

Marathon Petroleum Company LP			
Electrical Safety Program	Document No.: RSW-SAF-064-DT	Approval Date: 4-2-20	Page 1 of 4
	Revision No.: 19	Next Revision Date: 10-28-24	
	Document Custodian: Environmental, Safety and Security		

1.0 PURPOSE

This program is designed to guard against and minimize injury to personnel and provide for the protection of property by establishing safe electrical work practices.

2.0 SCOPE

These rules apply to all work and all people doing work for at the Michigan Refining Division.

3.0 PROCEDURE

3.1 [Refer to Electrical Safe Work Practices RSP-1162-000](#)

4.0 MICHIGAN REFINING DIVISION SPECIFIC REQUIREMENTS

4.1 Training

4.1.1 MPC electricians will receive National Electric code update training as revisions to the NEC are published.

4.1.2 The following job classifications should be trained as “Qualified People”.

4.1.2.1 Electricians

4.1.2.2 Electrical Supervisors

4.1.2.3 Electrical Advisors

4.1.2.4 Electrical Engineers

4.1.3 Qualified people shall be trained upon initial assignment on electrical safe work practices and must demonstrate these skills. Training will consist of both classroom training and on the job training/work experience. See Electrical Safe Work Practices RSP-1162-000 section 3.1 for training requirements of qualified people.

4.1.4 Retraining shall be conducted according to Electrical Safe Work Practices RSP-1162-000 section 3.1 or when:

4.1.4.1 Supervision or annual inspections indicate that the employee is not complying with the safety related work practices.

4.1.4.2 New technology, new types of equipment or changes in procedures necessitate the use of safety related work practices that are different from those that the employee would normally use.

4.1.4.3 Work practices must be used that are not normally used during regular job duties.

4.1.4.4 A task is performed less often than once per year.

4.1.5 Training records are maintained by the Learning and Development Services Department.

4.1.6 Contractor Training

4.1.6.1 Contractors are responsible to ensure training is conducted in accordance with NFPA 70E, applicable MIOSHA Standards, and this procedure.

4.1.6.2 Proof of training must be provided upon request.

4.2 Auditing

4.2.1 Non-qualified electrical audit questions are included in Tier 1 inspections.

4.2.2 Qualified electrical audits will be performed quarterly using Attachment A Qualified Electrical Safety Audit Form in order to ensure compliance with the Electrical Safe Work Practice RSP-1162-000.

4.2.2.1 Audits will be performed on MPC Electricians and Contractors performing work exposing them to electrical hazards.

4.2.2.2 Audits will be performed by: Electrical Foreman, Electrical Planner, Electrical Reliability Engineer, members of the E&I Engineering Department and Safety.

4.2.2.3 The Safety Department will track the completion of audits and initiate an annual review to determine if corrections are needed to the procedure or training.

4.3 Operations Breaker / Motor Starter LOTO & Reset Procedure

4.3.1 Safe work practices for Operations Personnel when operating a breaker or motor starter for LOTO or reset purposes can be found in Appendix I [RSW-SAF-002-DT Blinding and Energy Isolation Procedure](#).

5.0 REFERENCES

Energized Electrical Permit ([RSP-1162-000-FORM3](#))

Temporary Power Checklist ([RSP-1162-000-FORM2](#))

Proceduralized MOC for Temporary Power ([Doc No. RMP-M187-DT](#)).

Electrical Switching Procedure ([RSP-1162-000-FORM1](#))

NFPA 70, National Electrical Code

NFPA 70E, Standard for Electrical Safety in the Workplace

6.0 REVISION HISTORY

Revision number	Description of change	Written by	Checked by	Effective date
15	Fixed link to the Electrical RSP	F. Ebbert	J. Rabideau	10/06/2017
16	Added section 4.3 with link to SAF-002	B. Dibert	J. Rabideau	01/24/2018
17	5-year review. Updated Field ID to eCompliance	B. Dibert	Al Morales	10/28/2019
18	Added Qualified Electrical Audit	B. Dibert	B. Ferguson	04/01/2020
19	Took the wording "Attachment A" out of the header	B. Dibert	A. Morales	04/02/2020

Attachment A - Qualified Electrical Safety Audit Form

Complex / Location	<input style="width: 95%;" type="text"/>	Permit #	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>
Description of Task & Servicing Group	<input style="width: 98%; height: 30px;" type="text"/>				
Equipment	<input style="width: 98%; height: 20px;" type="text"/>				
Audit Performed By:	<input style="width: 98%; height: 20px;" type="text"/>				

Qualified Electrical	Y	N	N/A	Comments
1. Have the worker(s) completed an Electrical JSA/Risk Assessment?				
2. Has the equipment been de-energized or do the electricians have an Energized Work Permit? Mark N/A if task is to isolate source.				
3. Can the worker tell you the voltage of the equipment?				
4. Can the worker tell you the arc flash rating of the equipment?				
5. Can the worker tell you the arc flash boundary?				
6. Can the worker tell you the Shock protection boundaries?				
7. Is the worker working outside of the restricted approach boundary?				
8. If no to question 6, has an energized electrical work permit been obtained? Testing and troubleshooting excluded.				
9. Is the correct PPE being worn per the task and per the Arc Flash Label values?				
10. Are the shock protection gloves stamped with a current inspection date?				
11. Are the leather protectors worn over the rubber gloves?				
12. Is a Standby or an additional Qualified Person used as required by task?				
13. Are there barricades or an attendant restricting unqualified persons from entering the boundaries?				
14. Has the worker removed all conductive personal effects?				
15. Are insulated tools being used inside the restricted approach boundary?				
16. Is the area clean and free of tripping hazards?				
Additional Comments:				

Scan QR code to enter into Survey Gizmo.

<https://www.surveygizmo.com/s3/5493130/Qualified-Electrical-Audit>

