

Doc Custodian: Safety	Marathon Petroleum Company LP Refining	Doc No.: RSW-0131-GV
Approved By: Safety Supervisor		Safe Practice
Date Approved: 7/18/2022	Next Review Date: 07/18/2027	Rev No: 23

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1.0 Purpose

- 1.1 The purpose of this policy is to set forth safety and occupational health responsibilities and selection guidelines for contractors who perform various services on MPC property. This policy is to protect all MPC & Contract employees from injury or illness as a result of contract work, and to protect MPC from liability due to a contractor's violation of law, harm to others, or damage to property. This policy is intended to be used to ensure compliance with the OSHA PSM regulation CFR 1910:119 (h) Contractors.

2.0 Application

- 2.1 This procedure applies to all contractor and sub-contractor companies that perform services on MPC property.

3.0 Implementation

- 3.1 All contractor companies shall comply with the requirements contained within this Standard prior to beginning work at the LRD.

4.0 Definitions

- 4.1 **Approved Contractor** – Contractor which meets the Common Evaluation Criteria established by the MPC Contractor Safety Qualification Team.
- 4.2 **Component:** Operating entities within Organizations (e.g. Robinson refinery – a Component of Refining; Terminals – a Component of MPLX Logistics & Storage; Javelina Processing Facility – a Component of MPLX Gathering & Processing; Marathon Pipe Line – a Component of MPLX Logistics & Storage)
- 4.3 **Common Evaluation Criteria (CEC):** Safety performance criteria used to determine if Contractors qualify to perform services at MPC locations, as outlined in Appendix B.
- 4.4 **Consultant:** A non-MPC professional who provides professional or expert advice in a particular area such as engineering, safety, training, management or any other specialized fields. Once a Consultant performs Safety Sensitive work, as defined by this Standard, they will be considered a Contractor and required to comply with this Standard.
- 4.5 **Contractor:** Any non-MPC entity providing labor, and/or services relating to the construction, maintenance or operations on MPC owned, leased and/or controlled property (third-party owned and MPC controlled work) and includes without limitation, prime contractors as well as subcontractors. The term excludes Consultants, Couriers, Marine Chemist, members of the public, Motor Carriers, public emergency services, public utilities, Sales Representatives, Tankerman, third-party right-of-way owners, Vendors, and Visitors. Utilize the Contractor Decision Flowchart (Appendix E) to assist in decisions (Motor Carriers & Tankerman have separate vetting processes).

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NOTE: Non-MPC entities that meet the generally-accepted definition of Consultant, Sales Representative and/or Vendor, but perform, Safety Sensitive Services as defined in this Standard, shall be defined as Contractors, and shall be subject to this Standard, Where such Consultants, Sales Representatives and/or Vendors defined as Contractors do not meet the Common Evaluation Criteria, a Temporary Approval per section 3.0 of this Standard is appropriate to allow specific risk mitigation tools to be implemented for the specific hazards that the Contractor may encounter.

- 4.6 **Exempt Contractor** – Contractor that is not performing safety-sensitive work and therefore is not required to be evaluated through the Safety Qualification Process.
- 4.7 **Facility:** An MPC owned, leased, operated or controlled place where work is performed (e.g., Refinery, Terminal, Pipeline, Dock). Facility shall include Process Safety Management (PSM) covered facilities, as well as non-PSM covered facilities, unless otherwise specified in this Standard.
- 4.8 **Organization:** Organizational groups (e.g., Refining, Logistics & Storage (L&S), Marketing, Gathering & Processing (G&P)).
- 4.9 **OSHA Incident Rate (IR)** – Rate determined by the number of recordable injuries and illnesses occurring among a given number of full-time workers over a given period of time, usually one year.
- 4.10 **PSM** – Process Safety Management, refers to OSHA Regulation 29 CFR 1910.119
- 4.11 **Rejected Contractor** – Contractor company that fails to meet the requirements of the Common Evaluation Criteria established by the MPC Contractor Safety Qualification Team.
- 4.12 **Resident Contractor** – Contractors who are fixed base at the facility and perform maintenance and support activities.
- 4.13 **Safety-Sensitive Work** - Work performed at Facilities owned, leased, operated, or controlled by MPC, that may affect personal & process safety including but not limited to: Work performed on process equipment or within a process boundary or Work that involves Life Critical Activities.

NOTE:

- Utilize the Safety Sensitive Decision Flowchart (Appendix F) or consult the appropriate Supply Chain / HES&S Representative to assist in decisions.
- Work performed by third-party contractor services on facilities or equipment owned by business partners of MPC but located on MPC owned or controlled property is excluded from this standard (e.g., electrical substation, specialty gas plant, pipeline station, communication equipment).

- 4.14 **Supplier:** A person or entity that is the source for goods or services. A supplier could provide goods or services to MPC or to a Vendor. Once a Supplier performs Safety Sensitive Services, as defined by this Standard, they will be considered a

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Contractor and required to comply with this Standard.

- 4.15 **Temporary Approval (TA):** A set of criteria outlined in Section 3.0 that provide for the limited use of Contractors that do not meet the Common Evaluation Criteria. The criteria must be indicated on Contractor Temporary Approval Form as one of the following:

4.15.1 **Emergency Response:** A Temporary Approval granted to a Contractor named as a responder on one or more government-mandated list(s) of emergency-response Contractors (e.g., Oil Spill Response Organization or "OSRO"). This TA applies only to emergency response services during an active response. This Contractor cannot perform other services (e.g., environmental services, vacuum truck services outside of an active response). All OSRO's listed on government-mandated lists are required to be approved with MPC's 3rd party vetting firm or under a TA. If an active emergency response requires the use of a Contractor who isn't approved with MPC's 3rd party vetting firm or under a TA they are allowed to be used until the emergency response is over. After the emergency response is over the Contractor will start the approval process or a TA will be started for their use in the future.

4.15.2 **No History:** A Temporary Approval granted to a Contractor because the criteria is not available yet and because the Contractor has not yet begun or is in progress of submitting the Contractor Evaluation Criteria. New Contractor companies that do not have three years of data will be evaluated on the data that is available.

4.15.3 **Project Specific:** A Temporary Approval granted for a Contractor to perform a predetermined project specifically identified in the Temporary Approval form (e.g., installation of an electrical unit). Work outside the scope of the specified project requires a separate Temporary Approval.

4.15.4 **Contractor Specific:** A Temporary Approval granted for a specific Contractor to perform work specified in the Temporary Approval form (e.g., welding, security services, and scaffolding).

- 4.16 **Vendor:** Is used to describe the person or entity that is paid for the goods provided, rather than the manufacturer of the goods. A Vendor would provide their goods to MPC or a Contractor. Once a Vendor performs Safety Sensitive Services, as defined by this Standard, they will be considered a Contractor and required to comply with this Standard.

- 4.17 **Work:** Any physical task performed with tools or equipment by a contractor. (Excluding: Consulting, data collecting, startup observations, etc.)

- 4.18 **Work Restriction:** A restriction that prohibits a Contractor from performing work activities (i.e., confined space entry, elevated work, lifting with a crane) that require specific safety program(s) (i.e., confined space entry program, fall protection program, lifting program). This is subject to an approved Contractor Safety Program Restriction Request Form.

5.0 Administration/Responsibilities

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5.1 Division Manager

- 5.1.1 Ensure implementation of this policy.
- 5.1.2 Review/approve MPC Contractor Evaluation Criteria Temporary Exemption Forms (RSW-0131-Form 01-GV).

5.2 ES&S Manager

- 5.2.1 Review/approve MPC Contractor Evaluation Criteria Temporary Exemption Forms (RSW-0131-Form 01-GV).

5.3 Supply Chain

- 5.3.1 Verify the existence of a service contract or supply agreement and ensure it is appropriate for the type of work to be performed. If necessary, initiate contract/agreement.
- 5.3.2 Initiate contractor safety pre-qualification process.
- 5.3.3 When applicable, coordinate pre-bid meetings with contractor supervision, the requesting department(s), and the Safety Department.
 - 5.3.3.1 Prior to bid submittal, a meeting shall be conducted with contractors to address specific safety requirements.
- 5.3.4 Notify the LRD Safety Department to review the contractor and verify that the common evaluation criteria has been met.

5.4 HESS Professional

- 5.4.1 Conduct the monthly Contractor Safety Meeting.
- 5.4.2 Enforce compliance with the LRD Standard Practices and Procedures manual as well as applicable state, federal, and local safety regulations.
- 5.4.3 Coordinate contractor safety program audits.
- 5.4.4 Perform contractor pre-qualification safety reviews of contractors against the MPC Common Evaluation Criteria.
- 5.4.5 Establish and maintain a log documenting all injuries and illnesses of contractor and subcontractor employees.
- 5.4.6 Notify contractors and subcontractors of standard updates.

5.5 Contractor

- 5.5.1 Contractors shall comply with all applicable Federal, State, Local, and MPC safety rules and regulations, as well as those established by their own organization
- 5.5.2 MPC reserves the right to stop work if and when agreed

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requirements/safety measures are violated by the contractor. However, this shall in no way, alleviate the contractor from being responsible for all aspects of safe work conditions, procedures, equipment and materials for his personnel.

- 5.5.3 MPC reserves the right to review work sites to ascertain that safety practices are in accordance with applicable regulation and MPC standards. Such reviews will not constitute an acceptance of the Contractor's practices nor will they relieve the Contractor of responsibility for the safety and health of its employees.
- 5.5.4 A job meeting shall be conducted prior to beginning all new projects or when a new contractor begins working in the refinery. Resident contractor companies are exempt from this requirement. The MPC Coordinator responsible for the contractor will organize this meeting to review the various safety criteria pertaining to their work.
- 5.5.5 The LRD Standard Practices defines MPC's the minimum policy requirements that the contractor, in conjunction with their own safety procedures and programs, must meet. It is not intended that LRD Standard Practices replace the contractor's safety program.
 - 5.5.5.1 Contractors will be provided access to the LRD Standard Practices through the Marathon Refinery website www.marathonrefinerycontractor.com Subsequent updates to the procedures will be posted to the website as revisions are made.
 - 5.5.5.2 Safety practices or procedures used by contractors for unique situations shall be reviewed with their MPC Contractor Coordinator and the MPC Safety Department before work begins.
- 5.5.6 Notify contractors and subcontractors of updates to standards.
- 5.5.7 Ensure contractor employees have completed the necessary training required to perform their job safely.
 - 5.5.7.1 Retain documentation that each employee and subcontractor employee has received and understood training. Documentation of training will include the identity of the employee, date of training, and the means used to verify that the training was understood.
 - 5.5.7.2 Advise MPC personnel of any unique hazards that maybe presented by the contract employer's work or any hazards identified or discovered during performance of contract employer's work.
- 5.5.8 Complete the MPC Pre-qualification Process, if required, and ensure up-to-date compliance with the requirements contained herein.
- 5.5.9 Notify LRD if a sub-contractor will be utilized.
- 5.5.10 Provide adequate supervision of contract employees.

5.5.10.1 Contractors will be held responsible for the actions of its

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employees and sub-contractors.

- 5.5.11 Maintain communication with MPC Contractor Coordinator regarding job status and any revisions in job scope.
- 5.5.12 Confine contractor personnel to the authorized work site and service facilities only.
- 5.5.13 Obtain proper work permits from appropriate MPC representative(s) and department(s) before beginning work.
- 5.5.14 Notify the MPC Contractor Coordinator immediately of any injury to Contractor employee, property damage, or environmental incident occurring on MPC property.
- 5.5.15 Responsible for providing the information necessary to populate and update the Injury and Illness Log.
- 5.5.16 Submit a site medical plan to LRD Safety for review.
- 5.5.17 Responsible for coordinating medical care and case management.
- 5.5.18 Must sign in/sign out of each unit entered to perform work.
- 5.5.19 Ensure TWIC compliance.
- 5.5.20 Compliance with the LRD's DISA requirements is required for those performing onsite safety-sensitive work. Those not required to be compliant with the LRD's DISA requirements still must have a Drug & Alcohol Program which is substantially equal to the Company Policy in all respects.
- 5.5.21 Resident contractors that perform routine work are responsible for providing a qualified on-site safety representative for their employees. The need for the on-site safety representative will be determined by the MPC ES&S Manager based on the number of employees, work scope, etc.
 - 5.5.21.1 MPC reserves the right to increase or decrease the number of field safety representatives based on the contractor's safety performance, work scope, work intensity, or as directed by the ES&S Manager.
- 5.5.22 A qualified field safety representative must have the knowledge or experience equivalent to the OSHA 510 / OSHA 511 course. These qualifications will be reviewed by MPC Safety as necessary.
- 5.5.23 Outside contractors performing non-routine work such as turnarounds or construction projects will provide an on-site qualified safety representative when their work force reaches 20 employees or as their work force grows as shown:

- 20-50 Employees – 1 Safety Representative

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- 51-175 Employees – 2 Safety Representatives
- 176 – 400 Employees – 3 Safety Representatives
- >400+ Employees – To Be Determined by MPC

5.5.24 Contractors will be held responsible for the weekly inspection of their fire extinguishers and other emergency equipment.

5.5.25 Contractors repairing process leaks involving HF Acid (i.e. clamping, applying sealants, changing bolts) must provide documentation of training on these functions to the Maintenance Supervisor coordinating the work.

5.5.26 Contractors shall properly dispose of all environmental wastes including, but not limited to, lubricating oils, hydraulic oils, cutting oils, water or oil base paint wastes, cleaning solvents or excavated materials.

5.5.27 The Contractor **Fit for Duty** requirements are outlined in the Refining Safety Policy (REF-1054) Section 6.2, which is outlined below.

5.5.28 Prior to beginning work at the LRD, the Contractor Company shall have all of their new or re-hired employees and/or sub-contractors complete the following:

5.5.29 Comprehensive Health Questionnaire, which is reviewed by a health care provider,

5.5.30 Physical Examination by a health care provider consistent with job function, and

5.5.31 Any additional testing deemed job related and consistent with business necessity by the health care provider (e.g., Lab tests, Functional Capacity Exam (FCE), Physical Abilities Test, etc.)

5.6 Security

5.6.1 Verify credentials of contractors entering the facility.

5.6.2 Verify contractors are on the Gate Report prior to badging.

5.6.3 Badge contractors that have met all qualification criteria (i.e. Pre-Qualification, Orientation, TWIC)

5.7 Operations/Product Control

5.7.1 Ensure a unit sign in/sign out process is in place; which will control the entrance, presence and exit of all non-operating personnel.

5.7.2 Oversee contractors and subcontractor by enforcing safety, joint job site visits, etc.

5.7.3 During the joint jobsite visit and during the permitting process, informs the Contractor or Subcontractor employees of the known potential fire, explosion, toxic release, or unique and process hazards related to the

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Contractor's work and the Covered Process where the work is being permitted.

- 5.7.4 Informs the Contractors or Subcontractors of any unique emergency action plan provisions of the Covered Process where the work is being permitted.

6.1 Contractor Safety Qualification

- 6.1.1 MPC will evaluate the safety performance and procedures of Contractors and Sub-contractors that perform safety-sensitive work at the facility prior to work commencing utilizing the criteria defined in this procedure.
- 6.1.2 The contractor requestor shall contact the Supply Chain Department prior to scheduling work to ensure that the contractor(s) performing work have a valid Service Contract in place.
- 6.1.3 The Supply Chain Department shall notify the Safety Department of the need to perform a safety evaluation on contract companies. The LRD Safety Department will perform the safety evaluation utilizing the Common Evaluation Criteria and decide contractor status (Approved, Rejected, Exempt, Waived).
- 6.1.4 The MPC Common Evaluation Criteria shall be utilized when selecting contractor and sub-contractor companies to perform safety-sensitive work at the facility. Contractors utilized must successfully meet or exceed the requirements of a pre-qualification review conducted by the MPC authorized third-party provider utilizing the Common Evaluation Criteria.
- 6.1.4.1 Evaluation by the third-party contractor auditing firm applies to all contractors performing maintenance or repair, turnaround, construction, major renovation, or specialty work at the LRD.
- 6.1.4.2 Third-party evaluation is not required for contractors providing incidental services so long as they do not influence process safety and/or meet the requirements listed above (i.e. janitorial work, food and drink services, vending machine companies, delivery, supply services, engineering, drafting, consulting, training, and computer services).
- 6.1.5 The Common Evaluation Criteria is reviewed periodically by the MPC Contractor Safety Qualification Team. Contractor companies affected by revisions will be notified.
- 6.1.6 The results of the third-party evaluation will be utilized by the LRD Safety Department to determine contractor approval status.
- 6.1.7 Contractors, including sub-contractors, must meet the following criteria in order to be eligible to perform safety-sensitive services on-site at MPC owned or controlled locations. Newly established companies without three years of data will be evaluated on the data that is available.

6.1.7.1 OSHA Incident Rate

- 6.1.7.1.1 Contractor's and/or sub-contractor's three-year (1)

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OSHA Recordable Incident Rate must be less than or equal to 2.00.

6.1.7.2 OSHA Citations

- 6.1.7.2.1 Contractor is disqualified if they have a citation for a willful violation related to the type of service requested by MPC during the past three years.

6.1.7.3 OSHA Severe Violators List

- 6.1.7.3.1 Contractor is disqualified if they are on OSHA's Severe Violators List.

6.1.7.4 Fatalities

- 6.1.7.4.1 Contractor is disqualified if they have experienced an incident that resulted in a fatality within the past three years while performing work related to the type of service requested by MPC and deemed applicable. Utilize Appendix H – Fatality Review Questions to assist with determination.

6.1.7.5 Health & Safety Score

- 6.1.7.5.1 Contractors must receive a 95% average score of their written safety programs when audited by the third party Contractor auditing firm. The following programs require at least an 80% individual score when required by the services Contractors perform:
 - 6.1.7.5.1.1 Cranes & Rigging;
 - 6.1.7.5.1.2 Confined Space Entry;
 - 6.1.7.5.1.3 Confined Space Rescue;
 - 6.1.7.5.1.4 Fall Protection;
 - 6.1.7.5.1.5 Hot Work; and
 - 6.1.7.5.1.6 Lock-out Tag-out.
- 6.1.7.5.2 Only sub-contractors that perform safety sensitive services at PSM/RMP sites are required to submit programs to MPC's 3rd party vetting firm.

6.1.7.6 DOT Drug & Alcohol Testing Program (where required)

- 6.1.8 Contractor's Health and Safety program will only be evaluated against the applicable procedures as determined by the work type they specify to the third-party auditing firm.

- 6.1.8.1 In the event that the contractor cannot find a suitable work type to be evaluated against on the Common Evaluation Criteria (Appendix B), the company may request a procedure override by submitting a request in writing to the LRD Safety Department. The request will be reviewed by the LRD Safety Department and forwarded to Supply Chain for final approval.

- 6.1.9 For contractor companies that have previously worked on-site, performance related to past audits and Contractor Job Completion Evaluations shall be considered when making contractor selections.

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6.1.10 Contractor companies with valid Service Contracts will be reviewed annually and notified of any deficiencies preventing approval.

6.1.11 Contractors shall maintain the following orientations unless otherwise excluded below:

6.1.11.1 Contractor personnel (excluding contractors defined in section 6.1.4.2) shall have a current Basic Orientation Plus training card (i.e. OSHA Card) from an Association of Reciprocal Safety Councils (ARSC) member. A current list of safety councils belonging to the ARSC can be found on the web at <http://www.arsc.net>.

6.1.11.1.1 Some training centers will assist students in taking exams by verbally reading and explaining test questions to them. This is referred to as "Coached" and will be indicated on their I.D. card. Personnel that have been "Coached" will not be allowed to enter the refinery.

6.1.11.1.2 Additional safety training programs, such as OSHA 10-Hour/OSHA 30-Hour Construction or General Industry Training, may be accepted in place of the Basic Orientation Plus at the discretion of the LRD Safety Department.

6.1.11.2 Contractor and unescorted delivery personnel shall maintain the following:

6.1.11.2.1 LRD Site Orientation training (There is no exemption for this requirement for contractors performing work in process areas). The LRD Site Orientation shall be taken at a safety council belonging to the ARSC.

6.1.11.2.2 The LRD Site Orientation requires personnel to pass a competency exam prior to entering the facility. A passing score of at least 85% is required.

6.1.11.2.2.1 Contractors receive no more than two opportunities to pass the exam per 30 day period.

6.1.11.2.2.2 A training refresher is due annually.

6.1.11.3 All contractors that plan to work in the Hydrofluoric Alkylation Unit must receive the LRD Hydrofluoric Acid Safety Training (There is no exemption for this requirement when performing work in the HF Alky Unit). The training shall be taken at a safety council belonging to the ARSC.

6.1.11.3.1 The LRD Hydrofluoric Acid Safety Training requires personnel to pass a competency exam prior to entering the facility. A passing score of at least 85% is required.

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6.1.11.3.1.1 Contractors receive no more than two opportunities to pass the exam per 30 day period.

6.1.11.3.1.2 Refresher training is due annually.

6.1.11.3.2 Hard hat decals will be distributed to identify personnel that pass the competency exam. Decals shall be prominently displayed on the employees hard hat.

6.2 Contractor Safety Qualification Exemption Process

6.2.1 A Temporary Approval Process is available for contractors and sub-contractors which do not meet the Contractor Safety Qualification Requirements, and where an equally qualified contractor that meets these requirements and is capable of performing the work is not available.

6.2.1.1 The MPC representative requesting the contractor shall complete a Contractor Temporary Approval Form or related electronic workflow process. This requires written or electronic approval of the HES&S Manager and the Refinery General Manager.

6.2.1.2 The Refinery General Manager has the authority to delegate (continuous delegation, not just when out of the office) Contractor Temporary Approval authority to one or more Direct Report Managers other than the HES&S Manager as that person is already required to sign all Contractor Temporary Approval Forms.

6.2.1.2.1 Delegation of authority must be in writing to a named Direct Report Manager. The written authorization shall be retained by the named individual.

6.2.1.2.2 If either of the approving Managers change, new written approval shall be made as necessary.

6.2.1.2.3 MPC Contractor Temporary Approval Form (RSW-0131-Form 12-GV).– To be completed when the contractor has not been fully evaluated or has not yet met all requirements for safety qualification to gain approval to work at this location. Exemptions from the Contractor Temporary Approval Form requires the signature of the Division Manager (Grade 16 Manager) and the ES&S Manager.

6.2.2 A completed Contractor Temporary Approval Form or electronic process shall include the following information.

6.2.2.1 A thorough explanation of the Contractor's scope of work and/or work types allowed.

6.2.2.2 The reasons for requesting a Temporary Approval.

6.2.2.3 Details about the risk mitigation measures the Component will perform/require to ensure adequate safety.

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- 6.2.3 In the event a Contractor is providing services on site (ongoing services) at the time they become non-compliant with the Common Evaluation Criteria, a Temporary Approval shall be implemented within thirty (30) calendar days from the date of notification of the non-compliance if LRD's wishes to continue utilizing that Contractor's services for the ongoing services.

NOTE: The intent of this thirty-day grace period for ongoing services is to recognize that immediate termination of the Contractor might add significant risk to MPC. A Temporary Approval is required prior to commencement of any new services not ongoing at the time the Contractor becomes non-compliant.

- 6.2.4 Temporary Approvals must meet one of the four (4) authorized approval types listed in the Contractor Temporary Approval Form:

6.2.4.1 Project Specific – for a defined scope of work.

6.2.4.2 Contractor Specific – for a specific company performing work.

6.2.4.3 Emergency Response – to authorize use of an emergency responder listing.

6.2.4.4 No History – if the Contractor's safety criteria are not yet available (No History).

- 6.2.5 The length of term for a Contractor Temporary Approval is dependent upon the Qualification Criteria not met, as indicated on the Contractor Temporary Approval Form.

Table 1 - Temporary Approval Terms

Criteria Not Met	New Request	1 st Renewal	2 nd Renewal	Additional Renewals
OSHA Willful Citation, Fatality related to services provided and Health & Safety Audit Score	6 months	12 months	18 months	18 months
OSHA Incident Rate and Experience Modification Rate	12 months	12 months	12 months	12 months

6.2.5.1 If the Common Evaluation Criteria are still not met upon expiration, the Organization must complete a new Temporary Approval to cover the remainder of the three (3) years or twelve (12) quarters for which the TA is required with revised risk mitigation measures (if applicable).

- 6.2.6 A copy of the Contractor Temporary Approval Form shall be sent to the Corporate Safety – Safety Professional and the Supply Chain representative of the requesting Component and/or Organization.

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6.3 Contractor Entry Criteria Exemption

6.3.1 LRD Contractor Entry Criteria Temporary Exemption Form (RSW-0131-Form 02-GV).— To be completed when the contractor has not met all LRD requirements for safety qualification to gain approval to work at this location. These exemptions include the LRD Facial Hair Policy, Site Orientation (Site Specific Training) and Basic Orientation Plus (OSHA Card). This form requires a Department Manager Signature.

6.3.1.1 Exemption form cannot exceed six (6) months without a completed renewal.

6.4 Audits

6.4.1 LRD will periodically perform (at least annually) an evaluation ("Full Program Audit") of a representative number of Contractors and Subcontractors performing work on or adjacent to Covered Processes.

6.4.1.1 Contractors and Subcontractor eligible for this Full Program Audit must include those performing on-going maintenance services, turnaround services, major renovation, installation, and/or specialty services on-site at PSM covered facilities.

6.4.1.2 Each MPC Refinery shall perform a Full Program Audit of each nested (resident) Contractor at least once every three (3) years.

6.4.1.3 The Full Program Audit may, at the discretion of MPC, be conducted at the PSM covered facility and/or at Contractor offices.

6.4.1.4 The Full Program Audit may, at the discretion of MPC, be conducted by MPC personnel, or by a third-party auditor.

6.4.2 The periodic Full Program Audit will include an assessment that the Contractor/Subcontractor is fulfilling their responsibilities required by the PSM regulation. Specifically, this assessment is to confirm that:

6.4.2.1 Contract employees are being trained on applicable work practices necessary to safely perform their job (e.g., safe work practices, safety procedures, task procedures),

6.4.2.2 Contract employees are instructed on known potential fire, explosion, and toxic hazards (if not included in training provided by the site PSM covered facility),

6.4.2.3 Proper training documentation has been developed and is available, and

6.4.2.4 The Contractor has implemented a program to assure that their employees follow safety rules and conducts periodic audits/evaluations to confirm that employees are following safety rules.

6.4.3 The Contractor has advised the Refinery of any unique hazards associated with their work or of hazards found by the contract employer's work.

6.4.4 The periodic Full Program Audit will include confirmation that applicable criteria used in the Contractor Safety Pre-Qualification Process are utilized by Contractor during performance of services.

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6.4.4.1 The Full Program Audit will include Contractor/Subcontractor safety program conformance while conducting work at MPC locations.

6.4.4.2 If the written safety programs of the Contractor are evaluated during screening process, then the evaluation Full Program Audit may include confirmation that Contractor employees are trained on the written safety programs.

6.4.5 The results of each periodic Full Program Audit must be

6.4.5.1 reviewed with the Contractor or Subcontractor,

6.4.5.2 tracked to closure if there are significant recommendations, and

6.4.5.3 documented and retained per the applicable MPC records retention guidelines.

6.4.6 In addition to these annual audits, LRD reserves the right to conduct random unannounced audits of all contractors working for the LRD.

6.4.7 LRD will implement a process with the intent to conduct and document at least one (1) audit of routine, ongoing safety requirements (Field Verification Audit) of every Contractor performing work on or adjacent to Covered Processes on at least an annual basis.

6.4.7.1 The Field Verification Audit will ensure that the Contractor / Subcontractor is conducting their work safely and in compliance with applicable PSM and other OSHA regulations as well as MPC Refinery safety procedures and rules.

6.4.7.2 Field Verification Audits shall be conducted by a qualified MPC employee or contract employee including, but not limited to Operators, Maintenance Coordinators, Safety Professionals, PSM Coordinators, and/or Contract third-party auditor.

6.4.8 In the event an Occupational Safety and Health Administration (OSHA) Compliance Officer (C.O.) arrives at the facility to audit a contractor, the contractor's primary representative will be notified. The contractor representative, or designee in their absence, will meet the OSHA C.O., and escort the C.O. throughout their visit. At no time shall the C.O. be left unescorted.

6.4.8.1 An MPC representative will also meet the contractors representative and C.O., and accompany the party on MPC's behalf.

6.5 Safety Meetings

6.5.1 All contract companies shall conduct a daily Tool Box Safety Meeting. Tool Box Safety Meeting topics should include a review of the work to be performed and associated safety concerns.

6.5.2 Contractors shall complete a Job Site Analysis (JSA) prior to beginning all work.

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6.5.3 All contractor safety/supervisory personnel must attend the monthly Contractor Safety Meeting.

6.6 Incidents

6.6.1 Contractors shall submit a site medical plan to LRD Safety annually for review.

6.6.2 Contractors shall immediately notify their MPC contact of any incidents. Refer to LRD Standard Practices (RSW-0124-GV) Incident Reporting and Investigation for additional requirements.

6.6.3 Contractors that experience an OSHA Recordable Incident or First Aid Case must submit a Marathon Form 191 to the LRD Safety Department within 24 hours of the incident.

6.6.4 All Contractor employee injuries occurring at the refinery must be evaluated by the LRD Medical Department prior to the injured employee leaving the site. If the employee is injured seriously and requires immediate medical attention, the LRD Medical First Responders shall be notified by pressing the orange button on the personal radio or dialing 2500 from any plant telephone.

6.6.5 If the injury occurs at night or on the weekend, the contractor supervisor or MPC representative will notify the MPC 001 Supervisor and the MPC 001 Supervisor will notify the LRD Medical Department.

7.0 TRAINING

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

8.0 REFERENCES

MPC	HES Standard 304 PSM-1070 RSP 1306 DOC. LIB. 311.31 SAF-4004
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9.0 APPENDICES

- 9.1 Appendix A- Common Evaluation Criteria
- 9.2 Appendix B- [MPC CONTRACTOR TEMPORARY APPROVAL FORM-SAFETY](#)
- 9.3 Appendix C- [LRD CONTRACTOR ENTRY CRITERIA TEMPORARY EXEMPTION FORM](#)
- 9.4 Appendix D- Contractor Decision Flowchart
- 9.5 Appendix E- Safety Sensitive Decision Flowchart

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10.0 REVISION HISTORY

Revision Number	Description of Change	Written by	Approved by	Revision Date	Effective Date
0	Change procedural format	Safety	Refinery Management Team (RMT)		
1	Added Sections 2.0 – 5.0, 6.1.8, 6.2, 6.3, 7.0 – 9.0.	Heath Bittel	Refinery Management Team (RMT)	3/25/09	4/1/09
2	Revised 6.1.7 to specify all MPC coordinators.	Heath Bittel	Refinery Management Team (RMT)	3/27/09	4/1/09
3	Revised Appendix G with 2009 Common Evaluation Criteria.	Heath Bittel	Refinery Management Team (RMT)	4/1/09	4/1/09
4	6.6.4 & 6.6.5 Contractor injuries occurring day or night.	Safety Dept.	Refinery Management Team (RMT)	7/1/29	7/1/09
5	Replace the MPC Contractor Evaluation Criteria Temporary Exemption Form	MPC Corporate	MPC Corporation	8/1/09	8/1/09
6	Appendices were moved and placed on Web as Forms	Ritchie Hofmann	Refinery Management Team (RMT)	7/1/10	7/1/10
7	Revised Section 6.1.2 per DISA compliance	Safety Department	Refinery Management Team (RMT)	12/8/2010	12/08/2010
8	Revised Section 6.3.1.2, added Section 6.3.1.3	Safety Department	Refinery Management Team (RMT)	2/11/2011	2/11/2011
9	3 Year Review – No Changes	Safety Department	Refinery Leadership Team (RLT)	8/01/2012	8/01/2012
10	6.1.10 from www.MAPEngineering.com to www.marathonrefinerycontractor.com	Safety Department	Refinery Leadership Team (RLT)	8/09/12	8/09/12
11	Revised 6.5.3 to change day & place.	Safety Department	Safety Department	8/15/12	8/15/12

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12	Section 6.1.11.1 has been changed for Contractor Safety Reps to have the knowledge or experience equivalent to OSHA 510 / OSHA 511.	Safety Department	Safety Department	1/29/2013	1/29/2013
13	Revised procedure to not allow an exemption of the LRD Site Orientation for contractors performing work in process areas. Revised procedure to not allow an exemption of the HF Alky Safety Training for contractors performing work in the HF Alky Unit.	Safety Department	RLT	4/8/2013	4/8/2013
14	Changed Contractor Letter closing from Heath Bittel to Jeremy Morgan	Safety Department	Safety Department	6/10/2013	6/10/2013
15	Added section 6.4.1.1	Safety Department	Safety Department	9/9/2013	9/3/2013
16	Deleted section 6.2.11.2.2.3 concerning the issuance of stickers for the refinery orientation. Fixed the format/alignment of the document	Amanda Hall	Safety Department	7/28/2014	7/28/2014
17	3 Year Review - No changes	Amanda Hall	Safety Department	7/13/2015	7/13/2015
18	Added section 4.5.11 and 6.6.1 to require that site medical plans be submitted to Safety annually. Also revised the Monthly Contractor Safety Meeting day and location.	Karl Jukkola	Safety Department	12/15/2015	12/15/2015
19	Added the definitions for CEC, consultant, contractor, TA, work and work restriction. Removed wording about Process Hazard Overview packet being distributed by Security. Removed language about contractor job completion safety evaluation upon completing work. Added section 6.2.8 through 6.2.8.7. Added section 6.3.2 through 6.3.6.	Amanda Fortie	VPP Committee 11/15/2016 RLT Committee 11/17/2016	11/19/2016	11/19/2016
20	Routine triennial review - No changes	Safety	Safety	7/16/2018	7/16/2018
21	Added section regarding "Field Verification Audits" The verbiage was pulled directly from RSP-1306.	Safety	VPP: 2-10-21 RLT: 3-4-21	3/4/2021	3/4/2021
22	Added multiple definitions, criteria to 6.3 Contractor Temporary Exemption Forms, 6.4 Contractor Audits and Temporary Approval Delegation	E. Rainey	VPP: 6/21/21 RLT: 7/8/21	7/12/2021	7/12/2021
23	Removed EMR Pre Qualification Requirement and added Fit for Duty	N. Martin	VPP and RLT	7/18/22	7/18/22

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Appendix A

Contractor Safety Common Evaluation Criteria

Contractors, including sub-contractors, must meet the following criteria in order to be eligible to perform safety-sensitive services on-site at MPC owned or controlled locations. Newly established companies without three years of data will be evaluated on the data that is available.

1. OSHA Incident Rate

- a. Contractor's and/or sub-contractor's three-year ⁽¹⁾ OSHA Recordable Incident Rate must be less than or equal to 2.00.

2. OSHA Citations ⁽¹⁾

- a. Contractor is disqualified if they have a citation for a willful violation related to the type of service requested by MPC during the past three years.

3. OSHA Severe Violators List

- a. Contractor is disqualified if they are on OSHA's Severe Violators List.

4. Fatalities ⁽¹⁾ ⁽²⁾

- a. Contractor is disqualified if they have experienced an incident that resulted in a fatality within the past three years while performing work related to the type of service requested by MPC and deemed applicable. Utilize Appendix H – Fatality Review Questions to assist with determination.

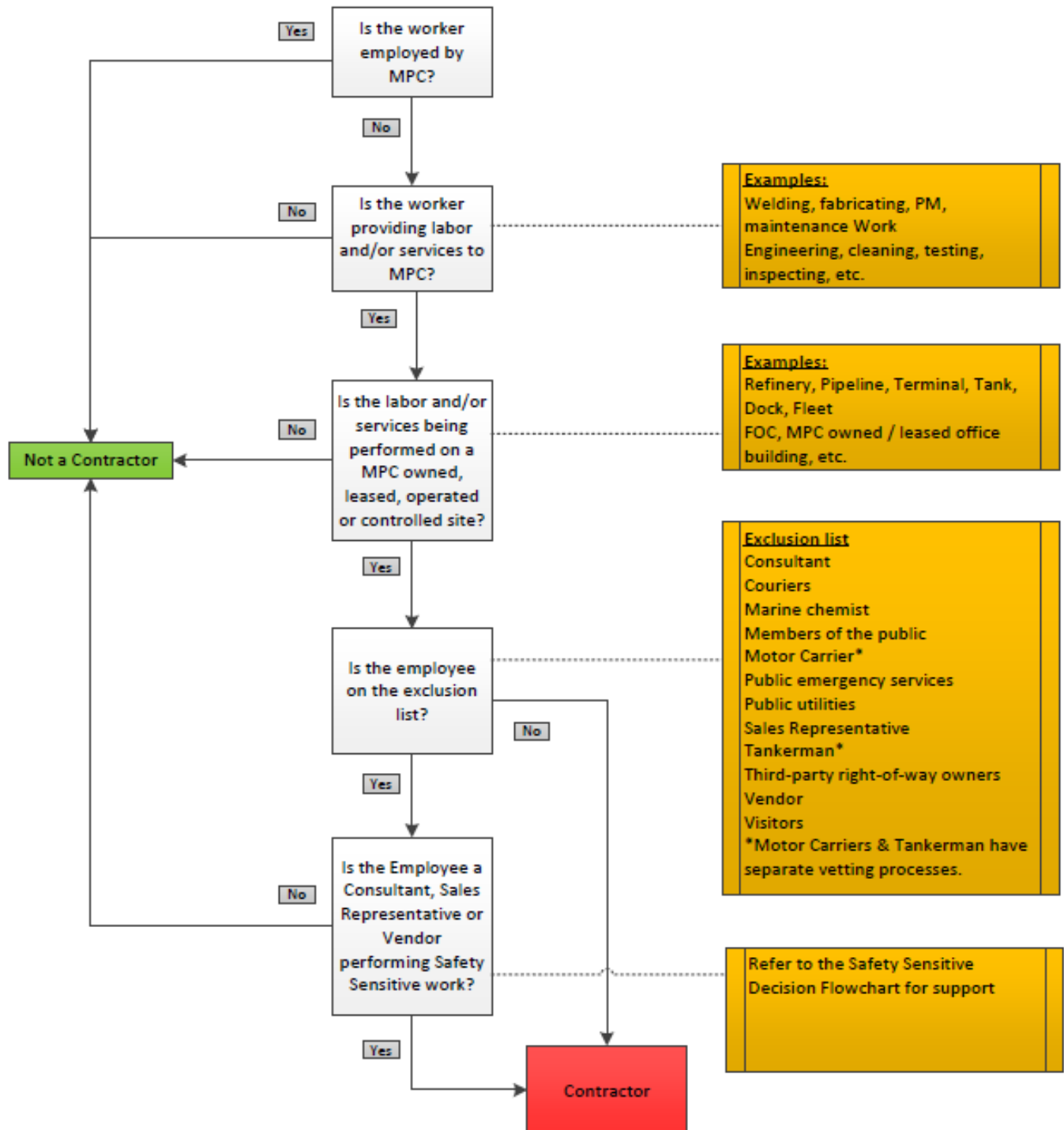
5. Health & Safety Score

- a. Contractors must receive a 95% average score of their written safety programs when audited by the third party Contractor auditing firm. The following programs require at least an 80% individual score when required by the services Contractors perform:
 - Cranes & Rigging;
 - Confined Space Entry;
 - Confined Space Rescue;
 - Fall Protection;
 - Hot Work; and
 - Lock-out Tag-out.
- b. Only sub-contractors that perform safety sensitive services at PSM/RMP sites are required to submit programs to MPC's 3rd party vetting firm.

6. DOT Drug & Alcohol Testing Program (where required)

Appendix D

Contractor Decision Flowchart



Appendix E

Safety Sensitive Decision Flowchart

