

Site Safety Management Plan	Document No.: RSW-SAF-000-DT	Approval Date: 12/14/20	Page 1 of 4
	Revision No.: 97	Next Revision Date: 12/14/21	
	Document Custodian: Environmental, Safety and Security		

1.0 PURPOSE

The purpose of this document is to outline the management of Michigan Refining Division's Safety Department and Safety Policies and Programs.

2.0 SCOPE

Applies to personal safety personnel, policies, and programs.

3.0 PROGRAM

3.1 Safety Professional Roles and Responsibilities/Expectations

3.1.1 The Safety Professional at the Detroit Refinery supports and serves the refinery as a resource promoting a positive safety culture thereby protecting the interest of the employees, the company and the surrounding community. To be successful, a Safety Professional must fulfill several roles and responsibilities. See [Safety Professional Job Performance Profile](#)

3.1.2 New Safety Professionals must be properly onboarded. See [Onboarding Guideline](#)

3.1.3 The Safety Supervisor is responsible for assigning specific responsibilities to safety professionals. These responsibilities are documented on the HESS Responsibility Matrix maintained with the HESS Department.

3.1.3.1 Roles that should be considered for assignment include, but are not limited to:

- Operations Area Team Representatives
- Industrial Hygiene
- Turnaround Safety coordination
- Policy/Program Subject Matter Experts

3.2 Safety Communication

3.2.1 It is vital that safety values, expectations, performance, and policies are communicated to the refinery. Communication may occur through many avenues including:

3.2.1.1 [Michigan Refining Division Mission & Vision Statement](#)

3.2.1.2 MRD Safety and Emergency Response Websites

3.2.1.3 Safety Meetings including the Sequential Safety Meeting, the Safety Steering Committee, Start of Shift Meetings and Detroit Armor. See [DRIVE Safety Manual](#) for more information.

3.2.1.4 The Circle of Safety Process See [Circle of Safety](#).

3.2.1.5 Bulletins & Posters

3.2.1.6 Orientation & Training

3.2.1.7 Detroit Refinery's monthly newspaper *The Exchanger*

3.2.1.8 Presentations to specific groups, such as the Detroit Leadership Team

3.3 Performance Measurement

3.3.1 Metrics – Various metrics may be tracked to measure safety performance. The specific metrics tracked each year will be determined by the Detroit Leadership Team and the Safety Supervisor based on MPC/MRD goals. These may include:

3.3.1.1 Leading Indicators

- Near Misses
 - Circle of Safety (COS) Data, such as contact rate, coaching percentage, number of observers/active observers, percentage safe/at risk. See [Circle of Safety](#)
 - Audit/Inspection Results
- 3.3.1.2 Lagging Indicators
- MSPI
 - OSHA Recordable Incident Rate (ORIR)
 - Days Away/Restricted/Transfer (DART) rate
 - Lost Time Rate
 - Significant Injury or Fatality (SIF) injury count/rate
 - Specific type/cause of injury count/rate
- 3.3.1.3 Program Metrics
- H2S Alarms
- 3.3.2 Audits/Inspections
- 3.3.2.1 Audits and inspections are conducted to verify compliance with applicable requirements, evaluate the effectiveness of safety policies and programs, and to assess hazards and risk. See [At-Risk Exposure / Near Miss Guideline](#) for more information on specific safety audits/inspections conducted at MRD and [MRD Tiered Audit Site Plan](#) for more information on the MPC Tiered Auditing process.
- 3.3.2.2 Audits are conducted at least monthly by Safety Professionals on the following programs. Energy Isolation, Hot Work, Safe Work Permit, Confined Space, Fall Protection, Rigging and Lifting, Alky PPE, and Electrical Safe Work Practices. See [Life Critical Safety Standards & Accountability](#) for more information.
- Additional auditing requirements are referenced in safety policies as applicable.
- 3.3.2.3 At a minimum in accordance with MVPP requirements, MRD commits to conducting routine self inspections of the entire refinery quarterly.
- 3.3.2.4 Safety professionals should also conduct informal audits/inspections of their areas of responsibility.
- 3.3.3 Incident Investigations – Incident investigations are conducted in accordance with [RDP-PSM-013-DT MRD Incident Investigation & Reporting Site Plan](#)
- 3.4 Legal and Other Requirements
- 3.4.1 Personal safety requirements are governed by the Michigan Occupational Safety and Health Administration (MIOSHA) in Michigan.
- 3.4.2 Specific requirements are referenced in safety policies as applicable.
- 3.4.3 Changes to regulatory requirements are monitored through email subscriptions to MIOSHA, involvement in industry and professional organizations, and communications with MPC.
- 3.5 **Safety Policies**
- 3.5.1 Safety policies are developed by the safety department to establish rules and work practices to maintain an injury free workplace and maintain compliance with regulatory regulations, compliance standards, where appropriate, as well as MPC policies. See [Safety Policy Table of Contents](#) for a complete listing of safety policies.

3.5.2 Safety Policies are stored in Document Librarian and accessible to employees on the [safety webpage](#) or through the [Detroit's Form & Procedure Search engine](#). Access to the safety webpage is available through a specific icon on all desktops or through the [Detroit Refinery Webpage](#) or [www.MPCConnect.com](#). Contractors may access policies at [www.marathonrefinerycontractor.com](#)

3.5.3 In the safety policies, “shall”, “must”, and “will” are used to denote statements that are requirements, “should” and “may” are used to denote suggested or optional actions.

3.6 Safety Policy Ownership/Review

3.6.1 Policy reviews are conducted according to [RGD-1051-DT Refinery Managed Content Documents](#) or MIOSHA Requirements.

3.6.2 When conducting a policy review the owner should:

- Read and verify procedure requirements are correct
- Verify compliant with regulations, (verify regulation has not changed since the last review).
- Verify policy meets RSP (verify RSP has not been changed since the last review)
- Verify accuracy of all forms/attachments
- Verify references are still appropriate
- Verify hyperlinks work and the linked document is still active

3.7 Safety Policy Changes

3.7.1 Changes made to safety policies that involve only grammar, formatting, or reference changes may be made and approved by the policy owner.

3.7.2 Changes made to safety policies that involve a change in practice mandated by an RSP or other MPC governing document or MIOSHA regulatory changes may be approved by the Safety Supervisor and communicated to the affected department. If the affected department includes the operations or maintenance hourly personnel, the communication should occur through the Safety Steering Committee.

3.7.3 Changes made to safety policies that involve a change in practice that is not mandated by an RSP or other MPC governing document or is not regulatory driven must be approved by the affected department’s supervisor. If the affected department includes the operations or maintenance hourly personnel, the approval must occur through the Safety Committee.

3.7.3.1 In some cases, changes may need to be made without initial approval from the Safety Committee. In these cases, approval must be made by the Safety Supervisor and the HESS Manager to move forward without the Safety Committee. All efforts should be made to include affected employees’ feedback or to consider a trial or pilot period to allow for feedback with future communication to the Safety Committee. Examples of such instances may include changes to PPE offerings, software systems, or changes made from incidents that are needed immediately to reduce the risk of injury.

3.8 Training

3.8.1 MRD has a robust training tracking system to ensure that affected personnel receive the appropriate training prior to working on or near covered equipment. See also the [Training Management Guide \(Site Training Plan\)](#).

3.8.2 Contractors are responsible for providing their personnel with the appropriate training on their safe work practices and the MRD safe work practices for work on or near covered process equipment.

4.0 REFERENCES

[Michigan Refining Division Mission & Vision Statement](#)
[RDP-PSM-013-DT MRD Incident Investigation & Reporting Site Plan](#)
[RDP-RC-009-DT Health, Environmental, Safety and Security Tiered Auditing Program](#)
[RGD-1051-DT Refinery Managed Content Documents](#)
[RSW-SAF-000-DT-FORM01 Safety Policy Table of Contents](#)
[RSW-SAF-002-DT At-Risk Exposure / Near Miss Guideline](#)
[RSW-SAF-009-DT DRIVE Safety Manual](#)
[RSW-SAF-048-DT Life Critical Safety Standards & Accountability](#)
[RSW-SAF-061-DT Circle of Safety](#)
[RSW-SAF-084-DT Onboarding Guideline](#)
[Safety Professional Job Performance Profile](#)
www.MPCConnect.com
[Detroit Refinery Webpage](#)
www.marathonrefinerycontractor.com

5.0 REVISION HISTORY

Revision Number	Description of Change	Written By	Approved By	Revision Date
94	Updated link to RSW-SAF-000-DT-FORM01 Safety Policy Table Of Contents	F. Ebbert	J. Rabideau	12/27/18
95	Changed document type from pdf to word in Doc Lib. Added auto update to footer date	F. Ebbert	J. Rabideau	01/14/19
96	Updated RSW-SAF-000-DT-FORM01 Safety Policy Table of Contents, scheduled review no changes	F. Ebbert	A. Morales	12/20/19
97	Scheduled review, no updates	F. Ebbert	A. Morales	12/14/20