

Doc Custodian: Safety Department	<b>Marathon Petroleum Company LP Los Angeles Refinery</b>	Doc. No.: <b>HSS-004</b> Rev. No: 4
Approved By: Safety Manager		<b>Site Variance Procedure and Form</b>
Date Approved: 05/05/2020		Next Review Date: 05/05/2023

## HSS-004 Site Variance Procedure and Form

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## 1.0 INTRODUCTION

### 1.1 Purpose

**1.1.1** This standard intends to communicate and establish the requirements that shall apply to requests to deviation from tasks or procedures required by a specified safety standing instruction.

### 1.2 Scope

**1.2.1** This procedure applies to all Marathon, Los Angeles Refinery (LAR) personnel and contractors who are requesting variances to or exemptions from a specified safety standing instruction outlined in the Marathon Los Angeles Refinery.

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## 2.0 REFERENCES

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### 2.1 Marathon LAR Standards

- LAR Carson Health and Safety Manual
- HSS 013 Site Access

### 2.2 Government Regulations

- Cal-OSHA Process Safety Management Standard-Management of Change (8 CCR 5189)

## 3.0 DEFINITIONS

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**Table 1      Definitions**

Term	Description
Contractor Sponsor	Marathon employee, who requests and is accountable for contractor work performance; ensures that contractor work is performed safely and in compliance with location, state, and federal requirements; This level example is: <b>Manager, Lead Planner, TAR Coordinator, Superintendent.</b>
Exemption	To seek freedom from imposed requirements of a procedure or process, normally required by a Site EH&S Standing Instructions.
Variance	A deviation from imposed requirements of a procedure or process, normally required by the Site EH&S Standing Instructions.

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## 4.0 PROCESS

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### 4.1 Variance Requester Review

**4.1.1** The Marathon employee, who is accountable for the work, shall perform their risk assessment review in a timely manner and route risk assessments recommendation with the variance request to safety department for appropriate situational review (s) and authorization. Approvals must be obtained before beginning work.

### 4.2 Examples of a Variance Driver

**4.2.1** Any time a deviation from tasks or procedural requirements, specified by a safety standing instruction, a variance is required.

**Example:**

4.2.1.1 Maintenance Superintendent is requesting to use TAR permitting for non-TAR work.

4.2.1.2 Turn Around Coordinator is requesting to wave site access requirements for workers.

### 4.3 Variance Refusal

**4.3.1** Variances will not be granted through this standard for the following reasons:

4.3.1.1 Variance request from Federal, State, or City regulations, not covered in site standing instructions, shall be routed to Marathon corporate for the appropriate level approval.

4.3.1.2 Variance request from IS Network requirements shall be routed to Marathon corporate for the appropriate level approval.

## 5.0 ROLES AND RESPONSIBILITIES

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### 5.1 Requester

**5.1.1** It is the responsibility of the Marathon employee who is accountable for the work to be performed to initiate the Variance Request for review, e.g. Contractor Sponsor, Operation or Maintenance Managers, Project Superintendent.

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## 5.2 Authorizer

The following signatures are required for variance approval:

- 5.2.1** Safety Manager or designee; shall be on every variance approval request.
- 5.2.2** Operation Manager or designee; shall be on every variance approval request, (as required).
- 5.2.3** Maintenance Manager or designee; shall be on every variance approval request, (as required).
- 5.2.4** 501 or Refinery Shift Supervisor; shall authorize off shift, e.g. after hours, holidays week ends, variance.
- 5.2.5** Health Superintendent; required health variances only
- 5.2.6** Contractor Sponsor; required for every contractor site variance request, if different then Operation, Maintenance or Safety Managers
- 5.2.7** Safety Representative; required for every field work variance.

## 6.0 DOCUMENTATION

- 6.0.1 A copy of the approved Variance shall be readily available within the appropriate work area (e.g. attached to a work permit package) if applicable.
- 6.2 Requester
  - 6.2.1 A copy of the approved Variance will be returned to the Supervisor or Project Engineer in charge of the work.
- 6.3 Safety Department
  - 6.3.1 The original Variance (approved or rejected) will be forwarded to the Marathon Safety Department.

## 7.0 REVISION LOG

<b>Title &amp; Procedure Number:</b>	HSS 004-Variance Procedure and Form		
<b>Author/Owner:</b>	Rinaldo Edmonson	<b>Approver:</b>	Mike Kulakowski
<b>Reviewed By:</b>	Policy & Procedure Committee	<b>Document Administrator:</b>	D. R. Cannon
<b>Issuing Department:</b>	Safety	<b>Issue Date:</b>	
<b>Revision Date:</b>	5/5/2020	<b>Next Review Date:</b>	5/5/2022
<b>Revision Summary</b>			
Integrated (SAF 30 Exemption Form and 64 Variance Form) and FS 004 Variance Policy and Form documents into one LAR site document. Updated the instruction to comply with OSHA, Cal OSHA regulations and industry standard.			

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## Los Angeles Refinery Site Variance Approval Form Attachment A

Date: \_\_\_\_\_

**This form shall only be used for specific variances or exemptions to the current Site Safety or Health Standing Instructions**

Proposed start date: \_\_\_\_\_ end date: \_\_\_\_\_

Unit/Area: \_\_\_\_\_

**TASK DESCRIPTION:**

**REASON FOR VARIANCE OR EXEMPTION REQUEST AND STANDING INSTRUCTION (S) AFFECTED:**

**MITIGATIONS PROPOSED:**

**VARIANCE AUTHORIZATION:**

Please have required approvals sign below. Leave blank if not required. Safety Manager Signature line is always required.

\_\_\_\_\_  
Maintenance Manager  
(as required)

\_\_\_\_\_  
Operations Manager  
(as required)

\_\_\_\_\_  
Safety Manager or designee  
(always required)

\_\_\_\_\_  
501/RSS  
(every off-shift variances)

\_\_\_\_\_  
Contractor Sponsor  
(as required)

\_\_\_\_\_  
Health Superintendent  
(for Health variances only)

\_\_\_\_\_  
Safety Representative  
(every field work variances)