Authored By: Michael Babin	**Blanchard Refining Company LLC** **Galveston Bay Refinery**	Doc No.: RSW-000001-GB Rev No: 2
Doc Custodian: Safety Supervisor	**ADM-22 GBR Safety Engagement** **Program**	Refinery Safe Work Procedure
Approved By: Honor Sheard		
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1.0 Purpose

The purpose for this document is to ensure protocols have been established for the Galveston Bay Refinery to increase engagement in its various safety programs. These programs are designed to accomplish the following: verify compliance with company and regulatory requirements, evaluate the effectiveness of management systems, and/or assess risk from conditions and practices in the workplace, recognize employees for exemplary safety performance, identify unplanned events that occur, stop work authority, conduct BBS observations, and avenues for communicating safety trend information to the workforce.

2.0 Scope

This program applies to all MPC employees and contractors working within the GBR site.

3.0 Roles and Responsibilities

3.1 Environmental Safety and Security Manager.

    3.1.1 The ES&S Manager is the site owner of the GBR "Safety HUB" Program. The ES&S Manager will coordinate with the Safety Supervisor and ensure strategic plans for improvement are developed. The ES&S Manager will approve the weekly safety trend report to be sent out by distribution for inclusion in daily toolbox talks, start of shift meetings, and the communication meetings. The ES&S Manager will approve the Monthly Safety Performance report to be sent out by distribution for inclusion in the daily toolbox talks, start of shift meetings, weekly communication meetings, and the quarterly RLT meeting.

3.2 Safety Supervisor

    3.2.1 The Safety Supervisor is responsible for the implementation of the GBR's Safety Engagement Program. This includes ensuring engagement in every program each month, reviewing HUB information monthly and ensuring communication of all collected data via weekly safety trend email communications, monthly safety performance reviews, Communication Meetings, and the quarterly HESS Audit Team Report Out Meeting to the RLT. The Safety Supervisor will review the weekly safety trend report and the monthly safety performance report with the ES&S Manager for approval

3.3 Area Team Leaders

    3.3.1 Area Team Leaders are responsible for ensuring the weekly safety trend report and monthly safety performance report is reviewed and discussed during their respective weekly communication meetings and start of shift meetings. Area Team Leaders are to incorporate the GBR Safety Dashboard into their respective area team reports to RLT and discuss strategic plans for improvement.

3.4 Safety Professionals/H&S Safety Rep

    3.4.1 Each MPC Safety Professional/H&S Safety Rep is responsible for completing a minimum of eight (8) FAST Audits each month. These audits are conducted at permitted work locations throughout the refinery. The Safety Professional is responsible for JSA Life Critical, General and JJSV auditing. The Safety Professionals will also be responsible to report Near Misses as they are observed and are to have a goal of conducting 2 MESA Observations per month. The weekly safety trend report will be generated by the safety team on Monday of each week and distributed via email on Tuesday of each week.

3.5 MPC Contractor Safety Coordinator

    3.5.1 The Contractor Safety Coordinator will review GBR Safety Dashboard information with the contractor safety representatives during a LSA Safety Meeting. The Contractor Safety Coordinator will work with the Contractor Safety Representatives to develop strategic site improvement plans based on GBR HESS and MESA Dashboards trend analysis. The weekly safety trend report and the monthly safety performance report will be sent out to the contract workforce via TeamSnap.

3.6 MPC Turnaround Safety Coordinator

    3.6.1 The Turnaround Safety Coordinator or designee will review GBR Safety Dashboard trend analysis information during the Daily Turnaround Update Meetings. This information will be used to evaluate MPC and contractor safety performance.

3.7 Contractor Safety Representatives

    3.7.1 Each Contractor Safety Representative is responsible for completing a minimum of two (2) FAST Audits each week. These will be at permitted work locations throughout the refinery. The Contractor Safety Representatives are responsible for JSA, Life Critical and General audits in the FAST system. The number of FAST audits required may increase depending upon whether GBR is in major projects/TAR/etc. The Contractor Safety Representatives will also be responsible to report Near Misses as they are observed. Contractor Safety Representatives should also have a goal of 2 MESA observations per month.

3.8 Contractor Supervision/Leadership

    3.8.1 Each Contractor Supervisor/Leader is responsible for completing a minimum of one (1) FAST Audit each week. These will be at permitted work locations throughout the refinery. The Contractor Supervisor/Leader Representatives are responsible for JSA, Life Critical and General audits in the FAST system. The number of FAST audits required may increase depending upon whether GBR is in major projects/TAR/etc. The Contractor Supervision/Leadership will also be responsible to report Near Misses as they are observed.

3.9 Maintenance Coordinators

    3.9.1 Each Maintenance Coordinator is responsible for completing a minimum of one General Audit in FAST each week on work in their respective areas. The Maintenance Coordinator will also be responsible to report Near Misses as they are observed. Maintenance Coordinators shall have a goal of 1 MESA observation per week.

        3.9.1.1 The Maintenance Coordinator will correct any identified deficiencies in the field and communicate opportunities for improvement with their respective employees during their communication meetings

3.10 Maintenance Planners

    3.10.1 Each Maintenance Planner is responsible for completing a minimum of one Life Critical Audit in the FAST system each week on work in their respective areas. The Maintenance Planner will also be responsible to report Near Misses as they are observed. Maintenance Planners shall have a goal of 1 MESA observation per week.

        3.10.1.1 The Maintenance Planners will correct any identified deficiencies in the field and communicate opportunities for improvement with their respective employees during their communication meeting

3.11 Maintenance Supervisors

    3.11.1 Each Maintenance Supervisor is responsible for completing a minimum of one Job Safety Analysis (JSA) or JJSV audit in the FAST system each week conducted on their work

crews. The Maintenance Supervisor will also be responsible to report Near Misses as they are observed. Maintenance Supervisors shall have a goal of 1 MESA observation per week.

    3.11.1.1   The Maintenance Supervisors will correct any identified deficiencies in the field and communicate opportunities for improvement with their respective employees during their communication meeting

  3.11.2 The Maintenance Supervisors are responsible for ensuring weekly safety trend report and monthly safety performance report is reviewed and discussed during their respective weekly communication meetings and start of shift meetings.

3.12   <u>Operations / Product Control Shift Supervisors/Day Foreman</u>

  3.12.1 Each Operations Shift & Day Supervisor is responsible for completing a minimum of two Life Critical FAST Audits each month. The Operations/Product Control Shift Supervisor/Day Foreman will also be responsible to report Near Misses as they are observed. These will be conducted in their respective areas. Operations/Product Control Shift Supervisors/Day Foreman shall have a goal of 1 MESA observation per week.

    3.12.1.1   The Operations Shift Supervisors will correct any identified deficiencies in the field and communicate opportunities for improvement with the work crew during their communications meeting

  3.12.2 Each Operations Shift & Day Supervisor is responsible for ensuring the weekly safety trend report and monthly safety performance report is reviewed and discussed during their respective weekly communication meetings and start of shift meetings.

3.13   <u>Warehouse Supervisor and Material Controller</u>

  3.13.1 The Warehouse Supervisor and Material Controller are responsible for completing a minimum one General audit per week in the FAST system in their respective areas. The Warehouse Supervisor and Material Controller will also be responsible to report Near Misses as they are observed.

    3.13.1.1   The Warehouse Supervisor will review the weekly safety trend report and monthly safety performance report for their respective area and discuss plans for improvement during Warehouse Communication Meetings

3.14   <u>Support Roles – Tech Service / Engineering etc.</u>

  3.14.1 Support Roles are encouraged to submit any FAST Audits and MESA observations when deficiencies are identified in the field.

3.15   Responsibility Matrix

	JSA Audit	Life Critical Audit	General Audit	JJSV	MESA Observation	Near Miss
Maintenance						
Coordinators			X		X	X
Planner		X			X	X
Supervisors	X			X	X	X
Operations / Product Control						
Shift Supervisors/Day Foreman		X		X	X	X
Ops Maintenance Spec.		X		X	X	X
ES&S						
MPC Safety Professionals	X				X	X
MPC Supervisor / Coordinators	X				X	X
Contractors						
Safety Reps.	X				X	X
Supply Chain						
Warehouse / Material Controller			X		X	X
Support Roles						
Tech Service			X		X	X
Engineering			X		X	X
Other			X		X	X

4.0   Safety HUB Elements

4.1   FAST Audits

4.1.1   FAST Audits are field audits performed by all levels of worker at GBR. The FAST audit includes the following audits:

4.1.1.1   Scorable JJSV audit

4.1.1.2   Scorable JSA audit

4.1.1.3   General Safety audit

4.1.1.4   Life Critical audits

4.1.2   If a user is unable to complete the FAST audit utilizing an electronic device, a hardcopy is available that has all the questions from the electronic versions of the FAST-Auditing Tool. These can be found in the following document and printed separately to complete in the field and input into the electronic system at a later period.

FAST Auditing Tool
Hard Copy.xlsx

4.2   MESA Observations

   4.2.1   An anonymous, voluntary, employee led program of behavioral based field observations of both MPC and contractor workforce. The goal is for each employee to complete at least one MESA observation a week. This program is designed to reduce workplace injury & incidents and improves the safety culture at the site. Results from the MESA observations can be viewed in the GBR HESS Dashboard.

4.3   Not in My House

   4.3.1   A corporate driven incentive program that recognizes both MPC and contractor workforce for going above and beyond the call of duty. The program is designed to bring recognition from the highest levels of the company to any worker at GBR that goes performs above their described job scope. Each "Not in my house" submissions will receive a coin for recognition and potential inclusion of the quarterly Refining acrylic award.

4.4   Bring your "A" Game

   4.4.1   A corporate driven incentive program that recognizes both MPC and contractor workforce for going above and beyond the call of duty. The program is designed to bring recognition from the highest levels of the company to any worker at GBR that goes performs above their described job scope. Each "Bring your 'a' game" submissions will receive a coin for recognition and potential inclusion of the quarterly Refining acrylic award.

4.5   Good Catch/Stop Work Program

   4.5.1   A local program designed to bring awareness to those workers that go out and do the right thing every day. This is a conduit to provide recognize an individual or crew that are doing their job in an exceptionally safe manner, helping others, stopping/pausing work, or any other positive comments. This information should be shared with the workforce as a positive/win, never as a negative/time lost.   Once a month the RLT will choose the best Good Catch/Stop Work submission and the person will receive a gift for recognition.

4.6   Communication Meeting Feedback

   4.6.1   A local program designed to provide feedback to leadership on communication meetings such as topics, successes, feedback to management, etc. from the weekly communications meetings. This is where the field workforce can have their voice heard about what is spoken about in their respective communications meetings.

4.7   Near Miss

   4.7.1   A near miss is an unplanned event that has the potential to cause, but does not actually result in, injury, environmental/equipment damage, or an interruption to operation. This program was developed to provide an avenue to report an incident in which no property was damaged, and no personal injury was sustained, but where, given a slight shift in time or position, damage or injury easily could have occurred. This reporting can be completed anonymously, or you can leave your contact information, and someone will get back to you to ensure the near miss is resolved. Personal safety near misses can also be submitted via the intelex system if desired.

4.8   Contractor Website

   4.8.1   This shortcut gives both MPC and contractors access to the contractor webpage. The contractor webpage holds lots of resources for all workers. On the website workers can find information about how to get a contractor company access to GBR, access site specific policies and procedures, and access the FAST dashboard from their mobile device.

4.9   Safety Procedure Forms

    4.9.1   This shortcut gives the MPC employees access to the MPC Safety Forms page (Commonly Used Forms)

4.10   SDS Database

    4.10.1   This shortcut gives workers real time access to GBR's SDS database

    4.10.2   All the above-described tools were created in Alchemer and can be accessed through electronic devices including iPhone, Androids iPad, computer, and other electronic systems.

    4.10.3   You may access the GBR Safety HUB through the link or QR Code below:

        https://survey.alchemer.com/s3/6700563/GBR-Central-Safety-HUB

        OR

        QR Scan

5.0   Reports

5.1   HESS Dashboard

    5.1.1   Site safety information from the FAST audits, MESA observations, and more can be viewed on the GBR HES Dashboard. The GBR HESS Dashboard is a real time dashboard that allows users to review and filter audit data at any point in time. Users can review audit information for areas, units, companies, by date and by AFPM Risk Ranking. This data reflects individual units in the refinery, individual contractors and allows for comparison across the refinery level.

5.2   Weekly Safety Trend Report

    5.2.1   Site safety trend information from the Safety Hub and HESS Dashboard is analyzed each week by the Safety department and issues out via email distribution on Tuesday of each week. The weekly safety trend report should be discussed in toolbox meetings, start of shift meetings and weekly communication meetings.

5.3   Monthly Safety Performance Report

    5.3.1   Site safety performance information from the Safety Hub and HESS Dashboard is compiled for the month and issued out via email distribution for review in toolbox meetings, start of shift meetings, weekly communication meetings and the quarterly RLT report out meeting.

6.0   Audit & Documentation Retention

    6.1.1   In alignment with the GBR Tiered Auditing Program (ADM-4), the weekly safety report serves as GBR's method to provide timely information on findings, trends, and recommendations. For the purposes of retention and auditing, weekly safety reports will be posted to the Process Safety Management Compliance Audits SharePoint on a monthly basis.

7.0   Definitions

None

8.0   References

None

9.0   Attachments

None

10.0   Revision History

Revision Number	Description of Change	Written by	Approved by	Revision Date	Effective Date
0	Original Issue.	R. Foley H. Rikard B. McPherson	J. G. Montminy	9/1/2017	9/1/2017
1	Replaces previous Safety Suggestions Reporting system policy under MOC 86378.	E. S. Streacker	E. R. Kaysen	1/16/2021	2/12/2021
2	Replaces previous GBR Share reporting system under MOC 115925.	M. Babin	H. F. Sheard	12/15/2022	1/3/2023