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| Marathon Petroleum Company LP | | | |
| Personal Protective Equipment Policy | Document No.: RSW-SAF-052-DT | Approval Date: 05-13-2020 | Page 1 of 16 |
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| | Document Custodian: Environmental, Safety and Security | | |

1.0 PURPOSE

- 1.1 This policy describes the rules governing the use of personal protective equipment (PPE) at Marathon Petroleum Company's Michigan Refining Division (MRD). In case of conflict with other rules for specific situations, the specific rules take precedence.

2.0 SCOPE

- 2.1 This document applies to all Contractors, Subcontractors, and Employees working on Michigan Refining Division (MRD) owned, controlled, or permitted locations, as well as work performed under a contract to Marathon Petroleum Company, LP (MPC) MRD.
- 2.2 Contractors and subcontractors are required to follow MIOSHA regulations, including performing required hazard assessments and Industrial Hygiene (IH) monitoring. Any exceptions to the minimum general or specific controls set forth by this policy and its attachments must be approved by site safety or the Industrial Hygienist.

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4.0 GUIDELINES

- 4.1 Hazard Assessment and PPE Selection
- 4.1.1 PPE should not be solely relied on to provide protection against hazards, and is used in conjunction with engineering controls, administrative controls and safe work practices. This policy and the [PPE Tables](#) are reviewed and certified to be accurate on an annual basis. This is documented on [RSW-SAF-052-Form02-DT Certification of Hazard Assessment](#).
- 4.1.2 New hazard assessments must be completed for new work processes and areas by safety professionals. [RSW-SAF-052-Form03-DT Hazard Assessment Form](#) may be used as a guide while performing these assessments.
- 4.2 Use and Defective Equipment

- 4.2.1 PPE shall be used as indicated or required and may not be altered in any manner. The use of damaged or malfunctioning PPE is prohibited. Employees must use PPE as described in this policy and in training.
- 4.3 Storage, Inspection, Cleaning and Maintenance
- 4.3.1 All PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. PPE shall be inspected, cleaned and maintained so that the PPE provides the requisite protection. PPE shall not be shared between employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible. Contaminated PPE which cannot be decontaminated must be disposed of in a manner that protects employees from exposure to hazards.
- 4.3.2 Protective equipment shall be properly stored and maintained in a safe reliable condition.
- 4.4 PPE Requirements
- 4.4.1 Refer to the Area Entry [PPE Table](#) and the PPE maps to determine the minimum level of PPE required for each area. In general, standard PPE is required in all process units, tank dikes, and adjacent roadways. Always reference the PPE tables for specific requirements.
- 4.4.1.1 [Main Plant PPE Map](#)
- 4.4.1.2 [Complex 1 PPE Map](#)
- 4.4.1.3 [Complex 2 PPE Map](#)
- 4.4.1.4 [Complex 3 PPE Map](#)
- 4.4.1.5 [Complex 4 PPE Map](#)
- 4.4.1.6 [Complex 5 Melvindale PPE Map](#)
- 4.4.1.7 [Complex 5 Rouge PPE Map](#)
- 4.4.1.8 [Complex 6 PPE Map](#)
- 4.4.2 Standard refinery PPE includes the following:
- 4.4.2.1 [Hard Hat](#) (goggles attached)
- 4.4.2.2 [Safety Glasses](#)
- 4.4.2.3 [FR Clothing](#) Primary Layer
- 4.4.2.4 [Safety Footwear](#)
- 4.4.2.5 [General Duty Gloves](#)
- 4.4.2.6 [Hearing Protection](#) is required in process units and anywhere signs are posted noting it is required. Work taking place outside of these areas may require task-specific use of hearing protection.
- 4.4.3 Additional task or area-specific PPE may be required. Utilize the [PPE Tables/PPE Selection Guide](#) (located in the PPE tables), SDS sheets, and the [Risk Assessment Matrix \(RAM\)](#) to determine when additional PPE may be required. Standard PPE is assumed to be required for tasks not listed specifically in the PPE tables.
- 4.4.4 Special Situations
- 4.4.4.1 Permitted work in any area deemed as offsite or where FR is not required requires (at a minimum) safety glasses with attached side shields, ANSI approved safety shoes, long sleeved shirts and long pants. No FR clothing is required in these areas unless job-specific tasks make it necessary. Hard hats are not required for work taking place indoors unless required by the work task.

4.4.4.2 Drivers making deliveries and pickups require the PPE for the area where their delivery or pick up will be made, as determined by the attached maps. Additional restrictions or PPE are required as follows:

4.4.4.2.1 ANSI-approved safety shoes are required for drivers delivering or picking up materials heavy enough to require mechanical assistance.

4.4.4.2.2 Drivers delivering or picking up hazardous materials should wear full PPE. "Hazardous material" means the material requires a DOT placard.

4.4.4.2.3 Delivery people with beards are allowed only in areas where safety glasses are the only PPE required. Visitors and vendors with beards are allowed in other areas if they are accompanied by MPC personnel and have [RSW-SAF-052-Form01-DT Beard Waiver Form](#).

4.4.4.3 No PPE is required inside office areas, the Central Control Building, control rooms or break rooms unless required by work task.

4.4.4.4 Vehicle Occupants:

4.4.4.4.1 Vehicle occupants are not required to wear safety glasses inside vehicles if the vehicle has windows and the windows are closed.

4.4.4.4.2 Vehicle occupants are not required to wear hard hats inside vehicles if the vehicle has overhead protection.

4.4.4.4.3 Vehicle occupants are not required to wear PPE inside vehicles while on roadways normally open to traffic.

4.4.5 Head Protection

4.4.5.1 Hard hats must be non-conductive Type I or Type II helmets that conform to the current version of ANSI Z89.1 and must be worn in the locations and situations specified in the [PPE Maps](#) and [PPE Tables](#). They must also be used when there is a danger of an object striking an employee's head or the head striking an object. Follow these rules when using hard hats:

4.4.5.1.1 Inspect the hard hat before use as required by the manufacturer.

4.4.5.1.2 Wear them per the manufacturer's directions, which typically require the protective visor to face forward.

4.4.5.1.3 Wear them in required areas even while using additional PPE such as welder's helmets or face shields.

4.4.5.1.4 Do not modify them in ways that are not permitted by the manufacturer, such as by drilling holes or adding screws.

4.4.5.1.5 Clean them using soap and water. Do not use steam or solvents as prohibited by the manufacturer.

4.4.5.1.6 Test and maintain them as required by the manufacturer.

- 4.4.5.1.7 Adjust the suspension as required by the manufacturer. Objects (gloves, respirators, etc.) are not permitted between the shell and the suspension. Do not use a suspension from one manufacturer with the shell from another.
- 4.4.5.1.8 Baseball caps are not permitted to be worn under hard hats.
- 4.4.5.2 The requirements for the hard hats that MRD distributes to MPC employees currently are:
 - 4.4.5.2.1 Before each use, inspect the shell for helmet for breakage, cracks, craze pattern, discoloration, chalky appearance, or any other unusual condition. Check the suspension for loss of flexibility, cracks, breaks, frayed straps, or damaged stitching. Check for brittleness by flexing the brim.
 - 4.4.5.2.2 Clean the shell regularly with soap and water. Do not use any solvents such as fuel oil, gasoline, naphtha, parts cleaner solvent, etc.
 - 4.4.5.2.3 Adjust the suspension so it fits snugly on your head. Always have the back portion of the suspension at the rear of your head and wear the brim to the front. Replace the suspension after one year from the date of manufacture or earlier as needed by routine inspections. The manufacturing date is molded into front edge of the plastic ring underneath the sweatband.
 - 4.4.5.2.4 Discard the shell after five years from the date of manufacture, after penetration or impact, or earlier as needed by routine inspections. The manufacture date is molded into the underside of the shell's brim.
 - 4.4.5.2.5 Do not place stickers or tape within ½ inch of the edge of the helmet.
- 4.4.6 Eye and Face Protection
 - 4.4.6.1 Safety glasses, face shields, and chemical splash goggles must meet the current version of ANSI Z87.1 and must be worn in the locations and situations specified in [Appendix A: Eye and Face Protection Matrix](#), the [PPE Maps](#) and [PPE Tables](#).
 - 4.4.6.2 Chemical splash goggles must be on each person when entering designated PPE required areas, attached to the hard hat when not in use unless prohibited by a mounted face shield or similar personal protective equipment. Goggles are required to be worn when present within painted orange lines in process units. Task-specific use of goggles may also be required.
 - 4.4.6.2.1 Goggles shall be kept clean and in useable condition.
 - 4.4.6.2.2 Orange painted lines are determined by pH levels. Areas that have equipment such as pumps, vessels, sample stations, tanks and exchangers that contain corrosive material with a pH less than 2.0 or greater than 12 shall be painted orange. Piping shall be determined on a case-by-case basis.

- 4.4.6.3 Contact lenses may be worn in conjunction with safety glasses. Workers who wear contact lenses must inform their immediate foreman/supervisor and the Refinery Nurse of their use.
- 4.4.6.4 The use of phototropic or variable-tint safety lenses is not acceptable at the refinery.
- 4.4.6.5 Welding hoods cannot be used for grinding unless they are approved for grinding operations.
- 4.4.6.6 Prescription safety glasses are provided for all permanent Marathon employees. Permanent Marathon employees are allowed 2 pair of prescription safety glasses with side shields annually. Workers requiring prescription eyewear may use OTG (over the glasses) type protective safety eyewear.
 - 4.4.6.6.1 If the foam-lined safety glasses style chosen allows for the foam to be removed, the employee is required to keep the removable foam and have it available for use if needed.

4.4.7 Hearing Protection

- 4.4.7.1 Hearing protection is required in process units, anywhere signs are posted noting it is required, and while working with noisy equipment as detailed in [PPE Tables](#) and the [Hearing Conservation Program](#).
 - 4.4.7.1.1 Noisy equipment which may require the use of hearing protection includes (but is not limited to) portable compressors, vacuum trucks, leaf blowers, portable grinders (Metabo), weed whips, lawn mowers, and impact wrenches.
 - 4.4.7.1.2 The safety department may be contacted to conduct noise monitoring to assist with determining if hearing protection is required for tasks involving this type of equipment outside of process units. Contractors are required to conduct their own noise monitoring.
- 4.4.7.2 See [RSW-SAF-013-DT Hearing Conservation Program](#) for more information.

4.4.8 Fire Retardant (FR) Clothing

- 4.4.8.1 At a minimum, a primary FR layer (coveralls or shirt/pants combo) must be worn where required by the [PPE Maps](#) and [PPE Tables](#).
- 4.4.8.2 All FR clothing primary garments shall either be inherently FR material or FR treated cotton and cotton blends that are certified by an independent testing agency as meeting NFPA 2112 Standard on Flame-Resistant Garments for Protection of Industrial Personnel against Flash Fire requirements.
- 4.4.8.3 Outer FR garments purchased after January 1, 2019 (sweatshirts, coats, jackets, insulated bibs, etc.) shall be made of FR fabric and adhere to NFPA 2112 requirements. Primary layer garments are required to be worn under outer garments.
- 4.4.8.4 Additional protective items worn over FR primary and outer layer garments (e.g. rain wear, disposable coveralls, vests, chemical protective clothing, etc.) must be FR but are not required to meet NFPA 2112 requirements. FR primary layer

garments meeting NFPA 2112 specifications must be worn underneath outer garments.

- 4.4.8.4.1 Hi-vis and fire/hole watch vests shall comply with ASTM D6413 Standard Test Method for Flame Resistance of Textiles requirements.
- 4.4.8.4.2 Rain wear and shall comply with ASTM D6413.
- 4.4.8.4.3 Disposable coveralls shall comply with ASTM D6413 Standard Test Method for Flame Resistance of Textiles. Any garments soiled with hydrocarbons or visibly tattered during work activities must be removed from service and replaced.
- 4.4.8.5 All balaclavas or seasonal accessories that cover the head, face, or neck worn in areas where FR clothing is required shall be made of FR fabric that meets NFPA 2112 and shall comply with NFPA 70E Standard for Electrical Safety in the Workplace.
- 4.4.8.6 Garments worn underneath the primary layer for warmth/cooling shall be made of natural fibers (e.g. cotton, silk, wool). Base layers made from synthetic materials such as polyester (e.g. Under Armour) are prohibited.
- 4.4.8.7 Clothes should be kept reasonably clean and free of oil and other contaminants. Clothes that become heavily contaminated with petroleum products or chemicals should be removed promptly and replaced with clean clothes.
- 4.4.8.8 When used in the required areas, FR clothing must cover the person's trunk, arms, waist, and legs. Shirts or coveralls must remain rolled down and buttoned up while working in the designated areas or job assignments to protect the chest and arms. If the garment does not fit properly, alterations or replacement must be made.
- 4.4.8.9 Effective January 1, 2019, FR primary layer shirts (not including sweatshirts) shall be tucked in when in FR required areas to be in compliance with NFPA 2113 Selection, Care, Use, and Maintenance of Flame-Resistant Garments for Protection of Industrial Personnel Against Short-Duration Thermal Exposures from Fire.
- 4.4.8.10 The FR clothing provided to MPC employees will retain its original FR properties for the life of the garment if the clothing remains mechanically intact and is properly maintained.
- 4.4.8.11 Purchase and Replacement of FR Clothing
 - 4.4.8.11.1 MPC will pay for the cost of purchase and replacement of FR clothing required for use by MRD employees.
 - 4.4.8.11.2 MRD employees must wear FR clothing provided by the company. See the PPE Website for directions on how to view approved options for MPC employees and their specifications (except Proban®, which is ordered through the warehouse).

| Manufacturer | Style | Trade Name | Color | Oz. |
|---------------------|--------------|----------------------------|--------------|------------|
| Miller | Coverall | Proban ® (Inspectors Only) | Blue | 9.0 |
| Miller | Coverall | Proban ® (Welders Only) | Green | 9.0 |

| | | | | |
|--------|---------|-------------------------|-------|-----|
| Miller | Shirt | Proban ® (Welders Only) | Green | 5.5 |
| Miller | Trouser | Proban ® (Welders Only) | Green | 9.0 |

4.4.8.11.3 FR Clothing allotments are based on the HESS Training Levels for job titles per [RSP 1305-001 HESS Training Standard](#). The FR clothing allotments are intended to provide protective garments appropriate for time spent in the field and the type of work being performed and to replace worn or damaged items.

| HESS Training Level | FR Clothing | |
|--|--|------------------------------------|
| | Initial Allotment | Annual Allotment |
| Intern/Summer Helper/ | Loaner | N/A |
| Directly Supervised Contractors | N/A – provided by contract company | N/A – provided by contract company |
| Admin/Support | Loaner | N/A |
| HESS Level 1 Except ERT/AMT and Union | 1 Primary Layer Sets 1 Heavyweight Garment 1 Midweight Garment | \$150 |
| HESS Level 2 Except ERT/AMT and Union | 2 Primary Layer Sets 1 Heavyweight Garment 1 Midweight Garment | \$200 |
| HESS Level 3 HESS Level 1/2 ERT/AMT Except Union | 3 Primary Layer Sets 1 Heavyweight Garment 2 Midweight Garments | \$300 |
| HESS Level 4/5 Includes all union employees | 5 Primary Layer Sets 2 Heavyweight Garments 2 Midweight Garments | \$500 |

4.4.8.11.4 Additional items may be purchased at the employee's expense or through the worker's department work order with approval from their supervisor.

4.4.8.11.5 FR clothing purchased for MPC employees must be discarded when worn or damaged beyond repair or washed out in the sense that the protection is questionable.

4.4.8.11.6 Contractors are responsible for the cost of FR clothing for their employees.

4.4.8.12 Alterations and Repair of FR Clothing

4.4.8.12.1 MPC employees may return new unembroidered FR clothing that does not fit in exchange for another size, or it may be altered to fit. Samples of FR clothing are available at the [Vallen Safety Store](#) to try on prior to ordering to ensure proper fit.

4.4.8.12.2 FR clothing requiring mending shall be dropped off to the [Vallen Safety Store](#) to be sent out for mending by an approved company. Cost for reasonable alterations or repairs that do not affect the

integrity of the garment will be paid for by MPC. Any repairs or sewing that may be necessary on fire retardant garments performed by the approved company will be performed using only fire-retardant material and thread.

Turnout Management
via Vallen Safety Store
2741 Schaefer
Melvindale, MI

- 4.4.8.12.3 Alterations can be made at the company's expense to most FR garments. Garments needing alterations must be taken by the employee to the location listed below. Any sewing that may be necessary on fire retardant garments performed by the approved company will be performed using only fire-retardant material and thread.

Westborn Tailors
22668 Michigan Avenue
Dearborn, MI

- 4.4.8.12.4 Alterations and repairs shall be in accordance with manufacturer's recommendations.

4.4.8.13 Laundering of FR Clothing

- 4.4.8.13.1 Each employee is responsible for laundering his or her FR clothing following the instructions below.

4.4.8.13.2 Laundering Instructions

4.4.8.13.2.1 Do not wash fire retardant garments with other household items or clothing.

4.4.8.13.2.2 Use any typical home laundry detergent. Home wash detergents that contain sodium perborate and other "color safe" bleach alternatives, both liquid and powder, will not affect the flame resistance of the garments. However, they should not be used to launder Navy dyed garments as this will cause garments to fade to a purple cast.

4.4.8.13.2.3 Do not use chlorine bleach, liquid non-chlorine bleach, detergents that contain hydrogen peroxide, liquid/sheet softeners or starch.

4.4.8.13.2.4 It is important that all potentially flammable soils and other contaminants are completely removed from garments during the wash process. This may require the use of stain removal products, such as Shout, Spray 'n Wash, or Zout; presoaking garments prior to washing. The use of hot water can often make detergents more effective in the removal of soils. If all contaminants cannot be removed in home care, you should obtain professional help in getting your FR garments clean.

4.4.8.13.2.5 The use of conditioned or soft water can help improve removal of contaminants from garments. Hard water

precipitates soaps and can result in the build-up of calcium and magnesium salts. These can serve as fuel in the event they are exposed to a source of ignition.

4.4.8.13.2.6 Starch and other laundry additives are not recommended because they can coat fibers and mask FR performance, or serve as fuel in case of garment ignition. If desired, one softener sheet may be used in the clothes dryer. Liquid softeners should not be used.

4.4.8.13.2.7 Wash garments in cold or warm water (not to exceed 165 degrees Fahrenheit). Do not use hot water.

4.4.8.13.2.8 Tumble dry low, remove promptly. Do not over-dry garments. Cotton and cotton blends may be pressed with a warm iron if desired. Drying temperatures should not exceed 160 degrees F.

4.4.8.13.2.9 Turn garments inside out to help reduce streaking that can occur due to abrasion in the washer.

4.4.9 Bunker Gear

4.4.9.1 An assortment of bunker gear is available in all control rooms for operations' use if specific tasks require its use for additional protection. The bunker gear in control rooms is not to be used for firefighting.

4.4.10 Hand Protection

4.4.10.1 Gloves must be worn per the requirements of the [PPE Tables](#) and in other situations where they could prevent hand injuries. Appropriate gloves for the specific job/task shall be worn until the task is complete. For tasks not listed in the PPE tables, the PPE selection guide and hazard recognition processes (e.g. SLAM, JSA, etc.) shall be used to identify appropriate gloves.

4.4.10.2 Every person shall have gloves that provide at least the same amount of protection as a general duty glove on their person while in areas that require standard PPE.

4.4.10.3 Gloves that are torn or extremely dirty must be disposed of and replaced with new gloves.

4.4.10.4 General duty gloves must meet the following minimum characteristics:

4.4.10.4.1 ANSI/ISEA Level A3 cut protection (Note: ANSI/ISEA 105 Level A3 cut protection meets 1000 to 1500 grams of cut resistance) in at least the palm, fingers and thumb of the glove for general operations and maintenance work, and

4.4.10.4.2 Adequate grip and good dexterity.

4.4.10.4.3 Additional characteristics for general duty gloves may be required per the task being performed, e.g.:

4.4.10.4.3.1 Impact protection to the back of the hand and full length of the fingers for high impact potential tasks (e.g., work with hammers, picking up blinds & valves, hand wrenching flange bolts, impact gun tasks and other tasks where hands and fingers can be pinched between the tool and a fixed object),

4.4.10.4.3.2 Enhanced Cut Protection (Levels 4 or 5) in the entire glove for certain high cut potential tasks (e.g., when using a cutting tool such as a utility knife and for insulation and sheet metal work),

4.4.10.4.3.3 Gauntlets or Kevlar sleeves for wrist protection,

4.4.10.4.3.4 Hot/cold weather environmental protection,

4.4.10.4.3.5 High Visibility to the dorsal areas of the hands to enhance awareness of hand placement and line of fire.

4.4.10.4.4 General duty gloves are not intended for specialty tasks such as welding, energized electrical work, work with chemicals, etc.

4.4.10.4.5 General duty gloves are not intended to provide protection from chemicals that may absorb through the fabric.

4.4.10.4.6 General duty gloves shall not be used for tasks where there may be asphalt, heavy/sticky oils or hazardous chemicals.

4.4.10.4.7 [RSW-SAF-052-P001-DT Hand Protection Poster](#) is available for posting for easy reference.

4.4.11 Foot Protection

4.4.11.1 Where their use is required, safety footwear will meet the requirements of the current version of ASTM 2412 Standard Test Methods for Foot Protection or 2413 Standard Specification for Performance Requirements for Protective (Safety) Toe Cap Footwear. Toe caps made from fiberglass and other non-metal materials are permitted if the entire shoe meets the ASTM criteria.

4.4.11.2 Shoes uppers may only be made from leather or other non-absorbent materials.

4.4.11.3 Safety shoes must have a minimum of a ¼ inch defined heel that meets the sole at a minimum of a 60-degree angle.

4.4.11.4 Internal or external metatarsal protection shall be worn during jack hammering or similar activities.

4.4.11.5 Safety shoe allotments are based on the HESS Training Levels for job titles per [RSP-1305-001 Refining HESS Training Standard](#). The safety shoe allotment is intended to provide protective footwear appropriate for time spent in the field, the type of work being performed and to replace worn or damaged footwear.

| HESS Training Level | Allotment |
|---------------------|-----------|
|---------------------|-----------|

| | |
|---|-----------------------------------|
| Intern/Summer Helper | 1 Pair <\$125 |
| Directly Supervised Contractors | N/A |
| Admin/Support | 1 Pair <\$125 |
| HESS Level 1/2 | \$150 Annually (no pair limit) |
| HESS Level 3/4/5 *Includes all union employees | \$300 Annually (no pair limit) |

4.4.11.6 See [RSW-SAF-004-DT Safe Attire Guidelines](#) for allowable use of footwear in other areas

4.4.12 Personal Floatation Devices (PFDs)

4.4.12.1 PFDs must be worn immediately upon entering the Rouge dock area and by everyone in launched boats.

4.4.12.2 The PFD must bear a label that indicates it is a US Coast Guard approved life jacket or buoyant work vest.

4.4.12.3 Before each use, the vest must be inspected for defects which could alter its strength or buoyancy. Defective PFDs may not be used.

4.4.12.4 PFDs must be worn according to manufacturer's recommendations and be buckled or tightened to provide proper fit.

4.4.13 Chemical Protection

4.4.13.1 Specific requirements for use of chemical protective clothing are determined utilizing the [PPE Tables](#), PPE Selection Guide (located in the PPE tables), [Safety Data Sheets \(SDS\)](#), and the [Risk Assessment Matrix \(RAM\)](#). Contact your supervisor or safety representative if you have any questions. SDS copies can be accessed through [MaraWeb's SDS Search](#).

4.4.13.2 Rain gear may not be worn for chemical protection. See the related [Safety Bulletin](#) for more information.

4.4.13.3 Lightweight chemical gloves are to be used only for limited incidental contact with chemicals. Heavyweight chemical gloves must be worn if the potential for prolonged or significant contact is present.

4.4.14 Respiratory Protection

4.4.14.1 MRD supplies respirators for use by MPC employees. Contractors and vendors must supply their own respirators as needed. MPC respirators may be used by people who are not employed by MPC only to escape from an emergency. Refer to [RSW-SAF-070-DT Respiratory Protection Plan](#) for additional information including proper respiratory protection selection, use and care.

4.4.14.2 Beards and facial hair between the skin and the sealing surfaces of the respirator face piece are prohibited within the gated areas of all refinery property. Mustaches and short sideburns are permitted if they do not reach the sealing surfaces of the respirator face piece. Delivery

personnel with beards are allowed only in areas where safety glasses is the only PPE required. Other exceptions may be approved by the appropriate Department Manager using [RSW-SAF-052-Form01-DT Beard Waiver Form](#). Persons utilizing the form must have the signed form on their person at all times.

4.4.15 Fall Protection

- 4.4.15.1 See [RSW-SAF-066 Fall Protection](#) for usage and inspection requirements for fall protection equipment.
- 4.4.15.2 Fall protection harnesses provided to MPC employees may be washed using the following guidelines.
 - 4.4.15.2.1 Use bleach-free detergent
 - 4.4.15.2.2 Wash and rinse temperatures cannot exceed 160 degrees.
 - 4.4.15.2.3 Remove the pads. If one is available, place the harness in a mesh bag to protect the washer.
 - 4.4.15.2.4 Air dry the harness and pads or tumble dry in temperatures of 200 degrees or less.
- 4.4.15.3 Safety harnesses and lanyards must be stored in a clean, dry area away from chemical vapors and direct sunlight. They must be inspected before each use by the personnel wearing them using the criteria provided by the manufacturer. Harnesses which fail inspection must be discarded.

4.4.16 Electrical PPE

- 4.4.16.1 Employees working on energized electrical equipment rated at greater than 50 volts shall be provided with, and shall use, electrical protective equipment that is appropriate for the specific parts of the body to be protected and for the work to be performed, as specified in NFPA 70E and Appendix D of [RSP-1162-000 Electrical Safe Work Practices](#). The equipment must meet or exceed the calorie and voltage rating for the task being performed.
 - 4.4.16.1.1 Insulated gloves and leather glove protectors shall be worn as specified in [RSP-1162-000 Electrical Safe Work Practices](#) Appendix D.
 - 4.4.16.1.1.1 Distribution of new gloves for the Marathon Electricians occurs every 6 months and is managed by the craft foreman. Electricians are responsible for destroying gloves older than 6 months. Contractors must ensure that their gloves are tested or destroyed every 6 months.
- 4.4.16.2 No work shall be completed which requires greater than a 40 cal suit.
- 4.4.16.3 Only gloves, sleeves, mats, covers, blankets and line hose which are manufactured specifically for electrical protection may be used for electrical protection. The insulating equipment must be clearly marked by the manufacturer to designate its purpose and rating. The equipment must be inspected for damage before each use and immediately after an incident which may have damaged it. Insulating gloves will also receive an air test during the inspections. Insulating equipment cannot be used if

the inspections find a hole, tear, puncture, cut, ozone checking or cracking, embedded objects, texture changes such as softening or swelling, or any other defect that may damage its insulating properties. Suspect equipment will be removed for service and either discarded or tested by a qualified service.

NOTE: The 2080 coated palm glove shall not be worn while doing any of electrical work as the glove conducts electricity.

- 4.4.16.4 Insulating equipment must receive tests by a qualified service and may only be used if it is within the allowed test period. The equipment must be marked to indicate the most recent test date. Repaired equipment may be used after it has been tested and shown to retain the original insulating properties.

| Insulating equipment test intervals | |
|-------------------------------------|--|
| Type of equipment | When to test |
| Insulating line hose | As soon as its insulating value is suspect |
| Insulating covers | As soon as its insulating value is suspect |
| Insulating blankets | Before first issue and every 12 months afterwards |
| Insulating gloves | Before first issue and every six months afterwards |
| Insulating sleeves | Before first issue and every 12 months afterwards |

- 4.4.16.5 Protective equipment shall be properly stored and maintained in a safe reliable condition.

4.4.17 Working with Asbestos, lead or Other Regulated Material

- 4.4.17.1 Follow the established requirements for the regulated material.

5.0 TRAINING & COMPETENCIES

- 5.1 Employees who are required to wear personal protective equipment (PPE) must receive training on the equipment. The training includes:
 - 5.1.1 when and why PPE is necessary,
 - 5.1.2 what PPE is necessary,
 - 5.1.3 how to properly don, doff, adjust and wear the PPE,
 - 5.1.4 the applications and limitations of the PPE, and
 - 5.1.5 the proper care, maintenance, useful life and disposal of the PPE.
- 5.2 Each affected employee shall demonstrate an understanding of the training specified above and the ability to use the equipment properly before being allowed to perform work requiring the use of PPE.

- 5.3 If there is reason to believe that any affected employee who has already been trained does not have the understanding and skill required the affected employee(s) will be retrained. The occurrence of any of the following requires retraining:
- 5.3.1 Changes in the workplace render previous training obsolete.
 - 5.3.2 Changes in the types of personal protective equipment to be used render previous training obsolete.
 - 5.3.3 Inadequacies in an affected employee's knowledge or use of assigned personal protective equipment indicate that the employee has not retained the requisite understanding or skill.
- 5.4 The training department shall verify that each affected employee has received and understood the required training through a certification that contains all of the following information:
- 5.4.1 The name of each employee trained.
 - 5.4.2 The date of training.
 - 5.4.3 The subject of the certification.
- 5.5 Training Modules
- 5.5.1 [Basic Operator Training Lesson Plan](#) (also used for new maintenance employees)
 - 5.5.2 [Hand Protection and Glove Standard RSP Passport Item 09OSHPPPE040](#)
 - 5.5.3 [MPC WBT PPE Awareness Passport Item 00OSHPPPE010](#)

6.0 AUDITING

- 6.1 The use of PPE is audited periodically to ensure that the provisions of the program and plan are being properly implemented. The use of PPE is monitored on a regular basis by foremen and safety professionals and corrected as necessary. The use of PPE is also audited and tracked through Circle of Safety observation data and Life Critical Safety Audits.
- 6.2 The written program is reviewed on an annual basis.

7.0 DEFINITIONS

There are no definitions for this policy.

8.0 REFERENCES

- 8.1 ANSI Z41.1 Protective Footwear Requirements
- 8.2 ASTM D 6413 Standard Test Method for Flame Resistance of Textiles
- 8.3 ASTM F2733 Standard Specification for Flame Resistant Rainwear for Protections against Flame Hazards
- 8.4 ASTM F2413 Standard Specification for Performance Requirements for Protective (Safety) Toe Cap Footwear
- 8.5 [FR Clothing Order Form](#)
- 8.6 [FR Clothing Catalog](#)
- 8.7 [MIOSHA Part 33, Personal Protective Equipment for General Industry](#)
- 8.8 [MIOSHA Part 6, Personal Protective Equipment for Construction Industry](#)
- 8.9 [MPC HES Standard SAF-4010 Personal Protective Equipment](#)
- 8.10 NFPA 2112 Standard on Flame-Resistant Garments for Protection of Industrial Personnel against Flash Fire requirements
- 8.11 [NFPA 70E Standard for Electrical Safety in the Workplace](#)
- 8.12 [RSP-1162-000 Electrical Safe Work Practices](#)
- 8.13 [RSP-1305-001 Refining HESS Training Standard](#)

- 8.14 [RSP-1703-000 Hand Injury Prevention and General Duty Gloves Standard](#)
- 8.15 [RSW-SAF-004-DT Safe Attire Guidelines](#)
- 8.16 [RSW-SAF-013-DT Hearing Conservation Program](#)
- 8.17 [RSW-SAF-064 –DT Electrical Safety Program](#)
- 8.18 [RSW-SAF-066-DT Fall Protection](#)
- 8.19 [RSW-SAF-070-DT Respiratory Protection Plan](#)
- 8.20 [RSW-SAF-078-P001-DT Risk Assessment Matrix \(RAM\)](#)
- 8.21 [SDS Search](#)
- 8.22 Training Modules
 - 8.22.1 [Basic Operator Training Lesson Plan](#)
 - 8.22.2 Hand Protection and Glove Standard RSP Passport Item 09OSHPPPE040
 - 8.22.3 MPC WBT PPE Awareness Passport Item 00OSHPPPE010

9.0 APPENDICES

- 9.1 [Appendix A: Eye and Face Protection Matrix](#)
- 9.2 [RSW-SAF-052-Form01-DT Beard Waiver Form](#)
- 9.3 [RSW-SAF-052-FORM02-DT Certification of Hazard Assessment](#)
- 9.4 [SAF-052-Form03-DT Hazard Assessment Form](#)
- 9.5 [RSW-SAF-052-FORM24-DT PPE Tables](#)
- 9.6 [RSW-SAF-052-P001-DT Hand Protection Poster](#)
- 9.7 [RSW-SAF-052-P002-DT Safety Bulletin – Proper Use of Rain Gear](#)
- 9.8 PPE Maps
 - 9.8.1 [Main Plant PPE Map](#)
 - 9.8.2 [Complex 1 PPE Map](#)
 - 9.8.3 [Complex 2 PPE Map](#)
 - 9.8.4 [Complex 3 PPE Map](#)
 - 9.8.5 [Complex 4 PPE Map](#)
 - 9.8.6 [Complex 5 Melvindale PPE Map](#)
 - 9.8.7 [Complex 5 Rouge PPE Map](#)
 - 9.8.8 [Complex 6 PPE Map](#)
- 9.9 PPE Allotment Notifications
 - 9.9.1 [PPE Allotment Notification Level 1 Passport Item 234002](#)
 - 9.9.2 [PPE Allotment Notification Level 2 Passport Item 234003](#)
 - 9.9.3 [PPE Allotment Notification Level 3 Passport Item 234004](#)
 - 9.9.4 [PPE Allotment Notification Level 4/5 Passport Item 234005](#)

10.0 REVISION HISTORY

| Revision Number | Description of Change | Written By | Approved By | Revision Date |
|-----------------|--|-------------|-------------|---------------|
| 52 | Updated stipend amount from \$450 to \$500 for Level 4/5 and union employees | E. Neubauer | J. Rabideau | 01/30/19 |
| 53 | Updated PFD requirement per PC day foreman | E. Neubauer | A. Morales | 04/02/19 |
| 54 | Annual review, no updates | E. Neubauer | A. Morales | 05/20/19 |
| 55 | 4.4.8.5 Updated to reflect RSP 1716-000 and require cold | A. Hetu | A. Morales | 12/10/19 |

| | | | | |
|----|--|---------|------------|---------|
| | weather accessories to meet NFPA 2112. | | | |
| 56 | Annual review, no updates | A. Hetu | A. Morales | 5/20/20 |

APPENDIX 1: EYE AND FACE PROTECTION MATRIX

| Job Task | Minimum Protection Required |
|---|--------------------------------|
| Operating a cordless (battery operated) impact wrench/drill | Safety glasses only |
| Using pressurized air, steam, etc. to clean equipment | Goggles |
| Working with powdered or granulated materials | Goggles |
| Working overhead where the potential exists for particulate to fall into eyes | Goggles |
| Taking non-closed loop hydrocarbon samples | Goggles |
| Handling chemical totes | Goggles |
| Chipping concrete or refractory | Face shield and safety glasses |
| Grinding or buffing vessels or equipment | Face shield and safety glasses |
| Sandblasting | Face shield and safety glasses |
| Hydroblasting | Face shield and safety glasses |
| Operating a pneumatic or electric impact wrench/drill (> ¾" drive) | Face shield and safety glasses |
| Using a torch/wand to light heaters | Face shield and safety glasses |
| Operating a string trimmer during lawn maintenance | Face shield and safety glasses |
| Initial line breaking/opening of equipment when potential for pressure exists | Goggles and face shield |
| Handling or sampling of hot liquids or products (over 140F) | Goggles and face shield |
| Loading or unloading of acids or caustics | Goggles and face shield |
| Connecting/disconnecting acid/caustic lines or hoses | Goggles and face shield |
| Taking samples containing acids or caustics | Goggles and face shield |
| Cleaning/draining/repairing equipment in acid or caustic service | Goggles and face shield |