

	LOS ANGELES REFINERY STANDING INSTRUCTION	HSS-013
	Site Access	
	Page 1 of 25 Rev: A01	

Contents

<p>1.0 Introduction 2</p> <p>1.1 Purpose.....2</p> <p>1.2 Scope.....2</p> <p>2.0 References 2</p> <p>2.1 Tesoro Standards.....2</p> <p>2.2 Governmental Regulations.....2</p> <p>2.3 Industrial Regulation2</p> <p>3.0 Definitions 3</p> <p>4.0 Roles and Responsibilities..... 6</p> <p>4.1 Safety Department.....6</p> <p>4.2 Security Department6</p> <p>4.3 Contractor Sponsor6</p> <p>4.4 LAR Employees and Guests.....6</p> <p>4.5 Escort Responsibility6</p> <p>5.0 Guest and Vendor Site Access Process 7</p> <p>5.1 Administrative Building Access7</p> <p>5.2 Refining and Production Area Gate Access.....7</p> <p>5.3 Non Chemical Delivery Drivers7</p> <p>5.4 Calciner Facility.....8</p> <p>6.0 Safety Training Requirements..... 8</p>	<p>6.1 General8</p> <p>6.2 Contractor Training8</p> <p>6.3 Training Card.....9</p> <p>6.4 Training Expiration9</p> <p>6.5 Permit to Work (PTW) Awareness Training.....9</p> <p>7.0 LAR Contractor Work Code Matrix.... 9</p> <p>7.1 Work Classification9</p> <p>7.2 LAR Contractor Work Code Matrix ..9</p> <p>8.0 Site Exemptions 22</p> <p>8.1 Exemption Assessment..... 22</p> <p>9.0 Escorting 23</p> <p>9.1 Escort Assignment 23</p> <p>9.2 Escorting Guests 23</p> <p>9.3 Unescorted Access to LAR 23</p> <p>9.4 Escort Qualifications 23</p> <p>9.5 Escort Minimum Criteria 24</p> <p>10.0 Vehicle Access Requirements 24</p> <p>10.1 Vehicle Access 24</p> <p>11.0 Revision Log..... 25</p>
--	--

List of Tables

Table 1	Definitions	3
Table 2	LAR Contractor Work Code Matrix	10



1.0 INTRODUCTION

1.1 Purpose

This standard intends to communicate and establish Health and Safety requirements that shall apply to all Tesoro, LAR personnel, visitors and guests requesting site access.

1.2 Scope

This standard shall guide the safe entry of employees, guests, vendors, third party personnel onto the LAR facilities. This standard identifies the initial demonstrated risk level and level of controls in place to help ensure a safe entry and visit to LAR facilities. Anyone requesting access to LAR is required to comply with this standard.

2.0 REFERENCES

2.1 Tesoro Standards

- 2.1.1 HSS 004 Site Variance Procedure and Form
- 2.1.2 HSS 201 Permit To Work
- 2.1.3 HSS 011 Contractor Safety Management
- 2.1.4 HSS 015 Smoke Free Facility
- 2.1.5 HSS 202 Stop Work Obligation
- 2.1.6 SAF 02 Injury and Illness Reporting
- 2.1.7 SAF 014 Transportation Safety
- 2.1.8 SAF 028 Fitness to Work Policy
- 2.1.9 SEC 011 Tesoro LAR Access Control, System Employee, Contractor and Guest Access and Egress.
- 2.1.10 FS 01 Refinery Health and Safety Policy
- 2.1.11 FS 205 Personal Protective Equipment
- 2.1.12 FS 1007 Drug and Alcohol Policy

2.2 Governmental Regulations

- 2.2.1 OSHA 29 CFR 1910.119 Process Safety Management of Hazardous Chemicals
- 2.2.2 Title 8, CCR, 5189, Process Safety Management of Acute Hazardous Chemicals
- 2.2.3 29 U.S.C. § 654 – General Duty

2.3 Industrial Regulation

- 2.3.1 API Recommended Practice 2221 Contractor and Owner Safety Program Implementation.
- 2.3.2 Los Angeles Clean Card (LACC) Substance Abuse Policy



3.0 DEFINITIONS

Table 1 Definitions

Terms	Definition
Adjacent to	Means: close or near sharing a border, wall, or point. Industrial reference is commonly known as “Boundary Limits”
American Substance Abuse Professionals (ASAP)	Refers to the organization called American Substance Abuse Professionals, and is also a short name for proof of an “active” status in the ASAP Substance Solutions testing program. This program is the current substance testing provider for Los Angeles Clean Card (LACC), an oil refinery consortium
Contractors	Non-Tesoro companies or individuals who are hired by Tesoro to provide work. The term “Contractor” includes any and all Contractor employees and any Subcontractor, working in Tesoro LAR (Carson, Watson Cogeneration, Wilmington, Calciner and Sulfur Recovery Plant) properties, who are working for the Contractor hired by Tesoro.
Contractor Safety Council (CSC)	A collective group of contractors (their elected committee officers and steering committee members.) Established in 1998, this group in conjunction with Tesoro Safety seeks to ensure participation in shared Tesoro/Contractor HSE goals and programs to prevent injuries
Contractor/Guest Sponsor	Tesoro employee, who requests contractor, Guest, vendor or third party entrance into LAR and is accountable for their safe visit or work performance (as applicable), this level example is: Manager, Lead Planner, Superintendent.
Emergency Work	An unexpected event that could possibly negatively affect people, community, refining or production process or environment, requiring immediate action.
Environmental Compliance Services	Contractor services that provide environmental compliance for specific environmental regulations at the Tesoro Los Angeles Refinery. (e.g. fugitive inspection rounds performed for LDAR regulations)
Escort	LAR employee or authorized contractor, who is designated to accompany a Guest; offering site safety and location guidance, while visiting the Tesoro, Los Angeles Refinery.



Terms	Definition
Exempt	Refers to Contractors that are not subject to LAR health and safety training and enrollment requirements (e.g. OSCA training, Substance Screening etc.).
Guest (s)	A non-Tesoro Los Angeles Refinery (LAR) employee, individual, group that visits a LAR Facility, such as, industrial professionals, Regulatory Agency representatives, or a TSO employee family member or TSO employee from another location
Guest Limited Access Card	An annual guest access video card issued by Tesoro security, which validates the holder has already reviewed the guest access video training and understands the emergency protocol. This card is only for non-chemical truck drivers.
Los Angeles Clean Card (LACC)	A required standardized program for substance and alcohol testing for all contractor employees working at Tesoro, Los Angeles Refinery (LAR)
Los Angeles Refinery (LAR)	Carson, Watson Cogeneration, Wilmington, Calciner and Sulfur Recovery Plant
Occupational Safety Councils of America. (OSCA)	OSCA means Occupational Safety Councils of America. OSCA is located in Carson, CA and administers RSO and LAR site specific training (CBT).
Non-Process Unit/Area	Non-operating refinery process units/areas (e.g. office buildings, warehouses and maintenance shops) are not located inside or adjacent to an operating processing units/areas.
Non - Safety Sensitive (Level 1-Work)	This is work that <u>will not</u> be in or adjacent to a refinery process or production unit, whose activities <u>will not</u> affect the operation of the unit or impact the environment, nor is considered to be hazardous.
Process Safety Management (PSM) refer to OSHA 1910.119	A blend of engineering and management skills focused on preventing catastrophic accidents, particularly explosions, fires, and toxic releases, associated with the use of chemicals and petroleum products.
Process Unit/Area	Operating refinery process unit/area: e.g. Crude, FCC, Alky units.



Terms	Definition
Refinery Safety Overview	Refinery Safety Overview is a class administered by OSCA. Its purpose is to provide basic information on refinery processes and hazard identification to those working in or near process units. Once training is complete a card is issued to the employee identifying them as having been Refinery Safety Overview trained.
Restricted Area	An area where there is an increased special access controls, activity limitations, equipment requirements, or other special, defining measures (usually but not always security measures) employed to prevent unauthorized entry; limit access to specific personnel; or elevate security, safety, or some other characteristic to a higher degree of protection.
Safety Sensitive (Level 2-Work)	This is work that <u>will be</u> in or adjacent to a refinery process or production unit, whose activities <u>may affect</u> the operation of the unit and/or impact the environment, or is considered to be hazardous.
Secured Area	An area where there are special access controls, activity limitations or other special, defining measures (usually but not always security measures) employed to prevent unauthorized entry; limit access to specific personnel; or elevate security, safety, or some other characteristic to a higher degree of protection.
Shall / Must / Will	Order, requirement, or obligation of the Standard.
Should / May	A preferred or recommended action or methodology.
Side By Side	In the view of the escort, (i.e. a guest shall not be around the corner or on a separate floor where the escort cannot observe there activity while visiting).
Transportation Workers Identification Credential (TWIC)	Transportation Workers Identification Credential Issued by Homeland Security and is required to do work at the Marine Terminal.
Vendor	A non-Tesoro (TSO) employee, such as, a sales representative, a material supplier, and equipment manufacturer representative or delivery driver
Work Practices	Training in any procedure or skill required to safely perform required job tasks. If the contract employees will be performing maintenance on the on-going integrity of process equipment, the plant or work zone, this will include overview of the process, plant or work zone, its hazards, and operational or maintenance procedures applicable to the job task.



4.0 ROLES AND RESPONSIBILITIES

4.1 Safety Department

- 4.1.1 Administers Site Access Procedure - Deviations require approval by the LAR Safety Manager
- 4.1.2 Reviews safety training curriculum for contractors
- 4.1.3 Reviews contractor safety orientation training
- 4.1.4 Evaluate the safety training process on an annual basis to ensure information is current and effective.

4.2 Security Department

- 4.2.1 Front desk attendant; gives guest the site orientation training.
- 4.2.2 Verifies completion of site access training requirements and ISN enrollment
- 4.2.3 Issues contractor, employee, guest and vendor access badges.
- 4.2.4 Issue LAR Guest Limited Access cards (Non-chemical Drivers Only)
- 4.2.5 Maintain current, completed employee Site Access Acknowledgement Forms and guest access safety awareness training records in compliance with record retention requirements for 3 years.

4.3 Contractor Sponsor

- 4.3.1 To communicate to contractors, vendors, third party and right of way personnel the expectation of compliance with all aspects for this procedure.
- 4.3.2 Verifies scope of visit (e.g. is the visit a tour, inspection, contract work or emergency work, SSE participation etc.)
- 4.3.3 If the guest is performing work for LAR, the Contractor Sponsor shall follow the Contractor Safety Management process outlined in Roles and Responsibilities section of HSS 11 Contractor Safety Management.

4.4 LAR Employees and Guests

- 4.4.1 Tesoro employees (assigned and not assigned to LAR) and guests are expected to comply with all aspects for this procedure and all applicable Tesoro LAR, government and industrial regulations and standards while visiting the LAR facility.

4.5 Escort Responsibility

- 4.5.1 The LAR department (e.g. Maintenance, Safety, Lab, Inspections, and/or Operations) requesting the contractor, guest or vendor shall provide the escort(s) when escorting is required.
- 4.5.2 After hours, the 501/RSS-Refinery Shift Supervisor may assign the escort.



5.0 GUEST AND VENDOR SITE ACCESS PROCESS

5.1 Administrative Building Access

- 5.1.1 Upon arrival, all guests and Vendors requiring Campus One, FOB, MOB and Sulfur Recovery Plant and Calciner Administrative building access, are required to:
- a) Sign-in located at the front desk Campus-One, Main Office Building (MOB) and the Calciner Administration Building.
 - b) View the Guest Access Video
 - c) Take quiz
 - d) Receive a Security issued Guest (Green) Access badge.
- 5.1.2 Contractors, performing level one (1) or two (2) work; will receive their badges at the badging office, NOT at the administrative buildings.

5.2 Refining and Production Area Gate Access

- 5.2.1 All guests and vendors requiring LAR Refining and Production Area Gate Access will comply with Security and Safety sign-in requirements:
- a) View the Guest Access Video
 - b) Take quiz
 - c) Receive a security issued Guest (Green) Access badge.
 - d) All LAR Guest Access badges must be returned to Security at the end of the business day
- 5.2.2 Badging personnel will retain the signed documentation and notify the LAR representative sponsoring the guest or vendors visit for escort.

5.3 Non Chemical Delivery Drivers

- 5.3.1 Upon arrival, all non-chemical delivery drivers requiring Campus One, FOB, MOB and Sulfur Recovery Plant and Calciner Administrative non-refining or non-production access (e.g. warehouse area), are required to:
- a) Sign-in at the Security located at the Campus One, Main Office Building (MOB) and the Calciner facilities.
 - b) View the Guest Access Video.
 - c) Take quiz.



d) Receive Guest Limited Access Card.

e) Guest Limited Access cards are valid for 1 year from the date of issue.

5.3.2 Non Chemical Delivery Drivers will be escorted to and from delivery location.

5.4 Calcliner Facility

5.4.1 All contractors working (Hands on Tools) in the production area shall have the required Site Specific, Refinery Safety Overview and Permit to Work (PTW) training (as required) and quiz scheduled and conducted at Occupational Safety Councils of America (OSCA).

5.4.2 Coke transportation drivers do not need to attend the Permit to Work (PTW) training.

5.4.3 All Truck Drivers, guests and TSO employees, who will not be performing work, will attend site-specific orientation video at the Calcliner facility.

6.0 SAFETY TRAINING REQUIREMENTS

6.1 General

6.1.1 TSO employees shall complete and maintain all required training defined by the TSO LAR Training and Development Department

6.1.2 Contractor employees and guest that perform maintenance or construction work (Hands on Tools) within LAR are required to comply with all aspects of training and safety requirements identified by this standing instruction prior to gaining entry into the LAR facilities.

6.2 Contractor Training

6.2.1 Advanced High Hazard Facility Training is required for all contractors requesting to work at LAR. Training can be scheduled and conducted through the Occupational Safety Councils of America (OSCA) located at 455 East Carson Plaza Drive, Carson, California 90746. Required contractor training is to be completed prior to work at LAR.

a) Advanced High Hazard Facility Training: 20 hour - Instructor Lead

6.2.1.1 Principles of Petroleum Refining - 4 hour (OSCAHHFT-1)

6.2.1.2 Refinery Safety Overview - 8 hour (OSCAHHFT-2)

6.2.1.3 Craft Specific Hazards - 8 hour (OSCAHHFT-3)

b) Permit to Work (PTW) Awareness Training (19TLARPW) which consists of a computer based training (CBT) training module and a test.

c) Site Specific Safety Orientation Carson (19TLARC) and or Site Specific Safety Orientation Wilmington (19SLAR) (as applicable) which consists of a computer based training (CBT) module and test length.



6.3 Training Card

6.3.1 Contractors will be issued a card validating training upon successful completion of classes conducted at Occupational Safety Councils of America (OSCA).

6.4 Training Expiration

6.4.1 All training is verified as current prior to an employee or contractor receiving a badge by the Security Department.

6.5 Permit to Work (PTW) Awareness Training

6.5.1 All LAR employees (contractors and sub-contractors) who will be requesting access into the refinery or production areas to perform level two (2) work, are required to have Permit to Work (PTW) Awareness training before going into the field.

7.0 LAR CONTRACTOR WORK CODE MATRIX

7.1 Work Classification

7.1.1 Tesoro has established two "levels" of Contractor Work. These levels are based on the risk level of the work being performed. The risk level of work being performed will determine the degree of safety qualifications required; which is based off the Corporate Work Code Matrix.

7.1.2 LAR will assess all contractor activities, which work in or adjacent to Process Safety Management (PSM) regulated areas, using the Corporate Work Code Matrix to evaluate contractor safety risk after one of the three conditions is met:

- a) Receiving a passing grade of A or B in IS Network
- b) Receiving a corporate variance or emergency exemption (See Variance section, HSS 011 Contractor Safety Management)
- c) Receiving an site variance (see Exemption section of this document or HSS-004 Variance Procedure and Form)

7.2 LAR Contractor Work Code Matrix

See Table 2 - LAR Contractor Work Code Matrix



Table 2 LAR Contractor Work Code Matrix

Tesoro LAR Contractor Work Code Matrix

All Risk Levels are based on the Tesoro Corporate Contractor Work code Matrix and includes the LAR Site Requirements.*Guests or contractors that do not fall into the state or local requirements maybe considered exempt and/or require escorting .**Use discretion reviewing this matrix as project or site specific measures and conditions may change the risk level and any variance (corporate or site) may be required to mitigate risk.		Corporate Requirement: ISN		California State Requirement: Advanced High Hazard Training			Los Angeles Refinery: Contractor Site Requirements		
		ISN Prequalification NOT-Required	ISN Prequalification Required	Refinery Safety Orientation Required	Craft Training Required	Petroleum History Required	LACC / Background Check Required	OSCA Site Specific Orientation Required	OSCA Permit To Work Training Required
		Level I Non-Safety Sensitive	Level II Safety Sensitive	8 hour class	8 hour class	4 hour class	Result Based	1 hour CBT	30 minute CBT
#	Work Type								
	Administrative Personnel Recruiting and Staffing (No field activities e.g. process area)	X					X	X	
	Administrative Personnel Recruiting and Staffing (With field activities)		X	X	X	X	X	X	X
	Business recovery services i.e. mobile workspace	X							
	Catering / Food Services(outside the restricted area)	X							
	Catering / Food Services(inside the restricted area)		X				X	X	
	Janitorial Services (outside the restricted area)	X					X	X	
	Janitorial Services (inside the restricted area)		X				X	X	
	Municipal Waste	X							
	Pest Control	X							
	Postal (e.g. FedEx, UPS, DHL, USPS, etc. <150 lbs.)	X							
	Software developers	X							
	Training content development and delivery.	X							
	Vendors (i.e. Water, vending machine, Fastenal, Grainger, etc.)	X							
1	Aerial Services		X	X	X	X	X	X	X
3	Boiler Systems - Installation / Maintenance / Repair		X	X	X	X	X	X	X
4	Canopies/Awnings - Installation / Maintenance / Repair		X	X	X	X	X	X	
5	Cathodic Protection - - Installation / Maintenance / Repair		X	X	X	X	X	X	X
6	Civil Work								
6.1	Asphalt Removal/Paving		X	X	X	X	X	X	X
6.2	Boring		X	X	X	X	X	X	X



Tesoro LAR Contractor Work Code Matrix

All Risk Levels are based on the Tesoro Corporate Contractor Work code Matrix and includes the LAR Site Requirements.*Guests or contractors that do not fall into the state or local requirements maybe considered exempt and/or **require escorting**.
**Use discretion reviewing this matrix as project or site specific measures and conditions may change the risk level and any variance (corporate or site) may be required to mitigate risk.

		Corporate Requirement: ISN		California State Requirement: Advanced High Hazard Training			Los Angeles Refinery: Contractor Site Requirements		
		ISN Prequalification NOT-Required	ISN Prequalification Required	Refinery Safety Orientation Required	Craft Training Required	Petroleum History Required	LACC / Background Check Required	OSCA Site Specific Orientation Required	OSCA Permit To Work Training Required
		Level I Non-Safety Sensitive	Level II Safety Sensitive	8 hour class	8 hour class	4 hour class	Result Based	1 hour CBT	30 minute CBT
#	Work Type								
	6.3	Pre-mix Concrete Delivery	X						
	6.4	Concrete Pouring/Pumping		X	X	X	X	X	X
	6.5	Ditching/Dirt Work (i.e. not below original grade, hand shoveling) (outside the restricted area)	X						
	6.6	Ditching/Dirt Work (i.e. not below original grade, hand shoveling) (inside the restricted & process area)		X	X	X	X	X	X
	6.7	Excavation/Trenching		X	X	X	X	X	X
	6.8	Vacuum Excavation		X	X	X	X	X	X
	6.9	Underground Sewer Work		X	X	X	X	X	X
7	Compressors								
	7.1	Installation Maintenance / Repair/ Overhaul		X	X	X	X	X	X
	7.2	Troubleshooting without tools	X				X	X	
	7.3	Troubleshooting with tools		X	X	X	X	X	X
8	Construction Management Services								
9	Consulting, Non-technical/non-engineering								
	9.1	Use of tools		X	X	X	X	X	X
	9.2	No use of tools	X				X		
10	Contractor Operations of Tesoro Facilities (Excluding MSO operated assets)								
11	Conveyor System - Installation / Maintenance / Repair								
12	Crane Operations/Rigging Services								
13	Crane & Hoist Service								
14	Demolition and Salvage								
15	Diving								
16	Door (Overhead) - Installation / Maintenance / Repair								



Tesoro LAR Contractor Work Code Matrix

All Risk Levels are based on the Tesoro Corporate Contractor Work code Matrix and includes the LAR Site Requirements. *Guests or contractors that do not fall into the state or local requirements maybe considered exempt and/or **require escorting**. **Use discretion reviewing this matrix as project or site specific measures and conditions may change the risk level and any variance (corporate or site) may be required to mitigate risk.

#		Work Type	Corporate Requirement: ISN		California State Requirement: Advanced High Hazard Training			Los Angeles Refinery: Contractor Site Requirements		
			ISN Prequalification NOT-Required	ISN Prequalification Required	Refinery Safety Orientation Required	Craft Training Required	Petroleum History Required	LACC / Background Check Required	OSCA Site Specific Orientation Required	OSCA Permit To Work Training Required
			Level I Non-Safety Sensitive	Level II Safety Sensitive	8 hour class	8 hour class	4 hour class	Result Based	1 hour CBT	30 minute CBT
	20.1	Asbestos or Lead Abatement		X	X	X	X	X	X	X
	20.2	Degassing and Vapor Control		X	X	X	X	X	X	X
	20.3	Emissions Testing		X	X	X	X	X	X	X
	20.4	Explosives		X	X	X	X	X	X	X
	20.5	Geotechnical Services		X	X	X	X	X	X	X
	20.6	Remediation		X	X	X	X	X	X	X
	20.7	Site Assessment (Phase II or greater)		X	X	X	X	X	X	X
	20.8	Spill Cleanup								
	20.8.1	Hazardous Materials		X	X	X	X	X	X	X
	20.8.2	Non - Hazardous Materials		X	X	X	X	X	X	X
	20.9	On-site Management of Waste		X	X	X	X	X	X	X
21	Erosion Control									
	21.1	Rip Rap Installation		X	X	X	X	X	X	X
	21.2	Seeding, rocking and berm maintenance, silt fence		X	X	X	X	X	X	X
22	Exchangers									
	22.1	Bundle Extraction/ Corrosion Control / Electrochemical Cleaning		X	X	X	X	X	X	X
	22.2	Industrial Steel Cutting / Installations / Linings and Coatings		X	X	X	X	X	X	X
	22.3	Troubleshooting (On-Site)		X	X	X	X	X	X	X
	22.4	Tube Repairs		X	X	X	X	X	X	X
23	Fence - Installation / Maintenance / Repair			X	X	X	X	X	X	X
24	Film Crew		X							
25	Fire Protection Systems and Equipment									
	25.1	Inspection	X							



Tesoro LAR Contractor Work Code Matrix

All Risk Levels are based on the Tesoro Corporate Contractor Work code Matrix and includes the LAR Site Requirements.*Guests or contractors that do not fall into the state or local requirements maybe considered exempt and/or require escorting . **Use discretion reviewing this matrix as project or site specific measures and conditions may change the risk level and any variance (corporate or site) may be required to mitigate risk.		Corporate Requirement: ISN		California State Requirement: Advanced High Hazard Training			Los Angeles Refinery: Contractor Site Requirements		
		ISN Prequalification NOT-Required	ISN Prequalification Required	Refinery Safety Orientation Required	Craft Training Required	Petroleum History Required	LACC / Background Check Required	OSCA Site Specific Orientation Required	OSCA Permit To Work Training Required
		Level I Non-Safety Sensitive	Level II Safety Sensitive	8 hour class	8 hour class	4 hour class	Result Based	1 hour CBT	30 minute CBT
#	Work Type								
	requiring use of hand/powered tools or work at elevation >4 ft.								
37	Laboratory Services								
	37.1 On-Site Services		X	X	X	X	X	X	X
	37.2 Off-Site Services/Sample pick-up by outside lab	X							
38	Wild/Domestic Animal Removal		X	X	X	X	X	X	X
39	Line Locating		X	X	X	X	X	X	X
40	Liquid Product Transfers (not related to truck or rail transportation)		X	X	X	X	X	X	X
41	Machine Shop work on-site		X	X	X	X	X	X	X
42	Marine Services		X	X	X	X	X	X	X
43	Meters								
	43.1 Maintenance/Repair								
	43.1.1 Online Pressurized		X	X	X	X	X	X	X
	43.1.2 Offline Depressurized		X	X	X	X	X	X	X
	43.2 Proving/Calibration		X	X	X	X	X	X	X
44	Mowing and Ground Care / Maintenance								
	44.1 Landscaping, not involving Excavation activities	X							
	44.2 Irrigation Systems (Installation and Repair)		X	X	X	X	X	X	X
	44.3 Mowing	X							
	44.4 Tree Trimming/Clearing and Wood Grinding (e.g. large limbs with chain saw)		X	X	X	X	X	X	X
	44.5 Weed Control (process areas, e.g. refinery unit)		X	X	X	X	X	X	X



Tesoro LAR Contractor Work Code Matrix

All Risk Levels are based on the Tesoro Corporate Contractor Work code Matrix and includes the LAR Site Requirements.*Guests or contractors that do not fall into the state or local requirements maybe considered exempt and/or **require escorting**.
**Use discretion reviewing this matrix as project or site specific measures and conditions may change the risk level and any variance (corporate or site) may be required to mitigate risk.

#	Work Type	Corporate Requirement: ISN		California State Requirement: Advanced High Hazard Training			Los Angeles Refinery: Contractor Site Requirements		
		ISN Prequalification NOT-Required	ISN Prequalification Required	Refinery Safety Orientation Required	Craft Training Required	Petroleum History Required	LACC / Background Check Required	OSCA Site Specific Orientation Required	OSCA Permit To Work Training Required
		Level I Non-Safety Sensitive	Level II Safety Sensitive	8 hour class	8 hour class	4 hour class	Result Based	1 hour CBT	30 minute CBT
54.2	Industry owned track repair/maintenance & construction services		X	X	X	X	X	X	X
54.3	Locomotive - Inspection, Maintenance / Repair		X	X	X	X	X	X	X
54.4	Movement and Spotting Activities		X	X	X	X	X	X	X
54.5	Railcar Inspection, Maintenance & Repair		X	X	X	X	X	X	X
54.6	Contracted Switching Operations (other than Class I railroad)		X	X	X	X	X	X	X
54.7	Railcar Leasing Services	X							
55	Refrigeration Equipment Repair and Maintenance		X	X	X	X	X	X	X
56	Road Dust Control		X	X	X	X	X	X	X
57	Roofing		X	X	X	X	X	X	X
58	Safety & Health Services / Staffing								
58.1	Confined Space Entry / Rescue / Fire Watch		X	X	X	X	X	X	X
58.2	Ergonomic Assessments (Industrial)		X	X	X	X	X	X	X
58.3	Ergonomic Assessments and installations (Office)	X		X			X		
58.4	Industrial Hygiene Monitoring (Onsite)		X	X	X	X	X	X	X
58.5	Safety Supervisor/coordinator		X	X	X	X	X	X	X
58.6	Industrial Hygiene Services (Off-Site)	X							
59	Scaffolding (Installation / Erection / Inspection / Disassembly)		X	X	X	X	X	X	X
60	Scales								
60.1	Installation and construction		X	X	X	X	X	X	X
60.2	Weighing and Instrument Repairs and Calibration		X	X	X	X	X	X	X



Tesoro LAR Contractor Work Code Matrix

All Risk Levels are based on the Tesoro Corporate Contractor Work code Matrix and includes the LAR Site Requirements.*Guests or contractors that do not fall into the state or local requirements maybe considered exempt and/or require escorting . **Use discretion reviewing this matrix as project or site specific measures and conditions may change the risk level and any variance (corporate or site) may be required to mitigate risk.		Corporate Requirement: ISN		California State Requirement: Advanced High Hazard Training			Los Angeles Refinery: Contractor Site Requirements		
		ISN Prequalification NOT-Required	ISN Prequalification Required	Refinery Safety Orientation Required	Craft Training Required	Petroleum History Required	LACC / Background Check Required	OSCA Site Specific Orientation Required	OSCA Permit To Work Training Required
		Level I Non-Safety Sensitive	Level II Safety Sensitive	8 hour class	8 hour class	4 hour class	Result Based	1 hour CBT	30 minute CBT
#	Work Type								
61	Security								
61.1	Security System Installations		X	X	X	X	X	X	X
61.2	Traffic Control/Gate Guarding at or outside of the fence line.	X		X			X		
61.3	Traffic Control/Gate Guarding and other related activities which require access into the property. e.g. foot and vehicle patrols, use of canines.		X	X	X	X	X	X	X
62	Septic System (Fixed or Portable)								
62.1	Installation/Maintenance/Repair		X	X	X	X	X	X	X
62.2	Septic System Waste Pick-up	X							
63	Signs								
63.1	Installation /Maintenance / Repair		X	X	X	X	X	X	X
63.2	Installation /Maintenance / Repair hand tools only at grade	X							
64	Snow Plowing/Removal (not in Restricted areas)	X							
65	Steel Erection and Assembly		X	X	X	X	X	X	X
66	Structural Repair		X	X	X	X	X	X	X
67	Surveying								
67.1	Boundary / Leak Surveying / Topographic		X	X	X	X	X	X	X
68	Tanks								
68.1	Cleaning								
	68.1.1 Internal Work		X	X	X	X	X	X	X
	68.1.2 External Work		X	X	X	X	X	X	X
68.2	Construction		X	X	X	X	X	X	X
68.3	Gauging		X	X	X	X	X	X	X



Tesoro LAR Contractor Work Code Matrix

All Risk Levels are based on the Tesoro Corporate Contractor Work code Matrix and includes the LAR Site Requirements. *Guests or contractors that do not fall into the state or local requirements maybe considered exempt and/or **require escorting**. **Use discretion reviewing this matrix as project or site specific measures and conditions may change the risk level and any variance (corporate or site) may be required to mitigate risk.

#	Work Type	Corporate Requirement: ISN		California State Requirement: Advanced High Hazard Training			Los Angeles Refinery: Contractor Site Requirements		
		ISN Prequalification NOT-Required	ISN Prequalification Required	Refinery Safety Orientation Required	Craft Training Required	Petroleum History Required	LACC / Background Check Required	OSCA Site Specific Orientation Required	OSCA Permit To Work Training Required
		Level I Non-Safety Sensitive	Level II Safety Sensitive	8 hour class	8 hour class	4 hour class	Result Based	1 hour CBT	30 minute CBT
74	Well Drilling Services								
74.1	Casing Running		X	X	X	X	X	X	X
74.2	Cementing		X	X	X	X	X	X	X
74.3	Drilling Fluids		X	X	X	X	X	X	X
74.4	General Hauling		X	X	X	X	X	X	X
74.5	Reverse Units		X	X	X	X	X	X	X
74.6	Roustabout Services		X	X	X	X	X	X	X
74.7	Water Well Services- Hauling/Drilling		X	X	X	X	X	X	X
74.8	Work over/Drilling Rig		X	X	X	X	X	X	X
74.9	Flow line repairs (Steel above ground), well head tie ins, insulation (no digging or hot work)		X	X	X	X	X	X	X
75	Window Cleaning								
75.1	Internal (<4ft elevation)	X		X	X	X	X	X	X
75.2	External or internal over 4ft.		X	X	X	X	X	X	X



8.0 SITE EXEMPTIONS

8.1 Exemption Assessment

8.1.1 On a case-by-case basis, individuals may be exempt from specified LAR Site EH&S Standing Instructions, requiring a site variance (HSS-004 Variance Procedure and Form) for site access. Consideration for an exemption from any site access requirement(s) may be given to the contractor based on one or more of the following:

- a) Limited availability of a specific skilled labor or services, which meet the requirements (e.g. alloy code welder)
- b) Specialty Contractors (High Demand) that do not meet the site requirements. (e.g. Common Carrier, Food Truck)

8.1.2 Exemption Process

- a) All exemption requests go through a detailed review process and approvals are for a specific job scope period.
- b) Exemption period that requires an extension or has scope of activity expanded may be approved if contractor safety work risk performance is satisfactory.
- c) Contractors are still required to meet regulatory compliance requirements (i.e. governmental and industrial regulatory requirements or other applicable LAR policies, practices and procedures).
- d) Exemption (s) shall not to be used to resolve issues arising from planning misalignments.
- e) Exemptions shall take effect once all required authorizing signatures have been given to complete the Variance Form, (HSS-004 Variance Procedure and Form). Authorizing signatures are the following signatures:
 - 1) Contractor Sponsor (As Required).
 - 2) Safety Manager (Always Required).
 - 3) Operation or Maintenance Manager (As Required).
 - 4) Health Superintendent (Health Related Only).
 - 5) 501/RSS (Off Shift Variances Only).
 - 6) Safety Representative (Field Work Variances Only).



9.0 ESCORTING

9.1 Escort Assignment

- 9.1.1 The LAR department providing the escorting is required ensure the following:
- a) To review and complete Escort Authorization and Badging Request forms, see Security department document, SEC. 011 Tesoro LAR Access Control, System Employee, Contractor and Guest Access/Egress.
 - b) Return Escort Authorization forms to security desk (Carson One-LAR-C or Main Gate- LAR-W) once escort is complete.

9.2 Escorting Guests

- 9.2.1 Guest (s), requesting Refinery, Production or Administrative Building access, shall be **escorted 100% of the time** at LAR. Guest (s) will:
- a) Review the Guest Site Access Video;
 - b) Receive a temporary badge (Non-Photo Green Guest Badge);
 - c) Receive LAR escort, (Security will notify Tesoro LAR guest Sponsor that they have guest (s)).
 - d) TSO employee, not assigned to LAR, will receive a Blue E Badge.

9.3 Unescorted Access to LAR

- 9.3.1 TSO employees Blue E Badge, who are not assigned to the LAR and will be working in the exempt level capacity, shall review the Guest Site Access Video.
- 9.3.2 TSO employees Blue E Badge, that are not assigned to the LAR and will be working in the level 1 or 2 capacity will need to follow the requirements for that safety work risk level or obtain a site variance.

9.4 Escort Qualifications

- 9.4.1 Any LAR employee who has received:
- a) The annual OSHA required training.
 - b) Process Hazards Overview
 - c) Completed Passport (as applicable)
 - d) Meets the criteria listed, in Section 9.5 Escort Minimum Criteria, can act as an escort.



- 9.4.2 Any LAR contract employee who has received:
- a) Refinery Safety Overview (RSO)
 - b) Tesoro Site Specific Orientation
 - c) Process Hazards Overview
 - d) Meets the criteria listed, in Section 9.5 Escort Minimum Criteria, can act as an escort.

9.5 Escort Minimum Criteria

- 9.5.1 Read and speak English.
- 9.5.2 Have the knowledge and ability to recognize hazards and advise the guest.
- 9.5.3 Be familiar and knowledgeable concerning LAR evacuation alarms and emergency procedures.
- 9.5.4 Able to notify Security immediately by phone, radio, or runner if a guest being escorted violates the escort conditions
- 9.5.5 Direct the guest to a safe evacuation zone in case of an emergency.
- 9.5.6 Be familiar with the LAR organization to the extent that if their normal contact person is unavailable, they know alternative contacts.
- 9.5.7 Escort(s) shall escort "side-by-side" with escorted guest(s) (see Sec. 011)

10.0 VEHICLE ACCESS REQUIREMENTS

10.1 Vehicle Access

- 10.1.1 TSO employees, contractors, guests, vendors and third-party entities requesting vehicle access within LAR must have a request approved prior to vehicle entry to LAR.
- 10.1.2 Once vehicle access is approved, the TSO employees, contractors, guests, vendors and third-party entities driving must comply with all of the California State requirements and all requirements listed within the current LAR driving safety, transportation and vehicle access procedures. (see FS 263 Vehicle Access Policy, FS 310 Vehicle Entry into Process Units SAF-003g9 Internal Combustion Engines)



11.0 REVISION LOG

Title & Procedure Number:	HSS-013 Site Access		
Author/Owner:	Rinaldo Edmonson	Approver:	Mike Kulakowski
Reviewed By:	Policy & Procedure Committee	Document Administrator:	D. R. Cannon
Issuing Department:	Safety	Issue Date:	6/7/2017
Revision Date:	6/1/2017	Next Review Date:	6/7/2020
Revision (s)			
Integrated FS 260 Site Access, Corporate, State requirements into one LAR site document, this instruction complies with OSHA, Cal OSHA regulations and industry standard.			