

Doc Custodian: Safety Professional	<b>Marathon Petroleum Company LP Refining</b>	Doc No: RSW-0111-GV Rev No: <b>19</b>
Approved By: Safety Supervisor		<b>Garyville Refining Safe Practice</b>
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**1.0 PURPOSE**

1.1 The purpose of this procedure is to define and establish general health and safety rules that are not captured in other LRD Safety Procedures.

**2.0 APPLICATION**

2.1 All personnel entering designated areas or performing work at the Louisiana Refining Division must follow the general health and safety rules outlined in this procedure. This includes employees, contractors, and visitors.

**3.0 IMPLEMENTATION**

3.1 The implementation of the requirements outlined in the General Health and Safety Rules Standard Practice shall be adhered to as of January 1, 2009.

**4.0 REQUIREMENTS**

**4.1 General Health and Safety Rules**

4.1.1 When in doubt of any refinery health and safety rules always consult your Immediate Supervisor or the Safety Department.

4.1.2 All injuries occurring on the job, no matter how slight, must be reported immediately to your supervisor. All injured employees are required to be seen by the Marathon Health Services Department unless the injury is life critical.

4.1.3 Before beginning work or entering any process area or unit, all personnel must Sign-In/Sign-Out per the Process Area Sign-In/Sign-Out Standard Practice (RSW-0127-GV).

check in with the Operator in charge of the unit or area. When work is complete or when leaving the unit or area, checkout with the Operator in charge.

4.1.4 Employees shall be familiar with the locations of all Fire and Safety equipment within their work area.

4.1.5 Employees shall immediately report any unsafe conditions or practices to their supervisor.

4.1.6 Smoking is prohibited in the refinery except in areas designated for that purpose.

4.1.6.1 Designated smoking areas must be approved by the MPC Area Supervisor and shall be at least 50 feet from flammable materials such as flammable storage areas, process areas, or oily water sewers.

4.1.6.2 Designated smoking areas must be clearly marked by a "Designated Smoking Area" sign.

4.1.6.3 Designated smoking areas must have a means for extinguishment and containment of cigarette butts such as a bucket with sand.

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4.1.6.4 Smoking inside enclosed buildings and vehicles is prohibited.

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- 4.1.7 Compressed air is not to be applied to your body, clothing or that of others. The safety device to minimize air pressure to 30 psi discharge on air guns shall be in place at all times.
- 4.1.8 Horseplay, running, fighting, and sleeping in the refinery is prohibited.
- 4.1.9 Only matches and lighters that cannot be accidentally ignited in are allowed in the plant. Use of butane lighters is prohibited.
- 4.1.10 Never stand under suspended loads or in the loop of slack rope or cable. Do not step over, under, or near a line under strain or a line that might be put under strain.
- 4.1.11 MPC employees and contract employees shall not lift objects over 55 pounds alone. Do not lift any object which you are not capable of handling alone. When lifting, use the muscles in the legs to lift and keep your back straight. If it is necessary to lift objects over 55 pounds, obtain assistance from another employee or use mechanical equipment such as a forklift, picker, or crane.
- 4.1.12 Only authorized personnel are permitted to operate refinery equipment, machinery, or vehicles. Operators of manlifts, scissors lifts, cranes, forklifts, etc. must be trained and must have in their possession a card identifying their current certification to operate the equipment.
- 4.1.13 All employees are to observe and obey traffic signs and speed limits for vehicular and bicycle traffic throughout the Refinery. For additional information see Motor Vehicle Safety and Driving Standard Practice RSW-0112-GV.
- 4.1.14 If it becomes necessary to obstruct any roadway, a road closure permit must be filed with the Shift Supervisor prior to closing or blocking any roadway. (See Motor Vehicle Safety and Driving Standard Practice RSW-0112-GV.for details).
- 4.1.15 Walking on the slope portion of Tank Dikes is prohibited unless it is necessary during an emergency. Otherwise, Tank Dikes must be accessed by ramps and steps that are currently in place.
- 4.1.16 Suitable clothing, which includes long pants, sleeved upper garments, and full covered footwear, shall be worn by all persons when inside the Refinery. Additional PPE is required for all employees that enter work areas (See PPE Standard Practice for details).
- 4.1.17 Hair longer than shoulder length must be tied up and put up under hard hats, under clothing or tied up above the shoulders (e.g., putting up in a bun) so that exposed hair does not pose a hazard (entanglement or otherwise) when working in the process units, maintenance shops, construction areas around open chemical containers and any rotating equipment. In the Lab, hair longer than shoulder length must be tied up and secure to prevent hair from falling into an individual's workspace.

#### 4.2 Portable Electronic Products

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4.2.1 The use of cellular phones within the refinery is permitted inside the refinery gates at the following locations (along with the associates parking lots).

- Old Administration Building
- Maintenance and Turnaround Buildings
- Office/Break areas of Control Room, Comfort Stations, Blend Building, Lab, Maintenance Shops
- Contractor Village
- Fire training grounds
- MPC Pipeline Station
- Inside Vehicles outside of process unit, battery limit, and tank dikes

4.2.2 Possession of non-intrinsically safe cell phones is prohibited (either turned on or off) inside battery limits or process units/operator shelter, tank dikes, docks or satellite buildings. Cell phones are permitted inside of closed vehicles.

4.2.3 Cell phones rated as “Intrinsically Safe” may be used inside battery limits of process units, tank dikes, docks or satellite buildings for business purposes if prior approval is obtained from the affected operating department and the Safety Department.

4.2.3.1 MPC employees that have a business need to have a cellular phone inside refinery battery limits will be issued an “MPC Rugged Case” that has the MPC logo etched into the case.

4.2.3.1.1 If this case becomes damaged it is no longer considered “Intrinsically Safe” and must be replaced.

4.2.3.2 Contract companies with a legitimate business purpose have the following options to be approved for electronic devices inside battery limits

4.2.3.2.1 Electronic Device clearly identified by or with factory-labeling as “Intrinsically Safe”, “Explosion Proof” or labeled as approved for use in hazardous locations rated Class I, DIV. 1 or 2.

4.2.3.2.2 Order one of the cases listed in Appendix A of this document and complete the subsequent “LRD Contractor PEP Tracker”. Turn the form into the LRD safety department and receive the “Contractor Approved for Use” decal to be placed on the case.

4.2.3.2.3 If the provided phone cases do not fit the phone used. The contractor may have testing completed that meet the standards of Appendix B of this policy. The form must be completed and approved by the Health and Safety Manager. Employees using these cases will also complete the “LRD Contractor PEP Tracker”.

4.2.3.2.4 Obtain a hot work permit.

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- 4.2.4 Cellular phone use is prohibited while operating a vehicle within the refinery. This includes phone use, reading or composing text messages, email messages, instant messages or other similar functions while operating a vehicle.
- 4.2.5 Non-intrinsically safe personal medical devices (e.g. insulin pump) require the user to wear a four-gas meter in lieu of obtaining a hot work permit. If the four-gas meter alarms, the person must evacuate immediately to a safe location
- 4.2.6 Use of a non-intrinsically safe company electronic device or company approved device (e.g. iPad) for use in hazardous locations in a restricted area shall serve a legitimate business purpose, be approved by Refinery management and be accompanied by a hot work permit.
- 4.2.7 Electronic devices, with the exception of radios, may not be used while moving through the unit (e.g. walking or climbing). No external electrical or wireless connections or accessories, including ear buds, headphones or Bluetooth technologies, are permitted to be used in any restricted area. Phone conversations are prohibited where hearing protection is required.
- 4.2.8 No two way radios are allowed unless prior approval is granted by the Safety Department.
- 4.2.9 Radar Detectors must be turned off within the refinery.

#### 4.3—Ladder and Stairway Safety Rules

- 4.3.1 The user of a ladder or portable stairway (rolling ladder) is responsible for ensuring it is in proper condition prior to use. Portable stairways, portable extension ladders and portable step ladders shall be inspected for defects prior to use. A pre-use inspection sign outlining appropriate inspection criteria is to be displayed on all portable stairways. The owner/user will perform inspections and install missing signs prior to use on all portable stairways.
- 4.3.2 All ladders require non-skid safety feet.
- 4.3.3 Portable extension ladders must be secured by tying the top of the ladder to a permanent structure. A co-worker must support the ladder during the initial ascent until the ladder is secured and during the final descent when it is being removed.
- 4.3.4 Portable step ladders are to be placed on a stable and level surface (i.e. concrete, firm ground). If the surface is unsuitable (i.e. gravel/rock) or unlevel, then the ladder must be secured by tying it to a permanent structure. A co-worker must support the ladder during the initial ascent until the ladder is secured and during the final descent when it is being removed.
- 4.3.5 Rope/cable ladders may be utilized only when there is no possibility of using a hard ladder. Rope/cable ladders must be securely fastened to the structure. Fall protection and a retractable lanyard must be utilized by all persons ascending/descending the rope/cable ladder when a fall hazard of 6 feet or

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greater exists.

- 4.3.6 Do not hold equipment or tools in your hands while ascending and descending stairways or ladders.
- 4.3.7 When ascending or descending stairways or ladders, use handrails and take one step at a time. Always retain three points of contact with the rungs of ladder or hand rails and steps of stairs.
- 4.3.8 Metal (conductive) ladders are not to be used on or near electrical equipment.
- 4.3.9 Wooden ladders are prohibited.

#### 4.4 Housekeeping Rules

- 4.4.1 Each employee must maintain good housekeeping in their work area.
- 4.4.2 Materials must be stacked safely and securely to eliminate the danger of falling or becoming tripping hazards for personnel.
- 4.4.3 All waste and debris must be removed before job completion and at least daily from the work area and placed in a trash container or piled so as to not constitute a hazard.
- 4.4.4 All aisles, stairs, passageways, and ladders should be kept clean and free of slipping and tripping hazards.
- 4.4.5 Electrical wiring and welding leads shall be kept off the ground when possible.
- 4.4.6 Rags and waste impregnated with flammable or combustible liquids or containing volatile organic compounds must be placed in covered metal containers labeled "oily trash" after use.
- 4.4.7 Waste materials containing volatile organic compounds shall be stored and disposed of in a manner that reduces or eliminates the emission of volatile organic compounds.
- 4.4.8 All elevated work areas must be kept clean and free of material that may fall such as tools, loose scaffold boards, wire, pipe insulation, conduit, etc.
- 4.4.9 All tools, material and equipment shall be returned to the proper storage location when the job is complete.
- 4.4.10 All oil and chemical spills (any volatile organic compounds) must be avoided and such spills shall be reported to your supervisor and immediately cleaned up and disposed of properly.
- 4.4.11 Fire and Safety equipment must be kept unobstructed.
- 4.4.12 Eating areas and toilet facilities must be maintained clean and sanitary.

#### 4.5 Barricades

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- 4.5.1 Employees shall obey all barricades and barricade signs.
- 4.5.2 Barricades must be erected to restrict vehicle and personnel traffic into areas that could present a potential hazard. Unauthorized individuals shall not cross a barricaded area.
- 4.5.3 Barricades including tape, etc. are to be removed at the completion of the job or when potential danger has been removed or cleared from the work site.
- 4.5.4 Types of Barricades
  - 4.5.4.1 **“YELLOW CAUTION TAPE”** shall be used to limit passage or traffic in an area that contains known hazards that require additional precautions. Only personnel taking the necessary precautions stipulated by the barricade sign are allowed in the barricaded area.
  - 4.5.4.2 **“RED DANGER TAPE”** shall be used to restrict passage or traffic in an area. Only authorized personnel taking the necessary precautions stipulated by the barricade sign are allowed in the barricaded restricted area.
  - 4.5.4.3 During x-raying **“RADIATION WARNING”** tape and signs are to be erected by the radiographer to define a restricted testing area perimeter. No one is allowed inside this restricted area except for qualified radiography personnel.
- 4.5.5 **BARRICADE SIGNS** are to be placed on “ALL” sides of barricades listing:
  - 4.5.5.1 Date and time barricade was erected.
  - 4.5.5.2 Person and company erecting barricade tape.
  - 4.5.5.3 Why barricade tape was erected. (e.g. benzene present, overhead work, radiation danger).

<p><b>NOTE</b></p> <p><b>Universal Caution and Danger signs are available in warehouse stock.</b></p> <p><b>Caution - 09-100-400</b></p> <p><b>Danger - 09-100-402</b></p>
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- 4.5.6 Excavations and open manholes must be completely hard barricaded and the area roped off with yellow caution tape.
- 4.5.7 Covered excavations, manholes or floor/platform openings must be able to support anticipated loads, must be of sufficient weight as not to float off, must be secured to prevent movement and must not create a tripping hazard.
- 4.5.8 Warning lights must be provided for barricaded & roped off excavations or manholes that are left open overnight.



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#### 4.6 Guarding of Walking or Working Surface Openings

- 4.6.1 Personnel shall be protected from any opening on a permanent elevated (>4 ft.) walking or working surface, greater than 2 inches in its least dimension by covers or guard rails. If a guard rail system is utilized, it must contain a top rail, mid rail and toe board in accordance with OSHA specifications.
- 4.6.2 Fall protection shall be required for the entire walking and working surface during the temporary removal of guardrails and/or flooring (grating) until the opening is guarded in accordance with Section 4.5.1.
- 4.6.3 Anytime decking, grating, railing or equipment is to be removed that results in an opening, the Deck and Railing Removal/Replacement Tracking Form is to be filled out by the responsible parties and is to be attached to the hard barricade until the decking, grating railing or equipment has been replaced.
- 4.6.4 A physical restraint (gate, chain, etc.) with a "Fall Protection Required" sign shall be required for all access points to a walking and working surface with an unguarded opening.
- 4.6.5 **At no time shall the opening be left unattended without being guarded or covered.**
- 4.6.6 When guardrails are used around openings requiring access (such as ladder ways), gates must be provided to prevent accidental walking into the opening.
- 4.6.7 Walking or working surface opening covers shall be capable of supporting, without failure, at least twice the weight of the worker, materials, and equipment that may be imposed on the cover at any one time. A minimum of ¾" exterior plywood (not spliced) is required to cover any floor opening. Each edge of the plywood must overlap a support member by at least 12". The largest floor opening that may be covered with plywood is 2' X 6'.
- 4.6.8 Walking or working surface covers shall be obviously marked with the words "Hole Cover" and shall be secured when installed to prevent accidental displacement.

#### 4.7 Hygiene Rules

- 4.7.1 Avoid skin contact with human blood, chemicals, hydrocarbons or any other potentially harmful substance.
- 4.7.2 Never use gasoline or volatile materials for cleaning purposes.
- 4.7.3 Clothes worn by employees should be kept reasonably clean and free of oil at all times. Clothes that become saturated with petroleum products or chemicals shall be removed and replaced with clean clothes.
- 4.7.4 Consumption of food and beverages is not permitted in any area where there is exposure to dusts or toxic materials. Sanitary facilities, outside of work areas, must be provided.

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4.7.5 Always wash your hands before eating and smoking to prevent contamination.

#### 4.8 Tools and Equipment Safety Rules

4.8.1 Broken or defective equipment e.g. tools, chains, cables, etc. must never be used - always report them to your supervisor.

4.8.2 Tools or material must never be thrown or tossed. Hand them or use a hand line.

4.8.3 Always use the right tools for the job.

4.8.4 A tool holder is required when striking a hammer wrench to prohibit personnel from placing their hands on the wrench while being struck.

4.8.5 Guards, safety mechanisms, and detection devices on machinery or equipment must not be removed or rendered inoperative.

4.8.6 Never work on a scaffold until it has been properly constructed, inspected, and tagged as per Scaffolding Standard Practice RSW-0104-GV Procedure.

4.8.7 Never use boxes, barrels, or other makeshift items as scaffolds, ladders, stairs, or working platforms.

4.8.8 No tools or equipment shall be modified, unless the "management of change" procedure has been followed.

4.8.9 Portable powered hand held tools shall be equipped with a constant pressure switch or control (dead man switch) which will shut off the power when the pressure is released.

4.8.10 Inspect couplings, hoses, and hose connections of pneumatic or hydraulic tools and air line respirators each time you use them. Make sure they are in good condition and properly attached.

4.8.11 Utilize appropriate precautions when using wedges for tasks such as spreading flanges, or adjusting equipment. These precautions include, tethering, barricading work area, use of personal protective equipment, etc. Wedges shall be in good condition with no chips, rounded edges, deformities, etc.

4.8.12 All razor knives used must be auto-retracting. If a razor knife scraper is used, the material must be secured by mechanical means (i.e. vise), with the employee cutting away from their body utilizing cut resistant gloves.

4.8.13 When lifting tools and equipment, utilize methods to secure the tools and equipment (i.e. enclosed tool bags).

4.8.14 Reference RSW-0102-GV Work Permit Standard Practice for additional requirements of non-sparking tools.

#### 4.9 Hazard Reporting

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- 4.9.1 Health, environmental, and safety hazards must be reported as soon as they are recognized. Hazard reporting is intended to reduce accidents by identifying and eliminating potential safety and health hazards.
- 4.9.2 Hazards are to be reported by one of the following means so that the proper corrective actions may be taken.
  - 4.9.2.1 Employees shall report hazards to their immediate supervisor. The supervisor will then be responsible for correcting the hazard.
  - 4.9.2.2 Safety suggestion forms are located on the Safety Department web page. Forms can be mailed to the Safety Department or placed in VPP Points Program Drop Boxes. These are anonymous and are followed up by the Safety Department.
  - 4.9.2.3 Work orders are considered a means of hazard reporting and should be turned in promptly after a hazard is recognized. See Appendices RSW-A-012-GV, Safety Work Order Process.
  - 4.9.2.4 The Health, Environmental, Safety, and Security Committee teams perform monthly HESS audits. HESS concerns may be reported to an HESS Team during an audit. Audit results are discussed with the immediate supervisor so that deficiencies may be corrected promptly. Results from HESS Team audits are reported during the monthly HESS meeting and kept on file and available for review in the Safety Department. For additional information see HESS Committee Policy No. 33.
  - 4.9.2.5 Behavior Based Safety Observers perform several monthly, anonymous observations. Personnel can report hazards to a BBS observer. Also, personnel may use the BBS Action Item Form found on the Safety Department web page. Results from submitted BBS action items can be obtained through the BBS coordinator.
  - 4.9.2.6 Personal Safety Near Miss Report Forms are to be filled out to report any unplanned event or sequence of events which could have, but actually did not result in adverse consequences.
  - 4.9.2.7 The hazard may require an Engineering Request or other mechanism if beyond a Supervisors approval authority. If so, it will be handled via the Area Team.

#### 4.10 Bicycles

- 4.10.1 Bicycle riders shall exercise caution at all times by being attentive and maintaining visual awareness of their surroundings.
- 4.10.2 Bicycle riders must give pedestrian traffic the right of way.
- 4.10.3 Bicycles shall not cross any established roadway without yielding.

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- 4.10.4 When entering onto a roadway from a non-established roadway (i.e. process unit), the bicycle rider must yield to traffic.
- 4.10.5 Bicycles used at night must have reflectors on the front and rear of the bicycle and on both wheels.
- 4.10.6 When riding a bicycle both hands shall remain on the handle bars at all times.
- 4.10.7 Do not attempt to carry heavy cumbersome loads. Only carry loads that the bicycle is designed to carry.
- 4.10.8 Riding double is strictly forbidden.
- 4.10.9 Bicycles shall be parked where they do not obstruct pedestrian or vehicle traffic. If provided, bicycle racks shall be used.
- 4.10.10 When riding through process areas, caution shall be taken for potential hazards such as chain wheels on valves, valve stems, hoses, loose debris, oil spills, etc.
- 4.10.11 Full or ¾ length raincoat shall not be worn while riding bicycles.
- 4.10.12 Hard hats are required when riding bicycles except when traveling to and from work.

#### 4.11 Job Safety Analysis (JSA)

- 4.11.1 All maintenance and contractor personnel shall complete a JSA prior to beginning work.
- 4.11.2 The JSA shall document components of the SLAM process.
- 4.11.3 JSA's shall be kept with the employee/crew at the work site.
- 4.11.4 Completed JSA's are subject to periodic audits.

#### 4.12 Acid and Caustic Storage Area Safety & PPE Requirements

4.12.1 The area must be permanently barricaded (e.g., chain) preventing inadvertent access and personnel exposure.

4.12.1.1 Acid and Caustic barricading shall be adjacent to outer side of the acid and caustic storage curbing if applicable.

4.12.2 Minimum PPE for entry into the Acid / Caustic barricaded area for non-invasive work:

- 4.12.2.1 Level D PPE,
- 4.12.2.2 Chemical resistant gloves and liners (e.g., nitrile),
- 4.12.2.3 Goggles (indirect or non vented).

See the [Personal Protective Equipment Standard Practice RSW-0121-GV](#) & [LRD PPE Reference Guide RSW-A-001-GV](#).

**Note:** PPE must be donned prior to entry into the barricaded area.

4.12.3 Minimum PPE for entry into the Acid / Caustic barricaded area for invasive work:

- 4.12.3.1 Level D PPE,
- 4.12.3.2 Chemical resistant suit (e.g., Ty-chem 2000 SFR),
- 4.12.3.3 Goggles (indirect or non vented) and face shield,
- 4.12.3.4 Chemical resistant gloves and liners (e.g., nitrile),
- 4.12.3.5 Chemical resistant boots (e.g., neoprene),
- 4.12.3.6 APR or SCBA, if applicable based on sampling.

See the [LRD Hazard Characterization and Respiratory Protective Equipment Selection Guide RSW-A-002-GV](#).

Note: PPE must be donned prior to entry into the barricaded area.

Note: Personnel in the barricaded area must have the same level of PPE as technicians performing invasive work.

4.12.4 The barricaded area shall have PPE signage for:

- 4.12.4.1 **ENTRY** (non-invasive work) and
- 4.12.4.2 **INVASIVE WORK**

4.12.5 **PPE signage shall be** mounted at all barricaded access points.

Section 4.12.4 & 4.12.5 compliance date May 1, 2020.



## Acid Storage Area

### Minimum PPE Required for **ENTRY**



Level D PPE



Nitrile Gloves & Glove Liners



Goggles



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### Minimum PPE Required for **INVASIVE WORK**

TyChem Suit & Chemical Boots



Nitrile Gloves & Glove Liners



Goggles & Face Shield



Full Faced Air Purifying or Supplied Air Respirator  
(If applicable)



PPE Standard Practice RSW-0121-GV & PPE Reference Guide RSW-A-001-GV



## Caustic Storage Area

### Minimum PPE Required for **ENTRY**

Level D PPE



Nitrile Gloves & Glove Liners



Goggles






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### Minimum PPE Required for **INVASIVE WORK**

TyChem Suit & Chemical Boots



Nitrile Gloves & Glove Liners



Goggles & Face Shield



Full Faced Air Purifying or Supplied Air Respirator  
(If applicable)



PPE Standard Practice RSW-0121-GV & PPE Reference Guide RSW-A-001-GV

## 5.0—TRAINING

5.1—Training for this procedure and subsequent revisions to this procedure will be provided to employees and contractors via the monthly HESS packet.

5.2 Employees and contractors will be provided training on specific general safety rules via the LRD HESS Orientation.

## 6.0 APPENDIX A

### APPENDIX A: Cell Phone Communication Plan

The Louisiana Refining Division's (LRD) policy on portable electronic products (PEP) has recently changed, allowing certain cell phones inside our process units. To have a PEP inside our process unit there are certain requirements the contractor company must fulfill. This document will assist with the expedition of the requirements. The contractor must have an LRD approved phone case on their phone from the list below:

Phone	Case	Link to Order	Approved Color
iPhone 6	LifeProof FRE	<a href="#">Order iPhone 6 Amazon</a>	Black Case with Gray Stripe
iPhone 6s	LifeProof FRE	<a href="#">Order iPhone 6s</a>	Black Case with Gray Stripe
iPhone 6 Plus	LifeProof FRE	<a href="#">Order iPhone 6+</a>	Black Case with Gray Stripe

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iPhone 6s Plus	LifeProof FRE	<a href="#">Order iPhone 6s+</a>	Black Case with Gray Stripe
iPhone 7	LifeProof FRE	<a href="#">Order iPhone 7</a>	Black Case with Lime Green Stripe
iPhone 7 Plus	LifeProof FRE	<a href="#">Order iPhone 7+</a>	Black Case with Gray Stripe
iPhone 8	LifeProof FRE	<a href="#">Order iPhone 8</a>	Black Case with Lime Green Stripe
iPhone 8 Plus	LifeProof FRE	<a href="#">Order iPhone 8+</a>	Black Case with Lime Green Stripe
iPhone X	LifeProof FRE	<a href="#">Order iPhone X</a>	Black Case with Gray Stripe
iPhone XR	LifeProof FRE	<a href="#">Order iPhone XR</a>	Black Case with Gray Stripe

Now, the only phone cases that have been tested by Marathon are iPhones from the 6 – XR. If you do not have one of these types of phones/cases, they cannot be used in the process units. The process to have a phone tested to be intrinsically safe can be found on the form in APPENDIX B.

Complete the form on the second page of this document and turn it in to the safety department to receive stickers to place on the case. **Any lifeproof case without a sticker will not be approved for use in a process unit.** Only supervision and safety professional will be issued stickers for cell phone use.





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## 7.0—REVISION HISTORY

Revision Number	Description of Change	Written by	Approved by	Revision Date	Effective Date
0	Change procedural format	Safety	Refinery Management Team		
1	Guarding of walking & working surfaces.	Safety	Refinery Management Team	6/1/2009	6/1/2009
2	Added bicycles requirements from RSW-0112-GV	HESS Standard Practice Committee	Refinery Management Team	11/25/09	12/15/09
3	Added section 4.7.8 per KMS recommendation R20091976-003	Safety	Refinery Management Team	6/09/2010	6/09/2010
4	Added 4/9/11 regarding length of rain suits on bicycles	Safety	Refinery Management Team	7/21/2011	7/21/2011
5	Revised 4.2.1	Safety	Safety	10/3/2011	10/3/2011
6	4.7.4 Requirement of a tool holder when using a hammer wrench.	Safety	Safety	3/26/2012	3/26/2012
7	3 YEAR REVIEW- Update to the cell phone policy to reflect latest version. Added provision for all injured employees to be seen by the Marathon Health Services Department. Grammatical changes made.	Safety	Safety	6/1/2012	6/1/2012
8	Updated bicycle requirements	Safety	Safety	7/11/2012	7/11/2012
9	Addition of section 4.5.3 Requirements for the use of the Decking / Grating removal form	Safety	Refinery Management Team	12/7/2012	12/7/2012
10	4.7.12 Included requirement for auto-retracting razor knives and the appropriate use of a razor knife scraper	Safety	Refinery Leadership Team	5/13/2013	5/13/2013
11	Added 4.7.13 to include requirement for securing equipment/tools when lifting.	Amanda Hall	Safety	3/25/2014	3/25/2014
12	Updated Section 4.1.18 to say MPC employees and contractor employees shall not lift any object over 55 pounds without assistance.	Amanda Hall	Refinery Leadership Team-5/8/2014 &	5/8/2014	5/8/2014

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			VPP Committee-4/2 2/2014		
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Revision Number	Description of Change	Written by	Approved by	Revision Date	Effective Date
13	Updated Section 4.1.3 to align with Process Area Sign-In/Sign-Out Standard Practice; Updated 4.2.1 to ensure owner/user will perform inspections and install any missing signs on portable stairways; Updated 4.4.5 to include barricade signs on all sides of barricade.	Amanda Hall	Refinery Leadership Team- 8/6/2014 & VPP Committee- 7/17/2014	8/13/2014	8/13/2014
14	Updated Section 4.7.14 3 Year Review	Amanda Hall	Refinery Leadership Team	5/29/15	5/29/15
15	Added section that provides guidance regarding management of long hair to prevent entanglement issues.	Amanda Fortie	VPP 4/9/18 RLT 5/31/18	5/31/18	5/31/18
16	Routine triennial review - no changes.	Safety	Safety	6/20/18	6/20/18
17	Added section 4.10 requiring JSA prior to work. MOC 56951	Ryan Hudson	Refinery Leadership Team- 1/17/2019 & VPP Committee- 1/16/2019	1/17/2019	1/17/2019
18	Added section 4.2 detailing the use of portable electronic products. MOC 65219	Michael Babin	VPP Committee- 8/19/19 & RLT- 9/5/19	9/5/19	9/18/19
19	Added a new section 4.12 Acid and Caustic Storage Area Safety & PPE Requirements.	Clay Berthelot	VPP Committee- 10/2/2019 & Refinery Leadership Team- 10/17/2019	10/17/19	10/17/19