

| | | | |
|-----------------------------|---|-------------------------------------|------------------------|
| Onboarding Guideline | Document No.: RSW-SAF-084-DT | Approval Date: 01/19//21 | Page 1 of 3 |
| | Revision No.: 9 | Next Revision Date: 10/30/24 | |
| | Document Custodian: Environmental, Safety and Security | | |

1.0 PURPOSE

- 1.1 The purpose of this procedure is to engage new employees (i.e. Safety Professionals, Safety Interns/Coops, and contractors on-site for projects) or employees new to a supervisory role (i.e. Stepped-up Foremen) with additional safety guidance and expectations specific to their new roles.

2.0 SCOPE

- 2.1 This procedure applies to new Safety Professionals, Safety Interns/Coops, Stepped-up Foremen, and contractors brought on site for projects. This procedure will be administered at the discretion of the Safety Department.

3.0 PROCEDURE

- 3.1 Stepped-up Foreman
 - 3.1.1 Stepped-up Foreman can be requested from their supervisor by submitting a signed form to Human Resources (HR). HR may forward this form to the Safety Group to start the process of onboarding newly appointed Foremen with supervisory roles.
 - 3.1.2 The Safety Admin will assign a Safety Professional to review the “Step-up Welcome Package.” This package consists of additional safety guidance pertinent to the new role of the Stepped-up Foreman.
- 3.2 Safety Professionals and Safety Intern/Co-Op
 - 3.2.1 New Safety Professionals (i.e. Marathon employee or Directly Supervised Contractor) may be assigned a mentor. The mentor may ensure that the “Safety Professional/Contractor Onboarding Checklist” is reviewed in the timeframe described on the checklist.
 - 3.2.2 The mentor is assigned by the Safety Supervisor and is responsible to provide information, mentoring, and coaching throughout the new employee’s transition.
- 3.3 Construction Projects
 - 3.3.1 Contractors should participate in a Project Kickoff meeting to discuss the site-specific requirements to ensure MRD safety expectations are discussed.
 - 3.3.2 A Safety Professional should review the “Contractor Pre-mobilization Checklist” with the contractors new to the site or returning after not performing work onsite for more than 6 months. The checklist consists of safety guidance pertinent to the site-specific work to be performed. MRD Safety Department reserves the right to waive this review or request a review take place with any contractor.

4.0 DEFINITIONS

5.0 REFERENCES

- 5.1 [RSW-SAF-001-DT General Safety Rules](#)
- 5.2 [RSW-SAF-006-DT Safe Work Permit Procedure](#)
- 5.3 [RSW-SAF-011-DT Aerial Work Platforms](#)
- 5.4 [RSW-ERP-012-DT Emergency Response Plan – Severe Weather](#)
- 5.5 [RSW-SAF-029-DT Rigging and Lifting Procedure](#)
- 5.6 [RSW-SAF-030-DT Radio Usage Procedure](#)
- 5.7 [RSW-SAF-034-DT Portable Gas Detector Care](#)
- 5.8 [RSW-SAF-037-DT Injury Management Procedure](#)
- 5.9 [RSW-SAF-052-DT Refinery Personal Protective Equipment](#)
- 5.10 [RSW-SAF-070-DT Respiratory Protection Plan](#)
- 5.11 [RSW-SAF-071-DT H2S Exposure Control Program](#)

6.0 ATTACHMENTS

- 6.1 Step-up Welcome Package
 - 6.1.1 [Step-up Checklist](#)
 - 6.1.2 [Injury Reporting Flow Chart](#)
 - 6.1.3 [Map - Severe Weather Shelter Location](#)
 - 6.1.4 [Map - Mustering Areas](#)
 - 6.1.5 [Map – PPE \(East, West, and North Plants\)](#)
 - 6.1.6 [Map – PPE \(Melvindale\)](#)
 - 6.1.7 [Map – PPE \(Rouge\)](#)
 - 6.1.8 [Bulletin – H2S Reporting](#)
 - 6.1.9 [Bulletin – Signatures on a Permit](#)
 - 6.1.10 [Bulletin – High Winds](#)
 - 6.1.11 [Bulletin – Lightning](#)
 - 6.1.12 [Bulletin – Weather Announcements](#)
 - 6.1.13 [Poster – Facial Hair](#)
- 6.2 [MPC Safety Onboarding Checklist](#)
- 6.3 Contractor Pre-mobilization Package
 - 6.3.1 [Pre-Mobilization Checklist](#)
 - 6.3.2 External Contractor website: www.marathonrefinerycontractor.com
Click on “Detroit”
 - 6.3.3 [PPE Policy](#)
 - 6.3.4 [Map – PPE \(East, West, and North Plants\)](#)
 - 6.3.5 [Map – PPE \(Melvindale\)](#)
 - 6.3.6 [Map – PPE \(Rouge\)](#)
 - 6.3.7 [Map - Severe Weather Shelter Location](#)
 - 6.3.8 [Map – Mustering Areas](#)
 - 6.3.9 [Bulletin – High Winds](#)
 - 6.3.10 [Bulletin – Lightning](#)
 - 6.3.11 [Bulletin – Weather Announcements](#)
 - 6.3.12 [SWP – User Responsibilities - Procedure](#)
 - 6.3.13 [Document - STA](#)
 - 6.3.14 [Poster – Facial Hair](#)

- 6.3.15 [Injury Reporting Flow Chart](#)
- 6.3.16 [First-Hand Account of the Incident](#)
- 6.3.17 [Form – OI&I](#)
- 6.3.18 [Bulletin – H2S Reporting](#)
- 6.3.19 [Form – Camera Pass](#)
- 6.3.20 [Procedure – Life Critical Safety Standards & Accountability](#)
- 6.3.21 [Form – Disciplinary Action](#)
- 6.3.22 [Barricading Poster](#)
- 6.3.23 [Form - Grating Removal](#)
- 6.3.24 [Form – Daily Excavation Checklist](#)
- 6.3.25 [Form – Pre-Analysis Excavation Checklist](#)
- 6.3.26 [Rigging and Lifting Basics](#)
- 6.3.27 [Pre-Lift Checklist for Warehouse/Laydown Material Lifts](#)
- 6.3.28 [Bulletin – Hot Work Attended](#)
- 6.3.29 [Form – Chemical Addition](#)
- 6.3.30 [Form – Exception](#)
- 6.3.31 [Form – Variance](#)
- 6.3.32 [General Safety Rules](#)
- 6.3.33 [Dropped Tool and Material Guideline](#)
- 6.3.34 [Risk Assessment Matrix](#)
- 6.3.35 [Form – Pass up](#)
- 6.3.36 [Form – Near Miss](#)

7.0 REVISION HISTORY

| Revision number | Description of change | Written by | Approved by | Effective date |
|-----------------|---|-----------------------|-------------|----------------|
| 4 | Updated 6.3.18 Link to proper form | E. Neubauer | J. Rabideau | 03-03-16 |
| 5 | Updated links to PPE Maps added safety blog training to Form 1 checklist | E. Neubauer | J. Rabideau | 03-22-17 |
| 6 | Checked out to correct tracked changes left turned on in document | F. Ebbert | J. Rabideau | 03-22-17 |
| 7 | Updated forms to link to the owning procedures. Revised contractor pre-mobilization checklist | B. Dibert / F. Ebbert | J. Rabideau | 07-12-17 |
| 8 | Made minor updates to links, program review | E. Neubauer | A. Morales | 10-30-19 |
| 9 | Changed 6.3.2 to the correct contractor website location | J. Taggart | A. Morales | 01-19-21 |