

Doc Custodian: Safety Department	 Marathon Petroleum Company LP Los Angeles Refinery	Doc No.: HSS-011 Rev No: 0
Approved By: LAR Safety Manager		Health & Safety Standard
Revision Approval Date: 11/25/2020		Next Review Date: 11/25/2023

HSS-011 Contractor Safety Management

Overview

Purpose	This standard intends to communicate and comply with the Health and Safety requirements of the Corporate, Federal and State Process Safety Management (PSM) Standard and regulations.
Scope	This standard shall apply to all Marathon, Los Angeles Refinery (LAR) contractors and sub-contractors who are performing Safety Sensitive and Non-Safety Sensitive Services as defined by SAF-4004 Contractor Safety Management and this standard.
Records Retention	Printed copies of this document should not be retained more than 12 months. Any revision to this document will be retained indefinitely.

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1.0 References

1.1 Refining References

The table below lists the Refining references used with this document.

Number	Description
HSS 010	Life Critical Safety Rules
SEC 011	LAR Access Control, System Employee, Contractor and Guest Access and Egress
SAF 4004	Contractor Safety Management Standard
RSP 1306	PSM/RMP Contractors
RSP-1308	PSM/RMP Mechanical Integrity
HLT 2015	Drug and Alcohol policy

1.2 Government References

The table below lists the industry references used with this document.

Number	Description
<i>General Industry References</i>	
OSHA 29 CFR 1910.119	Process Safety Management of Hazardous Chemicals
Title 8, CCR, 5189.1	Process Safety Management of Acute Hazardous Chemicals

1.3 Industry References

The table below lists the industry references used with this document.

Number	Description
<i>General Industry References</i>	
API 2221 RP	Contractor and Owner Safety Program Implementation.

1.4 Acronyms

The following acronyms are used with this document:

Acronym	Description
MOC	PSM Standard
MPC	Contractor Safety Standard
PSM	PSM/RMP Mechanical Integrity

1.5 Terms

Use the link below to access the terms and definition used in this document:

References: For details, see **Appendix A**, [Terms and Definitions](#).

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2.0 Roles and Responsibilities

2.1 Contractors Application

The following roles and responsibilities apply to the Application section of Contractor Compliance.

Roles	Responsibilities
Site Supply Chain Manager or Designee	<p>This standard will cover the requirements to develop and implement a PSM program for Contractors and Subcontractors:</p> <p>(a) This standard applies to the following Contractor and Subcontractor companies performing the following activities:</p> <ul style="list-style-type: none"> ➤ operating a Covered Process, ➤ performing maintenance or repair, turnaround, major renovation, installation, or specialty work on a covered process, and <p>(b) Working adjacent to covered processes.</p> <ul style="list-style-type: none"> ➤ Contractors and Subcontractors who could affect the containment of Highly Hazardous Chemicals or regulated materials within the Covered Process, and ➤ could be affected by loss of containment of a Highly Hazardous Chemical or Regulated Substance. <p>(c) Contractors and Subcontractors working on or adjacent to a Covered Process are governed by the appropriate MPC Service Contract.</p>

The following roles and responsibilities have been defined for this PSM element.

2.2 Employer Responsibilities

Responsible	Responsibility
Site Supply Chain Manager or Designee	<p>This standard will cover the requirements to develop and implement a PSM program for Contractors and Subcontractors</p> <p>(a) Utilizes the applicable, established MPC Contractor Safety Pre-Qualification Process to evaluate safety performance and programs of Contractors and Subcontractors companies that perform work on or adjacent to a Covered Process prior to the work commencing.</p> <p>(b) Implements the defined temporary approval process that provides for limited use of Contractors and Subcontractors companies that do not meet established MPC contractor safety prequalification screening criteria (the “<u>Common Evaluation Criteria</u>”) and provides for mitigation steps implemented to reduce risk to an acceptable level.</p> <p>(c) Prior to commencement of work, provides Contractors and Subcontractors with</p> <ul style="list-style-type: none"> - the applicable Organizational or site-specific safety rules applicable to the scope of work to be performed, - the applicable provisions of the emergency action plan, and - an overview of process hazards related to the Contractor’s work and the Covered Process. <p>(d) Performs a Deep Dive Safety Audit in collaboration with MPC Safety Department representative, the Safety Group of a representative number of Contractors and Subcontractors performing work on or adjacent to Covered Processes as defined in this standard.</p> <p>Note: The results of all Deep Dive Safety Audit must be reviewed with the Contractor/Subcontractor and follow-up performed to ensure that actions to address deficiencies are completed.</p>

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2.2 Employer Responsibilities (continued)

Responsible Person	Responsibility
Safety Supervisor or Designee	<p>(a) Assists the Site Supply Chain Site Manager or designee to utilize the applicable, established MPC Contractor Safety Pre-Qualification process to evaluate safety performance and programs of Contractors and Subcontractors that perform work on or adjacent to a Covered Process prior to the work commencing.</p> <p>(b) Assists the Site Supply Chain Manager in reviewing Contractor and Subcontractor Safety Pre-Qualification information prior to awarding work.</p> <p>(c) Assists Requesting Contractor Coordinator and/or Subcontractor Coordinator in identification of risk mitigation requirements for temporary approvals.</p> <p>(d) Establishes and maintains a log of Contractor and Subcontractor Injury and Illnesses related to their work in Covered Process areas.</p> <p>Note: The Contractor and/or Subcontractor will be responsible for providing the information necessary to populate this log.</p> <p>(e) Periodically audits Contractors and Subcontractors to determine their performance in the following areas:</p> <ul style="list-style-type: none"> - the applicable Organizational or site-specific safety rules applicable to the scope of work to be performed, - the applicable provisions of the emergency action plan, - if required, Advanced High Hazard Training, SB 54 training and - any general process hazards related to the contractors work prior to commencing work. <p>(f) Performs a Deep Dive Safety Audit in collaboration with Supply Chain of a representative number of Contractors and Subcontractors performing work on or adjacent to covered processes as defined in this standard.</p>
Permit Issuer (typically Site Operations personnel).	<p>(a) 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 Contractor's work and the Covered Process where the work is being permitted.</p> <p>(b) Informs the Contractors or Subcontractors of any unique emergency action plan provisions of the Covered Process where the work is being permitted.</p>
MPC Contractor or Subcontractor Coordinator	<p>(a) Identifies any Contractor training requirements outside of those identified in the Employer or Contractor sections of this document and communicates training requirements to Contractor for completion of this training.</p> <p>(b) Provides justification for use of contractors that require Temporary Approval.</p> <p>(c) Ensure identification of risk mitigation requirements for temporary approvals, and implementation in the field.</p>

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3.0 Covered Contractors

3.1 PSM/RMP Regulation

The table below describes both the Federal and State PSM regulations that Cover Contractors related to this document.

Federal and State Regulation	
Contractors, CFR, 1019.119 section (h), Contractors; T8, CCR, 5189.1, Section (h)	(a) (1)[a] Application. This paragraph [section] applies to contractors performing maintenance or repair, turnaround, major renovation, or specialty work on or adjacent to a covered process. It does not apply to contractors providing incidental services which do not influence process safety, such as janitorial work, food and drink services, laundry, delivery or other supply services.

3.2 Written Plan Required

Los Angeles Refinery has developed and implemented HSS 013 Site Access as the written plan that meets the regulatory requirements for Contractors that are:

- (a) operating a Covered Process,
- (b) performing
 - maintenance or repair,
 - turnaround,
 - major renovation,
 - installation, or
 - specialty work on a Covered Process, or
- (c) working adjacent to Covered Processes.

3.3 Service Contract

As referred to in 2.1 (c) of this document, the Site Supply Chain Manager or Designee must ensure that Contractors working on or adjacent to a Covered Process are governed by the appropriate Service Contract.

3.4 Related Documents

The table below provides a list of documents that provide additional information regarding Contractor safety, certain of which are expressly referenced in subsequent sections of this Refining PSM Standard.

Document No.	Title	Document Custodian	Purpose
MPC HES&S Standard SAF-4004	Contractor Safety Standard	Corporate Health, Environment, Safety & Security	To promote a safe working environment for Contractors and Subcontractors and MPC employees and to improve Contractor safety performance
PSM-1070	Process Safety Management	Corporate HES&S	Defines MPC's minimum requirement to comply with OSHA's Process Safety Management requirements.
HSS 013	Site Access	LAR, Safety Department	Defines minimum requirement to comply with Cal OSHA's § 5189.1. Process Safety Management for Petroleum Refineries.

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4.0 Employer Responsibilities

4.1 PSM/RMP Regulation

MPC Los Angeles Refinery, LAR, [Owner or Operator] Responsibilities are outlined in 1910.119 (h), 5189.1 (h) & HSC 25536.7.

- When selecting a contractor, LAR shall obtain and evaluate information regarding the contractor's safety performance, including programs used to prevent employee injuries and illnesses, and *shall require* that its contractors and any subcontractors use a skilled and trained workforce.
- LAR shall inform contract employers of the known potential fire, explosion, or toxic release hazards related to the contractor's work and the process.
- LAR shall explain to contract employers the applicable provisions of the emergency action plan
- LAR shall develop and implement safe work practices to control the entrance, presence, and exit of contract employees and sub-contractor employees in covered process areas.
- LAR shall periodically evaluate the performance of contractors in fulfilling their obligations, as specified in this subsection. LAR shall ensure and document that the requirements of this subsection are performed and completed by the contractor.
- LAR shall maintain a contract employee injury and illness log related to the contractor's work in process areas.

4.2 Contractor Selection

LAR will utilize a defined process to evaluate safety performance and programs of Contractors and Subcontractors that perform work on or adjacent to a Covered Process prior to the work commencing. The Contractor Safety Pre-Qualification Process will include at least the following elements:

4.2.1 A screening process for reviewing Contractor and Subcontractor safety information and qualifications and using pre-determined criteria to determine the eligibility of Contractor or Subcontractor to perform safety-sensitive work, prior to commencing work. The screening process will typically provide for an evaluation or review (as applicable) of:

- a) past safety performance, using indicators that may include, OSHA Recordable Incident Rate, Experience Modification Rate, and/or other factors as appropriate,
- b) current safety programs and/or safe work practices, and
- c) current safety training programs, including Advanced High Hazard Training requirements.

4.2.2 A process to provide Contractors and Subcontractors with the site-specific safety rules or standards applicable to the scope of work to be performed, prior to commencement of work.

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4.3 Temporary Approval

LAR has a defined temporary-approval process that provides for limited use of Contractors and Subcontractors that do not meet the [Common Evaluation Criteria](#) as stated in [SAF-4004 Contractor Management](#). The documented [Temporary Approval](#) Form must identify any additional safety or operational requirements necessary to allow Contractors and Subcontractors to work safely at the PSM covered facility and be signed and authorized by the Refinery ES&S Manager and the Refinery General Manager. Where a temporary approval covers multiple PSM covered facilities, the form must be signed by the Refining ES&S Manager and the Senior Vice President of Refining, and representatives from each Refinery that will use the temporarily approved Contractor or Subcontractor under the refining wide temporary approval. The temporary approval will be communicated to the Contractor Coordinator who will work with the Contractor and Subcontractors to ensure the additional safety or operational requirements are in place.

4.4 Pre-Work Activities

LAR shall inform Contractors and Subcontractors of the following:

- a) Applicable provisions of the emergency action plan.
- b) Known potential fire, explosion, toxic release, or unique hazards related to the Contractor's work and the Covered Process.
- c) Provide access to process hazard analyses (PHAs) and all other information developed under the regulations to employees of Contractors and Subcontractors as requested.
- d) Provide any relevant PSM information with contract employees who are directly involved in other elements of Process Safety Management when the information relates directly to their work responsibilities.
- e) Procedures related to joint jobsite visit and permitting requirements to ensure that pre- job safety meetings are conducted with the Contractor(s) to review the safety aspects of the work to be performed in a Covered Process.

Note: Subcontractors may be informed directly, or through the employing Contractor.

4.5 Control of Unit Entry

LAR has established a unit sign in/sign out process; documenting entrance, presence and exit of all non-operating personnel, including

- a) Contractor and Subcontractor employees, including supervision/management.
- b) Visitors, and
- c) MPC support personnel (e.g., Maintenance, Safety, Environmental, Laboratory, etc.), including supervision/management.

4.6 Injury Log

4.6.1 LAR has established and maintains a log documenting all injuries and illnesses of Contractor and Subcontractor employees performing work in Covered Process areas.

4.6.2 Contractors and Subcontractors will be responsible for providing the information necessary to populate and update the log.

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4.7 Contractors Audits

LAR has established the following Contractor performance assessment requirements, consisting of full program audits and field verification audits, as more completely described herein:

4.7.1 LAR will periodically perform (at least annually) an evaluation i.e. Full Program Audit (Deep Dive Audit), of a representative number of Contractors and Subcontractors performing work on or adjacent to Covered Processes.

- a) 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.
- b) LAR shall perform a Full Program Audit of each nested (resident) Contractor at least once every three (3) years.
- c) The Full Program Audit may, at the discretion of MPC, be conducted at the PSM covered facility and/or at Contractor offices.
- d) The Full Program Audit may, at the discretion of MPC, be conducted by MPC personnel, or by a third-party auditor.

4.7.2 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:

- a) Contract employees are being trained on applicable work practices necessary to safely perform their job (e.g., safe work practices, safety procedures, task procedures),
- b) Contract employees are instructed on known potential fire, explosion, and toxic hazards (if not included in training provided by the site PSM covered facility),
- c) Proper training documentation has been developed and is available, and
- d) 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.

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

4.7.4 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.

- a) The Full Program Audit will include Contractor/Subcontractor safety program conformance while conducting work at Los Angeles Refinery.
- b) 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.

4.7.5 The results of each periodic Full Program Audit must be

- a) reviewed with the Contractor or Subcontractor,
- b) tracked to closure if there are significant recommendations, and
- c) documented and retained per the applicable MPC records retention guidelines.

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4.7

**Contractors
Audit
(Continued)**

4.7.6 Except as otherwise provided herein, LAR has implemented 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.

- a) 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 Los Angeles Refinery safety procedures and rules.
- b) 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.
- c) Field Verification Audits shall be documented via automated auditing system.
- d) LAR Safety Department shall retain completed Field Verification Audit Checklist in compliance with records retention guidelines.

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5.0 Contractor Employer Responsibilities

5.1 PSM/RMP Regulation

Contract Employer [Contract Owner or Operator] Responsibilities shall ensure that it meets the requirements of Health and Safety Code Section 25536.7, and that all of its employees are effectively trained, pursuant to subsection (g & h), in the work practices necessary to safely perform their jobs.

5.2 Contractor Responsibilities

Contractor companies shall adhere to the following contractor responsibilities:

Responsibilities	
General Requirements	<ul style="list-style-type: none"> (a) Train each Contractor and Subcontractor employee in the safe work practices and site-specific safety rules necessary to perform his or her job prior to such employees beginning work on or adjacent to a Covered Process. (b) Instruct each Contractor and Subcontractor employee in the known potential fire, explosion, toxic release, or unique hazards related to his or her job and the process, and the applicable provisions of the applicable emergency action plan. (c) Document that each Contractor and Subcontractor employee has received and understood the required training. Documentation of the training shall include the identity of the contract employee, the date of the training, and the means used to verify that the training was understood. (d) Assure that each Contractor and Subcontractor employee follows the safety rules of the facility for which they are providing services, including the safe work practices. (e) Advise appropriate MPC personnel of any unique hazards presented by the contract employer's work, or of any hazards identified or discovered during performance of contract employer's work. (f) Provide access to Contractor and Subcontractor employee training records, safety programs, etc.

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5.3 MPC Responsibility

LAR has established a Contractor website (see link below) to support Contractors and Subcontractors working at Los Angeles Refinery site by maintaining a process to ensure that:

- (a) all known fire, explosion, toxic release and unique hazards have been communicated to Contractor and Subcontractor employers, and
- (b) site specific safety rules and MPC safe work procedures have been communicated to all Contractor and Subcontractor employers.

Note: Contractor Representatives are able to review the LAR Contractor Website to better understand at a glance, the site onboarding process via:

<https://www.marathonrefinerycontractor.com/Los-Angeles-Refinery/>

6.0 Training

6.1 Training Requirements

The table below describes the minimum-Security Access Requirements related to this document.

Role	Training Subject
HES&S Managers and Division Managers or Refining HES&S Manager and Refining Senior Vice President	Requirements of the Temporary Approval program and their role and responsibilities when signing and authorizing Contractor and Subcontractor temporary approvals.
MPC Contractor Coordinator	General awareness training on the requirements of this standard.
Supply Chain personnel	Roles and responsibilities of implementing the Contractor / Subcontractor Safety Pre-Qualification process.
Safety personnel	Trained on the roles and responsibilities of the Contractor/Subcontractor Pre-qualification and Safety Audit Process.

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Appendix A: Terms and Definitions

A.1 Common Evaluation Criteria (CEC)

Common Evaluation Criteria (CEC): Safety performance criteria used to determine if Contractors qualify to perform services at MPC locations, as outlined in **Appendix B**.

A.3 Contractor Companies

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 (including Water, Electric, Gas, Phone, Internet, Cable), 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).

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.

A.4 Contractor Risk Mitigation Tools

These are controls that when incorporated will facilitate a higher level of Contractor performance and compliance with regulations and Standards.

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A.6 MPC Representative Any employee (MPC or Contractor) with primary responsibility for overseeing the completion of work being conducted by a Contractor and/or interfacing with Contractor supervision or Contractor employees (e.g., Project Lead, Ops Tech, Operator, MPC Supervisor, Directly Supervised Contractor (DSC) working on behalf of MPC, MPC Safety Rep).

A.13 Los Angeles Refinery (LAR) Refers to Carson, Watson Cogeneration, Wilmington, Calciner and Sulfur Recovery Plant

A.22 Safety Sensitive Services 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;
- Work that involves Life Critical Activities or other hazardous activities as defined by the Organization without prior approved pre-defined risk mitigations (L&S, G&P, Marketing and Administrative Services Only

Note:

- Utilize the [LAR Contractor Work Code Matrix](#) 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).
-

A.23 Safety Status Met Designation assigned to a Contractor who meets or exceeds all of the requirements of the Common Evaluation Criteria.

A.24 Safety Status Met with Restrictions Designation assigned to a Contractor who meets or exceeds the requirements of the Common Evaluation Criteria and is subject to Work Restrictions.

A.25 Safety Status Not Met Designation assigned to a Contractor who does not meet all of the requirements of the Common Evaluation Criteria.

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A.26 Temporary Approval

A set of criteria outlined in [Section 4.3](#) 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:

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 in MPC’s third party contractor vetting firm or under a TA. If an active emergency response requires the use of a Contractor who is not approved in MPC’s third party contractor 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 through the third-party contractor vetting firm or a TA will be started for their use in the future.
2. **No History:** A Temporary Approval granted to a Contractor because the criteria is not available because the Contractor is not in MPC’s third party contractor vetting firm 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 (see App B for additional details on possible “Overrides”).
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. **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)

A.26 Work

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

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**A.26 Written
Program
Exemption
Review**

A review of a Contractor exemption request for a written program typically required by MPC's third party vetting firm. This review is completed by the Contractor Safety Team and applies across MPC.

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Appendix B: Contractor Safety Common Evaluation Criteria

Link:

Marathon Petroleum Corporation – Corporate HES&S Standards		
Contractor Safety Management Standard – Appendix B – Contractor Safety Common Evaluation Criteria	Document No.: HSS 011 App B	Approval Date: 4/27/2020
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Requirements:	<p>Contractors, including sub-contractors, must meet the following minimum 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.</p> <p>Note: The Gathering and Processing organization may continue to use the third party vetting firm's Common Evaluation Criteria (CEC) currently existing within their account until it is merged with MPC's account</p> <ol style="list-style-type: none"> 1. OSHA Total Recordable Incident Rate (TRIR) <ol style="list-style-type: none"> a. Contractor's and/or sub-contractor's three-year ⁽¹⁾ OSHA TRIR must be less than or equal to 2.00. <ol style="list-style-type: none"> i. If a Contractor cannot provide data for the previous three years, (e.g. The company has not been in business that long) and the three year TRIR is unable to be calculated, MPC will evaluate the reason and apply an "override" in MPC's third party vetting system until three years of data is available. 2. Experience Modification Rate (EMR) <ol style="list-style-type: none"> a. Contractor's most recent year ⁽¹⁾ must be less than or equal to 1.15 3. OSHA Citations ⁽¹⁾ <ol style="list-style-type: none"> 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. 4. Health & Safety Written Program Score <ol style="list-style-type: none"> a. Contractors must receive a 85% average score of their written safety programs when audited by the third-party Contractor vetting firm. The following programs require a 100% individual score when required by the services Contractors perform: <ul style="list-style-type: none"> • 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 third party contractor vetting firm. 5. Questionnaire <ol style="list-style-type: none"> a. Contractor is disqualified if they score below 70. 6. Fatalities ^{(1) (2)} 	
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Appendix C: Contractor Temporary Approval Form

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Contractor Safety Standard – Appendix C – Contractor Temporary Approval Form	Document No.: HSS 011 App C		Approval Date: 4/27/2020
	Revision No.: 001		Next Revision Date: 10/15/2024
	Document Custodian: Corporate HES&S		

New Request
 1st Renewal
 2nd Renewal
 Additional Renewal (if needed)

This form is required because:

- 1) Contractor has failed to meet one or more of the Marathon Petroleum Company LP ("MPC") Common Evaluation Criteria that establish minimum safety requirements for performing safety sensitive services on site at MPC locations; **or**
- 2) Contractor is not in MPC's third party contractor vetting firm's system or has initiated the Contractor Safety Pre-Qualification process but has not yet provided all of the safety information required to allow evaluation.

Requestor asks that Contractor be granted temporary approval to perform either a specific job or specified work types for a specified period of time for the Organization(s) indicated below and based on the reason(s) shown below.

Contractor Name: _____

Vendor #(s): _____

3rd Party Account Number(s) Account Number(s): _____

Contractor Contact Person(s): _____

MPC Requestor: _____

MPC Organization(s) making request:

Refining Wide

<input type="checkbox"/> Anacortes	<input type="checkbox"/> Detroit	<input type="checkbox"/> Galveston Bay	<input type="checkbox"/> Mandan	<input type="checkbox"/> Salt Lake City
<input type="checkbox"/> Canton	<input type="checkbox"/> Dickinson	<input type="checkbox"/> Garyville	<input type="checkbox"/> Martinez	<input type="checkbox"/> S.Houston GP
<input type="checkbox"/> Catlettsburg	<input type="checkbox"/> El Paso	<input type="checkbox"/> Kenai	<input type="checkbox"/> Robinson	
<input type="checkbox"/> Cincinnati Biofuels	<input type="checkbox"/> Gallup	<input type="checkbox"/> Los Angeles	<input type="checkbox"/> St. Paul Park	

L&S

MPL Marine L&SE Terminals Trucking & Rail Southwest Gathering

Marketing

Administrative Services

G&P

TA Type: Project Specific Contractor Specific Emergency Response No History

Scope of Work: _____

Work Types: _____

Qualification Criteria Not Met:

OSHA Incident Rate
 Experience Modification Rate
 Fatality [date: _____]

OSHA Willful Citation
 Health & Safety Score
 Not Evaluated by Contractor Evaluation Process

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MPC Los Angeles Refinery	Standing Instruction	
Title: Contractor Management	Doc Number: HSS-011	Rev No: 5

Revision History

Document Complete the following table for each document revision.
Revision History

Rev. No.	Description of Change	Author	Approved By	Rev. Date	Effective Date
5	Update issue to include the corporate, state changes	Rinaldo Edmonson	Safety Manager	11/25/2023	1/11/2021