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TABLE OF CONTENTS

1.0	Purpose	3
2.0	Scope	3
3.0	Roles and Responsibilities	3
3.1	All MPC and Contract Employees:	3
3.2	MPC Supervision:	3
3.3	Contractor Supervision:	3
3.4	MPC Safety Department:	3
4.0	Procedure	3
4.1	General Requirements	3
4.1.1	Safe and Professional Work Attire and Basic Refinery PPE	3
4.1.2	Site PPE Team	5
4.1.3	PPE Hazard Certifications	5
4.1.4	The Site Certification of Hazard Assessment	5
4.1.5	Defective or Damaged Equipment or Gear	5
4.1.6	Inspection, Use, Cleaning, and Maintenance	6
4.1.7	Contractors and Visitors	6
4.1.8	Training	6
4.1.9	Auditing	6
4.1.10	Responsibilities to Provide PPE Required by this Policy	6
4.2	Eye and Face Protection	6
4.2.1	Eye and face protection table	6
4.2.2	Safety Glasses	7
4.2.3	Coverall Goggles	8
4.2.4	Face Shields	8
4.2.5	Welding and Cutting	8
4.3	Head Protection	8

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: PPE-1 Personal Protective Equipment	Doc Number: RSW-000007-GB	Rev No: 2

4.3.1	Approved Hard Hats	8
4.3.2	Inspection, Use, and Maintenance	8
4.3.3	Areas or Activities Not Requiring Hard Hats	9
4.4	Foot Protection	9
4.5	Hand Protection	10
4.6	Flame Resistant Clothing (FRC)	11
4.6.5	Issuance of FRC	11
4.6.6	Laundry Service/Facilities, Repairs, Alterations, and Replacements	11
4.6.7	Work Requiring FRC	11
4.6.8	Garment Specifications	12
4.6.9	Chemical Resistant Garments (Non-Alky)	12
4.6.10	Proper Use	12
4.6.11	FRC Clothing Provisions	13
4.7	Other Standards with Subject-Specific PPE Requirements	13
5.0	Definitions	14
6.0	References	14
7.0	Attachments	14
8.0	Revision History	15
	Attachment A: Refinery PPE Map	16
	Attachment B: GBR PPE Catalog	18
	Attachment C: Authorization for Prescription Safety Glasses	19
	Attachment D: Replacement Safety Footwear OR Flame Resistant Clothing (FRC) Form	20
	Attachment E: FRC Washing Instructions	21
	Attachment F: Certification of Hazard Assessment	22
	Attachment G: PPE Hazard Assessment	23

1.0

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: PPE-1 Personal Protective Equipment	Doc Number: RSW-000007-GB	Rev No: 2

Purpose

This policy provides direction for selection, management, and use of personal protective equipment (PPE) at the Marathon Petroleum Company (MPC) Galveston Bay Refinery (GBR).

2.0 Scope

The requirements of this policy apply to all employees, contractors, visitors and vendors working at the Galveston Bay Refinery. However, all non-MPC employees shall be responsible for the safe use and selection of PPE for their workforce and this policy therein sets minimum expectations for those groups. Specific PPE requirements are stipulated in other GBR policies and where specified, take precedent.

3.0 Roles and Responsibilities

3.1 All MPC and Contract Employees:

- 3.1.1 Visually inspect PPE prior to use.
- 3.1.2 Inform supervision of the need to repair or replace PPE.
- 3.1.3 Observe fellow workers to ensure the proper use of PPE.
- 3.1.4 Shall wear required PPE.

3.2 MPC Supervision:

- 3.2.1 Ensure department personnel wear appropriate PPE and periodically check for compliance.
- 3.2.2 Ensure that all personnel are trained in the proper care and use of PPE.
- 3.2.3 Ensure PPE assessments are made for any tasks that have never been performed and associated with the area work (contact the Safety Department for assistance).
- 3.2.4 Provide PPE storage.
- 3.2.5 Provide appropriate PPE and make it available to employees.
- 3.2.6 Ensure defective or damaged PPE is removed from service and replaced.
- 3.2.7 Request assistance from the Safety Department in selecting approved PPE.

3.3 Contractor Supervision:

- 3.3.1 Verify that all contractors are informed of and comply with the intent of this procedure and are using PPE adequately for the hazards of the work to be performed.

3.4 MPC Safety Department:

- 3.4.1 Develop and maintain specifications for PPE approved for plant use.
- 3.4.2 Assure that ongoing hazard assessment(s) of PPE are conducted and updated periodically.
- 3.4.3 Review and update the overall effectiveness of PPE used in the plant as needed on a quarterly basis.

4.0 Procedure

4.1 General Requirements

4.1.1 Safe and Professional Work Attire and Basic Refinery PPE

This requirement applies to all employees, contractors, visitors and vendors working at the Galveston Bay

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: PPE-1 Personal Protective Equipment	Doc Number: RSW-000007-GB	Rev No: 2

Refinery. This policy does not address all PPE requirements for the Galveston Bay Refinery. It also does not address appropriate work apparel off-site while representing Marathon Petroleum.

- 4.1.1.1 General Guidelines
 - 4.1.1.1.1 As a refinery based operation, business casual dress is widely accepted by the Company for those in Office type buildings, and auxiliary type Buildings. Keep in mind that all required PPE must be worn in areas that require PPE.
- 4.1.1.2 Reporting To and From Assigned Work Area
 - 4.1.1.2.1 When reporting to and from assigned work areas at the beginning and the end of the shift beyond the refinery gates requires suitable clothing which includes: long pants, sleeved upper garments and fully covered footwear and safety glasses.
 - 4.1.1.2.2 Open-toed shoes / sandals are only permitted in the "Office Attire- No PPE Required" zone.
- 4.1.1.3 Refinery Vehicle Tours
 - 4.1.1.3.1 Refinery vehicle tours in a fully enclosed vehicle where visitors are not expected to exit the vehicle require suitable clothing which includes: long pants, sleeved upper garments, fully covered footwear and safety glasses.
 - 4.1.1.3.2 If individuals exit the vehicle in a PPE required area, all PPE must be donned prior to exiting the bus.
- 4.1.1.4 Equipment and Vehicle Operations
 - 4.1.1.4.1 Requirements for all employees who operate vehicles and equipment are the same as defined in the area they are working, except as listed below:
 - 4.1.1.4.1.1 Heavy Equipment Operators working inside of an enclosed cab with closed windows are not required to wear safety glasses or hard hats.
 - 4.1.1.4.1.2 Employees driving in vehicles are not required to wear a hard-hat and, provided the windows are closed, are not required to wear safety glasses.
 - 4.1.1.4.1.3 Employees operating bicycles are required to wear the same attire as defined in the area they are riding in.
- 4.1.1.5 General Entrance into the Refinery OSBL Production Areas
 - 4.1.1.5.1 Refer to GBR PPE Map, Attachment A, for the OSBL Production Areas safe attire expectations.
 - 4.1.1.5.2 Emergency Response personnel are exempt from these minimum requirements when reporting to the Fire Station from off site to respond to emergencies.
- 4.1.1.6 Entrance into Inside Battery Limits (ISBL) Areas
 - 4.1.1.6.1 Refer to the GBR PPE Map, Attachment A, for the ISBL Area's safe attire expectations.
 - 4.1.1.6.2 Additional requirements will apply as directed by each unit's

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: PPE-1 Personal Protective Equipment	Doc Number: RSW-000007-GB	Rev No: 2

specific safety requirements.

4.1.1.7 Warehouse PPE

4.1.1.7.1 Employees are permitted to wear suitable clothing while inside GBR Warehouses (excluding any unit tool rooms or other storage buildings not specifically called a “warehouse”) unless performing a task under Section 4.6.6.

4.1.1.7.2 A personal H2S monitor is not required to be worn while inside the warehouse. Upon exiting the buildings, PPE will be required in accordance with GBR PPE Map. Suitable clothing is permitted when leaving the shops to go to a “No PPE Required Area.” See Attachment A PPE Map.

4.1.2 Site PPE Team

4.1.2.1 The site shall maintain a functional PPE team that meets at least quarterly to discuss management of the PPE program across the site. This team will be led by a member of the site’s Industrial Hygiene team and/or a Safety Professional. The team should consist of members that include warehouse supervision, procurement, the primary PPE supplier, the GBR PPE SME and at least one hourly representative from Operations and Maintenance.

4.1.3 PPE Hazard Certifications

4.1.3.1 Hazard assessments shall be conducted to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment.

4.1.3.2 The appropriate personal protective equipment shall be selected and used by affected employees on the hazards identified in the hazard assessment.

4.1.3.3 Affected employees shall be made aware of the proper personal protective equipment required by the hazard assessment through training, policies, procedures, safety meetings, signs, etc.

4.1.3.4 Affected employees shall only wear personal protective equipment that properly fits and is in good condition.

4.1.3.5 The Certification of Hazard Assessments, Attachment F, defines the hazard assessment process performed at GBR.

4.1.3.6 The following GBR Hazard Assessment matrices are guides for the use of personal protective equipment and can be accessed on the Appendices page of the ES&S Procedure’s webpage:

4.1.3.6.1 GBR PPE Hazard Assessment, Attachment G

4.1.3.6.2 GBR Respiratory Protection Procedure

4.1.3.6.3 GBR Alky Personal Protective Equipment Requirements.

4.1.3.6.4 GBR Hearing Conservation Program

4.1.4 The Site Certification of Hazard Assessment

The site Certification of Hazard Assessment form shall be reviewed annually and approved by the Safety Department. Refer to Attachment F.

4.1.5 Defective or Damaged Equipment or Gear

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: PPE-1 Personal Protective Equipment	Doc Number: RSW-000007-GB	Rev No: 2

4.1.5.1 Personal protective equipment shall be used as indicated or required and may not be altered in any manner. The use of damaged or malfunctioning personal protective equipment is prohibited. Protective equipment shall be properly stored and maintained in a safe and reliable condition. In addition, the following specifics apply:

4.1.5.1.1 All PPE that is deemed damaged, not repairable, or unsafe for use shall be immediately removed from service, destroyed, and discarded.

4.1.5.1.2 All PPE that is in need of inspection, service, or repairs must be tagged out of service until the need is resolved.

4.1.6 Inspection, Use, Cleaning, and Maintenance

4.1.6.1 All PPE must be kept clean and properly maintained. PPE shall be inspected, cleaned and maintained so that the PPE provides the required protection. Personal protective equipment 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.

4.1.7 Contractors and Visitors

Contractors are responsible for ensuring their employees' PPE meets the requirements of this policy as a minimum standard. Contractors may not wear red hard hats; red is reserved for site Emergency Responders. GBR employees and contractors escorting visitors are responsible for assuring that visitors PPE meets site requirements while in designated PPE areas.

4.1.8 Training

4.1.8.1 All Employees who are required to use PPE shall be trained in the proper care, wearing and use, limitations, useful life, and disposal of that PPE. New employee orientation shall encompass an overview of PPE; however, job/craft specific PPE training shall be conducted by Learning and Development or Supervision. Each employee shall demonstrate an understanding of the training and the ability to use PPE properly, before being allowed to perform work requiring the use of PPE.

4.1.8.2 Certification of training as well as competency tests will be maintained by the site's training department (MPC) or the contractor safety council (contractors).

4.1.9 Auditing

The PPE program will be audited periodically to ensure that the provisions of this policy and field practices are being properly implemented. This may occur through the use of informal observations. However, the formal written program will be reviewed at least every three years and documented.

4.1.10 Responsibilities to Provide PPE Required by this Policy

When required by this policy (or a contractor/vendor policy for those entities), the PPE shall be paid for and provided by the company.

4.2 Eye and Face Protection

4.2.1 Eye and face protection shall be worn in accordance with the below table, at a minimum:

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: PPE-1 Personal Protective Equipment	Doc Number: RSW-000007-GB	Rev No: 2

Job Task	Min. Protection Required
Using pressurized air, steam, etc. to clean equipment	Goggles
Working with powdered or granulated materials	Goggles
Working overhead where the potential exists for falling debris	Goggles
Taking non-closed loop hydrocarbon samples	Goggles
Handling chemical totes	Goggles
Walking or performing any task within a boundary marked for chemical goggles	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	Face Shield and Safety Glasses
Operating a cordless (battery operated) impact wrench	Safety Glasses Only
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 or opening of equipment when potential for pressure exists	Goggles and Face Shield
Handling or sampling of hot liquids or products (Over 140 degrees F)	Goggles and Face Shield
Loading or unloading of acids or caustics	Goggles and Face Shield
Connecting/disconnecting acid/caustics 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

4.2.2 Safety Glasses

- 4.2.2.1 All safety glasses (prescription or non-prescription) shall meet the requirements of ANSI Z87.1+ standard for eye protection.
- 4.2.2.2 The safety glasses shall be fitted with permanent or removable side shields.
- 4.2.2.3 Contacts are permitted to be worn as long as eye protection meeting the requirements above is also worn.
- 4.2.2.4 When safety glasses are required, only clear or indoor/outdoor (I/O) tint safety glasses may be worn at night, in poorly lit areas, or inside buildings unless the job requires tinted lenses.
- 4.2.2.5 Temporary non-prescription safety glasses are available to visitors when they sign in with Security.
- 4.2.2.6 Non-prescription safety glasses, chemical goggles and face-shields shall be

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: PPE-1 Personal Protective Equipment	Doc Number: RSW-000007-GB	Rev No: 2

issued through the Warehouse to MPC employees.

4.2.2.7 Electrical I&E personnel MUST wear ANSI Z-87.1+, NON-Metallic Frames when performing "HOT" work above 50 volts.

4.2.2.8 Refer to Authorization for Prescription Safety Glasses Form, Attachment C for information on the prescription safety glasses program for MPC employees.

4.2.3 Coverall Goggles

4.2.3.1 All employees, visitors and contractors will have coverall chemical goggles on their hard hat. To prevent potential chemical contamination, goggles should not have foam or other porous materials on the sealing surface between the goggle and the face.

4.2.3.2 Specific areas requiring the use of coverall chemical goggles will be clearly identified by signage and marked with yellow and black boundary markers.

4.2.4 Face Shields

4.2.4.1 Face Shields must comply with ISEA Z87+ when used for impact protection.

4.2.5 Welding and Cutting

4.2.5.1 Welding hoods shall be worn by personnel welding. Safety glasses or welder's goggles shall be worn under the hood when eye protection is required. Welder's goggles or a welding hood shall be worn when torch cutting.

4.2.5.2 Welders shall be provided an option to use automatic darkening filters (ADFs) for their weld hoods and, when provided, welders shall be trained on their use and limitations.

4.2.5.3 In cases where manual shade hoods or goggles are used, the shade rating must be aligned with OSHA requirements of 29CFR1910.132 Table 7.2.

4.3 Head Protection

Hard hats must be worn when entering ISBL Areas and also be used anytime there is a potential for head injury from overhead impact hazard(s), falling or flying object(s), or from electrical shock and burn hazard(s).

4.3.1 Approved Hard Hats

Where required, hard hats shall conform to the latest version of the ANSI Z89.1 and be Type I, Class E rated. Class C hard hats, which offer no voltage resistance, are strictly prohibited. To ensure the proper specifications are met, GBR employees shall be issued personal hard hats by the company through the onsite warehouse.

4.3.2 Inspection, Use, and Maintenance

It is the responsibility of the wearer to inspect all components of the hard hat before use for dents, cracks, penetrations, suspensions snapped in place, worn suspension straps, chemical and UV damage, etc. Chemical and UV damage are indicated by a loss of surface gloss. The wearer of the hard hat must assure the following:

4.3.2.1 Inspect the hard hat before use as required by the manufacturer. Note that breakage, cracks, craze pattern, discoloration, chalky appearance, or any other unusual conditions may indicate degradation. Check the suspension for loss of flexibility, cracks, breaks, frayed straps, or damaged stitching. Check for brittleness by flexing the brim and ensure the brow guard (Pad) is properly

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: PPE-1 Personal Protective Equipment	Doc Number: RSW-000007-GB	Rev No: 2

in place.

- 4.3.2.2 Wear hard hats with the protective visor to facing forward.
 - 4.3.2.2.1 Welders may use an approved hardhat and suspension that are approved by the manufacturer to be reversed to allow clearance for welding hood.
- 4.3.2.3 Wear hard hats in required areas even while using additional PPE such as welder's helmets or face shields.
- 4.3.2.4 Do not modify hard hats in ways that are not permitted by the manufacturer, such as by drilling holes or adding screws.
- 4.3.2.5 Maintain them as required by the manufacturer.
- 4.3.2.6 Replace the suspension annually or routine inspection shows signs of damage. The manufacturing date is molded into front edge of the plastic ring underneath the sweatband. Objects (gloves, goggles, respirators, etc.) are not permitted between the shell and the suspension. Do not use a suspension from one manufacturer with the shell from another.
- 4.3.2.7 Discard the shell after five years from the date put into service, after penetration or impact, or earlier as needed by routine inspections.

4.3.3 Areas or Activities Not Requiring Hard Hats

Under normal circumstances, hard hats are not required to be worn in the following areas or situations:

- 4.3.3.1 In offices (including pumping and gauging offices), laboratories, classrooms, lunchrooms, refreshment areas, locker rooms, change houses, and restrooms.
- 4.3.3.2 In control rooms.
- 4.3.3.3 In maintenance shops when the type of work being performed does not expose the employee to potential head injury, including electrical shock.
- 4.3.3.4 In the supply and spare parts warehouse when the work is being performed does not expose employee to potential head injury.
- 4.3.3.5 While operating forklift trucks equipped with overhead protection system (i.e., no holes). Note: Fork truck operators shall have safety hardhat with them when making deliveries.
- 4.3.3.6 While operating heavy equipment equipped with overhead protection system, such as mobile cranes and go-devils. Note: Equipment operators shall have safety hard hats with them while operating such equipment.
- 4.3.3.7 When riding a bicycle on roadways outside the battery limits or in vehicles.
- 4.3.3.8 When using a PAPR hood which provides equal protection.

4.4 Foot Protection

- 4.4.1 All Operating, Maintenance and Warehouse areas require approved Safety Footwear. In addition, personnel performing work which creates a potential foot hazard are required to wear safety-toed shoes/boots while performing that work, regardless of work location.
- 4.4.2 Electrical I&E personnel MUST wear ANSI Z-41, Electrical Hazard (EH) rated Safety Footwear.
- 4.4.3 Analytical Technology & Laboratory Services (ATLS) personnel shall be allowed to wear

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: PPE-1 Personal Protective Equipment	Doc Number: RSW-000007-GB	Rev No: 2

non-safety toed shoes/boots while in the ATLS Facility, provided the shoes/boots are constructed of leather or sturdy material covering the entire foot.

4.4.4 Approved Foot Protection

- 4.4.4.1 All safety-toed shoes/boots must meet the requirements of ANSI-Z41 and have a defined heel of at least ¼” and at least 60°. Safety-toed shoes/boots shall be constructed of leather or non-porous material covering the entire foot. Safety-toed shoes/boots with ventilation holes or a thin see through mesh type materials below the ankles are not be allowed.
- 4.4.4.2 Chemical contact to the foot shall be protected against through the use of chemical protective boots also meeting the requirements of ANSI-Z41. When chemical contact is possible, the wearer must assure that the materials selected are protective against the hazards anticipated. In addition, consideration shall be given to the type of chemical contact, specifically whether it is incidental or preventative, or if it is anticipated to be sustained contact.
- 4.4.4.3 Personnel operating jack hammers, hydroblast nozzles, compacters, or soil tampers and probes are required to wear additional metatarsal protection to protect the top of their feet.

4.4.5 Inspection, Use, and Maintenance

It is the responsibility of the wearer to inspect all components of the footwear before use for signs of wear or degradation. Footwear that has holes or breaches in the outer surface shall not be worn. In addition, the wearer of the footwear must assure the following:

- 4.4.5.1 Protective footwear shall be inspected prior to each use for wear and tear.
- 4.4.5.2 Employees shall follow the manufacturers' recommendations for cleaning and maintenance of safety shoes.
- 4.4.5.3 Pants legs shall not be tucked into the footwear when using chemical protective clothing or in accordance with an operating procedure.
- 4.4.5.4 If the Safety footwear needs replaced refer to Safety Footwear Replacement Form, Attachment D.

4.5 Hand Protection

- 4.5.1 Hand protection at GBR shall meet the requirements of MPC Refining Hand Injury Prevention and Glove Standard RSP-1703-000
- 4.5.2 Hand protection is required when the hands are exposed to hazards such as those from skin absorption of harmful substances, cuts or lacerations, punctures, chemical burns, thermal burns, and harmful temperature extremes.
- 4.5.3 Gloves should be selected on the basis of the material being handled, the particular hazard involved, and their suitability for the operation being conducted. One type of glove will not work in all situations. Refer to the PPE Hazard Assessment Matrix and/or the GBR Glove Information Sheet, Attachment B, for guidance on glove selection.
- 4.5.4 Gloves are required to be on your person in accordance with the GBR PPE Map in Attachment A and worn during any task outlined below:
 - 4.5.4.1 Routine work and general duty tasks performed by all personnel.

Note: Since MPC has experienced hand injuries while walking up and down process unit stairs and climbing ladders, this site practice considers this activity as routine

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: PPE-1 Personal Protective Equipment	Doc Number: RSW-000007-GB	Rev No: 2

work and would require gloves.

- 4.5.4.2 Hands on maintenance activities,
- 4.5.4.3 Hands on construction activities,
- 4.5.4.4 Hands on field process unit activities,
- 4.5.4.5 Product Control activities (e.g., rail car loading and unloading, tank truck loading and unloading, etc.), and
- 4.5.4.6 Laboratory activities that involve
 - 4.5.4.6.1 Working with glass or similar materials under stress (e.g., D86 analysis),
 - 4.5.4.6.2 Handling broken glass or similar materials, and
 - 4.5.4.6.3 Breaking ampules.
- 4.5.5 Gloves should not be worn during operations where they could get caught in rotating machinery and pull the hand into a hazardous situation.

4.6 Flame Resistant Clothing (FRC)

- 4.6.1 Where required, Flame Resistant Clothing (FRC) is required to be worn by all GBR employees, contract or third party personnel, vendors, and visitors, including occupants of any buildings in the designated area, except as noted below.
 - 4.6.1.1 Ship and barge personnel traveling between the dock gate and their vessels along established paths are not required to meet the requirements of this procedure. Marine vessel suppliers and vendors are not required to wear FRC at the marine facilities.
- 4.6.2 Central Maintenance Shop employees are permitted to wear sleeved shirts in the Central Shop unless performing a task under Section 4.6.6. Upon exiting the building, normal FRC will be required. Suitable clothing is permitted when leaving the shops to go to the "No PPE Required Area". See Attachment A PPE Map.
- 4.6.3 Upon exiting the building, normal FRC will be required.
- 4.6.4 Employees conducting fire hose testing at the Fire Field are permitted to wear suitable clothing during fire hose inspections.
- 4.6.5 Issuance of FRC
 - 4.6.5.1 GBR employees will be supplied with personal FRC at company expense. Only FRC issued by the company will be worn in FRC designated areas. All replacement garments will be from the GBR Site Approved List.
 - 4.6.5.2 Employees requesting replacement FRC's MUST complete the Request for Replacement Flame Resistant Clothing (FRC) Form, Attachment D.
- 4.6.6 Laundry Service/Facilities, Repairs, Alterations, and Replacements
 - 4.6.6.1 Cleaning of FRC will be available to all employees and provided by the company. Laundering facilities will be provided in strategic locations for employee use. Bags designated for contaminated FRC will be made available for employee use as needed. Employees must follow manufacturers recommended washing instructions, Refer to Attachment E.
 - 4.6.6.2 Repairs and alterations of GBR-issued FRC will be provided by the laundry service and will be paid for by the company. FRC will be replaced in

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: PPE-1 Personal Protective Equipment	Doc Number: RSW-000007-GB	Rev No: 2

exchange for worn or damaged FRC.

4.6.7 Work Requiring FRC

Work in non-FRC designated areas per Attachment A, requires FRC when performing any of the following tasks/activities:

- 4.6.7.1 Initial opening of process equipment including piping, vessels, analyzers, and pumps.
- 4.6.7.2 Sampling, purging or draining hydrocarbons.
- 4.6.7.3 Vacuum truck operations.
- 4.6.7.4 Any work requiring a hot work permit.
- 4.6.7.5 Work on electrical switchgear and/or where additional electrical arc/flash protection is required.
- 4.6.7.6 Welding, brazing or torch cutting (whether a permit is required or not).
- 4.6.7.7 Dispensing or handling of flammables
- 4.6.7.8 All other activities, work, or training to be performed should be evaluated for the possibilities of the presence of hydrocarbon which could lead to a flash fire. If there is any doubt in the evaluation of such activities, FRC is required to be worn by personnel who may be injured in the event of a flash fire.

4.6.8 Garment Specifications

- 4.6.8.1 Garments shall meet the requirements of SAF-4010
- 4.6.8.2 Outer FR garments (e.g., coats, bibs, hole watch/fire watch vests, rain gear and sweatshirts with or without hoods, etc.) shall be made of FR fabric and are required to meet NFPA 2112 requirements that are certified by an independent testing agency; outer garments shall comply with ASTM D 6413 Standard Test Method for Flame Resistance of Textiles.
- 4.6.8.3 When disposable garments are required to be worn to protect against or prevent contamination of skin or clothing (i.e. asbestos, refractory ceramic fiber, etc.), these disposable garments must be labeled by the manufacturer as flame resistant. Disposable coveralls shall comply with NFPA 2113 as it pertains to the care and maintenance during use.

Note: Disposable coveralls are not required to be flame resistant when performing non-spark producing work in an area that is deemed cleaned and hydrocarbon free (i.e. A Turnaround unit with manifold blinds in place and the unit has been hydrocarbon freed and cleaned).

- 4.6.8.4 For electrical arc flash protection, refer to RSP 1162-000.
- 4.6.8.5 FR Garments for Rain Wear: All rain wear shall comply with ASTM D6413 Flame Resistant requirements, and shall be tested and comply in accordance with:

(a) ASTM F2733 for flash fire, and

(b) ASTM F1891 when the risk potential of an arc flash hazard exists.

4.6.9 Chemical Resistant Garments (Non-Alky)

- 4.6.9.1 Chemical Resistant garments as defined by Appendix B of OSHA 1910.120

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: PPE-1 Personal Protective Equipment	Doc Number: RSW-000007-GB	Rev No: 2

shall be available at each refinery.

Level A: Full encapsulating, chemical resistant suit, inner chemical resistant safety boots, Self-Contained Breathing Apparatus (SCBA), and FR clothing.

Level B: One or two-piece chemical resistant clothing with splash hood, inner and out chemical resistant gloves, chemical resistant boots, SCBA or full-face piece supplied-air respirator with escape SCBA, and FR clothing.

Level C: One- or two-piece chemical resistant clothing with splash hood, inner and outer chemical resistant gloves, chemical resistant boots, full face piece, air purifying respirator, FR clothing.

4.6.10 Proper Use

- 4.6.10.1 In FRC designated areas, FRC must be worn properly as the outer most garment, unless additional or special PPE is required to be worn over the FRC.
- 4.6.10.2 Shirt/coverall sleeves and pant cuffs must fully cover the wrists and ankles. Coverall, pant and shirt sleeve-cuff snaps/buttons must be fastened.
- 4.6.10.3 Coverall, shirt fronts and lab coats must be zipped, buttoned or fastened fully up to the last button/snap below the collar. Shirts must be tucked-in. Bay Plant will implement on or before April 1, 2018.
- 4.6.10.4 Non-FR hooded sweatshirt hoods must be tucked under FRC, and strings shall be removed or also tucked in to avoid entanglement in rotating equipment.
- 4.6.10.5 When in designated heat stress cooling-down areas for rehabilitation purposes or in vehicle cabs, the requirements listed above may be relaxed. Clothing may be loosened to allow air movement while in these areas.
- 4.6.10.6 Only the approved brand of mosquito/bug repellants stocked in the warehouse are allowed to be applied/sprayed on FRC. DEET containing mosquito/bug repellants are not permitted to be used on FRC garments.

4.6.11 FRC Clothing Provisions

- 4.6.11.1 GBR employees shall be supplied with personal FRC, in a timely manner, at company expense. Only FRC approved by the company shall be worn in FRC-designated areas or for FRC-required activities.
- 4.6.11.2 Contractors are responsible for providing their employees with FRC compliant with this policy and in quantities considered appropriate for the assigned tasks.
- 4.6.11.3 Delivery truck drivers shall be required to wear FRC if expected to enter ISBL Areas.
 - 4.6.11.3.1 If the driver has no FRC with them, a limited supply of FRC is available at the refinery FRC vendor office. Security shall issue the clothing when the truck driver arrives in plant and shall collect as the driver leaves the plant. Security shall return FRC to the FRC vendor for cleaning. Loaner FRC coveralls shall be provided to visitors entering FRC designated areas. Normally, visitor FRC shall be issued from and returned to the FRC supplier by the visitor or the visitor's host.

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: PPE-1 Personal Protective Equipment	Doc Number: RSW-000007-GB	Rev No: 2

4.6.11.4 FRC shall be laundered, repaired, and taken out-of-service per the manufacturer's recommendations.

4.7 Other Standards with Subject-Specific PPE Requirements

The following programs contain detailed management of PPE within the program and should be consulted as necessary to assure PPE safety and compliance.

- 4.7.1 [GBR-HESS-PPE-05 Respiratory Protection](#)
- 4.7.2 [GBR-HESS-PPE-07 Fall Protection](#)
- 4.7.3 [GBR-HESS-SM-03 Asbestos Management](#)
- 4.7.4 [RSP 1162-000](#)
- 4.7.5 [TCR PPE-8 Hearing Conservation Program](#)
- 4.7.6 [TCR PR-21 Benzene Exposure Reduction](#)
- 4.7.7 [TCR S-22C Lead Policy](#)
- 4.7.8 [Alky 3 NOP2 6006 Personal Protective Equipment Requirements](#)

5.0 **Definitions**

- 5.1 **OSBL Production Areas** – Any area inside of the refinery security perimeter generally addressed as 2501 5th Ave South, Texas City, Texas 77590 and not specifically excluded in the definition of “Non-Production Area”.
- 5.2 **ISBL Production Areas** – The area designated as a boundary of a process unit which appears on the unit's plot plan drawing, and typically marked by a yellow border around the process unit.
- 5.3 **Non-Production Areas** - All GBR owned or operated facilities outside of the security perimeter fence and the following additional areas: ESB, NOB, GOB, SOB, Fire Station, BOB and, CCB. This definition does not address issues related to safe and appropriate attire for reporting to and from work.

6.0 **References**

- 6.1 29 CFR 1910.132 General Requirements (Subpart I – Personal Protective Equipment)
- 6.2 29 CFR 1910.133 Eye and Face Protection
- 6.3 29 CFR 1910.135 Head Protection
- 6.4 29 CFR 1910.136 Foot Protection
- 6.5 29 CFR 1910.138 Hand Protection
- 6.6 ANSI Z87.1 Practice for - Occupational and Educational Eye and Face Protection (Superseded by ISEA Z87.1)
- 6.7 ISEA Z87.1 American National Standard for Occupational and Educational Personal Eye and Face Protection Devices
- 6.8 ANSI Z-41 Personal Protection - Protective Footwear (Replaced by ASTM F2412 and ASTM F2413)
- 6.9 ANSI Z-41.1 Men's Safety-Toe Footwear (Withdrawn, not replaced)
- 6.10 ASTM F2412 Standard Specification for Performance Requirements for Protective (Safety) Toe

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: PPE-1 Personal Protective Equipment	Doc Number: RSW-000007-GB	Rev No: 2

Cap Footwear

- 6.11 ASTM F2413 Standard Specification for Performance Requirements for Foot Protection
- 6.12 ANSI Z89.1 Personnel Protection - Protective Headwear for Industrial Workers – Requirements (Replaced by ISEA Z89.1)
- 6.13 ISEA Z89.1 American National Standard for Industrial Head Protection
- 6.14 ASTM D6413 Standard Test Method for Flame Resistance of Textiles (Vertical Test)
- 6.15 NFPA 70E Standard for Electrical Safety in the Workplace
- 6.16 NFPA 2112 Standard on Flame-Resistant Garments for Protection of Industrial Personnel Against Flash Fire
- 6.17 **RSP-1716-000 Safety Personal Protective Equipment**

7.0 Attachments

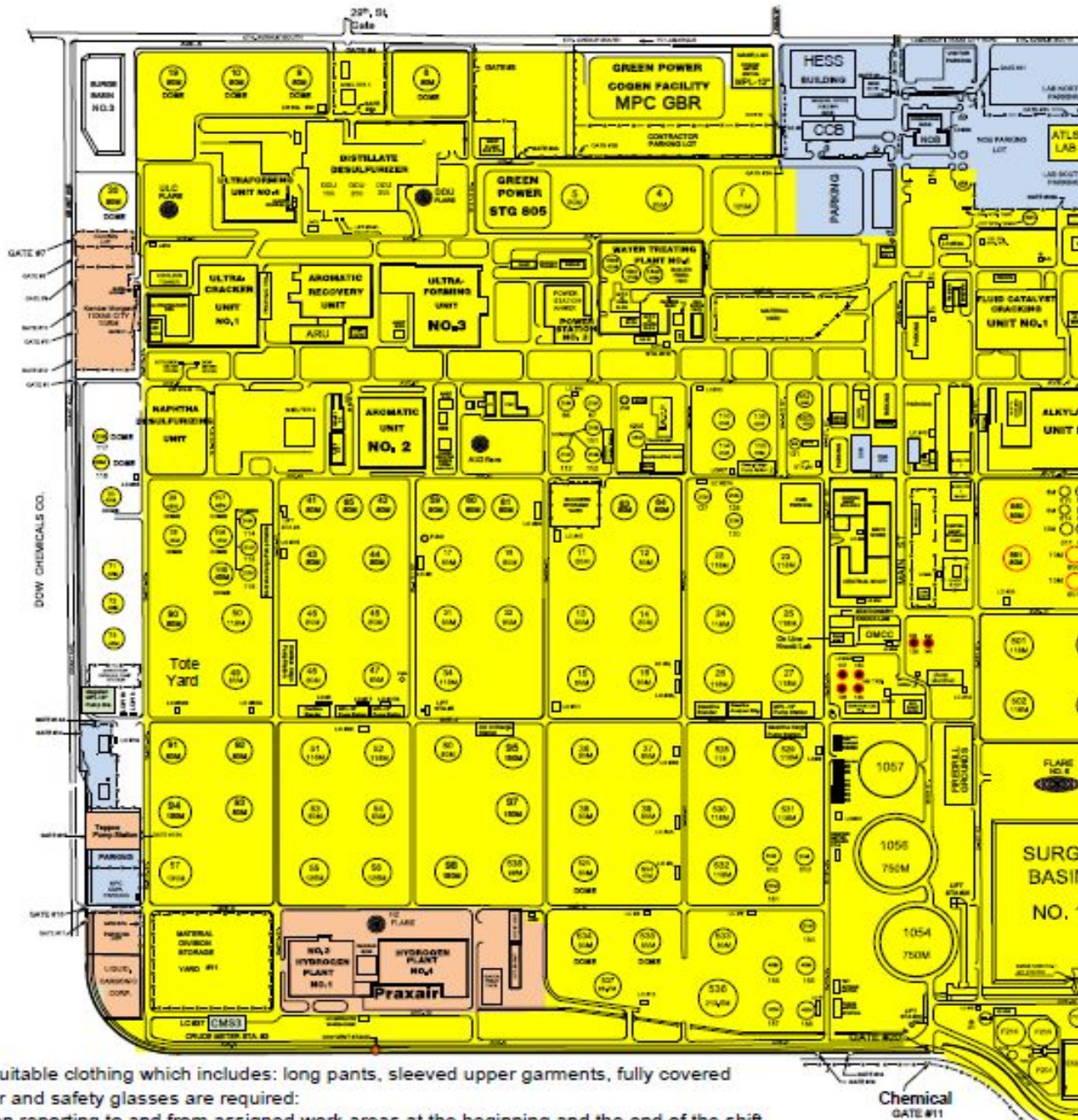
- 7.1 Attachment A – PPE Overview Map
- 7.2 Attachment B – Glove Information Sheet
- 7.3 Attachment C – Authorization for Prescription Safety Glasses
- 7.4 Attachment D – Replacement Safety Footwear OR Flame Resistant Clothing (FRC) Form
- 7.5 Attachment E – FRC Washing Instructions
- 7.6 Attachment F – Certification of Hazard Assessment
- 7.7 Attachment G – PPE Hazard Assessment

8.0 Revision History

Revision Number	Description of Change	Written by	Approved by	Revision Date	Effective Date
0	Original Issue. Replaces GBR-HESS-PPE-1 and RSW-0005-TC. MOC # M20181056-001	B. M. McPherson	J. Montminy	2/2/2018	4/6/2018
1	Updates specifications for face shields, outer garments, disposable garments and rain wear, defines levels for non-Alky chemical resistant garments and aligns with RSP-1716-000 under MOC 63417.	C. T. Hart	V. J. Meeks	7/17/2019	7/31/2019
2	Updated Attachment C to address new onsite dispensing hours and inserts for 3M goggles.	S. Lambert	D. J. Oakes	8/8/2019	8/8/2019

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: PPE-1 Personal Protective Equipment	Doc Number: RSW-000007-GB	Rev No: 2

GALVESTON BAY REFINERY



- Note:** Suitable clothing which includes: long pants, sleeved upper garments, fully covered footwear and safety glasses are required:
- When reporting to and from assigned work areas at the beginning and the end of the shift.
 - Going from the Central Maintenance Shops or Warehouses to a "No PPE Required Area."
 - Fully enclosed vehicle tours of the refinery where visitors are not expected to exit the vehicle.
 - Fire field during annual fire hose testing
 - *Hearing protection must be worn in accordance with the Hearing Conservation Policy.

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: PPE-1 Personal Protective Equipment	Doc Number: RSW-000007-GB	Rev No: 2



Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: PPE-1 Personal Protective Equipment	Doc Number: RSW-000007-GB	Rev No: 2

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: Personal Protective Equipment	Doc Number: RSW-000007-GB	Rev No:2

Attachment B: GBR PPE Catalog

See Safety TeamView for most current PPE Catalog

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: Personal Protective Equipment	Doc Number: RSW-000007-GB	Rev No:2

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: Personal Protective Equipment	Doc Number: RSW-000007-GB	Rev No:2

**PPE-1 Attachment C
GBR AUTHORIZATION FOR PRESCRIPTION SAFETY GLASSES**

The Marathon Galveston Bay Refinery employee named below is authorized for:

(IF MORE THAN ONE PAIR IS CHECKED, THEN THE SUPERVISOR'S SIGNATURE IS REQUIRED FOR EACH PAIR REQUESTED)

First pair of Hoya Prescription Safety Eyewear, Glasses and Side Shields or necessary component(s) at company expense as approved by the Hoya Prescription Safety Eyewear Program. Only Hoya Prescription Safety Eyewear frames and side shields meeting ANSI Z 87.1 are authorized. **Supervisor's Signature:** _____

Second pair of Prescription Safety Eyewear, Glasses and Side Shields or necessary component(s). the site will pay 50% of the base price of a second pair of safety glasses. The employee is responsible for paying 50% of the base price cost of a second pair of safety glasses plus the cost of any additional options above those included in the base price. Hoya Prescription Safety Eyewear frames and side shields meeting ANSI Z 87.1. **Supervisor's Signature:** _____

Replacement of necessary component(s) or complete replacement of safety glasses and side shields from existing prescription, i.e., damaged, lost, etc. (company expense, as authorized). **Supervisor's Signature:** _____

Special prescription glasses for Fresh Air Mask - one pair of clear prescription lens and frame (9800-03) excluding temple pieces. **Supervisor's Signature:** _____

One pair of prescription inserts for 3M goggles meeting ANSI Z 87.2. **Supervisor's Signature:** _____

Computer glasses, in accordance with the same guidelines as the first pair of Hoya Prescription Safety Eyewear Glasses and Side Shields as recommended by an ergonomic review by Industrial Hygiene and MUST have a RX from an Optometrist. **Safety Department MUST be contacted PRIOR to the Supervisor authorization.**
Supervisor's Signature: _____

Employee Information:

Employee's Name (<i>print</i>)	Employee's Signature	Date
Employee's E-Mail Address	Employee's Phone #	Employee's SSN (<i>Last 4 digits</i>)

Approved by:

Supervisor's Name (<i>print</i>)	Supervisor's Signature	Supervisor's Phone #	Date
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Instructions:

After employee has had an eye examination by the doctor of his or her choice, at the employee's expense, the employee shall take the prescription and this completed form to one of the following approved optical firms who will order, assemble, fit and dispense the glasses or the necessary components and retain the prescription at their office.

Hoya Vision - Brian Huskey	Onsite Order and Dispensing: ESB Lobby Thursdays & Fridays from 2 PM – 5 PM	409.739.8588 BH1.PROPT@yahoo.com
Broadway Vision - Dr. Matocha & Dr. Ullman	2115 Broadway, Galveston	409.762.2020
Coastal Eye Associates - Dr. Chad Moffitt	1913 Steele Rd. Alvin	281.585.8453
League City Vision Clinic - Dr. J Floyd Williams	910 West Main, St League City	281.332.1041
TSO – Dr. Nelson Juarez	13135 Hwy. 6, Santa Fe	409.925.2506

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: Personal Protective Equipment	Doc Number: RSW-000007-GB	Rev No:2

	2702 Palmer Hwy, Texas City (New)	409.948.1311
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Take completed form to an approved Optical Firm for Approval & Processing

Contact a member of the Safety Department for any questions.

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: Personal Protective Equipment	Doc Number: RSW-000007-GB	Rev No:2

Attachment D

MARATHON GALVESTON BAY REFINERY

REPLACEMENT SAFETY FOOTWEAR OR FLAME RESISTANT CLOTHING (FRC) FORM

Employee's Name (Print)	Date	Unit/Work Area
Employee ID #	Employee Badge #	

Request Replacement for: Boots FRC

Reason for Request: Worn out Damaged Other: _____

How, when and where was footwear or FRC damaged:

Reviewed and confirmed by:

Foreman / Shift Supervisor's Name (print)	Foreman / Shift Supervisor's Signature	Date
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Approved by:

Superintendent/Area Supervisor's Name (print)	Superintendent/Area Supervisor's Signature	Date
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Send Completed Request Form to Safety Department for Approval & Processing
Employee will receive confirmation email when request has been processed

Attachment E: FRC Washing Instructions



Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: Personal Protective Equipment	Doc Number: RSW-000007-GB	Rev No:2

Attachment F: Certification of Hazard Assessment

This document is the certification of hazard assessment for the Galveston Bay Refinery as required for the OSHA Personal Protective Equipment Standard 1910.132 (d)(2). Hazard Assessment and equipment selection.

The Galveston Bay Refinery has developed a continuous process to identify existing or potential hazards using the following activities:

- Exposure monitoring
- Walkthrough surveys
- Area Team Audits
- Review of occupational illnesses and injuries
- Incident investigations
- Evaluation of Safety Data Sheets
- Management of Change

When a hazard is identified, the GBR Safety Department shall determine the source of the hazard and if the existing conditions pose an actual or potential safety hazard. Depending on the hazard and workplace conditions, the Safety Department shall recommend one of the following controls in the order listed:

1. Eliminate the hazard
2. Engineered design change
3. Procedural/administrative controls (Energy isolation), or
4. Personal Protective Equipment

Although engineering controls are used to eliminate hazards when feasible, PPE must be used to protect affected employees when those control measures are infeasible, while they are being implemented, or when they prove ineffective. PPE selection at GBR follows the PPE Tables in this document. The basis for the selection includes OSHA regulations, ANSI/ISEA Standards, NFPA and API recommendations, MPC requirements (Example: HES&S and OEH requirements), industry best practices, Industry experience with occupational injuries and illnesses, and professional judgment.

MPC supplies the required PPE to affected GBR employees. Where employees furnish their own PPE, it must offer equivalent or better protection than what is specified because MPC is responsible for ensuring the adequacy of the equipment including proper maintenance, sanitation, and storage. Whether MPC or the employee supplies the PPE, the employee is responsible for using it as instructed. Defective equipment may not be used and must be removed from service.

Certification of Hazard Assessment Log

Description of Change	Reviewed by	Approved by	Review Date
Original issue.	B.M McPherson	A.T. Robinson	05-Oct-17

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: Personal Protective Equipment	Doc Number: RSW-000007-GB	Rev No:2

Attachment G: PPE Hazard Assessment

Link to [PPE-1 Attachment G PPE Hazard Assessment](#)