

Safety Orientation Policy	Document No.: <b>RSW-SAF-023-DT</b>	Approval Date: <b>7/8/2020</b>	Page 1 of 3
	Revision No.: <b>41</b>	Next Revision Date: <b>7/8/23</b>	
	Document Custodian: <b>Environmental, Safety and Security</b>		

## 1.0 PURPOSE

- 1.1. To provide Safety Orientation for individuals working at or visiting the Michigan Refining Division (MRD).

## 2.0 SCOPE

- 2.1. This policy applies to all people, including visitors and contractors, onsite at the Michigan Refining Division. For purposes of this procedure, on-site means any property owned or leased by Marathon Petroleum Company LP, Michigan Refining Division.
- 2.2. Safety Orientation must be performed according to the steps outlined in this policy. Please direct questions to the HR Training & Development (T&D) Supervisor.

## 3.0 SAFETY ORIENTATION ATTENDANCE REQUIREMENTS

- 3.1. MRD has two orientation processes, Basic Safety Orientation (BSO) and Detroit Safety Orientation (DSO).
- 3.2. Required BSO participants include visitors, vendors, delivery drivers and Marathon personnel not located at MRD, or anyone else who will not work under a safe work permit while on-site at the Michigan Refining Division. Those who only visit and do not perform work requiring a safe work permit at the Administration Building and the Fort Street Training Center are excluded from the BSO program.
- 3.3. Required DSO participants include the following:

	Online Safety Orientation	Online Safety Culture Orientation
New Marathon Employee	Initial	Initial*
Transfer Marathon Employee	Initial	N/A
Leased Employee	Initial	Initial
Nested Contractor	Annual	Initial
Non-Nested Contractor	Annual	Initial
TAR Contractor	Annual	N/A
Specialty Contractor	Annual	Initial

\*Instructor Led Version is required

## 4.0 DETROIT SAFETY ORIENTATION (DSO) PROCESS

- 4.1. Refer to the table in Section 3.3 for orientation assignments.
- 4.2. The Online Safety Orientation (approximately 1 hour) will provide you with an orientation to the Detroit Refinery's HESS (Health, Environment, Safety and Security) policies. At the end of the module, users must complete a final exam to receive completion credit.
- 4.3. The Online Safety Culture Orientation (approximately 15 minutes) educates participants on the key elements of MRD's safety culture. At the end of the module, users must complete a final exam to receive completion credit.
- 4.4. The Online Safety Orientation and Online Safety Culture Orientation is hosted by [ISNetworld](#) for contractors and Passport Learning for Marathon Employees.
- 4.4.1. An instructor led Safety Culture Workshop is required for all new Marathon employees. Quarterly registration will occur through Passport Learning.
- 4.5. Contractors must be entered into the Employee Information section of ISNetworld by their contracting company. The contracting company must enter a valid email address for each person.

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4.6. The contractor then completes the requirements per Table 3.3 on the [ISNetworld](#) site from a link that is sent to them in an email. The email provides their login and temporary password.

4.6.1.1. ISN Online Training Tool: [ISN Online Training Tool - Contractor.pdf](#)

4.7. Participants who are only required to complete the Online Safety Orientation will be allowed to obtain an access badge after they successfully complete the Online Safety Orientation, provide proof of completion of all other entry requirements (DISA, DCRMP, etc.) and complete an on-site verification test.

4.8. Participants who are required to complete both the Online Safety Orientation and the Online Safety Culture Orientation will be allowed to obtain an access badge after they successfully complete both modules, provide proof of completion of all other entry requirements (DISA, DCRMP, etc.) and complete an on-site verification test.

## 5.0 LENEL BADGING

5.1.1. Security will vet the badge application and activation.

5.1.2. Participants will need a valid driver's license (or other government issued picture ID) to complete the Lenel badging process.

5.1.3. Participants requesting a parking permit must provide valid car insurance, registration and driver's license.

5.1.4. Contractor badges are programmed to deny access to the refinery when the annual Online Safety Orientation requirement is not met.

## 6.0 DSO Extensions

6.1.1. The safety supervisor may grant DSO extensions on a case by case basis to allow contractors to continue to work onsite when their annual DSO requirement has not been met.

6.1.2. The contractor must request an extension from their Marathon Coordinator.

6.1.3. The Marathon Coordinator must contact the Safety Supervisor to request an extension.

6.1.4. If the extension is granted by the Safety Supervisor, he or she will contact the Lenel Badging Office.

6.1.5. A Lenel Badging Administrator will reprogram the badge as necessary to grant the extension.

## 7.0 BASIC SAFETY ORIENTATION (BSO)

7.1. BSO is administered by Security Staff. Contact Security at 313-297-6229 for further information.

7.2. Those individuals who attend BSO, except for Marathon personnel, will require an escort to enter the process units.

7.3. Upon completion, participants will sign a form to verify that they viewed and understood the BSO and they agree to comply with the guidelines as defined therein. Forms must be sent to the T&D Administrative Assistant.

## 8.0 DSO & BSO UPDATES

8.1. The DSO & BSO programs are reviewed at least every 2 years.

## 9.0 Program Expirations

9.1. BSO expires 1 year from date of completion.

9.2. DSO expires 1 year from date of online safety orientation completion.

## 10.0 DEFINITIONS

10.1. Directly Leased Employee – A contractor working under direct supervision of a marathon employee.

10.2. Contractor - A contractor working under the direct supervision of the contractor's company for which the company is doing work for Marathon.

10.3. Marathon Coordinator – A Marathon employee that coordinates contractor work, typically found in the Maintenance and Engineering Departments.

## 11.0 REFERENCES

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11.1. [RSW-SAF-001-DT GENERAL SAFETY RULES](#)

11.2. [RSW-SAF-023-FORM3-DT BASIC SAFETY ORIENTATION VERIFICATION FORM](#)

## 12.0 REVISION HISTORY

Revision	Description of change	Written by	Approved by	Effective date
36	Updated requirement to complete the "Our Safety Culture Workshop" within 30 days of receiving a badge. Removed Centerline Electric from the Contractors Approved for the 3-year DSO.	M. Weisenberger	J. Rabideau	03/18/19
37	Added verification test language in section 4.3.3. and 4.4.1.	M. Weisenberger	J. Rabideau	3/29/19
38	Corrected link to RSW-SAF-023-FORM 03-DT Basic Safety Orientation Verification Form	F. Ebbert	A. Morales	09/29/19
39	Updated Policy for Online Safety Orientation and Safety Culture Workshop Attendance and refresher requirements	M. Weisenberger	A. Morales H. Sheard M. Mahler M. Rule	11/18/19
40	Updated participant requirements and added language for the addition of the Online Safety Culture Orientation	M. Weisenberger	A. Morales H. Sheard	7/8/2020
41	Removed contractor company list	M. Weisenberger	M. Weisenberger	8/6/2020