

<b>Doc Custodian:</b> Safety Department	 <b>Marathon Petroleum Company LP</b> <h1 style="text-align: center;">Los Angeles Refinery</h1>	<b>Doc No.: HSS-013</b> <b>Rev No: 5</b>
<b>Approved By:</b> LAR Safety Manager		<b>Health &amp; Safety Standard</b>
<b>Revision Approval Date:</b> 11/2/2020		<b>Next Review Date:</b> 11/2/2023

# HSS-013 Site Access

## Overview

<b>Purpose</b>	This standard intends to communicate and establish Health and Safety requirements that shall apply to all Marathon, Los Angeles Refinery (LAR) personnel, contractors, visitors and guests requesting site access.
<b>Scope</b>	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.
<b>Records Retention</b>	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

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### 1.1 Refining References

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

Number	Description
HSS-201	Safe Work Permit
HSS 202	Stop Work Obligation
HSS 010	Life Critical Safety Rules
HSS 549	Fall Protection
HSS 630	Hot Work
HSS 215	Confined Space
HSS 208	Blinding and Isolation
SEC 011	LAR Access Control, System Employee, Contractor and Guest Access and Egress
SAF 4004	Contractor Safety Management
RSP 1306	PSM/RMP Contractors
HLT 2015	Drug and Alcohol policy
RSP-1127-000	Confined Space Entry
RSP-1128-000	Safe Work Permit

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### 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 for Petroleum Refineries.

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### 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.
LACC	Los Angeles Clean Card (LACC) Substance Abuse Policy

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

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

## 2.0 Roles and Responsibilities

### 2.1 Roles and Responsibilities

The table below describes the roles and responsibilities related to this document.

<b>Roles</b>	<b>Responsibilities</b>
Safety Department	<ul style="list-style-type: none"> <li>(a) Administers Site Access Procedure - Deviations require approval by the LAR Safety Manager</li> <li>(b) Reviews safety training curriculum for contractors</li> <li>(c) Reviews contractor safety orientation training</li> <li>(d) Evaluate the safety training process on an annual basis to ensure information is current and effective.</li> </ul>
Security Department	<ul style="list-style-type: none"> <li>(a) Front desk attendant; will complete the process in <a href="#">3.0 Guest and Visitor Site Access Process</a></li> <li>(b) Badging Office Representatives: Verifies completes the process in <a href="#">4.0 Safety Access Requirements for Contractors</a>, <a href="#">4.1 Safety Training</a> and <a href="#">5.0 Security Access Requirements for Contractors</a>.</li> <li>(c) Issues contractor, employee, guest and vendor access badges.</li> <li>(d) Issue LAR Guest Limited Access cards (Non-chemical Drivers Only)</li> <li>(e) Maintain current, completed employee Site Access Acknowledgement Forms, <a href="#">Delivery Diver Safety Acknowledgement Form</a> and guest access safety awareness training records in compliance with record retention requirements for 3 years.</li> </ul>
MPC Contractor Sponsor	<ul style="list-style-type: none"> <li>(a) Will communicate with supply chain and identify appropriate contractor, vendor, third party personnel to assure compliance with this procedure.</li> <li>(b) Verifies scope of visit (e.g. is the visit a tour, inspection, contract work or emergency work, SSE participation etc.)</li> <li>(c) If the guest is performing work for LAR, the Contractor Sponsor shall follow the Contractor requirements in this document and the process outlined in Roles and Responsibilities section of HSS 011 Contractor Safety Management.</li> </ul>
LAR Employees and Guests	<ul style="list-style-type: none"> <li>(a) Marathon employees (assigned and not assigned to LAR) and guests are expected to comply with all aspects for this procedure and all applicable Marathon LAR, government and industrial regulations and standards while visiting the LAR facility.</li> </ul>
Escort Responsibility	<ul style="list-style-type: none"> <li>(a) 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.</li> <li>(b) After hours, the 501/RSS-Refinery Shift Supervisor may assign the escort.</li> </ul>

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### 3.0 Guest and Visitor Site Access Process

**3.1 General Site Access** The table below describes the Site Access Process related to this document.

Access Type	Responsibilities
Administrative Building Access	<p>(a) Upon arrival, all Guests and Vendors requiring Campus One, Carson, Wilmington, Sulfur Recovery Plant (SRP) and Calciner Administrative building access requires the following:</p> <ul style="list-style-type: none"> <li>✓ Sign-in located at the front desk Campus-One, Main Gate, Wilmington, SRP and the Calciner Main Gate/Administration.</li> <li>✓ Escorted 100% during visit</li> <li>✓ Receive a Security issued Guest (Green) Access badge must be returned to Security at the completion of visit or at the end of the business day.</li> </ul> <p>(b) Contractors, performing Safety Sensitive work; will receive their badges at the badging office, NOT at the Main Gate or Administrative Buildings.</p>
Refining and Production Area Gate Access	<p>(a) All guests and vendors requiring LAR Refining and Production Area Gate Access will comply with Security and Safety sign-in requirements:</p> <ul style="list-style-type: none"> <li>✓ View the Guest Access Video</li> <li>✓ Take quiz</li> <li>✓ Receive a security issued Guest Green or Blue (MPC employee not assigned to LAR) Access badge or</li> <li>✓ MPC Employee NOT assigned to LAR must complete the CFATS PII Acknowledgement Form and return it to Campus One Front Desk Security, prior to receiving unescorted access to LAR. If not, access will be escorted 100% of visit time.</li> <li>✓ All LAR Guest Access badges must be returned to Security at the completion of job task or at the end of the business day</li> </ul> <p>(b) Badging personnel will retain the signed documentation and notify the LAR representative sponsoring the guest or vendors visit for escort</p>
Non-Chemical Delivery Drivers	<p>(a) Upon arrival, all non-chemical delivery drivers requiring access to Carson, Wilmington, Sulfur Recovery Plant and Calciner are required to sign-in at the Security located at the Campus One, Gate 7 or 60, Main Gate at Wilmington, SRP and the Calciner and complete the <a href="#">Delivery Driver Safety Acknowledgement form</a>.</p> <ul style="list-style-type: none"> <li>• Non-Chemical Drivers entering non-refining or non-production areas (e.g. warehouse area) do not require escorts.</li> <li>• Non-Chemical Delivery Drivers going into the process or production areas will be escorted to and from delivery location.</li> </ul>
Calciner Facility	<p>(a) All contractors working (Hands on Tools) in the production area shall have the required Site Specific, Refinery Safety Overview and Safe Work Permit (SWP) training (as required) and quiz scheduled and conducted at Occupational Safety Councils of America (OSCA).</p> <p>(b) Coke transportation drivers do not need to attend the Safe Work Permit (SWP) training.</p> <p>(c) All Truck Drivers, guests and MPC employees, who will not be performing work, will attend site-specific orientation video at the Calciner facility.</p>

## 4.0 Safety Access Requirements for Contractors

### 4.1 Safety Training

The table below describes the Safety Training Requirements related to this document. RSO is generally required to enter into the refinery unescorted. This process is outlined in the [Contractor Badging Workflow Attachment H](#).

Training Type	Responsibilities
General Requirements	<p>(a) MPC contract employees shall complete and maintain all required training and verifications defined by the standard.</p> <p>(b) Contractor employees and guest that perform maintenance or construction work (Hands on Tools) within LAR are required to comply with all aspects of state and site safety training and requirements identified by this standing instruction prior to gaining entry into the LAR facilities.</p>
Contractor Site Training	<p>(a) Life Critical Safety Awareness Training is required for all MPC contractor and sub-contractor employees. This training will be captured in the Site-Specific Orientation.</p> <p>(b) Site Specific Safety Orientation (Carson, Cogen, Wilmington, SRP and Calciner) which consists of a computer-based training (CBT) module and a test.</p> <p>(c) Safe Work Permit (SWP) Awareness training is required for all MPC contractor and sub-contractor employees, who will be perform permitted work inside the refinery process or production areas before going into the field. This training consists of a computer-based training (CBT) training module and a test.</p>
Contractors State Mandated Training	<p>In California, SB 54/AB 55; Advanced High Hazard Facility Training, is required for all contractors requesting to perform maintenance or repair, supply services, turnaround, major renovation or specialty work on or adjacent to a process, Title 8 CCR 5189.1. LAR. Advanced High Hazard Facility Training:</p> <p><b>20 hour - Instructor Lead Training:</b></p> <ul style="list-style-type: none"> <li>• Principles of Petroleum Refining - <b>4 hour</b> (OSCAHHFT-1)</li> <li>• Refinery Safety Overview - <b>8 hour</b> (OSCAHHFT-2) <ul style="list-style-type: none"> <li>➤ RSO Refresher WBT - <b>2 hour</b></li> </ul> </li> <li>• Craft Specific Hazards - <b>8 hour</b> (OSCAHHFT-3)</li> </ul> <p>Training can be scheduled and conducted through the Occupational Safety Councils of America (OSCA) or any approved AHHFT provider. OSCA is located at <b>455 East Carson Plaza Drive, Carson, California 90746.</b></p>
Training Cards	<p>(a) Contractors will be issued a card validating state and site training upon successful completion of classes. This training is facilitated at Occupational Safety Councils of America (OSCA) in Carson, CA.</p> <p>Note: this OSCA training card must be on your person at all times while working in Los Angeles Refinery.</p>

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Training Expiration	<p>(a) All training shall have an expiration date and will be verified as current prior to a contractor receiving a badge by the Security Department.</p> <p>(b) Contractors badges will be turned off for:</p> <ul style="list-style-type: none"> <li>• Required training expiration.</li> <li>• 30 consecutive days without site access activity.</li> </ul>
Transportation Worker Identification Card (TWIC)	The Transportation Worker Identification Credential, also known as TWIC®, is required for contractor site unescorted site access in Los Angeles Refinery as of November 10, 2020 Once the TWIC has been visually verified unescorted access for contractors will be granted based on business need.

## 5.0 Security Access Requirements for Contractors

### 5.1 Access Checks/Tests

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

Roles	Responsibilities
Background Check	<p>Marathon Refinery uses the Refining Contractor-Employee Background Security Check Program. Background checks are performed using the MPC Background Check Criteria. All contractors and sub-contractor must enroll with one of the Approved Background Check Providers and notify them that they will be performing services for MPC. These Approved Background Providers are as follows:</p> <ul style="list-style-type: none"> <li>a) DISA Global Solutions;</li> <li>b) First Advantage;</li> <li>c) ASAP Solutions;</li> <li>d) S2 Verify; and</li> <li>e) Safety Council of Texas City.</li> </ul> <p><b>Note:</b> All contractors and sub-contractor must have a Valid Background Check (i.e. Background check was approved via the MPC Background Check Criteria.) prior to receiving site access.</p>
Drug and Alcohol Consortium Testing Participation.	<p>Marathon Refinery uses the DISA Contractor Consortium, DISA Contractor Consortium-Hair Testing, Los Angeles Clean Card Program and the MPC Contractor Consortium-Hair Testing. All Drug and Alcohol tests must be performed using the criteria in the above consortiums. All contractors and sub-contractor must enroll with one of the Approved Drug and Alcohol Testing Providers and notify them that they will be performing services for MPC. These Approved Drug and Alcohol Testing Providers are as follows:</p> <ul style="list-style-type: none"> <li>(a) DISA Global Solutions;</li> <li>(b) ASAP Solutions.</li> </ul> <p><b>Note:</b> All contractors and sub-contractor must have a Valid Drug &amp; Alcohol Test (i.e. Drug and Alcohol tests must be performed using the criteria in the above consortiums.) prior to receiving site access.</p>

## 6.0 Badge and Vehicle Application Requirements for Contractors

### 6.1 Step by Step Badge/Vehicle Process

The table below describes the Badge and or Vehicle Application requirements for approval related to this document.

Roles	Responsibilities
MPC Contract Sponsor	<p>(a) Shall communicate with supply chain and identify appropriate contractor, vendor, third party personnel with the expectation of compliance with all aspects for this procedure and complete the steps listed in section 2.1 of this document.</p> <p>(b) Ensures notification of contract company's approval to begin the Badge Application process occurs.</p>
Contract DER	<p>(a) Completes and submits the Badge/Vehicle (B/V) Application, see attachments below:</p> <ul style="list-style-type: none"> <li>➤ <a href="#">Attachment B: LAR Contractor Work Code Matrix;</a></li> <li>➤ <a href="#">Attachment C: Information Required for Badge and Vehicle Application Completion;</a></li> <li>➤ <a href="#">Attachment D: Contractor Required Information when showing up at the Badging Office</a></li> <li>➤ <a href="#">Attachment E: Access Verification Review Process.</a></li> </ul>
ASAP Database	<p>(a) Will access B/V application via site access requirements listed in this document.</p> <p><b>Note:</b> If the Badge/Vehicle Application minimums are not met Badge/Vehicle Application system will not allow application to be submitted to the MPC Badge Approver.</p>
Badge Approver	<p>(a) Will, review, approve or deny the Badge Application. Will verify if a vehicle is required.</p> <p>(b) A system-generated email will be sent to the Contract DER, regarding the Badge Application status, any time changes are made to the Badge Application by the Badge Approver.</p> <p><b>Note:</b> If a Badge Application is denied the reason for the denial will be automatically attached in the email sent to the Contract DER, regarding the Badge Application status.</p>
Vehicle Approver	<p>(a) Will, review, approve or deny the Vehicle Application.</p> <ul style="list-style-type: none"> <li>➤ Vehicle approvals have a 12-month limit.</li> </ul> <p>(b) A system-generated email will be sent, automatically, to the Contract DER, regarding the Vehicle Application status, any time changes are made to the Vehicle Application by the Vehicle Approver.</p> <p><b>Note:</b> If a Vehicle Application is denied the reason for the denial will be automatically attached in the email sent to the Contract DER, regarding the Vehicle Application status.</p>
Badging Office Representatives	<p>(a) Will verify contract employee Access Status via the Site Access Verification Review Process:</p> <ul style="list-style-type: none"> <li>➤ If contractor is approved a Red Photo Badge is issued.</li> <li>➤ If the contractor is not approved, he/she is sent back to their company to correct the issue</li> </ul>
Contract Employee	<p>(a) Will receive a Red Photo Badge</p>



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## 7.0 Site Access Exemption

**7.1 Steps to complete Access Exemption** The table below describes the specific site exemptions related to this document.

Roles	Responsibilities
Exemption Assessment	<p>On a case-by-case basis, individuals may be exempt from specified Site Access requirements listed in this standing instruction. LAR recognizes the following three Variance processes:</p> <ol style="list-style-type: none"> <li>1. <b>Site Specific Requirement Variance;</b> uses the <a href="#">Site Variance form in HSS 004 to review the requirements for this variance.</a>, for an exemption of a site requirement, i.e. Safe Work Practice Training</li> <li>2. <b>Temporary Exemption Drug &amp; Alcohol Program Participation;</b> uses the LAR Contractor Drug and Alcohol Testing Exception Form, see <a href="#">Attachment H LAR Contractor Drug and Alcohol Testing Exception Form</a> for requirements.</li> <li>3. <b>Temporary Waiver from Background Check Program Participation;</b> uses a Corporate Temporary Waiver, found in <a href="#">HSS 011 Contractor Safety Management</a>, See HSS 011 for the requirements.</li> </ol> <p>Consideration for an exemption from any site access or corporate requirement(s) may be given to the contractor based on compliance with the requirements for the requested Variance or Waiver listed above.</p>
Exemption Review Process	<ol style="list-style-type: none"> <li>(a) All exemption requests go through a detailed review process and approvals are for a specific job scope requested, including the time period of that job scope.</li> <li>(b) Exemption period that requires an extension or has scope of activity expanded must be approved prior to work continuance.</li> <li>(c) Contractors are still required to meet regulatory compliance requirements (i.e. governmental and industrial regulatory requirements)</li> <li>(d) Exemption (s) shall not to be used to resolve issues arising from planning misalignments.</li> <li>(e) Exemptions shall take effect once all mitigations required but the specific listed variance request are met and the required authorizing signatures have been given.</li> </ol>

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## 8.0 Site Escorts

### 8.1 Site Requirements

The table below describes the Escort Requirements related to this document.

<b>Roles</b>	<b>Responsibilities</b>
Escort Assignment	<p>(a) The LAR department providing the escort is required ensure the following:</p> <ul style="list-style-type: none"> <li>➤ To review and complete Escort Authorization and Badging Request forms, see Security department document, <b>SEC. 011 LAR Access Control, System Employee, Contractor and Guest Access/Egress.</b></li> <li>➤ Return Escort Authorization forms to security desk (Carson One-LAR-C or Main Gate- LAR-W) once escort is complete.</li> </ul>
Escorting Guests	<p>(a) Guest (s), requesting Refinery, Production or Administrative Building access, shall be escorted 100% of the time at LAR. Guest (s) will:</p> <ul style="list-style-type: none"> <li>➤ Review the Guest Site Access Video;</li> <li>➤ Receive a temporary badge (Non-Photo Green Guest Badge);</li> <li>➤ Receive LAR escort, (Security will notify Tesoro LAR guest Sponsor that they have guest (s)).</li> <li>➤ MPC employee, not assigned to LAR, will receive a Blue E Badge</li> </ul>
Unescorted Access to LAR	<p>(a) MPC 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.</p> <p>(b) MPC 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.</p>
Escort Criteria and Qualifications	<p>(a) SEC. 011 LAR Access Control, System Employee, Contractor and Guest Access/Egress, escort section for details.</p>

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<b>Approved By:</b> LAR Safety Manager		<b>Los Angeles Refinery</b>
<b>Revision Approval Date:</b> 11/2/2020		<b>Next Review Date:</b> 11/2/2023

## Appendix A: Terms and Definitions

<b>A.1 Adjacent to</b>	Means: close or near, sharing a border, wall, or point. Industrial reference is commonly known as “Boundary Limits”
<b>A.2 American Substance Abuse Professionals (ASAP)</b>	Refers to the organization called ASAP Drug Solutions, which is a current provider of both Background Checks and Drug & Alcohol Testing for LAR, for Los Angeles Clean Card (LACC) and ASAP Hair Testing policy (ASAPHT). These two consortiums cover both Urinalysis and Hair testing Policies for LAR and these programs are specific and complaint to MPC Drug and Alcohol and Background check requirements.
<b>A.3 Badge Approver</b>	Refers to a member of the Refinery Leadership Team’s direct reports and or their direct reports who have been given the authority to approve contractor access to enter into LAR facilities.
<b>A.4 Contractors</b>	Non-Marathon companies or individuals who are hired by Marathon to provide work or services. The term “Contractor” includes any and all Contractor employees and any Subcontractor, working in Marathon LAR (Carson, Watson Cogeneration, Wilmington, Calciner and Sulfur Recovery Plant) properties, who are working for the Contractor hired by Marathon.
<b>A.5 Contractor Safety Council (CSC)</b>	A collective group of contractors (their elected committee officers and steering committee members.) Established in 1998, this group in conjunction with Marathon Safety seeks to ensure participation in shared Marathon Contractor HSE goals and programs to prevent injuries
<b>A.6 MPC Contractor or Guest Sponsor</b>	Marathon 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.
<b>A.7 Designated Employee Representative</b>	Any individual or organization to whom an employee gives written authorization to exercise access to employee Training, Medical or Exposure records for company management purposes.
<b>A.8 DISA</b>	Refers to the organization called DISA Global Solutions, Inc., which a provider of both Background Checks and Drug & Alcohol Testing for LAR, for the DISA Contractor Consortiums for both Urinalysis and Hair Policies (DCC & DCCHA). These programs are specific and complaint to MPC Drug and Alcohol and Background check requirements.

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<b>A.9 Emergency Work</b>	An unexpected event that could possibly negatively affect people, community, refining or production process or environment, requiring immediate action.
<b>A.10 Environmental Compliance Services</b>	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)
<b>A.11 Escort</b>	LAR employee or authorized contractor, who is designated to accompany a Guest; offering site safety and location guidance, while visiting the Marathon, Los Angeles Refinery.
<b>A.12 Exempt</b>	Refers to Contractors that are not subject to LAR health and safety training and enrollment requirements (e.g. OSCA training, Substance Screening etc.).
<b>A.13 Guest (s)</b>	A non-Marathon Los Angeles Refinery (LAR) employee; i.e. individual, group that visits a LAR Facility, such as, industrial professionals, Regulatory Agency representatives, or an MPC employee family member or MPC employee from another location.
<b>A.14 Guest Limited Access Card</b>	An annual guest access video card issued by Marathon security, which validates the holder has already reviewed the guest access video training and understands the emergency protocol. <b>Note: This card is only for non-chemical truck drivers.</b>
<b>A.15 Los Angeles Refinery (LAR)</b>	Refers to Carson, Watson Cogeneration, Wilmington, Calciner and Sulfur Recovery Plant
<b>A.16 Occupational Safety Councils of America (OSCA)</b>	OSCA means Occupational Safety Councils of America. OSCA provides Online Safety Training (WBT/CBT), Instructor Lead Safety Training (SB 54 20-hour Advanced High Hazard Training) and Data Management for LAR. Once training is complete a card is issued to the contract employee identifying them as having been safety trained.
<b>A.17 Non-Process Unit/Area</b>	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/area.
<b>A.18 Non - Safety Sensitive</b>	This is work performed at MPC Los Angeles Refinery that <b>will not</b> affect either of the two bullets below: <ul style="list-style-type: none"> <li>• Work not performed on process equipment or within a process boundary;</li> <li>• Work that does not involve Life Critical Activities or other hazardous activities as defined by the Organization without prior approved pre-defined risk mitigations as referred to in SAF 4004 Contractor Safety Management, A.22 &amp; T8 5189.1.</li> </ul>
<b>A.19 Process Safety Management (PSM)</b>	Refers to 29 CFR 1910.119 and Title 8 5189.1: 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.

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**A.20 Process Unit/Area** Operating refinery process unit/area: e.g. Crude, FCC, Alky units. Covered under the 1910.119 and 5189.1 regulations.

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**A.21 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. It is the main course in the Advanced High Hazard Training required by the State of California.

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**A.22 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.

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**A.23 Safe Work Practice** This is referring to the training in any skill mentioned in the PSM regulations, 29 CFR 1910.119 or T8 5189.1, which is required to perform job tasks safely. If the contract employees will be performing work on, in or near covered process equipment, process unit/area, including an overview of the process, plant or work zones, its hazards, and operational or maintenance procedures applicable to the job task.

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**A.24 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 as referred to in SAF 4004 Contractor Safety Management, A.22 & T8 5189.1.

Note:

- Utilize the Safety Sensitive Decision Flowchart (Appendix F) 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).

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**A.25 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.

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**A.26 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 their activity while visiting).

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**A.27  
Transportation  
Workers  
Identification  
Credential (TWIC)**

Los Angeles Refinery (LAR) is regulated by the U.S. Department of Homeland Security (DHS) Chemical Facility Anti-Terrorism Standards (CFATS) – 6 CFR Part 27. All personnel requesting unescorted access to the LAR must be screened through DHS Terrorist Screening Database.

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**A.28 Vehicle  
Approver**

Refers to a member of the Refinery Leadership Team or their designee; who has the authority to approve vehicle access to enter into the LAR facilities.

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**A.29 Vendor**

A non-Marathon (MPC) employee, which supplies a service for LAR, such as, a sales representative, a material supplier, and equipment manufacturer representative or delivery driver

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<b>Doc Custodian:</b> Safety Department	 <b>Marathon Petroleum Company LP</b> <b>Los Angeles Refinery</b>	<b>Doc No.: HSS-013</b> <b>Rev No: 5</b>
<b>Approved By:</b> LAR Safety Manager		<b>Health &amp; Safety Standard</b>
<b>Revision Approval Date:</b> 11/2/2020		<b>Next Review Date:</b> 11/2/2023

## Appendix B: LAR Contractor Work Code Matrix

**LEGEND:** In general, if the line item below has an **X in the cell of that column**, that means that training or requirement is mandatory.

<b>Los Angeles Contractor Work Code Matrix</b>										
<p>All Risk Levels are based on the Marathon Corporate Contractor, Federal and State and Site Requirements.</p> <p><b>Note:</b> Contractors may or not fall into the state or local requirements. If this is the case, please review the considerations under Sec: 7; Site Access Exemption for Individual Contractors of this document.</p> <p><b>Note:</b> Site or Project specific measures and conditions may change the risk level and a variance (corporate or site) may be required to mitigate risk, see HSS 011</p>		Corporate Requirement: ISN		California State Requirements: Advanced High Hazard Training			Los Angeles Refinery: Contractor Site Requirements			
		ISN Prequalification		Refinery Safety Orientation	Craft Specific Training	Petroleum History	Drug & Alcohol / Background Check	OSCA Site Specific Orientation	OSCA Safe Work Permit	Escorted Site Access
		#	Work Type	Non-Safety Sensitive Services	Safety Sensitive Services	8-hour class	8-hour class	4-hour class	Result Based	1-hour CBT
<b>1</b>	<b>General Support</b>									
	Administrative Personnel, Recruiting and Staffing (No field activities e.g. process area)	X					X	X		
	Administrative Personnel, Recruiting and Staffing (With field activities e.g. process area)		X				X	X		
	Business recovery services i.e. mobile workspace	X								X
	Catering / Food Services (outside the process area)	X								X
	Catering / Food Services (inside the process area)		X				X	X		
	Janitorial Services (outside the process area)	X								X
	Janitorial Services (inside the process area)		X				X	X		
	Municipal Waste	X								X
	Pest Control	X								X
	Postal (e.g. FedEx, UPS, DHL, USPS, etc. <150 lbs.)	X								X
	Software developers	X								X
	Training content development and delivery.	X								X

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<b>#</b>	<b>Work Type</b>									
	Vendors (i.e. Water, vending machine, Fastenal, Grainger, etc.)	X							X	
<b>2</b>	Boiler Systems - Installation / Maintenance / Repair		X	X	X	X	X	X	X	
<b>3</b>	Canopies/Awnings - Installation / Maintenance / Repair		X						X	
<b>4</b>	Cathodic Protection - - Installation / Maintenance / Repair		X	X	X	X	X	X		
Civil Work										
	<b>5.1</b> Asphalt Removal/Paving		X				X	X	X	
	<b>5.2</b> Boring		X				X	X	X	
	<b>5.3</b> Pre-mix Concrete Delivery	X								X
	<b>5.4</b> Concrete Pouring/Pumping (inside the restricted & process area)		X	X	X	X	X	X	X	
	<b>5.5</b> Ditching/Dirt Work (i.e. hand shoveling) (outside the process area)	X								X
	<b>5.6</b> Ditching/Dirt Work (i.e. hand shoveling) (inside the process area)		X	X	X	X	X	X	X	
	<b>5.7</b> Excavation/Trenching		X				X	X	X	
	<b>5.8</b> Vacuum Excavation		X	X	X	X	X	X	X	
	<b>5.9</b> Underground Sewer Work		X				X	X		
<b>6</b> Compressors										
	<b>6.1</b> Installation Maintenance / Repair/ Overhaul		X	X	X	X	X	X	X	
	<b>6.2</b> Troubleshooting without tools (outside the process area)	X					X	X		



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#	Work Type									
	6.3	Troubleshooting with tools (in the process area)	X	X	X	X	X	X	X	
7	Construction Management Services		X				X	X		
8	Consulting, Non-technical/non-engineering (in the process area)									
	8.1	Use of tools	X	X	X	X	X	X	X	
	8.2	No use of tools	X						X	
9	Contractor Operations of Marathon Facilities (Excluding MSO operated assets)		X	X			X	X		
10	Conveyor System - Installation / Maintenance / Repair		X	X			X	X	X	
11	Crane Operations/Rigging Services		X	X	X	X	X	X	X	
12	Crane & Hoist Service		X	X	X	X	X	X	X	
13	Demolition and Salvage		X	X	X	X	X	X	X	
14	Diving		X				X	X	X	
16	Door (Overhead) - Installation / Maintenance / Repair		X				X	X	X	
17	Electrical and Instrumentation Installation/Repair/Troubleshooting									
	17.1	Arc Flash Survey (Office work)								
	17.1.1	Conducted with or without opening electrical equipment	X				X	X		
	17.2	Electrical Troubleshooting								
	17.2.1	Energized	X	X			X	X	X	
	17.2.2	De-Energized	X	X			X	X	X	
17.3	Energized Electrical Equipment Cleaning		X	X			X	X	X	

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#	Work Type	Non-Safety Sensitive Services	Safety Sensitive Services	8-hour class	8-hour class	4-hour class	Result Based	1-hour CBT	1-hour CBT	Job Scope Based
	17.4	Conduit and Lighting Installation / Repair	X	X			X	X	X	
	17.5	Machine Wiring	X	X			X	X	X	
	17.6	Overhead Utility Services	X				X	X		X
	17.7	Plant Wiring								
	17.7.1	High Voltage (240 and More)	X	X	X	X	X	X	X	
	17.7.2	Low Voltage (240 and Less)	X	X	X	X	X	X	X	
	17.8	Thermal Imaging	X				X	X	X	
	17.9	Underground Utility Services	X	X	X	X	X	X	X	
	17.9.1	Instrumentation inspection, repair, replacement	X	X	X	X	X	X	X	
18	Engineering Services									
	18.1	On-Site Services with use of tools (process areas, e.g. refinery unit)	X	X	X	X	X	X	X	
	18.2	On-Site Services no use of tools (Confined Space Entry, use of Fall Protection etc. in process areas, e.g. refinery unit)	X	X	X	X	X	X	X	
	18.3	On-Site Services no use of tools (non-process areas, e.g. tank farm)	X				X	X		
19	Environmental									
	19.1	Asbestos or Lead Abatement	X	X			X	X	X	
	19.2	Degassing and Vapor Control	X	X	X	X	X	X	X	
	19.3	Emissions Testing	X	X			X	X		
	19.4	Explosives	X	X	X	X	X	X	X	
	19.5	Geotechnical Services	X				X	X		

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#	Work Type									
	19.6	Remediation		X	X			X	X	
	19.7	Site Assessment (Phase II or greater)		X	X	X		X	X	X
	19.8 Spill Cleanup									
	19.8.1	Hazardous Materials		X	X	X		X	X	X
	19.8.2	Non - Hazardous Materials		X	X	X		X	X	X
	19.9	On-site Management of Waste		X	X	X		X	X	X
20	Erosion Control									
	20.1	Rip Rap Installation		X				X	X	X
	20.2	Seeding, rocking and berm maintenance, silt fence		X				X	X	
21	Exchangers									
	21.1	Bundle Extraction/ Corrosion Control / Electrochemical Cleaning		X	X	X		X	X	X
	21.2	Industrial Steel Cutting / Installations / Linings and Coatings		X	X	X		X	X	X
	21.3	Troubleshooting (On-Site)		X	X	X		X	X	X
	21.4	Tube Repairs		X	X	X		X	X	X
22	Fence - Installation / Maintenance / Repair			X				X	X	
23	Film Crew (100% Escorted)		X							X
24	Fire Protection Systems and Equipment									
	24.1	Inspection	X							X
	24.2	Installation / Maintenance / Repair (i.e. process area)		X	X	X		X	X	X
25	Fireproofing			X						X

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#	Work Type									
26	Flare - Installation / Maintenance / Repair		X	X	X	X	X	X	X	
27	Powered Industrial Trucks - Maintenance / Repair									
	27.1 Maintenance / Repairs (i.e. process areas)		X				X	X		
	27.2 Maintenance / Repair (i.e. refinery fence line)	X								X
28	Generators (Portable and Fixed)									
	28.1 Maintenance / Repair (i.e. process areas)		X				X	X		
	28.2 Maintenance / Repair (i.e. refinery fence line or SME)	X								X
29	Heavy Equipment (e.g. Fire Apparatus, Dozers, Track hoes, Backhoes)									
	29.1 Maintenance / Repair (i.e. process areas)		X	X	X	X	X	X	X	
	29.2 Maintenance / Repair (i.e. refinery fence line or SME)	X								X
30	Hot Tap		X	X	X	X	X	X	X	
31	HVAC									
	31.1 System installation and maintenance		X	X			X	X		
	31.2 Diagnostics, testing, sampling and survey	X								X
32	Hydro blast		X	X	X	X	X	X	X	
33	Hydrostatic Testing		X	X	X	X	X	X	X	
34	Inspection Services - Non-destructive testing (e.g. Ultrasonic, X-ray, Mag Particle)									
	34.1 Hands on (i.e. process areas)		X	X	X	X	X	X	X	
	34.2 No hands-on (i.e. refinery fence lines)	X								X
35	IT System Work									
	35.1 Computer	X								X

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<b>#</b>	<b>Work Type</b>									
	<b>35.2</b> Install or maintenance of lines or equipment requiring use of hand/powered tools or work at elevation >4 ft.		X				X	X		
<b>36</b>	Laboratory Services									
	<b>36.1</b> Site Services		X	X	X	X	X	X		
	<b>36.2</b> Services/Sample pick-up by outside lab	X							X	
<b>37</b>	Wild/Domestic Animal Removal	X							X	
<b>38</b>	Line Locating		X				X	X		
<b>39</b>	Liquid Product Transfers (not related to truck or rail transportation)		X	X	X	X	X	X		
<b>40</b>	Machine Shop work on-site		X				X	X		
<b>41</b>	Marine Services		X				X	X		
<b>42</b>	Meters									
	<b>42.1</b> Maintenance/Repair									
	<b>42.1.1</b> Online Pressurized		X	X	X	X	X	X		
	<b>42.1.2</b> Offline Depressurized		X	X	X	X	X	X		
	<b>42.2</b> Proving/Calibration		X	X	X	X	X	X		
<b>43</b>	Mowing and Ground Care / Maintenance									
	<b>43.1</b> Landscaping, not involving Excavation activities	X								
	<b>43.2</b> Irrigation Systems (Installation and Repair)		X				X	X		
	<b>43.3</b> Mowing	X								
	<b>43.4</b> Tree Trimming/Clearing and Wood Grinding (e.g. large limbs with chain saw), in process areas.		X				X	X	X	

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	<b>43.5</b> Weed Control (process areas, e.g. refinery unit)		X				X	X		
	<b>43.6</b> Weed Control (non-process areas, e.g. tank farm)	X					X	X		
<b>44</b>	Office Building									
	<b>44.1</b> Elevator inspection/installation/repair		X							X
	<b>44.2</b> Elevator inspection		X							X
	<b>44.3</b> Carpentry- Finishing	X								X
	<b>44.4</b> Epoxy and any other Polymer Flooring	X								X
	<b>44.5</b> Floor Covering	X								X
	<b>44.6</b> Interior Design	X								X
	<b>44.7</b> Furniture installation	X								X
	<b>44.8</b> Plumbing - Maintenance	X								X
	<b>44.9</b> Working at Elevated Areas		X							X
<b>45</b>	Oil Spill Response Organization (OSRO)	X								X
<b>46</b>	Painting / Coating									
	<b>46.1</b> Sandblasting		X	X	X	X	X	X	X	
	<b>46.2</b> Working at elevated or non-elevated locations		X	X			X	X		
<b>47</b>	Personnel Transportation onsite		X				X	X		
<b>48</b>	Piling - Installation / Repair/ Maintenance In process areas		X	X			X	X	X	
<b>49</b>	Plumbing Construction/Industrial; In process areas		X	X			X	X	X	
<b>50</b>	Project Management onsite									

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	<b>50.1</b> Management of construction or maintenance work activities		X				X	X		
<b>51</b>	Trucking/Transportation Services									
	<b>51.1</b> Pick-up and Delivery Driver	X								X
	<b>51.2</b> General Freight (>150 lbs. - LTL, TL, Flatbeds)	X								X
	<b>51.3</b> Oversized/Heavy Materials	X								X
	<b>51.4</b> Dry bulk/Pet Coke	X								X
	<b>51.5</b> Finished motor, jet, & diesel fuels	X								X
	<b>51.6</b> Refined petroleum products	X								X
	<b>51.7</b> Crude oil transport	X								X
	<b>51.8</b> Chemicals requiring driver connections		X	X	X	X	X	X	X	
	<b>51.9</b> Waste – Non-Hazardous (general office trash/municipal waste)	X								X
	<b>51.10</b> Waste – Hazardous		X	X	X	X	X	X	X	
	<b>51.11</b> Waste - Other DOT or specially regulated waste (includes asbestos, universal waste, etc.)		X	X	X	X	X	X	X	
	<b>51.12</b> Vacuum Truck Services		X	X	X	X	X	X	X	
	<b>51.13</b> Hauling - Water Trucks/Hauling	X								X
	<b>51.14</b> Fresh Water Hauling	X								X
	<b>51.15</b> Delivery/pick-up only (no hook-up) of portable tanks and roll-off bins	X								X
<b>52</b>	Railroad Services									

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		ISN Prequalification		Refinery Safety Orientation	Craft Specific Training	Petroleum History	Drug & Alcohol / Background Check	OSCA Site Specific Orientation	OSCA Safe Work Permit	Escorted Site Access
#	Work Type	Non-Safety Sensitive Services	Safety Sensitive Services	8-hour class	8-hour class	4-hour class	Result Based	1-hour CBT	1-hour CBT	Job Scope Based
	<b>52.1</b> Class I railroads performing common carrier/transportation functions	X								X
	<b>52.2</b> Industry owned track repair/maintenance & construction services ( <b>third party ONLY</b> )		X	X	X	X	X	X	X	
	<b>52.3</b> Locomotive - Inspection, Maintenance / Repair		X	X			X	X	X	
	<b>52.4</b> Movement and Spotting Activities		X							X
	<b>52.5</b> Railcar Inspection, Maintenance & Repair		X	X			X	X	X	
	<b>52.6</b> Contracted Switching Operations (other than Class I railroad)		X							X
	<b>52.7</b> Railcar Leasing Services	X								X
<b>53</b>	Refrigeration Equipment Repair and Maintenance		X							X
<b>54</b>	Road Dust Control		X				X	X		X
<b>55</b>	Roofing		X	X			X	X		
<b>56</b>	Safety & Health Services / Staffing									
	<b>56.1</b> Confined Space Entry / Rescue / Fire Watch		X	X	X	X	X	X	X	
	<b>56.2</b> Ergonomic Assessments (Industrial)		X				X	X		
	<b>56.3</b> Ergonomic Assessments and installations (Office)	X								X
	<b>56.4</b> Industrial Hygiene Monitoring (Onsite)		X	X			X	X		
	<b>56.5</b> Safety Supervisor/coordinator		X	X	X	X	X	X	X	
<b>57</b>	Scaffolding (Installation / Erection / Inspection / Disassembly)		X	X	X	X	X	X	X	
<b>58</b>	Scales									



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## Los Angeles Contractor Work Code Matrix

<p>All Risk Levels are based on the Marathon Corporate Contractor, Federal and State and Site Requirements.</p> <p><b>Note:</b> Contractors may or not fall into the state or local requirements. If this is the case, please review the considerations under Sec: 7; Site Access Exemption for Individual Contractors of this document.</p> <p><b>Note:</b> Site or Project specific measures and conditions may change the risk level and a variance (corporate or site) may be required to mitigate risk, see HSS 011</p>		<b>Corporate Requirement: ISN</b>		<b>California State Requirements: Advanced High Hazard Training</b>			<b>Los Angeles Refinery: Contractor Site Requirements</b>			
		ISN Prequalification		Refinery Safety Orientation	Craft Specific Training	Petroleum History	Drug & Alcohol / Background Check	OSCA Site Specific Orientation	OSCA Safe Work Permit	Escorted Site Access
		<b>#</b>	<b>Work Type</b>	<b>Non-Safety Sensitive Services</b>	<b>Safety Sensitive Services</b>	<b>8-hour class</b>	<b>8-hour class</b>	<b>4-hour class</b>	<b>Result Based</b>	<b>1-hour CBT</b>
	<b>58.1</b> Installation and construction		X	X			X	X		
	<b>58.2</b> Weighing and Instrument Repairs and Calibration		X							X
<b>59</b>	Security									
	<b>59.1</b> Security System Installations		X				X	X	X	
	<b>59.2</b> Traffic Control/Gate Guarding at or outside of the fence line.	X					X	X		
	<b>59.3</b> 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		
<b>60</b>	Septic System (Fixed or Portable)									
	<b>60.1</b> Installation/Maintenance/Repair ( in process areas)		X				X	X		X
	<b>60.2</b> Septic System Waste Pick-up	X								X
<b>61</b>	Signs									
	<b>61.1</b> Installation /Maintenance / Repair		X				X	X		
	<b>61.2</b> Installation /Maintenance / Repair hand tools only at grade	X								
<b>62</b>	Steel Erection and Assembly									
<b>63</b>	Structural Repair									
<b>64</b>	Surveying									
	<b>64.1</b> Boundary / Leak Surveying / Topographic		X				X	X		

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## Los Angeles Contractor Work Code Matrix

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		ISN Prequalification		Refinery Safety Orientation	Craft Specific Training	Petroleum History	Drug & Alcohol / Background Check	OSCA Site Specific Orientation	OSCA Safe Work Permit	Escorted Site Access
		#	Work Type	Non-Safety Sensitive Services	Safety Sensitive Services	8-hour class	8-hour class	4-hour class	Result Based	1-hour CBT
65 Tanks										
	65.1 Cleaning									
	65.1.1 Internal Work		X	X	X	X	X	X	X	
	65.1.2 External Work		X	X	X	X	X	X	X	
	65.2 Construction		X	X	X	X	X	X	X	
	65.3 Gauging		X	X	X	X	X	X	X	
	65.4 Linings and Coatings									
	65.4.1 External Work or Internal Work		X	X	X	X	X	X	X	
	65.5 Maintenance / Repair									
	65.5.1 Internal Work		X	X	X	X	X	X	X	
	65.5.2 External Work		X	X	X	X	X	X	X	
	65.6 Sampling / Strapping		X	X	X	X	X	X	X	
	65.7 Underground Storage Tank Removal		X	X	X	X	X	X	X	
66 Tire Repair										
	66.1 On-site light duty vehicle	X					X	X		X
	66.2 On-Site heavy equipment		X				X	X		X
67 Towers/Vessels										
	67.1 Towers-Communications-Construction/Repair		X				X	X		
	67.2 Towers-Communications-Antenna Installation/Inspection		X				X	X		
	67.3 Vessel Construction/Repair/Maintenance		X	X	X	X	X	X	X	
68	TAR Traffic Control		X				X	X		
69	Valve Repair / Installation / Maintenance									

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## Los Angeles Contractor Work Code Matrix

<p>All Risk Levels are based on the Marathon Corporate Contractor, Federal and State and Site Requirements.</p> <p><b>Note:</b> Contractors may or not fall into the state or local requirements. If this is the case, please review the considerations under Sec: 7; Site Access Exemption for Individual Contractors of this document.</p> <p><b>Note:</b> Site or Project specific measures and conditions may change the risk level and a variance (corporate or site) may be required to mitigate risk, see HSS 011</p>			<b>Corporate Requirement: ISN</b>		<b>California State Requirements: Advanced High Hazard Training</b>			<b>Los Angeles Refinery: Contractor Site Requirements</b>			
			ISN Prequalification		Refinery Safety Orientation	Craft Specific Training	Petroleum History	Drug & Alcohol / Background Check	OSCA Site Specific Orientation	OSCA Safe Work Permit	Escorted Site Access
#	Work Type		Non-Safety Sensitive Services	Safety Sensitive Services	8-hour class	8-hour class	4-hour class	Result Based	1-hour CBT	1-hour CBT	Job Scope Based
	69.1	In-Service / In-Line		X	X	X	X	X	X	X	
	69.2	Out of Service		X	X	X	X	X	X	X	
	69.3	Maintenance Online (Pressurized)		X	X	X	X	X	X	X	
	69.4	Maintenance Offline (Depressurized)		X	X	X	X	X	X	X	
70	Welding										
	70.1	On In-Service / In-Line / Near Flammable Materials		X	X	X	X	X	X	X	
	70.2	Shop Fabrication / Fabrication Areas (Safe Areas)		X	X	X	X	X	X	X	
71	Well Drilling Services										
	71.1	Casing Running									
	71.2	Cementing		X	X	X	X	X	X	X	
	71.3	Drilling Fluids		X	X	X	X	X	X	X	
	71.4	General Hauling		X	X	X	X	X	X	X	
	71.5	Reverse Units		X	X	X	X	X	X	X	
	71.6	Roustabout Services		X	X	X	X	X	X	X	
	71.7	Water Well Services- Hauling/Drilling		X	X	X	X	X	X	X	
	71.8	Work over/Drilling Rig		X	X	X	X	X	X	X	
	71.9	Flow line repairs (Steel above ground), well head tie ins, insulation (no digging or hot work)		X	X	X	X	X	X	X	
72	Window Cleaning										
	72.1	Internal (<4ft elevation)	X								
	72.2	External or internal over 4ft.		X				X	X		

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## Appendix C: Information Required for Badge and Vehicle Application Completion by DER

### C.1 Form

The following chart outlines the contractor information required to successfully complete prior to submitting a badge or vehicle application.

Information Required to complete the Badge Access Application	Information Required to Complete the Vehicle Access Application
Appropriate Marathon Representative/Access Approver is selected	Primary driver or additional driver
Social Security Number	Vehicle description
Refinery Department	Make/Model
Appropriate Job End Date	License Plate #
New or renewing badge access	Purpose of Vehicle
20-hour Training (as applicable) see Contractor Work Code Matrix.	Vehicle Type
Appropriate gate access for site	
Valid TWIC Card	

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## Appendix D: Contractor Required Information when showing up at the Badging Office

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### D.1 Form

The following chart outlines the contractor information required, on their person, to review the contractor's access status prior to receiving an access badge.

### Contract Employees Required information when showing up at the Badging Office

Valid photo ID (Government Issued, or Passport)

OSCA Safety Training Badge

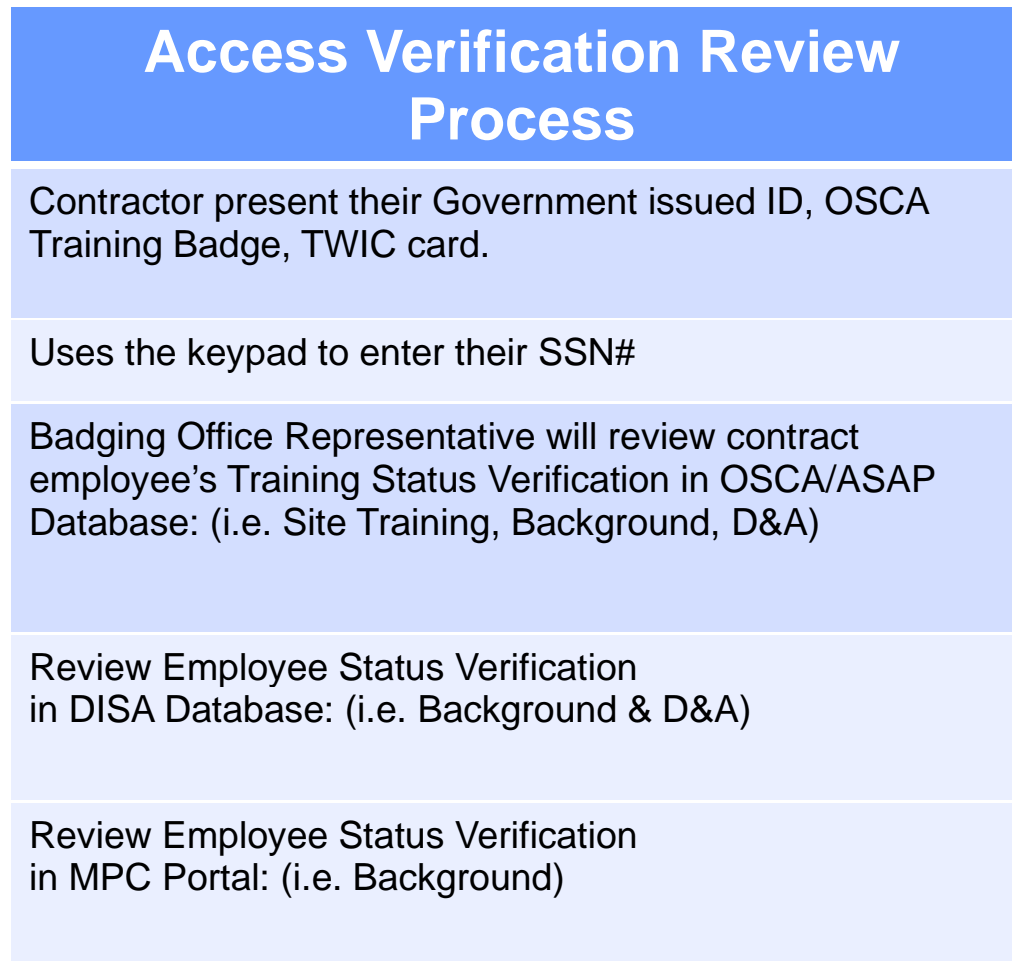
Knowledge of their full SS#

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## Appendix E: Badge Access Verification Review Process

### E.1 Form

The following chart outlines the information and review process the Badging Office will use for verification of valid contractor site access.



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## Appendix F: Delivery Driver Safety Acknowledgement

### F.1 Form

The following Delivery Diver Safety Acknowledgement Form outlines the safety information and expectation for all non-Chemical Delivery Drivers (providing Non-Safety Sensitive Services) site access.

**Link:**



### Delivery Driver Safety Acknowledgement

This Form will serve as the acknowledgement of Los Angeles Refineries Basic Safety Rules for non-Chemical Delivery Drivers (providing Non-Safety Sensitive Services). These Rules must be followed while in the Refinery:

- Maintain the Plant speed of 15 MPH unless otherwise posted, e.g. 5 MPH signs will be posted in congested areas and during TAR Events.
- You must remain with your escort at all times.
- When Delivering to Process Units or other Safety Sensitive Areas the Driver and passengers must stay inside the vehicle at all times unless you have on all the required Basic Personal Protective Equipment (PPE). These Basic PPE requirements in Safety Sensitive Areas are:
  - Hard Hat
  - Safety Glasses with side shields
  - Flame Resistant Clothing, FRC, long sleeve shirt and pant or jumpsuit, as your outer most garments
    - **Note:** No Shorts are allowed
  - Safety Toe footwear with a 1/4" defined heel
  - H2S Monitor
  - Hearing protection is also required inside Process Unit Boundaries or where indicated.
  - Goggles must be on your person
- No Cell Phone usage while the vehicle is in motion nor outside of the vehicle in the process areas unless it is approved by Safety Department
- Seat Belts must be worn while vehicle is in motion
- If available, Driver must use a spotter whenever backing up, making tight turns or maneuvering near process equipment; e.g. if the driver has a passenger, **the passenger becomes the spotter.**
- If an Emergency occurs while making a delivery, shut down vehicle and go with your escort to the nearest evacuation point.

I certify that I have read and understood all requirements in this form and will comply.	
Delivery Company Name:	
Date:	
Print Name:	Sign Name:
Print Name:	Sign Name:

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## Appendix G: LAR Contractor Drug and Alcohol Testing Exception Form

### F.1 Form

The following LAR Contractor Drug and Alcohol Testing Exception Form outlines the specific conditions upon which a site Drug and Alcohol Testing program participation exemption may be granted and the time limit expectations for this exemption.

**Link:**

Doc Custodian: Safety/HR	<b>Marathon Petroleum Company LP Refining</b>	Doc No: HSS 013 Rev No: 001
Approved By: HESS, HR or Division Managers	Los Angeles Refining Division LAR Contractor Drug and Alcohol Testing Exception Form	Los Angeles Refining [Form]
Revision Approval Date: October 2, 2020		Next Review Date: October 2, 2023

I authorize \_\_\_\_\_ (contract employee name), an employee of \_\_\_\_\_ (contract company name) to enter the plant and perform work.

Select one box:

- This contract employee is granted a 5 day exception from having an active status in the DISA or ASAP Drug and Alcohol Program Requirements, upon a passed 9-panel urine Quick Test and a Breath Alcohol Test at an approved DISA or ASAP testing facility due to infrequency of refinery visits and being onsite for 5 days or less. *(Requires HESS Manager or Designee & Human Resources Signature)*
- This contract employee is granted a 5 day exception from having an active status in the DISA or ASAP Drug and Alcohol Program Requirements, upon a passed 9-panel urine Quick Test and a Breath Alcohol Test at an approved DISA or ASAP testing facility **and** having submitted to the necessary hair, urine and breath DISA testing. *(Requires HESS Manager or Designee Signature & Human Resources Signature)*
- All testing has been waived for this employee for 5 days. *(Requires HESS Manager or Designee Signature, Human Resources Signature & Division Manager Signature)*

Required:  
Circumstances requiring exception \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved \_\_\_ Denied \_\_\_  
\_\_\_\_\_ HESS Manager or Designee (Signature) & Employee Number & Date

Approved \_\_\_ Denied \_\_\_  
\_\_\_\_\_ Human Resources (Signature) & Employee Number & Date

Approved \_\_\_ Denied \_\_\_  
\_\_\_\_\_ Division Manager (Signature) & Employee Number & Date *(Division Manager Signature is required when all testing is waived)*

Employees from the same contract Company may be listed below:


**Security: Submit Exception Form with copies of testing forms to Human Resources**

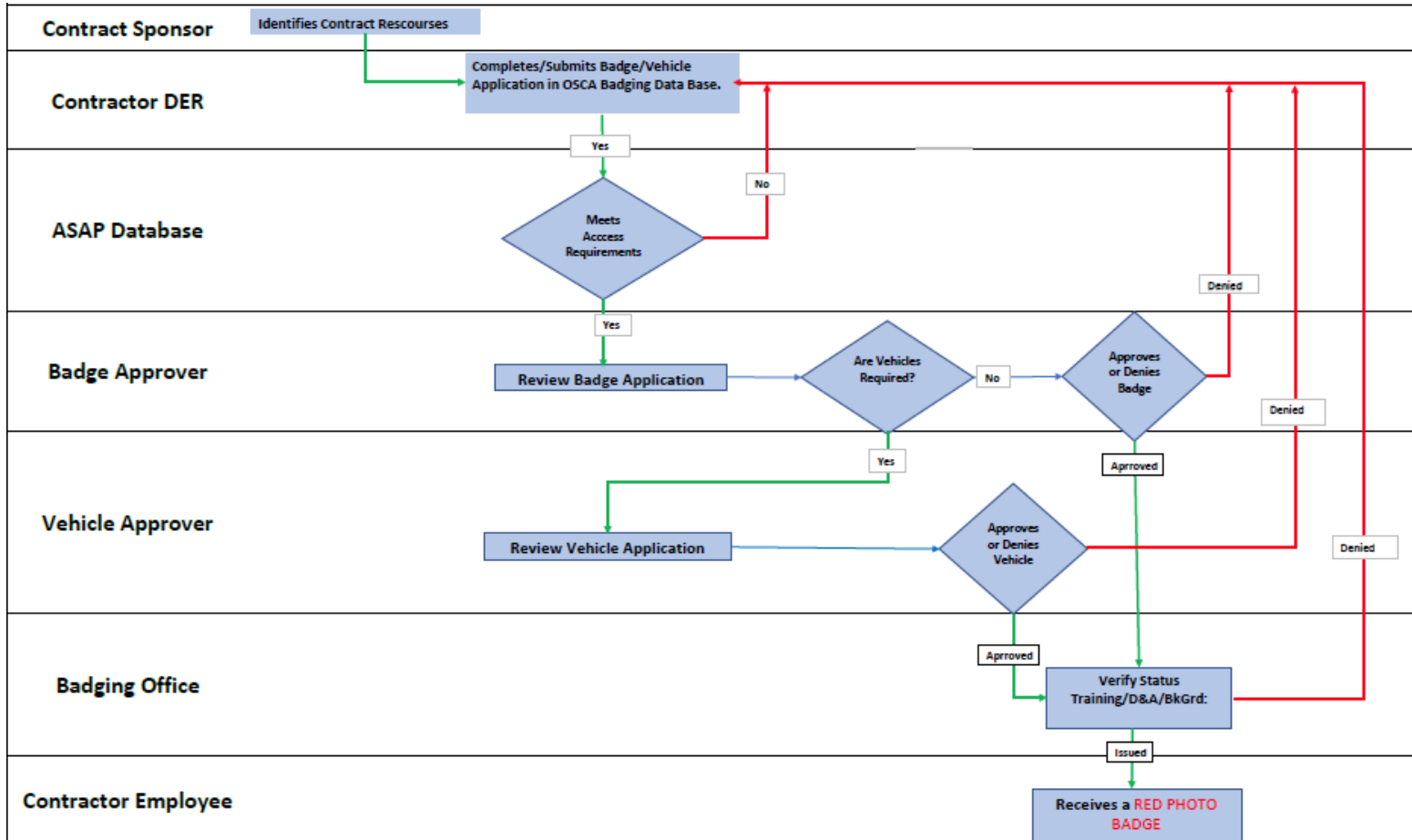
\*Printed copies should be used with caution. The user of this document must ensure the current approved version of the document is being used\*



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## Appendix H: Contractor Badging Workflow

**F.1 Form** The following outlines the Contractor Badging Workflow and expectation for all contract employee requesting site access.



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## 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	11/2/2023	11/23/20