

Doc Custodian: Safety Professional	Marathon Petroleum Company LP Refining Personal Protective Equipment	Doc No: RSW-0121-GV Rev No: 15
Approved By: Safety Supervisor		Garyville Refining Safe Practice
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INDEX

	<u>PAGE</u>
1.0 PURPOSE	2
2.0 APPLICATION	2
3.0 IMPLEMENTATION	2
4.0 RESPONSIBILITIES	2
5.0 DEFINITIONS	3
6.0 REQUIREMENTS	3
6.1 Hazard Assessment	3
6.2 Head Protection	3
6.3 Eye and Face Protection	4
6.4 Hand Protection	5
6.5 Foot Protection	6
6.6 Chemical Protective Clothing	6
6.7 Flame Resistant Clothing	8
6.8 Respiratory Protection	9
6.9 Fall Protection	9
6.10 Hearing Protection	10
6.11 Electrical Protection	10
6.12 Flotation Devices	10
6.13 H2S Personal Detector	10
7.0 TRAINING	10
8.0 REFERENCES	11
9.0 APPENDICES	11
9.1 Certification of Hazard Assessments	11
9.2 Eye and Face Protection Matrix	11
10.0 REVISION HISTORY	11

Marathon Petroleum Company LP	Garyville Refinery Safe Practice	
Personal Protective Equipment	Doc Number: RSW-0121-GV	Rev No: 15

1.0 PURPOSE

- 1.1** The purpose of this procedure is to define and establish requirements governing the use of personal protective equipment and provide maximum protection to employees from eye, face, head, hand, foot and other bodily injuries.

2.0 APPLICATION

- 2.1** Work areas or job assignments with recognized hazards and a reasonable probability that PPE could mitigate exposures or injuries shall be identified and appropriate PPE defined.
- 2.2** All personnel entering designated areas or performing work at the Louisiana Refinery must wear appropriate PPE. This includes employees, contractors, and visitors.

3.0 IMPLEMENTATION

- 3.1** The implementation of the requirements outlined in the Personal Protective Equipment Procedure shall be adhered to on this standard's effective date.

4.0 RESPONSIBILITIES

- 4.1** All MPC and contract employees shall be responsible for.
- 4.1.1** The proper care and use of personal protective equipment;
 - 4.1.2** Reporting damaged or lost PPE to their supervisor;
 - 4.1.3** Observing fellow workers to ensure the proper use of PPE; and
 - 4.1.4** Reporting any hazards encountered requiring a change in PPE.
- 4.2** MPC Supervisors shall be responsible for:
- 4.2.1** Ensuring that all personnel are trained in the proper care and use of PPE;
 - 4.2.2** Ensuring that all personnel use PPE consistently and properly;
 - 4.2.3** Ensuring that all personnel have the PPE necessary to perform the work (Contractor shall be responsible for providing their own PPE);
 - 4.2.4** Reporting any defective PPE to the Safety Department and taking it out of service;
 - 4.2.5** Requesting assistance from the Safety Department in selecting approved PPE; and
 - 4.2.6** Coordinating the change of types of PPE through the Safety Department.
- 4.3** The MPC Safety Department shall be responsible for:
- 4.3.1** Ensuring that PPE Hazard Assessments are completed and certified for the types of hazards encountered in the work environment;
 - 4.3.2** Ensuring that appropriate PPE is identified for protection of workers;

Marathon Petroleum Company LP	Garyville Refinery Safe Practice	
Personal Protective Equipment	Doc Number: RSW-0121-GV	Rev No: 15

4.3.3 Ensuring that training is provided to MPC personnel for PPE they are expected to use; and

4.3.4 Observing the workplace to assure that PPE is worn, used and cared for properly.

5.0 DEFINITION

5.1 *Damaged PPE:* personal protective equipment that is broken as a result of the work environment.

5.2 *Defective PPE:* personal protective equipment that malfunctions as a result of a manufacturer's flaw.

6.0 REQUIREMENTS

6.1 Hazard Assessments

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

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

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

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

6.1.5 The Certification of Hazard Assessments, Appendix 9.1, defines the hazard assessment process performed at the LRD Refinery.

6.1.6 The following LRD Hazard Assessment matrices are guides for the use of personal protective equipment and can be accessed on the Appendices page of the HES Standard Practices:

6.1.6.1 LRD Personal Protective Equipment Reference Guide, RSW-A-001-GV;

6.1.6.2 LRD Hazard Characterization and Respiratory Selection Guide, RSW-A-002-GV;

6.1.6.3 LRD Exposure Control Measure Requirements for Maintenance/Construction Operations, RSW-A-003-GV;

6.1.6.4 HF Alky PPE Matrix, RSW-A-004-GV.

6.1.7 The documented Hazard Assessments shall be reviewed every three years and approved by the Safety Department.

6.2 Head Protection

Marathon Petroleum Company LP	Garyville Refinery Safe Practice	
Personal Protective Equipment	Doc Number: RSW-0121-GV	Rev No: 15

- 6.2.1** Personnel entering process areas and immediately adjacent roadways, tank farm, dock and construction areas shall be required to wear a safety hard hat with approved goggles. All hard hats approved for use at this refinery must comply with ISEA Z89.1.
- 6.2.2** The following are exemptions that do not require the use of hard hats provided no overhead impact hazards are present and the areas designated in Appendices A:
 - 6.2.2.1** Inside offices, control rooms, shops, warehouses and enclosed vehicles (i.e. trucks, golf carts, etc.);
 - 6.2.2.2** When reporting to work or leaving work, provided the employee travels directly to their destination by way of plant roads. No one will be allowed in a process area without a hard hat.
 - 6.2.2.3** Traveling to and from a vehicle parked within that refinery building's parking area.
- 6.2.3** Vehicles without overhead protection (i.e. bicycles, rear bed of pickup trucks, tractors, etc.) will require the use of hard hats during operations as defined in Section 6.2.1 of this procedure.
- 6.2.4** Metal hard hats are not permitted at this facility.
- 6.2.5** Hard hats shall have a properly installed suspension system and be free of cracks or holes.
- 6.2.6** The user shall conduct a daily visual inspection on their hard hat prior to use to check for damage that might compromise the protective value of the hard hat.
- 6.2.7** If the hard hat becomes damaged or a deficiency is found with the hard hat, the user shall be responsible to replace their hard hat immediately.
- 6.2.8** Welding activities shall require head protection; no soft caps are allowed.

6.3 Eye and Face Protection

- 6.3.1** Employees shall use the appropriate eye or face protection when exposed to hazards that include flying particles, liquid chemicals, acids or caustics, chemical gases or vapors, or potentially damaging light radiation.
- 6.3.2** Employees entering the refinery must wear safety glasses with side shields that meets ANSI Standards ISEA Z87.1.
- 6.3.3** Safety glasses with side shields shall be worn by all employees, contractors and visitors at all times within the refinery. Eye protection is not required for the following situations, if no hazards are present:
 - 6.3.3.1** Inside an enclosed vehicles;
 - 6.3.3.2** Inside the control room and office spaces;
 - 6.3.3.3** Traveling to and from a vehicle parked within that building's parking area and between buildings; however, if the employee must pass through a process area, pipe rack, shop or other work area then eye protection must

Marathon Petroleum Company LP	Garyville Refinery Safe Practice	
Personal Protective Equipment	Doc Number: RSW-0121-GV	Rev No: 15

be worn.

6.3.4 Only clear lens safety glasses shall be worn at night, early morning, late evening or when limited light is available (i.e. confined space). Tinted glasses may only be worn outdoors and during daylight hours.

6.3.5 Every person (employees and contractors) wearing FR clothing must have goggles on their person when entering designated PPE Required Areas (process units, tank farms, load racks, etc.)

Notes:

- (1) Goggles shall be kept clean while on the person and in a usable condition. (e.g., storage bag, strap not stretched).
- (2) See RSP-1129-010 for specific requirements for HF Alky Units.

6.3.6 Eye protection requirements, to be effective, shall be specific for each exposure and shall be defined by hazard assessments, operating procedures, job safety analysis, work permits, etc. It is not within the scope of this procedure to specify all circumstances where additional eye protection is required, other than the following requirements:

6.3.6.1 Goggles (indirect or non vented) – shall be worn when there is a potential exposure to chemical spray, mist, fine dust; when chipping, grinding or performing other work where there is potential exposure to high velocity impact.

6.3.6.2 Face Shields – shall be worn when there is a potential for chemical splash to the face (i.e. sampling, working with or on equipment containing acids or caustics) or during chipping, grinding and other impact exposures.

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

6.3.6.3 Welding goggles/hood – shall be worn when engaged in welding, cutting, and burning to protect against harmful rays, intense lights, sparks and flying particles.

6.3.7 The use of contact lens by employees within the refinery must meet the following safety conditions:

6.3.7.1 A hard hat decal, indicating that employee is a “Contact lenses wearer”, shall be obtained from the Safety department and must be worn.

6.3.7.2 Employees approved to wear contact lenses shall maintain a spare pair of contact lenses and/or prescription safety glasses.

6.3.7.3 Employees wearing contact lenses must also wear safety glasses with side shields and follow any additional eye protection policies.

6.4 Hand Protection

6.4.1 Employees shall reference the Hand Injury Prevention and Glove Standard Practice

Marathon Petroleum Company LP	Garyville Refinery Safe Practice	
Personal Protective Equipment	Doc Number: RSW-0121-GV	Rev No: 15

RSW-0174-GV or RSP-1703-000 to determine proper hand protection for General Duty Tasks.

- 6.4.2** Employees shall be required to use the appropriate hand protection when hazards are encountered that could result in harmful substances being absorbed through the skin, lacerations, abrasions, punctures, chemical burns or thermal burns.
- 6.4.3** Damaged gloves shall be replaced immediately.
- 6.4.4** Gloves soiled with non-hazardous chemicals may be discarded into an oily waste container. Gloves used for handling hazardous chemicals shall be decontaminated before disposal into a trash container or disposed as a hazardous waste.
- 6.4.5** The wearing of gloves during job assignments will be enforced by supervisory personnel. Gloves, like goggles on hardhats, must be in the employee's possession at all times.
- 6.4.6** Gloves shall not be worn when operating rotating equipment.
- 6.4.7** It is recommended that hand and wrist jewelry such as rings and bracelets not be worn while working in the Refinery.
- 6.4.8** Every person (employee and contractors) wearing FR clothing shall have gloves on their person while in designated PPE Required Areas.

6.5 Foot Protection

- 6.5.1** Safety toe shoes meeting ASTM Standard F2412-05 or F2413-05 are required to be worn by all MPC and contractor personnel working in the refinery (including the docks, laboratories and construction areas). Safety toe shoes that are made of composite material, in place of steel, must meet the requirements of our standard and should be labeled that it "Complies with ASTM Standards".
- 6.5.2** When inside offices, control rooms, enclosed vehicles, safety toe shoes are not required unless otherwise posted or required by special job requirements.
- 6.5.3** When inside the refinery gate, shoes with heels shall not be worn.
- 6.5.4** Appropriate footwear shall be selected and worn at all times when working in the refinery and when the potential for foot injuries exists
 - 6.5.4.1** Where splash or spill hazards exist, the appropriate chemical resistant footwear impervious to that chemical or hydrocarbon shall be worn. Cloth or mesh type materials are not permitted.
 - 6.5.4.2** Employees shall be required to wear footwear with at least a 1/4" heel

6.6 Chemical Protective Clothing

- 6.6.1** The following chemical protective clothing as defined by **Appendix B** of **OSHA 1910.120** shall be available at the LRD Refinery:
 - 6.6.1.1** Level A - The highest level of skin, respiratory and eye protection.

Marathon Petroleum Company LP	Garyville Refinery Safe Practice	
Personal Protective Equipment	Doc Number: RSW-0121-GV	Rev No: 15

- 6.6.1.1.1 Fully-encapsulating, chemical resistant suit
- 6.6.1.1.2 Inner chemical resistant gloves
- 6.6.1.1.3 Chemical resistant safety boots
- 6.6.1.1.4 SCBA
- 6.6.1.1.5 FRC Clothing

6.6.1.2 Level B - The same level respiratory protection, but less skin protection than level A

- 6.6.1.2.1 One or two piece chemical resistant clothing with splash hood
- 6.6.1.2.2 Inner and outer chemical resistant gloves
- 6.6.1.2.3 Chemical resistant boots
- 6.6.1.2.4 SCBA or full facepiece supplied-air respirator with escape SCBA
- 6.6.1.2.5 FRC Clothing

6.6.1.3 Level C – The same level skin protection as level B, but a lower level of respiratory protection

- 6.6.1.3.1 Two piece chemical resistant clothing with splash hood
- 6.6.1.3.2 Inner and outer chemical resistant gloves
- 6.6.1.3.3 Chemical resistant boots
- 6.6.1.3.4 Full or half facepiece, air-purifying canister equipped respirator
- 6.6.1.3.5 FRCClothing

6.6.1.4 Level D – Minimal skin protection and no respiratory protection

- 6.6.1.4.1 FRC Clothing
- 6.6.1.4.2 Gloves
- 6.6.1.4.3 Hard hat with safety goggles attached
- 6.6.1.4.4 Safety Glasses
- 6.6.1.4.5 Safety shoes

6.6.2 Alky Unit PPE

6.6.2.1 For HF Acid Alkylation Unit chemical protective clothing requirements see the Alky PPE Matrix.

6.6.2.2 The Alky Unit's chemical protective clothing shall not be worn outside of the Alky Unit's battery limits with the exception of the use of uncontaminated PPE for the purpose of performing work with corrosive material such as, but not limited to, the Gas Con, Merox Unit, and Spent Caustic Tank.

6.6.2.3 Once the Alky Unit's chemical protective clothing is removed, it should be immediately placed in the decontamination vat located on the south side of the Alky change house. The Alky chemical protective clothing cannot be reused once it is taken off unless it has been neutralized. The inner glove must be placed on first prior to reusing class C and D PPE.

6.6.2.4 The Alky Unit change house is located on the north central side of the Alky

Marathon Petroleum Company LP	Garyville Refinery Safe Practice	
Personal Protective Equipment	Doc Number: RSW-0121-GV	Rev No: 15

Unit. This area shall be considered a clean room and shall not be entered with any Alky chemical protective clothing worn in the unit.

6.6.2.5 If HF Acid, or material that could contain HF Acid, comes in contact with the Alky chemical protective clothing, the employee shall stop work as soon as practical and decontaminate. Use a safety shower to remove any HF Acid that may be present, then remove and replace the protective clothing.

6.6.2.6 HF Acid PPE used in the Laboratory shall only be taken outside of the Acid Test Lab when containerized for transport to the Alky Unit for cleaning and inspection.

6.6.2.7 For specifics on Alky Unit PPE, refer to [RSP-1129-010, HF Alkylation Unit Personal Protective Equipment \(PPE\)](#).

6.7 Flame Resistant Clothing (FRC)

6.7.1 Flame Resistant Clothing shall be required to be worn within the battery limits of all process units, tank farm, dock, laboratory and other areas of the plant with a potential flash fire hazard.

6.7.2 MPC employee's flame resistant clothing shall be NFPA 2112 or equivalent. Contractor's flame resistant clothing must meet test methods defined in the ASTM Test Method D6413. When work involves hot or molten metals, then other forms of FRC Clothing shall be more appropriate.

6.7.3 All FR clothing base garments (shirt/pant combo and/or coveralls) shall be inherently FR material (e.g., Nomex, PBI) or FR treated cotton and cotton blends that are certified by an independent testing agency as meeting NFPA 2112. Seasonal accessories (e.g., UV face masks, cold weather beanies, or hard hat liners) shall also meet NFPA 2112.

6.7.4 Garments worn underneath base layers for warmth/cooling shall be made of natural fibers such as cotton, wool, or silk.

Important: Base layers made from synthetic materials such as polyester (e.g., Under Armour) are **PROHIBITED**.

6.7.5 Flame resistant clothing must cover the entire body (trunk, arms, legs and waist). Shirt sleeves or coveralls must remain rolled down and buttoned while in FRC required areas. If the garment does not fit properly, alterations should be made or the garment replaced.

6.7.6 FR shirts (not including outer FR garments [e.g., coats and sweatshirts with or without hoods, etc.]) shall be tucked in, buttoned up, and sleeves rolled down when in FR required areas to comply with NFPA 2113.

Note: Alternative garments which are pre-approved by management and supported by a PPE hazard assessment are acceptable (e.g., short sleeve shirts while working in Warehouse).

Marathon Petroleum Company LP	Garyville Refinery Safe Practice	
Personal Protective Equipment	Doc Number: RSW-0121-GV	Rev No: 15

6.7.7 Outer FR garments (e.g., coats, bibs, and sweatshirts with or without hoods, etc.) shall be made of FR fabrics and adhere to NFPA 2112 requirements that are certified by an independent testing agency. NFPA 2112 daily FR work wear garments shall be worn at all times under all outer FR garments.

6.7.8 FR clothing must be worn as the outer garment except when the following personal protective equipment (PPE) is required to be worn over FR clothing.

6.7.8.1 PPE that is required by the work permit (i.e. potential exposure to acids or caustics).

6.7.9 Hole watch/fire watch vest shall comply with ASTM D6413 Flame Resistance requirements.

6.7.10 The use of bunker gear to perform work tasks shall be evaluated if the working activities have a potential to create an elevated LEL atmosphere (i.e. hot bolting, breaking flange with the isolation valve leaking hydrocarbons, etc.).

6.7.11 Sultrap basket cleaning and condenser dropout rodding require aluminized suit for primary layer of protective clothing including aluminized insulated gloves and leggings to protect against possible contact with molten sulfur. All requirements and PPE as outlined in ROP-5-20-OG-13-GV shall be strictly adhered to.

6.7.12 FR Disposable Coveralls:

- (a) Disposable coveralls shall be made of FR fabrics and are not required to meet NFPA 2112 requirements.
- (b) Disposable coveralls shall comply with ASTM D6413.
- (c) Disposable coveralls shall comply with NFPA 2113 as it pertains to the care and maintenance during use.

Notes:

- (1) Any garments soiled with hydrocarbons or visibly tattered during work activities must be removed from service and replaced.

6.8 Respiratory Protection

6.8.1 Respiratory protection requirements have been established to protect MPC and Contract employees from inhalation hazards such as, contaminants, chemicals and IDLH atmospheres.

6.8.2 Additional information and requirements on the selection, use and care of respiratory protection is documented in the "Respiratory Protection Program", LRD Standard Practice RSW-0117-GV.

6.9 Fall Protection

6.9.1 Fall arrest equipment must be properly worn and secured by anyone working at elevations six or more feet above grade that are not protected by a temporary or permanent perimeter guardrail or when the guardrail has been removed for access.

Marathon Petroleum Company LP	Garyville Refinery Safe Practice	
Personal Protective Equipment	Doc Number: RSW-0121-GV	Rev No: 15

- 6.9.2** Additional information and requirements on the selection, use and care of fall protection is documented in the "Fall Protection Procedure", LRD Standard Practice RSW-0135-GV.

6.10 Hearing Protection

- 6.10.1** All employees are required to wear hearing protection in work areas where noise levels are 82 dBA or above.
- 6.10.2** Warning signs are posted at the perimeter of process units and other high noise areas as a reminder for hearing protection.
- 6.10.3** Additional information and requirements on the selection, use and care of hearing protection is documented in the "Hearing Conservation Plan", LRD Standard Practice RSW-0115-GV.

6.11 Electrical Protection

- 6.11.1** All personnel shall be safeguarded from injury by suitable personal protective equipment while working in situations where potential electrical hazards exist. Personal protective equipment shall be maintained in a safe, reliable condition and be designed for the specific parts of the body to be protected and for the immediate work to be performed.
- 6.11.2** Additional information and requirements on the selection, use and care of electrical personal protective equipment is documented in the "Electrical Safe Practices", LRD Standard Practice RSW-0149-GV.

6.12 Flotation Devices

- 6.12.1** Life vest must be utilized in conjunction with fall arrest equipment when any work is performed over an unprotected body of water, such as cooling tower basins, clarifiers, ponds, docks, etc. where a drowning hazard is present and the deployment of fall arrest equipment would not prevent the employee from contacting the water.

Note: PFDs will be worn according to manufacturer's recommendations and be buckled or tightened to provide proper fit.

6.13 H2S Personal Detector

- 6.13.1** All LRD personnel, contractors and visitors who enter the following areas must wear a personal H2S detector: a process unit battery limits; a tank dike area; a dock area; rail or trunk loading area; designated areas of the laboratory; or any other area of the refinery where there is known or suspected H2S.
- 6.13.2** The personal H2S detector must be worn in the employee's breathing zone.
- 6.13.3** Additional information and requirements on the selection, use and care of personal H2S detectors is documented in [the "Hydrogen Sulfide \(H2S\) Exposure Control Standard Practice"](#), LRD Standard Practice RSW-0129-GV or RSP-1707-000.

7.0 TRAINING

Marathon Petroleum Company LP	Garyville Refinery Safe Practice	
Personal Protective Equipment	Doc Number: RSW-0121-GV	Rev No: 15

- 7.1** Training for this procedure and subsequent revisions to this procedure will be provided to employees and contractors via the monthly HESS meeting.
- 7.2** Employees will be provided training on specific personal protective equipment via CBT's initially upon employment and annually thereafter.
- 7.3** Contractors will be provided training on specific personal protective equipment via the LRD Site Contractor Orientation.

8.0 REFERENCES

- 8.1** Personal Protective Equipment, 29 CFR 1910.132-138
- 8.2** Industrial Head Protection, ANSI Z89.1, 2003
- 8.3** Practice for Occupational and Educational Eye and Face Protection, ANSI Z87.1, 2003
- 8.4** Standard Specifications for Performance Requirements for Foot Protection, ASTM F2413, 2005

9.0 APPENDICES

- 9.1** Certification of Hazard Assessments
- 9.2** Eye and Face Protection Matrix

10.0 REVISION HISTORY

Revision Number	Description of Change	Written by	Approved by	Revision Date	Effective Date
1	Change procedural format	Safety	Refinery Management Team	2/1/2009	2/1/2009
2	Revision to Section 6.3.3	Safety	Refinery Management Team	1/20/10	1/25/10
3	Revision to 6.1.5, 6.1.6 and added Appendice 9.1	Safety	Refinery Management Team	1/20/2010	1/25/2010
4	Revision to 6.7.1 to change Fire Resistant Clothing to Flame Resistant Clothing	Safety	Safety	2/1/2012	2/1/2012
5	Changed Appendix 9.1 to say Safety Data Sheets	Safety	Safety	8/21/2013	8/21/2013
6	Changed language in 6.3.3	Safety	Safety	11/9/2013	11/9/2013
7	Changed safety steel toe shoes to safety toe shoes	Amanda Hall	Safety	7/28/2014	7/28/2014
8	Details on FR clothing incorporated	Rebecca Bedell	Safety	3/6/2015	3/6/2015
9	Sultrap basket and condenser dropout rodding PPE added at	Safety	Safety	2/16/2016	2/16/2016
10	Addition of 6.6.2.7 in reference to KMS item	Mariah Hickey	Safety	7/12/2016	7/12/2016
11	Routine triennial review, no changes	Mariah Bennett	Safety	2/26/2018	2/26/2018

Marathon Petroleum Company LP	Garyville Refinery Safe Practice		
Personal Protective Equipment	Doc Number: RSW-0121-GV	Rev No: 15	

12	Updates to reflect changes to Corporate RSP-1617-00 revisions 0&1.	Mariah Bennett	VPP: 11/14/2018 RLT: 12/8/2018	11/5/2018	1/1/2019
13	Addition of Appendix 9.2 to reflect RSP-1617.	Safety	Safety	6/14/2019	6/14/2019
14	Periodic Review – No Change	Safety	Safety	11/1/2021	11/1/2021
15	Updated Safety glasses to be excluded in parking lots in section 6.3.3.3.	Amanda Fortie	VPP & RLT	6/29/2023	6/29/2023

Marathon Petroleum Company LP	Garyville Refinery Safe Practice	
Personal Protective Equipment	Doc Number: RSW-0121-GV	Rev No: 15

Appendix 9.1

CERTIFICATION OF HAZARD ASSESSMENTS

The purpose of this document is to verify that hazard assessments have been performed at the LRD Refinery to identify potential hazards and implement controls to manage or eliminate the hazards to the greatest extent possible.

The LRD Refinery has developed a continuous process to identify existing or potential hazards using the following activities (The dates performed are reflected on the actual documents):

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

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

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

Based on the controls selected and the LRD Safety Professionals' evaluations, the following LRD Hazard Assessment matrices shall be revised, if necessary:

- LRD Personal Protective Equipment Reference Guide
- LRD Hazard Characterization & Respiratory Protective Equipment Selection Guide
- LRD Exposure Control Measure Requirements for Maintenance/Construction Operations
- HF Alky Personal Protective Equipment Guide
- Confined Space Data Sheets

Appendix 9.2

Marathon Petroleum Company LP	Garyville Refinery Safe Practice	
Personal Protective Equipment	Doc Number: RSW-0121-GV	Rev No: 15

Eye and Face Protection Matrix

Job Task	Minimum Protection Required
Operating A Cordless (Battery Operated) Impact Wrench/Drill	Safety Glasses Only
Using Pressurized, Stream, etc. to Clean Equipment	Goggles
Working with Powered or Granulated Materials	Goggles
Working Overhead Where the Potential Exists for Particulate to Fall into Eye	Goggles
Taking Non-Closed Loop Hydrocarbon Samples	Goggles
Handling Chemical Totes	Goggles
Chipping Concrete or Refractory	Face Shield and Safety Glasses
Grinding or Buffing Vessels or Equipment	Face Shield and Safety Glasses
Sandblasting	Face Shield and Safety Glasses
Hydroblasting	Face Shield and Safety Glasses
Operating an Pneumatic or Electric Impact Wrench/Drill	Face Shield and Safety Glasses
Using a Torch/Wand to Light Heaters	Face Shield and Safety Glasses
Operating a String Trimmer During Lawn Maintenance	Face Shield and Safety Glasses
Initial Line Breaking or Opening of Equipment When Potential for Pressure Exists	Goggles and Face Shield
Handling or Sampling of Hot Liquids or Products (over 140°F)	Goggles and Face Shield
Loading or Unloading of Acids or Caustics	Goggles and Face Shield
Connecting/Disconnecting Acid/Caustics Lines or Hoses	Goggles and Face Shield
Taking Samples Containing Acids or Caustics	Goggles and Face Shield
Cleaning/Draining/Repairing Equipment in Acid or Caustic Service	Goggles and Face Shield