

| | | | |
|---|---|---------------------------------------|-----------------------|
| Marathon Petroleum Company LP | | | |
| Portable Electronic Device Use and Restrictions Policy | Document No.: RSW-SAF-053-DT | Approval Date: 07/25/18 | Page 1 of 3 |
| | Revision No.: 13 | Next Revision Date: 09/01/2022 | |
| | Document Custodian: Environmental, Safety and Security | | |

1.0 PURPOSE

This policy describes the proper use and restrictions for the use of electronic devices inside and within the restricted areas of Michigan Refining Division.

2.0 SCOPE

This policy applies to all personnel (employees, contractors, visitors, etc.) on Michigan Refining Division (MRD) property.

This policy does not apply to company issued devices specifically intended for use within the restricted areas, such as radios and RADAR handhelds.

3.0 POLICY

3.1 Use of Electronic Devices in [Restricted Areas](#)

- 3.1.1 Electronic devices in restricted areas shall be for MRD business purpose use only. Personal devices may not be in your possession in restricted areas.
- 3.1.2 MPC non-Intrinsically safe devices in restricted areas must have a hot work permit, whether the device is on or off.
- 3.1.3 MPC intrinsically safe devices or devices in the *MPC Rugged Case* may be used in restricted areas without a hot work permit.
- 3.1.4 Contractors who have a clearly defined legitimate business purpose may be approved to use electronic devices in restricted areas.
 - 3.1.4.1 They must obtain and carry a completed device approval form. ([SAF-053-DT-FORM01](#))
 - 3.1.4.2 They must have a hot work permit for the device, whether on or off, in the restricted areas, unless the device's case is clearly marked as intrinsically safe.
 - 3.1.4.3 Contractors may use Appendix B of [REF-1056 Safe Use of Electronic Devices](#) to review and establish an approved case used similar to the MPC Rugged Case. An approval form and documentation meeting Appendix B must be provided to the safety department. If deemed appropriate, the contractor will receive a sticker for the case indicating that it is approved.
- 3.1.5 Ear buds, headphones, Bluetooth technologies, or anything similar in nature may not be used in restricted areas.
- 3.1.6 Phone conversations are prohibited where hearing protection is required.
- 3.1.7 Devices may not be used while moving through the unit (e.g. walking or climbing).

3.2 Electronic Device Use in Vehicles - see also [RSW-SAF-047-DT Motor Vehicle Safety & Driving Standard 3.2.3](#)

- 3.2.1 Non-Intrinsically Safe Electronic devices in vehicles in restricted areas, whether on or off, require a hot work permit.
- 3.2.2 Cell phone use in vehicles is limited to passengers, or drivers pulled over and parked at a complete stop, or use of a hands-free device.
- 3.2.3 Electronic devices, whether approved or personal, may not be used while operating a crane, bicycle, man-lift, forklift, golf cart, or anything similar in nature.

4.0 DEFINITIONS

Electronic Device: any intrinsically safe or non-intrinsically safe device, including but are not limited to cellular phone, two-way phone, personal data or digital assistant (PDA), iPad, iPod, tablet, Kindle, smart watch (e.g., Apple Watch), wearable technology (e.g., Google Glass), media steaming devices (e.g., Amazon TV) and similar devices.

Intrinsically-safe device: an Electronic Device clearly identified by or with factory-labeling as "Intrinsically Safe," "Explosion Proof" or labeled as approved for use in hazardous locations rated as Class I, Div. 1 or 2. Devices in the *MPC Rugged Case* are considered intrinsically safe.

MPC Rugged Case: a case reviewed and pre-approved by the Refining Safety and Security Manager. See [REF-1056 Safe Use of Electronic Devices](#)

Restricted Area: any area that requires signing into the Process Unit Sign in/Sign-out Log. All personnel must log in at the appropriate satellite process unit control room when entering and leaving all areas that are owned by operations or product control per the [Complex Boundaries and Unit Key Plan Drawing](#) unless a listed exception applies:

- Roadways and parking areas normally open to traffic
- Inside vehicles on unit-controlled roadways
- The fire grounds/Holly area/Melvindale trailer village
- Control rooms and adjacent smoking/break areas.

5.0 REFERENCES

[SAF-053-DT-FORM01 Electronic Device Approval Form](#)

[REF-1056 Safe Use of Electronic Devices](#)

[RSW-SAF-047-DT Motor Vehicle Safety & Driving Standard](#)

[RSW-SAF-068-DT Process Unit Sign In & Sign Out](#)

[Complex Boundaries and Unit Key Plan Drawing](#)

6.0 ATTACHMENTS

There are no attachments relevant to this policy.

7.0 REVISION HISTORY

ATTENTION: Printed copies should be used with caution. The user of this document must ensure the current approved version of the document is being used. This copy was printed on 11/1/2019 9:23 AM

| Revision number | Description of change | Written by | Checked by | Effective date |
|-----------------|--|-------------|-------------|----------------|
| 9 | Review of policy- No changes | J. Taggart | J. Rabideau | 06/07/17 |
| 10 | Updated to comply with REF-1056 | J. Rabideau | H. Sheard | 9/1/2017 |
| 11 | Updated to clarify hot work permit requires in restricted areas | J. Rabideau | H. Sheard | 10/6/17 |
| 12 | Clarified definition of restricted area and added reference to SAF-068 | E. Neubauer | J. Rabideau | 05/21/18 |
| 13 | Updated 3.1.4.3 to match REF-1056. | F. Ebbert | J. Rabideau | 7/25/18 |