfield	RMT	08/04/11	08/05/11
18	Changed verbiage under powered vehicles to reflect requirement of harness.	Greg Gibson	RMT	08/04/11	08/05/11
19	Added Revision History	Dee Hill		02/25/14	
20	Added Records Retention; Added Attachment A.1 Illustration of Facial Hair Requirements; Added the use of bicycles to restricted roadways	Keri Pomatto	RMT	3/12/15	3/12/15

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21	Added/revise content to Smoking section. Added/revise content and photo in Designated Smoking Area Requirements. Added Appendix A.5 Smoking Area Approval Form. Added seat belt cover requirement. Added content to portable heating devices.	Seth Overly	RMT	11/17/15	11/17/15
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Revision History (continued)

Rev. No.	Description of Change	Author	Approved By	Rev. Date	Effective Date
22	Changed designated smoking area compliance date to June 1, 2016.	Seth Overly	RMT	11/19/15	11/19/15
23	Changed electrical reference to the RSP.	Keri Pomatto	Seth Overly	12/13/16	12/13/16
24	Updated barricading information to reflect new Barricading SWI.	Keri Pomatto	Greg Gibson	3/1/17	3/1/17
25	p.3, section 4.0; per R20171457-001, revised to detail walking/working surfaces with examples of acceptable and unacceptable practices.	Seth Overly	RMT	2/1/18	2/1/18
26	p.16, per Manager's SIP meeting review, modified designated smoking area requirements to permit a single wall on shelters; p. 17, updated Designated Smoking Area Approval Form.	Seth Overly	RMT	2/13/18	2/13/18
27	p.8 updated bicycle to tricycle, inspection of tricycles, adding identification to each tricycle, standardized tricycle to be purchased.	Keri Pomatto	RMT	10/11/18	10/11/18

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	p.19, picture of standardized tricycle. p. 20 added tricycle inspection sheet.				
28	p.9 updated the allowance of parked motor vehicles to be left running in certain parking lots while unattended and that tricycles are only allowed to be used when approved by Department Managers.	Keri Pomatto	Greg Gibson	10/17/18	10/17/18