

| | | | |
|---|---|------------------------------|------------------------|
| Stop Work Authority and Obligation | Document No.: HSS-201 | Approval Date: 7-3-2019 | Page 1 of 7 |
| | Revision No.: 004 | Next Revision Date: 7-3-2022 | |
| | Document Custodian: Safety Group | | |

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 Marathon Standards.....2</p> <p>3.0 General 3</p> <p>3.1 All Employees and Contractors:.....3</p> <p>3.2 Circumstances4</p> <p>3.3 Communication.....4</p> | <p>4.0 Stop Work Authority and Obligation Process.....5</p> <p>4.1 Application5</p> <p>4.2 Stop Work Authority and Obligation Steps.....5</p> <p>4.3 Conflict Resolution5</p> <p>4.4 Resuming Work6</p> <p>Examples of Stop Work Obligation.....7</p> |
|---|---|

**Stop Work Authority and
Obligation**Document No.: **HSS-201**

Approval Date: 7-3-2019

Revision No.: **004**

Next Revision Date: 7-3-2022

Document Custodian: **Safety Group****Page
2 of 7****1.0 INTRODUCTION**

1.1 Purpose

1.1.1 Standing Instruction HSS-202 Stop Work Authority and Obligation provides the requirements to ensure that all employees and contractors understand their responsibility and authority to stop work when they believe that a situation exists that places them, their coworkers, contractors or the community at risk; or could adversely affect the safe operation or cause damage to the facility. This includes the authority of an individual to refuse to perform a task where doing so could reasonably result in death or serious physical harm, as well as the authority to recommend to the operator in charge of the unit that an operation or process be partially or complete shutdown based on a process safety hazard. Maintaining a diligent questioning attitude is a vital component of safe operations and good environmental stewardship.

1.2 Scope

1.2.1 This standard covers all employees and contractors at Marathon Los Angeles Refinery (Carson, Wilmington, Watson Cogen, Calciner, and Sulfur Recovery Plant).

2.0 REFERENCES

Applicable requirements of HSS -201, Permit to Work System shall be considered an integral part of this Practice. Additional references are listed below. Short titles will be used herein when appropriate.

2.1 Marathon Standards

2.1.1 TSHS-001 Safe Work Permitting

2.1.2 Marathon Safety Principles

2.1.3 Marathon Tenets of Operation

2.1.4 Operating Standing Instruction O-082, Authority to Stabilize, Slowdown, Shutdown, & Re-start Operating Units

| | | | |
|---|---|------------------------------|------------------------|
| Stop Work Authority and Obligation | Document No.: HSS-201 | Approval Date: 7-3-2019 | Page 3 of 7 |
| | Revision No.: 004 | Next Revision Date: 7-3-2022 | |
| | Document Custodian: Safety Group | | |

3.0 GENERAL

There should not be any delay in calling for a stop to work if the need arises. Work that has been stopped shall not be resumed until all safety aspects are resolved. There shall be no blame placed upon any employee calling for a Stop Work order, even if, upon investigation, the Stop Work order was deemed unnecessary.

3.1 All Employees and Contractors:

- 3.1.1 Have the responsibility, authority and obligation to stop work or decline to perform an assigned task without fear of reprisal to discuss and resolve work and safety concerns. The Stop Work Authority and Obligation shall include discussions with co-workers and supervision (and safety representative when applicable) to resolve work related issues or address potential unsafe conditions.
- 3.1.2 Have the responsibility, authority and obligation to report any work task or condition the employee believes is unsafe or for which they have initiated a Stop Work. Notification should be made to:
 - a. The affected worker(s),
 - b. Permit Issuer, and
 - c. The field supervision assigned to the location where the unsafe activity or condition exists.
- 3.1.3 Have the responsibility, authority and obligation to notify their own supervisor (e.g. project supervisor etc.) if a Stop Work issue has not been resolved prior to the resumption of work. Employees can also contact their safety representative with a concern or to help initiate a Stop Work Authority and Obligation process.

**Stop Work Authority and
Obligation**Document No.: **HSS-201**

Approval Date: 7-3-2019

Revision No.: **004**

Next Revision Date: 7-3-2022

Document Custodian: **Safety Group****Page
4 of 7****3.2 Circumstances**

3.2.1 [Examples of Stop Work Authority and Obligation](#) may include:

- a. Unsafe Acts
- b. Unsafe Conditions
- c. When incidents occur
- d. Emergency Situations
- e. Alarms sound
- f. Change in conditions
- g. Change in work plans
- h. Confusion or failure to understand any part of the job/task
- i. Anytime someone perceives a situation to be at risk

3.3 Communication

3.3.1 Every person's Authority and Obligation to Stop Work should be communicated during:

- a. New Hire Training
- b. Pre –Job meetings
- c. Contractor engagements
- d. Location specific orientations
- e. Permit issuing process
- f. While performing the job/task
- g. Any other medium where Health, Safety, Reliability, Efficiency and Environmental expectations are established and communicated

**Stop Work Authority and
Obligation**Document No.: **HSS-201**

Approval Date: 7-3-2019

Revision No.: **004**

Next Revision Date: 7-3-2022

Document Custodian: **Safety Group****Page
5 of 7****4.0 STOP WORK AUTHORITY AND OBLIGATION PROCESS**

All personnel are responsible for and have the Stop Work Authority and Obligation to stop unsafe work.

4.1 Application

4.1.1 All Employees and contractors are expected to always use Stop Work Authority and Obligation in a positive and respectful manner

- If necessary, stop associated work activities remove person(s) from the area, stabilize the situation, and make the area as safe as possible.

4.2 Stop Work Authority and Obligation Steps

4.2.1 **STOP** unsafe activity or conditions. Work shall be suspended until proper resolution is achieved

4.2.2 Immediately notify supervision and affected employees

4.2.3 Involve the right people (get subject matter expert/s involved), as needed. Unsafe activities will be assessed by supervision (and subject matter expert/s as needed)

4.2.4 Resolve issues (regarding identified unsafe activities etc.), and **resume work**

4.3 Conflict Resolution

- If opinions differ regarding the resolution following the use of a Stop Work Order:

4.3.1 Involve increasing layers of supervision and employee participation as needed to resolve any differing opinions, consulting with involved personnel.

4.3.2 Positive feedback should be given to the initiator of the Stop Work Authority and Obligation and the affected personnel regarding initial use and resolution of the Stop Work Authority and Obligation issue(s).

4.3.3 Under no circumstances should retribution be directed at any person(s) who use Stop Work Authority and Obligation in good faith as detailed in this program

| | | | |
|---|---|------------------------------|------------------------|
| Stop Work Authority and Obligation | Document No.: HSS-201 | Approval Date: 7-3-2019 | Page 6 of 7 |
| | Revision No.: 004 | Next Revision Date: 7-3-2022 | |
| | Document Custodian: Safety Group | | |

4.4 Resuming Work

- Once the Stop Work Authority and Obligation activity or condition has been resolved:

Discussions regarding resumption of work should include a discussion between the individual stopping work and the affected workers, at a minimum. Layers of supervision shall be informed as appropriate.

4.4.1 Additional actions may be required, depending on the specific circumstances. Available resources include:

- a) Discussion with permit issuer/cosigner regarding conditions on permitted work.
- b) Review of permitting support documents (e.g. MRA or TRA), applicable standards, policies and standing instructions. (Tenet #4 “Always follow safe work practices and procedures”).
- c) Inclusion of subject matter experts such as Safety, Environmental or Engineering Departments.
- d) Stop Work Order resolution shall be communicated to the individual who stopped the work if they are not involved in the resolution discussion.

4.4.2 Stop Work Authority and Obligation use should be documented using available tools (e.g. Planner Feedback Form, End of Shift Report etc.)

CHANGE LOG:

| Date | Approver | Owner | Revision Details |
|-----------------|--------------------|------------------|--|
| August 15, 2016 | J. Mike Kulakowski | Rinaldo Edmonson | <ul style="list-style-type: none"> • Changed Stop Work Authority to Stop Work Obligation. • Combined Stop Work Authority documents from Carson and Wilmington to one HSS integrated document. • Aligned SWO Process (i.e. Steps, Use of SWO, Conflict Resolution and Resuming Work with Stop Work intent • Include examples of stop work usage |
| 12/12/2017 | J. Mike Kulakowski | Rinaldo Edmonson | <ul style="list-style-type: none"> • Changed Stop Work Obligation to Stop Work Authority and Obligation. • Removed Examples of Stop Work Obligation. • Revised wording to ensure clear alignment with California PSM Regulations, collaborating with USW representatives. |
| 7-3-2019 | J. Mike Kulakowski | Rinaldo Edmonson | <ul style="list-style-type: none"> • Include examples of stop work usage |

**Stop Work Authority and
Obligation**Document No.: **HSS-201**

Approval Date: 7-3-2019

Revision No.: **004**

Next Revision Date: 7-3-2022

Document Custodian: **Safety Group****Page
7 of 7****EXAMPLES OF STOP WORK OBLIGATION**

Scenario -- During a turnaround, Contractors assigned to blind a flare system noticed that Marathon's isolation plan did not meet their company's written standard for flare work.

Action – The Contractors stopped the job and informed their Supervisor and Marathon Turnaround Coordinator responsible for the work.

Resolution – The Contractors met with Marathon Operations, the Turnaround Coordinator and Marathon Safety Representative. They reviewed the isolation plan, the Contractor's written standard and the site standing instruction on energy isolation. After this review, the group agreed to changes to the isolation plan as suggested by the Contractor's written standard. The changes were made, and work continued.

Note: This is an actual scenario that occurred during the 2014 Wilmington HCU Turnaround. Work was delayed 36 hours until all parties were satisfied that the job was safe to continue. The contractors were recognized in the following week's "All Hands Safety Meeting."

Scenario – On night shift, Operators are completing the checklist prior to the startup of a recycle compressor following a rebuild. They noticed that valves on the loaders had been removed during the rebuild but were still referred to in their procedures.

Action – The Operators stopped progress on the startup checklist and communicated the valve issue to their relief at shift change.

Resolution – The following morning, a group of engineers met with Operations and completed the required MOC, revised the procedures and trained the crew who would be performing the startup that day.

Note: this is an actual scenario that occurred at the Carson FFHDS startup of the A Compressor in June 2016. The crew received formal recognition their action to suspend startup activities.

Scenario – During an audit by the Contractor Safety Council, contractors and Marathon employees were reviewing some construction work. The workers could not locate their permit or answer permit-related questions.

Action – The audit group stopped the job until the permit could be located and the issues resolved.

Resolution – The auditors contacted the Marathon Construction Coordinator who located the permit package. The group reviewed the permit and accompanying documents to assure that all precautions on the permit and JHA were understood and were being followed.

Note: this is an actual scenario that occurred during a Contractor Safety Council audit in June 2016. This was noted as a good catch in that day's Leadership Team Meeting.