

<b>Safety Procedure Variance and Exception Guidelines</b>	Document No.: <b>RSW-SAF-018-DT</b>	Approval Date: 06/25/20	Page 1 of 2
	Revision No.:8	Next Revision Date: 06/15/25	
	Document Custodian: <b>Environmental, Safety and Security</b>		

## 1.0 PURPOSE

- 1.1 The purpose of this document is to define how variances and exceptions to safety procedures may be requested and approved.

## 2.0 SCOPE

- 2.1 This document applies to Safety Procedures (RSW-SAF) only.

## 3.0 PROCEDURES

- 3.1 Variances and exceptions must be the last practical alternative to addressing specific safety issues and utilized only after all other potential solutions have been vetted and deemed not as effective and practical as the variance/exception. Variances and exceptions must provide employees with the same level of protection that they would have under the safety rule or procedure from which variance/exception is requested.

### 3.2 Variance from a Safety Procedure

- 3.2.1 If it is deemed necessary to require a variance from a Safety Procedure, a documented and signed variance form must be completed.
- 3.2.2 The requestor of the variance or the coordinator of the work requiring a variance is responsible for completing the [Safety Procedure Variance Form](#)

#### 3.2.2.1 The requestor must obtain all required signatures.

- 3.2.2.1.1 Signatures required include the requestor, the affected MRD Manager, the MRD Safety Supervisor and the MRD HESS Manager (preferably in that order). If the variance affects a single contractor, the Contractor Safety representative and Contractor Project Manager must also sign the form to ensure they understand their specific requirements.

- 3.2.2.2 The requestor of the variance is responsible for informing all affected persons and communicating the alternative provisions and procedures to help ensure a safe work environment.

- 3.2.2.3 Where a variance affects multiple organizations or it is otherwise deemed necessary, the variance will be distributed via Passport Learning.

- 3.2.2.4 Variances shall be effective for no longer than 1 year. After 1 year, the requestor must re-submit a new variance request.

- 3.2.2.5 Hardcopies of the completed variance forms will be maintained by the Safety Department and electronic copies will be available on the Safety Department webpage.

### 3.3 Exception from Safety Procedure

- 3.3.1 If it is deemed necessary to have a one time exception from a safety procedure for a life critical item, a documented and signed exception form must be obtained and the following steps must be completed. A non-life critical exception may be documented on the comments section of the Safe Work Permit.

3.3.1.1 The requestor of the exception or the coordinator of the work requiring an exception is responsible for completing the Safety Procedure Exception Form (RSW-SAF-018-Form02-DT) and obtaining all necessary signatures.

3.3.1.2 A copy of the exception is to be posted at the job site and attached to the safe work permit and will be retained by the Safety Department.

3.3.1.3 Exceptions shall be effective for no longer than 24 hours.

#### 4.0 DEFINITIONS

4.1 Variance – A procedural based requested change to a safety procedure to last no longer than 1 year per request. Note: most variances are administrative in nature or occur during times when risks may be lowered (i.e. oil out during a turnaround).

4.2 Exception – A field based requested change to a safety procedure to last no longer than 24 hours per request.

#### 5.0 ATTACHMENTS

5.1 [RSW-SAF-018-Form01-DT – Safety Procedure Variance Form](#)

5.2 [RSW-SAF-018-Form02-DT – Safety Procedure Exception Form](#)

#### 6.0 REVISION HISTORY

Revision number	Description of change	Written by	Approved by	Effective date
4	Procedure Periodic Review	S. Windom	L. Mazur	7-30-12
5	Procedure Periodic Review: Minor verbiage changes to Exception section and removed reference to Minnesota Refining in the Reference section.	M. Godfrey	J. Rabideau	6-25-15
6	General formatting/grammar corrections. Removed erroneous verbiage. Updated variance form risk review.	J. Rabideau	H. Sheard	08-22-16
7	Updated exception form to include a risk review	J. Rabideau	H. Sheard	12-14-16
8	Scheduled review, no updates	A. Morales	H. Sheard	06-25-20