
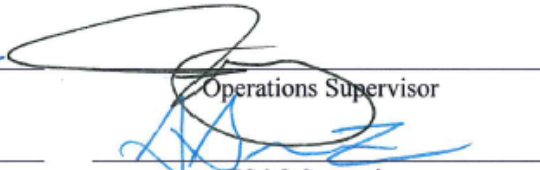

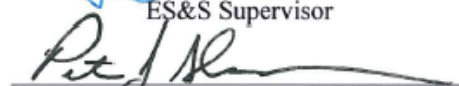

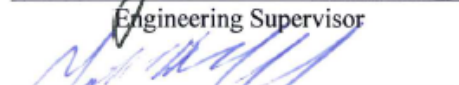
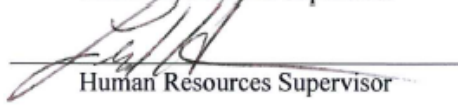
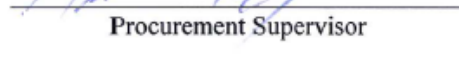


Authored By: Cody Monarch	Cincinnati Biorefining Division	Doc No.: RSW-0017-CR
Doc Custodian: Environmental Supervisor		Rev No: 2
Approved By: CBD RLT	RSW-0017-CR - General Safety Rules	Refining Safe Work Procedure
Date Approved: 02/01/2016	Next Review Date: 02/01/2021	Effective Date: 2/1/2016

RSW-0017-CR - General Safety Rules

Overview

Approvals

 <hr/> Division Manager	 <hr/> Operations Supervisor
 <hr/> Maintenance Supervisor	 <hr/> ES&S Supervisor
 <hr/> Technical Services Supervisor	 <hr/> Engineering Supervisor
 <hr/> Human Resources Supervisor	 <hr/> Procurement Supervisor

Purpose

The purpose of this document is to provide general safety rules that encompass routine requirements and may not be specified by other site procedures.

Scope

The scope of this document is general safety, security and human resource requirements maintained in daily operation at Cincinnati Renewable Fuels.

Records Retention

Printed copies of this document should not be retained more than 12 months. Any revision to this document will be retained a maximum of 10 years following the revision.

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1.0 Roles and Responsibilities

1.1 Roles and Responsibilities

The table below describes the roles and responsibilities related to this document.

Roles	Responsibilities
MPC Employees and Contractors	a) Follow requirements specified in this document.
Security	a) Issue badges to employees and contractors. b) Conduct random vehicle and bag searches. c) Maintain accountability in the case of an emergency.
ES&S or Designated Trainer	a) Provide orientation to contractors and visiting employees.

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2.0 Requirements

2.1 General

- 2.1.1 Firearms are not permitted on company property.
 - 2.1.2 Possession or working under the influence of alcohol or controlled substances on MPC property is prohibited.
 - 2.1.3 The use of Marathon equipment is prohibited without prior authorization.
-

2.2 Security

- 2.2.1 Visitors must check in with security and receive a badge prior to entering the facility.
 - 2.2.2 Badges must be visibly displayed when on company property.
 - 2.2.3 Vehicle passes are required to enter the main fence line.
 - 2.2.4 Vehicles and personal bags are subject to random search.
-

2.3 Emergency

- 2.3.1 To report an emergency, contact the Security Operations Center (SOC):
 - a) Radio Channel 1,
 - b) Dial ext. 8802 from any plant telephone, or
 - c) Dial 513-482-8802 from an outside line.
- 2.3.2 If an emergency occurs, a plant alarm will sound. The alarm is automated to identify the nature of emergency whether it is a fire, chemical, or weather emergency. In the event of a plant alarm:
 - a) Stop work.
 - b) Shut off equipment and vehicles in your work area if it is safe to do so.
 - c) Proceed to the nearest designated muster location on foot, travelling upwind or crosswind.
 - d) Check in with Security or MPC representative for accountability.
 - e) Do not reenter the facility until the "All Clear" is announced.
- 2.3.3 The designated muster locations are as follows:
 - a) Fire
 - I. Main parking lot (Gate 24)
 - II. Rail Bridge
 - III. Gate 21

NOTE: All fire muster locations are identified by orange muster location flags.

- b) Chemical

- I. Control Room (Building 410)

NOTE: In the case of a chemical emergency, HVAC supply to Building 410 will be shut down.

- c) Weather

- I. Control Room (Building 410)
 - II. Tunnel (under CSX rail tracks)
-

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- 2.4 Orientation**
- 2.4.1 Orientation shall be completed prior to contractors or outside employees completing permitted work or entering process areas.
 - 2.4.2 Orientation will be provided by the ES&S Department or designated trainer.
 - 2.4.3 In the case that orientation cannot be provided on the day of arrival, the arrived person(s) must be accompanied by a person who has completed orientation completing permitted work or entering process areas.
 - 2.4.4 Orientation will be valid for one year from completion of the course.
-

- 2.5 Smoking Areas**
- 2.5.1** Smoking, including electronic cigarettes, is not allowed within the facility except in designated areas. The designated areas are as follows:
- a) Smoke shack outside of Building 411, or
 - b) Smoke shack outside of the contractor break trailer.

NOTE: Additional smoking areas may be approved by the ES&S and Operations Department in the event of turnarounds or large projects.

- 2.6 Area Color Codes**
- 2.6.1 Yellow - High Noise Area
 - 2.6.1.1 Can be designated by a yellow stripe on the pavement and/or signs stating, "Caution - Hearing Protection Required."
 - 2.6.2 Neon Green - Safety Showers and Eyewash Stations
 - 2.6.3 Orange – Acid/Caustic Areas
 - 2.6.3.1 Can be designated by an orange stripe on the pavement and/or signs cautioning acidic or caustic materials.
 - 2.6.3.2 Personal protective equipment must be worn in these areas as required by [RSW-0001-CR – Personal Protective Equipment](#).
 - 2.6.4 Red – Fire Fighting and Fire Protection Equipment
 - 2.6.4.1 Fire extinguishers, hydrants, monitor nozzles, fixed systems, etc.
-

- 2.7 Foot Travel**
- 2.7.1 All persons entering a process area or tank area must sign in at the Control Room.
 - 2.7.2 Do not walk through restricted areas without approval of the appropriate personnel.
 - 2.7.3 Avoid climbing over diked areas. Use the steps for access and egress.
-

- 2.8 Barricades**
- 2.8.1 Barricades must be erected to restrict mobile and personnel traffic into areas that could present a potential hazard.
 - 2.8.2 Yellow barricade shall be used to identify areas that should be entered with caution due to potential hazards.
 - 2.8.3 Red barricade tape shall be used to identify areas that should not be entered due to immediate hazards.
 - 2.8.4 All barricades must be tagged to indicate the following:
 - a) The reason,
 - b) The nature of the hazard, and
 - c) The name of the person or company installing the tag.
-

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- 2.9 Housekeeping**
- 2.9.1 All work areas are to be kept as clean and orderly as possible.
 - 2.9.2 Prior to beginning a job, provisions must be made to clean, contain, and control all potential oil and chemical spills or leaks.
 - 2.9.3 It is the responsibility of the persons performing the work to ensure that the work site is kept clean and work is performed in an environmentally responsible manner.
 - 2.9.4 Compressor decks and pump bases must be free of oil, water and debris.
 - 2.9.5 All safety equipment must be clearly marked and unobstructed; including but not limited to:
 - a) Emergency showers and eyewashes,
 - b) SCBA Equipment,
 - c) Fire Equipment (extinguishers, monitors, hoses, etc.),
 - d) First Aid and AED stations,
 - e) Emergency Exits, and
 - f) Electrical breakers (minimum 3' clearance).
 - 2.9.6 No buckets, pans, or pails are to be filled with liquids, trash, debris, absorbent pads, etc. unless secured, labeled or in use.
 - 2.9.7 Hoses (steam, water, air, nitrogen, etc.) must be properly stored on racks or designated areas when not in use as required by [RSW-0010-Utility Hose Usage and Inspection](#).
 - 2.9.8 Tools and excess materials should be removed from the work site and stored in the proper location at the end of shift.
 - 2.9.9 Hazards in walkways shall be eliminated where possible. Where it is not possible to eliminate such hazards, the hazard shall be barricaded or otherwise identified.
 - 2.9.10 Material which may be dislodged by wind and that could create a hazard must be secured.
-

- 2.10 Electronic Equipment**
- 2.10.1 Must be intrinsically safe within process areas, unless otherwise permitted as hot work.

NOTE: This includes but is not limited to cell phones, laptops, radios, cameras, flashlights, etc.

- 2.10.2 Space Heaters are not permitted to be used at the facility.
-

- 2.11 Hand Tools**
- 2.11.1 Select the correct tool for the job and use it only as it is designed.
 - 2.11.2 Visually inspect tools prior to use for defects and functionality. Any defected or non-functional equipment must be removed from service and repaired or disposed.
 - 2.11.3 Unplug electrical hand tools before servicing, adjusting, or passing them to a different level.
 - 2.11.4 Tools shall be properly guarded in accordance with OSHA and manufacturer's recommendations.
 - 2.11.5 Use of "modified" or non-manufactured tools is prohibited.
 - 2.11.6 Use of a "cheater" bar or extending the handle on tools is prohibited.

NOTE: Do not apply excessive force. Stop and reassess. Determine if the correct tool is being used for the job. Excessive force can lead to injury, broken equipment, opening of pressurized equipment, etc.

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2.12 Manual Lifting

- 2.12.1 Determine if the load can be moved by other means.
 - 2.12.2 Check the object for conditions, such as splinters or sharp edges, which can cause hand injury.
 - 2.12.3 Bend knees and squat down to the object to be lifted. Lift the object with your legs.
 - 2.12.4 When carrying a load and a change of direction is required, turn the feet instead of twisting the body in the direction of the desired motion.
 - 2.12.5 If the load is greater than 50lbs, equipment or a two-person lift should be utilized to lift and transport the load.
-

2.13 Railroads

- 2.13.1 Railcars have the right-of-way.
- 2.13.2 Identify if railcars are on the tracks prior to crossing. Yield to the railcars by waiting to cross until the railcar has come to a complete stop or permission is received by the railcar spotter.

NOTE: The rail bridge lights can be used to identify if a railcar is present. The light will indicate red if a railcar is present and green if a railcar is not present.

- 2.13.3 A blue “STOP. Crew at work” flag must be placed 25 feet in front of the railcar, and a derailer shall be placed at least 60ft in front of the railcar, by a designated employee before:
 - a) Any personnel are allowed on or in a railcar.
 - b) Any loading or unloading proceeds.
 - c) Any ramps, hoses, chocks, or valves are placed.
 - d) Temporary equipment, structures or other obstructions are within 8-1/2 feet from the center of the nearest railroad track.
 - 2.13.4 The “STOP. Crew at work” shall be removed by a qualified employee only after:
 - a) All personnel are off or out of car(s).
 - b) All loading or unloading is complete.
 - c) All dock plates, and hoses are completely removed.
 - d) All valves, doors, etc., are completely ready for switching.
 - e) All temporary equipment, structures or other obstructions are no longer within 8-1/2 feet from the center of the nearest railroad track.
-

2.14 Open Ended Lines

Open ended lines are a risk for inadvertent release of material that could result in a safety, process safety, or environmental incident.

- 2.14.1 All lines shall have a plug or cap in place to prevent inadvertent release of material.
 - 2.14.1.1 Utility lines are excluded, except for nitrogen and hot oil services. Nitrogen and Hot Oil lines must be plugged or capped.
-

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2.15 Electrical Hazards

Apply the following electrical hazard requirements:

A crane or powered industrial vehicle in transit or under load capable of having its structure or load elevated near or above energized overhead power lines must be operated to maintain the following clearances:

<i>Minimum Clearance Distances</i>	
Voltage (nominal, kV, alternating current) ** 1kV = 1000V	Minimum clearance distance (feet)
0-50	10
51-200	15
201-350	20
351-500	25
501-750	35
751-1000	45
Over 1000	As established by the utility owner or professional engineer who is qualified with respect to electrical power, transmission, and distribution.

- 2.15.1** When it is difficult for the operator to maintain clearance by visual means, a spotter must be assigned to observe clearance of the equipment and be in continuous contact with the operator.
- 2.15.2** If it is determined that a lift will not maintain the minimum clearance specified, the following steps must occur:
 - (a) The lift will be considered a critical lift.
 - (b) The electrical qualified person must be contacted. The electrical qualified person will advise if the lines can be de-energized, if they are insulated, or if a proper barrier can be installed.
 - (c) The electrical qualified person will then determine whether the minimum clearance can safely be reduced.
- 2.15.3** During the assembly/disassembly of a crane, no part of the crane shall be closer than 20 feet to a power line.

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3.0 Revision History

Document Complete the following table for each document revision.
Revision History

Rev. No.	Description of Change	Author	Approved By	Rev. Date	Effective Date
1	First issue of document.	C. R. Monarch	CBD RLT	6/9/2015	6/9/2015
2	Added Section 2.15, Open Ended Lines.	C. R. Monarch	CBD RLT	2/1/2016	2/1/2016
3	Removed "vehicle" section as it is defined in the Motor Vehicle Safety Standard. Added "Electrical Hazards" from the Rigging and Lifting RSW.	C. R. Monarch	Minor/ Grammatical	2/28/2017	2/28/2017

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