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1.0 INTRODUCTION

1.1 Purpose

It is the policy of this refinery to make every effort to avoid unintentional fires. Smoking is a source of ignition for flammable materials. There are also health hazards associated with secondhand smoke. In the interest of fire prevention, personal health and the community the following rules shall be followed regarding smoking and smoking materials.

1.1 Scope

This document applies to all Marathon employees or contractors working at any Marathon Refining location.

2.0 REFERENCES

2.1 Marathon Standards

2.2 RSSI 01-34a Designated Smoking Area

3.0 DEFINITIONS

The following definitions are applicable to this document.

Responsible Dept: EHS	Preparer: Jean Butterfield	Approver: John Rosacker	Date:
Original Issue:		Next Review Date: 04/30/2021	
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Table 1 – Definitions

Term	Description
Shall	Denotes a minimum requirement in order to conform to the intent of the standard.
Should	Denotes a recommendation which is advised but not required in order to conform to the standard.

4.0 ROLES & RESPONSIBILITIES

4.1 All Employees and Contractors

- All employees and contractors shall follow this RSSI regarding smoking on company property.

5.0 PROCESS

- 5.1 Smoking shall be allowed only in the designated area. This is the only area where any smoking materials are permitted to be used (see RSSI 01-034a).
- 5.2 Hourly personnel shall not smoke during their scheduled shift.
- 5.3 Exempt personnel and contractors may smoke as allowed by their management.
- 5.4 The carrying or use of disposable butane lighters, torch lighters, "strike anywhere" (farmers) matches, or any lighters with exposed or partially exposed striker mechanisms is prohibited by everyone entering the refinery proper (past the refinery gates).
- 5.5 The use of vaporizing devices such as vapor pipes, E-cigarettes, etc. is allowed only in the designated smoking area. The carrying and use of these devices onto process units is prohibited.
- 5.6 Violation of this RSSI will be subject to discipline, up to and including termination of employment.

6.0 TRAINING

- 6.1 Upon initial hire all employees shall be trained at the awareness level on this standard.
- 6.2 All contractors will be trained to this standard through the contractor onboarding and badging process.

7.0 CHANGE LOG

Revision #	Preparer	Date	Description
2	Jean Butterfield	04/30/2018	Implementation of a designated smoking area at the Dickinson refinery



Smoking and Smoking Materials

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