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| | Health and Safety | 01-34 | |
| | Smoking and Smoking Materials | Page 1 of 2 | |
| | | Date: 03-07-2017 | Rev: 1 |

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1.0 INTRODUCTION

1.1 Purpose

It is the policy of this refinery to make every effort to avoid unintentional fires. Smoking is a source of ignition for flammable materials. There are also health hazards associated with secondhand smoke. In the interest of fire prevention and employee health, the following rules shall be followed regarding smoking and smoking materials.

1.1 Scope

This document applies to all Andeavor employees or contractors working at any Andeavor Refining location.

2.0 REFERENCES

2.1 Andeavor Standards

3.0 DEFINITIONS

The following definitions are applicable to this document.

Table 1 – Definitions

| Term | Description |
|--------|---|
| Shall | Denotes a minimum requirement in order to conform to the intent of the standard. |
| Should | Denotes a recommendation which is advised but not required in order to conform to the standard. |

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| Responsible Dept: EHS | Preparer: Doug Scheetz | Approver: Miles Hansen | Date: 03-07-17 |
| Original Issue: | | Next Review Date: 03-07-20 | |
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4.0 GENERAL

- 4.1 Smoking is prohibited on refinery property at all times. As of January 1, 2014, the refinery smoke shacks are closed.
- 4.2 The smoking prohibition includes all personnel while on Andeavor property.
- 4.3 Setting of temporary smoking areas shall be established only after review and recommendation by the Refinery Leadership Team and approved in writing by the Refinery Manager.
- 4.4 The carrying or use of disposable butane lighters, torch lighters, "strike anywhere" (farmers) matches, or any lighters with exposed or partially exposed striker mechanisms is prohibited by everyone entering the refinery proper (past the semaphore gates).
- 4.5 The use of electronic cigarettes (E-cigarettes) is prohibited on Andeavor property. The carrying and use of electronic cigarettes (E-cigarettes) onto process units is also prohibited.