

| | | |
|------------------------------------|---|---|
| Doc Custodian: Safety Professional | Marathon Petroleum Company LP Refining | Doc No: RSW-0182-GV Rev No: 3 |
| Approved By: Safety Supervisor | | Garyville Refining Safe Practice |
| Revision Approval Date: 06/29/2021 | | Next Review Date: 06/29/2026 |

INDEX

| | <u>PAGE</u> |
|---|-------------|
| 1.0 PURPOSE | 2 |
| 2.0 EXPECTATIONS | 2 |
| 3.0 RESERVATION OF RIGHTS | 3 |
| 4.0 CONTACTOR ROLES & RESPONSIBILITIES | 4 |
| 5.0 MPC ROLES & RESPONSIBILITIES | 6 |
| 6.0 CONTRACTOR SAFETY MANAGEMENT PLANS | 8 |
| 7.0 WELCOME PACKETS | 9 |
| 8.0 SAFETY STAFFING REQUIREMENTS | 10 |
| 9.0 BBS STAFFING REQUIREMENTS | 11 |
| 10.0 TRAINING | 12 |
| 11.0 REVISIONS | 12 |

| | | |
|---------------------------------------|----------------------------------|-----------|
| Marathon Petroleum Company LP | Garyville Refining Safe Practice | |
| LRD Turnaround Safety Management Plan | Doc Number: RSW-0182-GV | Rev No: 3 |

1.0 PURPOSE

- 1.1 The purpose of LRD's Turnaround (TAR) Health, Environmental and Safety (HES) Management Plan is to promote and protect the safety and well-being of all employees by providing them with a safe and healthy work environment during all phases of TAR work. This will be achieved by the following:
 - 1.1.1 Management promotion of personal ownership of our HES goals.
 - 1.1.2 Establishing collaborative teamwork environment between MPC and contract employees.
 - 1.1.3 Eliminating unsafe acts and conditions by participation in LRD's Safety programs.
 - 1.1.4 Communicating HES goals and expectations with regards to MPC and Contractor performance and behaviors.
- 1.2 LRD's TAR HES Goals
 - 1.2.1 **Zero Injuries**
 - 1.2.2 **Zero Incidents**
 - 1.2.3 **Zero Environmental Incidents**
- 1.3 The Roles & Responsibilities, Safety Staffing Requirements, BBS (behavioral based safety) Staffing Requirements and Training stated in this procedure are applicable for all planned and emergency turnarounds/shutdown.
 - 1.3.1 In emergency shutdown situations, previously submitted Contractor Safety Management Plans and Welcome Packets may be utilized (See 6.0 & 7.0 for Requirements). If a contractor has not submitted a Contractor Safety Management Plan (CSMP), requests may be made at the discretion of MPC.
- 1.4 This Safety Management Plan provides a foundation and mechanism for protecting our employees, the environment, equipment, materials and property.
- 1.5 This HES Management Plan contains the minimum requirements to conduct a successful TAR. All MPC and contract employees are responsible for implementing safety procedures into their job planning and supervising their workers in a way that supports the Safety Management Plan and establishes an effective safety culture.

2.0 EXPECTATIONS

- 2.1 All employees contracted to work by TAR will adhere to this HES Safety Management Plan in addition to their own plans, procedures and work rules. To effectively implement this plan, all Contract Superintendents, Supervisors and

| | | |
|---------------------------------------|----------------------------------|-----------|
| Marathon Petroleum Company LP | Garyville Refining Safe Practice | |
| LRD Turnaround Safety Management Plan | Doc Number: RSW-0182-GV | Rev No: 3 |

Foremen are required to become familiar with this plan and to be committed to our HES goals.

- 2.2** As a minimum, all work will be conducted in accordance with applicable MPC Safety Procedures and each Contractor's individual Safety and Health programs. These plans and procedures will be in full compliance with all federal, state, local environmental ,safety regulations and process safety regulations as well as all Marathon site specific requirements as they apply to contractor safety.
- 2.3** Refinery Leadership Team (RLT) and TAR Management will support a progressive enforcement approach for noncompliance with this Safety Plan's requirements and all Contractors' safety and health work rules. Contractors are expected to utilize their company discipline program whenever necessary to support the project safety goals.
- 2.4** All persons associated with work performed for the TAR shall share a personal responsibility for not only supporting, but actively participating in the safety culture and safety processes established for this Group. All personnel are expected to observe, question, and if necessary, stop any operation or task that they believe to be unsafe. Protecting workers' safety, the local environment and Marathon Petroleum Company (MPC) property is a personal responsibility shared by all.
- 2.5** Individuals are asked to bring safety and health concerns that they believe are important safety issues to the attention of management. Identified safety issues must be promptly addressed throughout the life of any assigned task.

3.0 RESERVATIONS OF RIGHTS

- 3.1** Marathon Petroleum Company, reserve the right to interpret, change, revise, or waive any or all policies, procedures and plans at any time without notice if required by the needs of the work. MPC Management further reserves the right to put into effect any additional safety standards during turnaround as may be deemed necessary in the interest of safety.
- 3.2** Contract employees remain free to resign their employment at any time, without notice, and as may be limited by law. MPC management retains the right to remove any employee at any time for non-compliance with safety requirements.
- 3.3** This Safety Management Plan is an agreement between employer and employees. All subcontractors are required to ensure that they and their employees, subcontractors, suppliers, vendors, and visitors, while on the job site and in the conduct of contracts, comply with the provisions of this plan and its attachments.
THE PROVISIONS OF THIS SAFETY PLAN WILL BE STRICTLY ENFORCED .

| | | |
|---------------------------------------|----------------------------------|-----------|
| Marathon Petroleum Company LP | Garyville Refining Safe Practice | |
| LRD Turnaround Safety Management Plan | Doc Number: RSW-0182-GV | Rev No: 3 |

4.0 CONTRACTOR ROLES & RESPONSIBILITIES

4.1 Site Superintendent / Manager

- 4.1.1 Ensure contractor supervision attend Pre-TAR training (See Section 10.0 for requirements).
- 4.1.2 Ensure each contractor has been trained on your Contractor Safety Management Plan (CSMP) prior to beginning work.
- 4.1.3 Ensure all employees understand they have a right to STOP any task due to potentially unsafe acts or conditions.
- 4.1.4 Communicate to employees the safety expectations, safety requirements and subsequent enforcement if safety policies and procedures are not followed.
- 4.1.5 Ensure Foreman and employees understand safety is given higher priority with all other aspects of the job.
- 4.1.6 Provide visible leadership by attending and participating in LRD's safety programs.
- 4.1.7 Participate in company safety programs, initiatives and requirements.
- 4.1.8 Hold contractor Foreman accountable when crews are not managed safely.
- 4.1.9 Enforce company's disciplinary action policy in the event of noncompliance with safety policies and procedures.
- 4.1.10 Enforce MPC's Life Critical Disciplinary and Accountability Policy (RSW-0126-GV) by immediately stopping the unsafe act and reporting all violations to LRD Coordinator and Safety Department.
- 4.1.11 Hold Foreman and Safety Representative accountable for conducting their safety-related roles and responsibilities.
- 4.1.12 Assume contractor safety representative roles and responsibilities in the event the contractor does not have a safety representative.
- 4.1.13 Ensure all injuries and near misses are reported immediately to MPC Safety.
- 4.1.14 Lead Safety Meetings or Toolboxes with employees.

4.2 Supervisors / Foreman / Leads

- 4.2.1 Integrate applicable safety policies and procedures into the work execution.
- 4.2.2 Ensure their crews understand the hazards associated with the work and implement mitigation measures by communicating the requirements of

| | | |
|---------------------------------------|----------------------------------|-----------|
| Marathon Petroleum Company LP | Garyville Refining Safe Practice | |
| LRD Turnaround Safety Management Plan | Doc Number: RSW-0182-GV | Rev No: 3 |

the JSA, Safe Work Permit and Joint Job-Site Visit (JJSV).

4.2.3 Ensure the required PPE is provided, inspected (if required) and used properly during the task.

4.2.4 Hold crew members accountable for housekeeping activities.

4.2.5 Ensure the contractor JSA process is being completed by employees. This includes identifying hazards and mitigating upon discovery.

4.2.6 Audit their work crew to ensure employees are executing work safely and adhering to all applicable safety policies and procedures.

4.2.7 Enforce non-compliance to safety policies and procedures.

4.2.7.1 Report any Life Critical Violations (RSW-0126-GV) to

Superintendent, MPC Coordinator and MPC Safety Dept.

4.2.8 Report any hazards produced by or encountered while performing their work.

4.3 Safety Representatives

4.3.1 Access MPC's Refinery Contractor website for all applicable procedures for safe execution of work.

4.3.2 Complete and return contractor CSMP to MPC Safety (See Section 6.0 for Requirements).

4.3.3 Ensure employees are trained prior to work beginning. Training should include the following but is not limited to :

4.3.3.1 Contractor CSMP.

4.3.3.2 LRD's Turnaround Safety Management Plan Roles & Responsibilities.

4.3.3.3 MPC's safety procedures including Life Critical Safety Rules and Accountability (RSW-0126-GV).

4.3.3.4 Contract Company's safety policies and procedures

4.3.3.5 Review LRD's Welcome Packet (See 7.0 for Welcome Packets) with employees.

4.3.4 Provide MPC with documentation of training records, safety programs, audits and any other documentation if requested by MPC to verify compliance with the contractor's safety program.

4.3.5 Actively participate in LRD's safety programs and processes including audits, near misses and Behavioral Based Safety (BBS) activities.

4.3.6 Assist Supervision by ensuring employees are executing work safely and adhering to applicable safety procedures through field presence,

| | | |
|---------------------------------------|----------------------------------|-----------|
| Marathon Petroleum Company LP | Garyville Refining Safe Practice | |
| LRD Turnaround Safety Management Plan | Doc Number: RSW-0182-GV | Rev No: 3 |

coaching and auditing.

4.3.7 LRD expects a vast majority (e.g. over 75%) of a Safety Representatives' time to be spent in the field correcting PPE, Safe Work Practices and other field related issues.

4.3.8 Assist with daily Tool Box Meetings

4.3.9 Attend and participate in LRD's TAR meetings as highlighted in contractors Welcome Packet.

4.3.10 Provide proper notification of any injury/illness to LRD representative and MPC Safety per Medical Plan submitted in CSMP.

4.3.11 Update Medical Plans as needed throughout duration of TAR.

5.0 MPC ROLES & RESPONSIBILITIES

5.1 MPC Coordinators

5.1.1 Integrate applicable safety policies and procedures into the work execution.

5.1.2 Ensure their crews understand the hazards associated with the work and implement mitigation measures by communicating the requirements of the Safe Work Permit and Joint Job-Site Visit (JJSV).

5.1.3 Verify the required PPE is used properly during the task.

5.1.4 Hold contractors accountable for housekeeping activities.

5.1.5 Ensure their work crews are executing work safely and adhering to all applicable safety policies and procedures.

5.1.6 Report all non-compliance to safety policies and procedures.

5.1.6.1 Report any Life Critical Violations to Superintendent, Operations and MPC Safety Dept.

5.1.7 Report any hazards produced by or encountered while performing their work.

5.2 MPC Field Safety Representatives

5.2.1 Provide field support to operations, maintenance and contract workforce.

5.2.2 Ensure work is executed according to plan as well as aligns with OSHA and MPC requirements.

5.2.2.1 Plans may require deviation and will be communicated throughout duration of TAR.

5.2.3 Provides support to BBS members during Toolbox meetings.

5.2.4 Deliver field presence for contractor Safety Representatives by providing Subject Matter Expertise on LRD's Safe Work Practices.

| | | |
|---------------------------------------|----------------------------------|-----------|
| Marathon Petroleum Company LP | Garyville Refining Safe Practice | |
| LRD Turnaround Safety Management Plan | Doc Number: RSW-0182-GV | Rev No: 3 |

5.2.5 Assist contract workforce with incident and injury management protocols.

5.2.6 Participate in Contractor Safety Meetings throughout duration of TAR.

5.3 MPC TAR Safety Coordinator

5.3.1 Work closely with MPC & Contract TAR personnel to ensure TAR job scopes are planned to comply with LRD's Safe Work Practices.

5.3.2 Assist contract management and supervision with compliance to LRD's Safe Work Practices.

5.3.3 Act as a liaison to TAR personnel by providing insight and updates to any changes in OSHA Regulations & LRD Safe Work Practices.

5.3.4 Account for any PPE, fall protection, and personal monitoring requirements during planning phase and communicate requirements to effected parties.

5.3.5 Assist TAR personnel with resolving issues identified during the planning phase of the project and communicate resolutions to all stakeholders.

5.3.6 Review contractors' CSMP and verify compliance.

5.3.7 Ensure safety staffing is accurate by participating in manpower density studies.

5.3.8 Hold meetings, as necessary, to communicate critical path work job scope and requirements to TAR Safety Representatives.

5.3.9 Support operations, maintenance and contract work force during execution phase of project.

5.3.10 Ensure effective meeting material is developed for Contractor Safety Meetings throughout duration of TAR.

5.3.11 Ensure BBS, Near Miss, First Aid / Recordable Injuries are reported in the Safety Dashboard on a daily basis.

5.3.12 Ensure the need for rental equipment (PPE Trailers) has been evaluated and are on-site throughout duration to TAR activities if necessary.

5.4 Operations

5.4.1 Ensure Safe Work Permits are completed with sufficient information to provide recipient with a safe work environment. This includes properly using the Risk Assessment Matrix (RAM), providing detailed information regarding hazards and using LRD's PPE Matrix to determine PPE requirements.

5.4.2 Perform adequate JJSV with craft workers. This includes providing verification of line, equipment or system to be worked on by tagging,

| | | |
|---------------------------------------|----------------------------------|-----------|
| Marathon Petroleum Company LP | Garyville Refining Safe Practice | |
| LRD Turnaround Safety Management Plan | Doc Number: RSW-0182-GV | Rev No: 3 |

touching or clearly marking the involved work location and discussing potential hazards associated with the task.

- 5.4.3 Ensure that all unit equipment and the general work area is properly prepared and made safe for all craft workers prior to granting approval to perform work.
- 5.4.4 Promptly notify craft workers and visitors of any changing unit conditions that could impact their work areas.
- 5.4.5 Ensure personnel safety issues for any craft person, contractor or visitor are considered during any unit emergencies.

6.0 CONTRACTOR SAFETY MANAGEMENT PLANS (CSMP)

- 6.1** MPC Turnaround Safety Planners will distribute CSMP templates to all contractors who receive work during the TAR.

- 6.1.1 Due to the nature of turnarounds and last minute changes, these documents will be provided to the contractors as soon as possible.

- 6.2** The CSMP is a template provided by MPC outlining the contract companies safe work practices and at a minimum include the following:

- 6.2.1 Name and Description of Project
- 6.2.2 Contractor's commitment to a safe and healthful workplace.
- 6.2.3 Organizational Charts including contact information.
- 6.2.4 Competent / Qualified Personnel
- 6.2.5 Job-Site Orientation and Training Plans
- 6.2.6 Evacuation & Accountability Procedures
- 6.2.7 PPE Matrix
- 6.2.8 Training Matrix
- 6.2.9 Standards beyond MPC Requirements
- 6.2.10 Safety Resumes
- 6.2.11 Fall Protection Plan
- 6.2.12 SDS's
- 6.2.13 Medical Plans
- 6.2.14 Chemical Catalyst Change Forms
- 6.2.15 Site-Specific Emergency Contact Plan
- 6.2.16 Injury Notification & Report Flow Chart
- 6.2.17 Additional Information

- 6.3** The CSMP shall be completed and returned to MPC Turnaround Safety Planners at a minimum of 30 days prior to TAR / Project beginning.

| | | |
|---------------------------------------|----------------------------------|-----------|
| Marathon Petroleum Company LP | Garyville Refining Safe Practice | |
| LRD Turnaround Safety Management Plan | Doc Number: RSW-0182-GV | Rev No: 3 |

7.0 WELCOME PACKETS

- 7.1** MPC Turnaround Safety Planners will distribute Welcome Packets to all contractors awarded work during the TAR. This Welcome Packet will be provided at least 60 days prior to work commencing.
- 7.2** Welcome Packets provide contractors with overview of MPC's safe work practices and at a minimum include the following:
- 7.2.1 TAR Safety Meeting Schedules & Locations
 - 7.2.2 LRD's Safety Organizational Charts with Contact Information
 - 7.2.3 LRD's BBS Program Information (B.A.S.S)
 - 7.2.4 Life Critical Safety Rules Summary
 - 7.2.5 LRD's Safety Requirements Review
 - 7.2.6 Applicable "Got Your Back" Bulletins
 - 7.2.7 Commonly Used Forms
 - 7.2.8 LRD's Hose Poster
 - 7.2.9 LRD's PPE Matrix
 - 7.2.10 HF Alky Unit PPE Guide
 - 7.2.11 Respiratory Protection Equipment Selection Guide
 - 7.2.12 Safe Work Permit Guide
 - 7.2.13 Pre-Safety Confined Space Checklist
 - 7.2.14 Minimum Requirements for Hot Work in Confined Spaces
 - 7.2.15 Ventilation Requirements
 - 7.2.16 Lighting Policy
 - 7.2.17 Inclement Weather Summary
 - 7.2.18 Emergency Muster & Evacuation Map
 - 7.2.19 Refinery Area Responsibility Map
 - 7.2.20 Motor Vehicle Traffic and Parking Plot Plan
- 7.3** Welcome Packets should be covered with all employees participating in TAR job scope. Documentation of training on Welcome Packets shall be maintained by contractor.

8.0 SAFETY STAFFING REQUIREMENTS

- 8.1** RLT and TAR Management shall provide appropriate safety staffing resources to ensure that adequate safety oversight, consultation and safety administrative presence is maintained on the project and that contractors are supported in their compliance effort with LRD's Safety Management Plan.

| | | |
|---------------------------------------|----------------------------------|-----------|
| Marathon Petroleum Company LP | Garyville Refining Safe Practice | |
| LRD Turnaround Safety Management Plan | Doc Number: RSW-0182-GV | Rev No: 3 |

- 8.2** Contractors shall provide a safety representative or designate a safety representative that will be at the work site at all times while work is being performed by their company. Contractor Safety Representatives shall be the individual responsible for implementing the contractor's safety program and for ensuring compliance with the CSMP and Marathon Safety procedure requirements.
- 8.3** MPC maintains the right to request a designated safety representative or additional safety representatives at any time.
- 8.4** Contract employers may recommend additional Safety Representatives based on the work being performed. Additional Safety Representatives must be approved by MPC TAR Supervisor before commencing work.
- 8.5** Based on the complexity and work scope, Contractor Safety Representatives shall be on-site with sufficient time to become familiar with work scope requirements and MPC's Safe Work Practices.
- 8.6** MPC will review the resumes of safety professionals to ensure the proper safety qualifications and/or experience prior to their arrival. MPC's reserves the right to deny and request replacement of any Safety Representatives that it feels is not performing at the desired level required (See 6.0 CSMP for due dates for Safety Resumes).
- 8.6.1 At a minimum a qualified field safety representative must have knowledge or experience equivalent to the OSHA 510 / OSHA 511 course.
- 8.6.2 Preferred qualifications include CSP, ASP, CHST, COSS, etc.
- 8.7** Each contractor shall maintain a minimum ratio of safety professions as reflected below per shift:

| Safety Professionals (Number) | Anticipated "Hands on Tools" Crew Size Per Shift (No. of Individuals) |
|----------------------------------|---|
| ☆ Dual Role | 0-19 |
| 1 | 20-50 |
| 2 | 51-175 |

| | | |
|---------------------------------------|----------------------------------|-----------|
| Marathon Petroleum Company LP | Garyville Refining Safe Practice | |
| LRD Turnaround Safety Management Plan | Doc Number: RSW-0182-GV | Rev No: 3 |

| | |
|----------------------------|---------|
| 3 | 176-400 |
| TBA based on scope of work | >400 |

☆ Dual Role - If a contractor company has 19 or fewer individuals on-site they will not be required to have a dedicated Safety Professional. Those Contractors must designate one person as a safety representative to act as a point of contact for the LRD Safety Department and attend all required meetings in addition to their normal job tasks.

☆ Primary Contractors shall include all sub-contractor personnel in their overall “Hands on Tools” crew size headcount for determining the number of Safety Professionals required.

9.0 BBS STAFFING REQUIREMENTS

9.1 Dedicated BBS Observers will participate in TAR work. The amount of observers will be determined by the following:

9.1.1 Zoned Approach (Size of TAR)

9.1.2 Complexity & Density of Work

9.1.3 Work Scope

9.1.4 Contact Rate

9.2 LRD will target a contact rate between 3 – 5. This contact rate indicates that each employee was observed one time per week. If this contact rate is not achieved LRD Safety Supervisor & B.A.S.S Facilitator may request additional resources.

9.3 The amount of dedicated observers will be agreed upon by ES&S Manager & Maintenance Manager.

10.0 TRAINING

10.1 Contract employees are responsible for providing and documenting regulatory mandated safety training for their employees (e.g. OSHA). Required training may include the following but is not limited to: Confined Space, Hazard Communication, Blood borne Pathogens, PPE, Fall Protection, Energy Isolation. In addition, it is expected that the contract employer will provide safety training to their employees that cover specific safety responsibilities for tasks they are required to perform.

10.2 Confined Space Attendant and Fire Watch training must be documented by the Contract employer or the Sub-Contract Employer. Contractors are expected to

| | | |
|---------------------------------------|----------------------------------|-----------|
| Marathon Petroleum Company LP | Garyville Refining Safe Practice | |
| LRD Turnaround Safety Management Plan | Doc Number: RSW-0182-GV | Rev No: 3 |

maintain copies of all historical safety training records for the individuals they are employing and to make those records available for MPC review upon request.

- 10.3** In addition to LRD's site-specific requirements, the size and scope of TAR may require contractor leadership from each discipline to participate in a Pre-TAR Contractor meetings. This meeting will cover high level overviews from all disciplines prior to work commencing.

11.0 REVISION HISTORY

| Revision Number | Description of Change | Written by | Approved by | Revision Date | Effective Date |
|-----------------|-----------------------------------|--------------|-------------------------------------|---------------|----------------|
| 0 | Procedure developed | Safety | VPP/ Refinery Management Team (RMT) | 6/30/2016 | 6/30/2016 |
| 1 | Routine annual review, no changes | Doug Senette | Safety | 6/27/2019 | 6/27/2019 |
| 2 | Routine annual review, no changes | Doug Senette | Safety | 6/29/2020 | 6/29/2020 |
| 3 | Routine review, no changes | Nick Martin | Safety | 6/29/2021 | 6/29/2021 |