

## Marathon Petroleum Company LP

<b>At-Risk Exposure / Near Miss Guideline</b>	Document No.: <b>RSW-SAF-022-DT</b>	Approval Date: <b>02/13/2017</b>	Page <b>1 of 5</b>
	Revision No.: <b>8</b>	Next Revision Date: <b>02/10/2022</b>	
	Document Custodian: <b>Environmental, Safety and Security</b>		

### 1.0 PURPOSE

- 1.1 To provide an understanding of the tools used to capture At Risk Exposures/Near Misses, the methods to direct these exposures into a consolidated dashboard, and the means of tracking and resolving such issues.

### 2.0 SCOPE

- 2.1 This guideline applies to all personnel participating in capturing At Risk Exposures/Near Misses on the Detroit Refinery.

### 3.0 GUIDELINE

#### 3.1 Hazard Assessment Tools

- 3.1.1 Unless otherwise noted the findings from the hazard assessment tools are sent to the MRD Safety Department Administrative Assistant.
- 3.1.2 Auditors/Inspectors are expected to correct at-risk situations in the field with the owning department whenever possible and document the corrective actions on the respective form.
- 3.1.3 When at-risk situations cannot be immediately corrected, the safety department administrative assistant, or designee, will track the findings until closure.
- 3.1.3.1 Tracking of findings will identify the date, area, finding or concern, responsible party and a due date.
- 3.1.4 Findings will be sent to the responsible person along with a due date of one month from the notification.
- 3.1.4.1 The responsible party may request more time to complete the issue if it is not feasible to correct it within one month.
- 3.1.5 The responsible parties will close corrective actions / findings and these closure comments will be verified by safety for appropriate closure activities.
- 3.1.6 If an item is not corrected within one month of the due date, escalation emails will be sent to the responsible person's direct supervisor.
- 3.1.7 MVPP Safety Walks
- 3.1.7.1 These safety walks inspect for general safety, construction safety, Process Safety Management (PSM), and employee interviews/interaction.
- 3.1.7.2 These Safety Walks are conducted by all levels of the organization; including, managers, safety personnel, subject matter experts, operations, maintenance, and contractors.
- 3.1.7.3 Each Safety walk is conducted monthly based on a predetermined schedule. Refer to the safety webpage for the most up to date schedule.
- 3.1.8 Life Critical Audits
- 3.1.8.1 See [RSW-SAF-048-DT Life Critical Standards and Accountability](#)

### 3.1.9 Field Verification Audits

3.1.9.1 The Field Verification Audit is an audit of routine, ongoing safety requirements performed on every Contractor and Subcontractor performing work on or adjacent to covered processes on an annual basis.

3.1.9.2 Field Verification Audits are conducted by MRD and Contractor Safety Professionals.

3.1.9.3 These are then sent to the Safety Administrative Assistant.

### 3.1.10 Contractor Trailer Audits

3.1.10.1 Contractors with onsite trailers shall self-audit their trailer(s) periodically.

### 3.1.11 Break Tents

3.1.11.1 Break tents are audited monthly by contractors. These audits are rotated by nested contractors and shall be documented using the Break Tent Inspection Form [RSW-SAF-022-FORM04-DT](#).

3.1.11.2 These are then sent to the Safety Administrative Assistant.

### 3.1.12 Circle of Safety (COS) Observations [See SAF-061-DT Circle of Safety](#)

3.1.12.1 This is the Marathon Behavior Based Safety Process. Trained employees observe employee work-practices. The process marks behaviors and conditions as "Safe" or "At-Risk." Feedback is provided to the observed employee after the observation, effectively addressing all at risk situations observed.

3.1.12.2 COS observations are documented using the COS Observation Data Sheet. See the COS facilitator for a copy of the observation sheet.

3.1.12.3 COS Data Sheets are collected and directed to the COS Administrator. The total number of at-risk exposures is generated by the COS Administrator.

3.1.12.4 Data is generated and used to remove barriers for safe work. This data is tracked and stored in the COS Software, Adaptive BBS. Any areas of immediate concern are communicated to employees after employee observations in the field. Any repetitive areas of concern are communicated to employees via COS Data Sharing Meetings and COS Bulletins.

## 3.2 Hazard Reporting Tools

### 3.2.1 Near Miss

3.2.1.1 Any employee or contractor can report a Near Miss.

3.2.1.2 Near misses may be reported using the [Near Miss Report Form](#) RSW-SAF-022Form1-DT, via [Survey Gizmo](#) or through [Intalex](#).

3.2.1.3 Near Misses are tracked by the safety department for trends.

3.2.1.4 Any near misses requesting follow-up are tracked by the safety department.

3.2.1.5 Based on the severity of the Near miss, the communication plan determined by the table below in section 3.2.1.6.

3.2.1.6 The near miss program is set up so that the corresponding safety professional to the location of the near miss receives the near miss as soon as it is submitted. Additionally, the near miss coordinator will periodically (once a day) check survey gizmo to see recent near misses submitted. Based on the initial AFPM classification by either the near miss coordinator or the safety professional, the near miss will be communicated to appropriate stakeholders within a specified amount of time. The chart below defines the classification/communication process.

Classification	Primary Action	Secondary Action	Tertiary Action
Tier 1p – High Potential Incident	<ul style="list-style-type: none"> <li>If determined to be a SIF, safety supervisor will notify DLT via text message or email.</li> <li>An action will be taken to at least temporarily address the issue before the end of shift (maximum of 24 hours).</li> </ul>	<ul style="list-style-type: none"> <li>Safety supervisor discusses the incident the following day in the ops/production meeting.</li> <li>Safety supervisor, near miss coordinator, and corresponding safety professional will work with appropriate stakeholders to ensure the incident will not happen again.</li> </ul>	<ul style="list-style-type: none"> <li>A communication will be developed, using the corporate refining template, to send out to the refinery and potentially all the marathon refineries. The bulletin will discuss what the SIF was and what the corrective actions are.</li> </ul>
Tier 2 – Less Than Serious Outcome	<ul style="list-style-type: none"> <li>Near miss coordinator presents Tier 2 reports during the weekly safety department staff meeting.</li> <li>Safety department will then collectively decide if any further action is needed.</li> </ul>		
Tier 3 – Minor or No Outcome	<ul style="list-style-type: none"> <li>Tracked in the near miss spreadsheet in Microsoft Teams. Data used for refinery injury trending.</li> </ul>		

- 3.2.2 Pass-up Concerns: See the [Safety Engagement](#) document for details.
- 3.2.3 HESS Anonymous Feedback Form
  - 3.2.3.1 The [HESS Anonymous Feedback Form](#) is available on the MRD HESS Webpage.
  - 3.2.3.2 This form may be used to submit concerns or questions anonymously.
  - 3.2.3.3 An anonymous email is sent to the HESS Manager.
  - 3.2.3.4 The HESS Manager facilitates a response to the concern or question.
  - 3.2.3.5 The response is published with the Pass-up Concerns in the Monthly Sequential Safety Meeting.

3.3 Other Audits/Inspections

- 3.3.1 Tiered Auditing Program See [RPW-RC-009-DT](#)
- 3.3.2 Emergency Equipment Inspections, See also [RDP-M043-MI-DT Mechanical Integrity Site Plan](#).
  - 3.3.3 Emergency Equipment Inspections are inspections performed on a regular basis to inspect emergency equipment such as but not limited to fire extinguishers, emergency lighting, and illuminated exit signs.
  - 3.3.4 Emergency Equipment Inspections are documented with its own respective equipment inspection form or using the RADAR system.

3.4 Trending of At-Risk Exposures / Hazards

- 3.4.1 All items reported or found in the above processes are trended and shared through the leading / lagging indicators dashboards with the refinery to help prevent future injuries.

**NOTE 1:** The tools used to capture at-risk situations are not limited to those listed in this guideline. However, this guideline is a good representation of the tools used to document, correct and/or track at-risk situations to completion.

**4.0 DEFINITIONS –**

- 4.1 At-Risk Situation - Any risks observed and addressed before they become a Near Miss or Incident.
- 4.2 Lagging Indicator - measures an organization's incidents in the form of past accident statistics
- 4.3 Leading Indicator - a measure preceding or indicating a future event used to drive and measure activities carried out to prevent and control injury
- 4.4 Near Miss – An unplanned event that did not result in injury, illness or damage – but had the potential to do so.

**5.0 REVISION HISTORY**

Revision number	Description of change	Written by	Approved by	Effective date
4	Removed question regarding carseals from Manager's audit form	F. Ebbert	J. Rabideau	2/24/15
5	Added language to 3.2.14 for contractor trailer audits, added	B. Dibert	J. Rabideau	05/06/15

	form3 Contractor Trailer Audit, updated 3.2.10 on Safety Stroll location and when performed, updated header, added footer			
6	Revised manager's audit	J. Rabideau	H. Sheard	07/06/15
7	Revised to include Field ID tracking of findings, removed Safety Stroll, added break tent inspection requirement and updated frequency of trailer inspections.	A. Styes	J. Rabideau	02/13/17
8	Revised entire document to remove DRIVE safety, update various links, and add in section 3.2.1.6 for near miss data.	E. Sponaugle/A. Styes	A. Morales	04/16/20