



Los Angeles Refinery

Safe Work Permit Pocket Resource Guide

**Safe Work Permit:
Contact your Safety Professional**

**Wilmington Radio Safety: C2
Carson Radio Safety: C2**

Sharepoint Site:
Sharepoint Site can be found on Marathon LAR homepage

RESPONSIBLE PARTY MATRIX OD = Owning Department; SG = Servicing Group

Safe Work Permit Responsibilities	Routine & Priority 1	E-Tickets & Off Hours	Projects	Power Distribution Group	Turnaround
Planning Job Walk	* Planner	*** SG Supervisor & Shift Supervisor	Planner	Planner	Planner
Complete Job Plan Overview, including noting permit required y/n and higher-level approval forms	* Planner	*** SG Supervisor & Shift Supervisor	Planner	Planner	Planner
Validate Job Plan Overview	** OMC	*** SG Supervisor & Shift Supervisor	** OMC	** OMC	Ops Rep
Assemble Work Order Package, including applicable forms	* Planner	*** SG Supervisor & Shift Supervisor	Planner	Planner	Planner
Review and approve Job Plan Overview and Work Order Package	** OMC	*** SG Supervisor & Shift Supervisor	** OMC	PDG Supervisor	Execution Coordinator
Bring Permit Package to Unit (Available to Servicing Group prior to work start)	SG Rep.	SG Rep.	SG Rep.	Owning Department	Owning Department
Complete JUSV	OD Rep. & SG Rep.	OD Rep. & SG Rep.	OD Rep. & SG Rep.	OD Rep. & SG Rep.	OD Rep. & SG Rep.
Conduct initial gas test	OD Rep.	OD Rep.	OD Rep.	OD Rep.	OD Rep.
Complete Permit	OD Rep. & SG Rep.	OD Rep. & SG Rep.	OD Rep. & SG Rep.	OD Rep. & SG Rep.	OD Rep. & SG Rep.
Complete JSA	SG Rep.	SG Rep.	SG Rep.	SG Rep.	SG Rep.
Review Permit with JSA and any other associated forms	OD Rep. & SG Rep.	OD Rep. & SG Rep.	OD Rep. & SG Rep.	OD Rep. & SG Rep.	OD Rep. & SG Rep.
Approve Permit	OD Rep.	OD Rep.	OD Rep.	OD Rep.	OD Rep.
Accept Permit	SG Rep. and Work Party	SG Rep. and Work Party	SG Rep. and Work Party	SG Rep. and Work Party	SG Rep. and Work Party
Conduct Toolbox Talk and Sign Declaration	SG Rep. and Work Party	SG Rep. and Work Party	SG Rep. and Work Party	SG Rep. and Work Party	SG Rep. and Work Party
Maintains Permit/ JSA/ Forms at job site	SG Rep. and Work Party	SG Rep. and Work Party	SG Rep. and Work Party	SG Rep. and Work Party	SG Rep. and Work Party
Maintains copy of permit in the Ops Shelter	OD Rep.	OD Rep.	OD Rep.	OD Rep.	OD Rep.

* During Routine Hours, Maintenance Foreman may fulfill Planner role for day of execution changes.
** OMC is primary. Shift Supervisor shall fulfill the OMC role during off shift hours.
*** During Off Hours, a MPC Craftsperson, Contract Supervisor, or RSS may fulfill the Servicing Group Supervisor role.

Safe Work Permit Day-of Task Work Flow

Joint Job Site Visit

- Owning Department and Servicing Group walk the job and risk assess the task and the area
- Complete the Permit and JSA

Safe Work Permit Issued

- Owning Department will issue the Permit to the Servicing Group
- Originals will be kept at the job site

Toolbox Talk

- The Servicing Group Representative will conduct a Toolbox Talk with the crew
- The Toolbox Talk will be signed off by crew on the JSA

Job Complete

- Servicing Group and Owning Department will sign off the Permit and note Lessons Learned
- Permit and package will be returned to Planning

Acronym List

SWP	Safe Work Permit
JSA	Job Safety Analysis
JPO	Job Plan Overview
JJSV	Joint Job Site Visit
RAM	Risk Assessment Matrix
PID	Photoionization Detector
PTL	Permitted Task List
SDS	Safety Data Sheet
OD	Owning Department
SG	Servicing Group
OMC	Operations Maintenance Coordinator
OSS	Operations Shift Supervisor
RSS/501	Refinery Shift Superintendent
ATL	Area Team Lead



Life Critical Safety Rules



Safe Work Permit – Obtain and work under a valid Safe Work Permit.



Fall Protection – Personal fall protection must be properly worn and secured to protect personnel working at elevated locations.



Confined Space Entry – All entry requirements of a valid Safe Work Permit must be followed while working in and around confined spaces.



Energy Isolation – Ensure all energy sources are identified, isolated, de-energized, and locked out and tagged out before work begins.



Hot Work – Prior to conducting hot work, the area must be gas tested and all fire prevention requirements must be implemented.



Process Safety – Never bypass critical process safety equipment without following the established procedure and receiving proper authorization.



Alky Unit PPE – Adhere to PPE requirements to prevent exposure to the acid catalysts used in alky units.



Cranes and Lifting – Comply with refinery crane and rigging safe work practices.



Electrical Safe Work Practices – Adhere to PPE requirements and safe work practices when working on or operating energized electrical equipment.

Refer to Refinery Operating Procedures and Written Instructions for specific requirements.

All personnel are expected to follow all Life Critical Safety Rules and will be held to a high standard of performance.

12 Hazard Categories



Biological

Bacteria,
Insects,
Animals



Environmental

Weather,
Waste Disposal,
ICE permits



Body
mechanics

Twisting, Lifting,
Restrictions,
Repetitive motion



Gravity

Falls from height
Dropped objects
Stacked Work
Pendulum



Chemical

Corrosive,
Explosive, Gas,
Dust, Liquids,
Solids, Poison,
Contamination



Mechanical

Moving parts
Rotating equip



Electrical

High voltage –
Grounding – Static



Noise

Volume
Duration
Vibration
Communication



Pressure

High, Low, HPLP
Interface, Vacuum,
Venting



Thermal

High, Low,
Thermal Shock



Radiation

Alpha, Beta,
Gamma, x-rays



Other

Simops
Inexperience
Poor Lighting

Blanket **Work** Permit

You can **ALWAYS** blanket these items with another task on a permit:

- Inspection, except radiography, magnetic particle test, and penetrant testing.
- Crane supporting a task.

A blanket work permit may be issued to Servicing Group Representatives to perform work in multiple locations when the following conditions are met:

- The work remains under the responsibility of the operator that issued the original permit or a relieving operator.
- The work scope is the same at all locations and does not change once the work permit is approved and issued.
- The level of required personal protective equipment (PPE) and safeguards are the same for each work location.
- A Joint Job Site Visit (JJSV) is conducted at each work location.
- The Servicing Group Representative (individual receiving the permit) is performing or directing tasks at all job sites.

In order for work in multiple locations to be included on a blanket work permit, each location and piece of equipment must be documented on the permit. For example, to include the pulling of three separate control valves on one blanket permit, the conditions in the bullet points above must be met and the valve numbers must be documented on the permit.

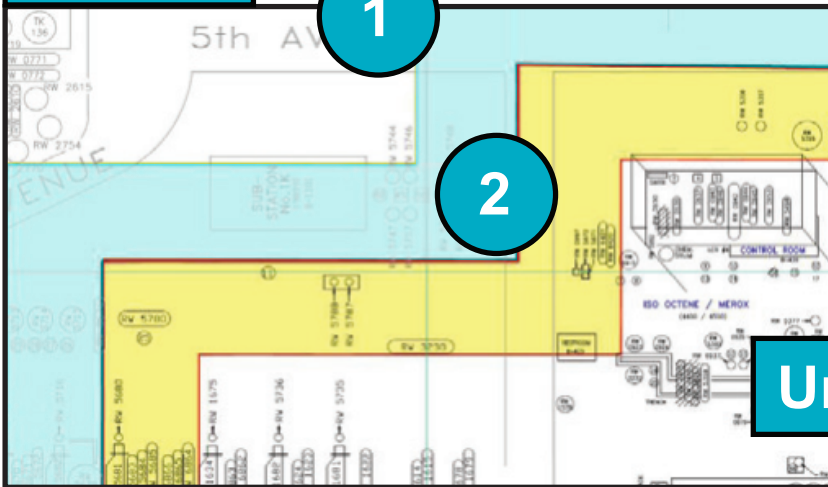
Note: If an equipment list will be used because the space on the Detailed Work Description section of the Safe Work Permit does not suffice, the Owning Department Representative and Servicing Group Representative must identify each item on the equipment list by circling or highlighting the item and initialing next to each item. Two copies of the initialed equipment list with the identified equipment must be made. Both the Owning Department Representative and Servicing Group Represent must keep an initialed copy throughout the permit duration.

Affected Areas & Buffer Zones

Affected Area: Any area affected by work in another area such as:

- work on common utility lines
- work on product/feed lines
- work in one area that affects a nearby area.

Unit A



Unit B

Buffer Zone: The last 50 Feet of an operating area including roadways between 2 units.

The purpose of buffer zones is to be sure the person responsible for the area near your task is aware of what is in progress and can ensure there are no SIMOPS conflicts (e.g. hot work, breaking containment).

If the task requires potentially hazardous work in a buffer zone, the Operator of the Affected Area must sign the permit.

Vehicle Entry Guidelines

- Vehicles entering process units, including tank basins, will require a Safe Work Permit for each shift.
- The Vehicle Entry can be included in a Blanket Permit for the task to be performed if the Blanket Work Permit criteria is met.
- A route verification, including an initial gas test, will be required.
- If the work lasts longer than 4 hours, a mid-shift gas test is required.
- Ops may pull the Safe Work Permit if conditions change.

- Authorized gas testers are those who have successfully completed Gas Tester training.
- Continuous gas monitoring **not required** for engines left running (i.e. vehicles, light plants, compressors).



Gas Testing Summary

	Task / Equipment	Gas Testing Requirements
INSIDE PROCESS Unit / Tank Basin	Vehicle Entry, Light Plants, Portable Compressors, Portable Engines	Initial Gas Test and Mid-Shift Gas Test
	Non-Attended Hot Work	Initial Gas Test and Mid-Shift Gas Test
	Opening an Energized Explosion-Proof Enclosure or Purged Enclosure in an Electrically Classi ed Area	Initial Gas Test and Mid-Shift Gas Test
	Attended Hot Work	Initial Gas Test, Mid-Shift Gas Test, and Continuous LEL Alarm
OUTSIDE Process Unit / Tank Basin or inside pressurized building	Non-Attended Hot Work	None
	Attended Hot Work	Initial Gas Test, Mid-Shift Gas Test, and Continuous LEL Alarm
Confined Space Entry	Confined Space Entry	Initial Gas Test, Mid-Shift Gas Test, and Continuous Multi-Gas Meter