

Marathon Petroleum Company LP			
Safety Procedure #12 GENERAL SAFETY RULES	Document No. 1012	Page Page 1 of 31	Revision No. 37
	Original Issue Date 4/98	Revision Date 07-26-2019	Next Revision Date 10-1-2020
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I. Purpose

Define safe work practices not covered by specific Safety Procedures (SP). In addition to MPC Illinois Refining Division (IRD) employees, it is mandatory that contractors follow this SP and all other SP's.

II. General Safety Rules

A. Smoking

1. Smoking (both regular and electronic) is permitted inside designated areas only. Smoking (both regular and electronic) is prohibited in vehicles within the refinery fence and in all MPC vehicles at all times.

B. Electronic Devices Policy

1. There are three types of Electronic Devices covered under this policy.

- i. Type I – MPC Owned or Approved Devices with an MPC Approved Rugged Case
- ii. Type II – Approved Contractor Devices with a case that meets all minimum requirements listed below & has an MPC Refining Approval Sticker obtained from the Safety Supervisor.
- iii. Type III – Personal Devices / Cell Phones

2. Contractor Device Approval Process

Contract Companies with a legitimate business purpose to use Contract-Company issued Electronic Devices in “Restricted” locations per the Electronic Devices Matrix must have those devices approved by a Department Manager by completing the approval form in Appendix H. Upon obtaining the approval form for business use on the device, the Contract Company must provide documentation that their device and/or device w/ case meets the minimum requirements listed below to the Safety Supervisor.

Contract Companies shall meet one of the following criteria:

- i. Electronic Devices clearly identified by or with factory labeling as “intrinsically safe”, “explosion proof”, or labeled as approved for use in hazardous locations rated as Class 1, Div. 1 or 2.
- ii. In order to use an Electronic Device in a hazardous area without a hot work permit, the Contract Company must establish a process consistent with the minimum requirements listed in Appendix I.

NOTES:

- Wrist Watches, Smart Watches, Fitness Trackers, and Medical Devices (e.g., hearing aids, etc.) are exempt from this policy.
- For PEP2 Medical Devices (e.g., insulin pump), user will wear a 4-Gas monitor in lieu of obtaining a hot work permit.

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Electronic Devices Matrix		Type I Devices	Type II Devices	Type III Devices	Use Notes	
Restricted	1	Inside Battery Limits of Process Areas, Tank Dikes	Allowed	Allowed	Not Allowed	A Electronic Device Approval Form provides "approved" status to a personal device. A business purpose is always required.
	2	Lab Areas where PPE is required, Fabrication Areas of Maintenance Shops	Allowed	Allowed	Not Allowed	A Electronic Device Approval Form provides "approved" status to a personal device. A business purpose is always required.
	3	Console	Allowed	Allowed	Allowed	Console Operators should not have their phones out on the console itself to avoid distraction. But may have it on their person or on the desk behind them. Personal use should be at a minimum. Excessive use is to be addressed by the direct supervisor. Others may use a device at the board if it is not a <u>distraction to the board operator.</u>
	4	Designated Lunch/Break Areas	Allowed	Allowed	Allowed	Non-working time is defined as during breaks or lunch
	5	Vehicles	Allowed	Allowed	Allowed	Cell phone use in vehicles is limited to passengers. The use of mobile phones while driving any vehicle is prohibited unless parked or using a hands-free device. A business purpose is <u>always required.</u>
	6	Offices/Meeting Areas	Allowed	Allowed	Allowed	Personal use should be at a minimum, excessive use is to be addressed by the direct supervisor.
Approved Devices will NOT be allowed in Class 1, Division 1 Areas without a Hot Work Permit						

3. Reference the Electronic Devices Matrix above for detailed guidance of Restricted Areas and where each type of device may be carried and/or used.
4. Cell Phone use in vehicles is limited to passengers, or when drivers are pulled over and parked at a complete stop or using a hands-free device. Cell Phones may not be used or on your person while operating a crane, man-lift or anything similar in nature
5. Even if powered off, Personal Devices/Cell Phones are unauthorized and not approved in Restricted Areas. An "Approved Device" refers to a cell phone that has been issued by MPC or "approved" by issuing the user an Electronic Device Approval Form found in Appendix H.

C. Material Lifting

1. When lifting objects >55 lbs. you should utilize one of the following options:
 - i. Use two or more people to lift the load,
 - ii. Use mechanical means of lifting (fork lift, pallet jack, hand truck, etc.)

III. Personal Protective Equipment

Personal protective equipment and safety devices must be used as required and must not be altered in any manner. The use of damaged or malfunctioning personal protective equipment is prohibited.

A. Safety Glasses with Approved Side Shields (ANSI - Z87.1)

1. ANSI approved safety glasses with side shields must be worn at all times within the refinery where work is being performed. This includes maintenance shop areas, the laboratory, and at

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designated work sites away from the refinery.

2. Safety glasses with side shields are **not** required to be worn in the following locations:

- a. **West of 2 ½ Street**
- b. Lunch/break rooms, control rooms, or plant offices
- c. Inside vehicles with enclosed cabs (windows closed)

Contact lenses may be worn in conjunction with safety glasses/side shields. Workers who wear contact lenses should inform the refinery nurse of their use. The nurse will issue hard hat stickers indicating contact use.

B. Goggles and Face Shields

- 1) Employees are required to have ANSI Z87.1 approved chemical splash goggles on their person (i.e., on their hard hat, in a pouch on their belt, etc.) when in process areas, the tank farm, or designated off site locations where the potential for flying debris or chemical exposure exists.

NOTE: Spoggles must not be used in place of goggles.

- 2) At a minimum, unless engineering controls are in place, the following requirements must be met:
 - a. A face shield OR goggles must be worn for the following jobs:
 - 1) Disconnecting hoses when potential for pressure exists.
 - b. Goggles must be worn for the following jobs or where there is risk of debris falling into the head/face area as a result of the work:
 - 1) Handling powdered, granulated or dusty materials and loose insulation. Note that if there is the need to use a dust mask or half mask particulate respirator, goggles still must also be used.
 - 2) Catching hydrocarbon samples.
 - 3) Using pressurized air, steam, etc. to clean equipment.
 - 4) Opening or transferring chemical totes via hoses.
 - 5) When performing any internal cleaning of dirt/debris in vessels, tanks, exchanger shells, furnaces, etc.
 - c. A face shield (over safety glasses) must be worn for the following jobs:
 - 1) A flying chip hazard exists (i.e, grinding, chipping such as concrete/refractory, cutting, buffing, blasting, etc.)
 - 2) While grinding or buffing vessels or equipment.
 - 3) When using a torch/wand to light burners on heaters or boilers.
 - 4) Operating an air powered nut gun/impact wrench.

NOTE: 3/8" and 1/2" battery powered impacts are excluded when used with impact sockets.

- 6) When handling/working with hot products 140° F (molten sulfur, hot resid, hot condensate/boiler feedwater, etc.)
- 7) Operating a string trimmer during lawn maintenance.

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- 8) When looking into fired heaters/boilers
- d. A face shield AND goggles must be worn for the following jobs:
- 1) Connecting/disconnecting lines or hoses in acid or caustic service.
 - 2) When catching samples in acid or caustic service.
 - 3) Cleaning, draining or repairing equipment which has been in acid or caustic service and not neutralized.
 - 4) Loading or unloading of acids or caustics.
 - 5) Initial line breaking or opening of equipment when potential for pressure exists.
 - 6) Open sampling of liquids/products above 140 degrees F (non-engineering sample systems).

NOTE:

- 1) Goggles and/or face shields are not required when using a full-face respirator such as with fresh air equipment.

C. Safety Toe Shoes (ASTM F2413)

ASTM approved safety toe shoes with at least a ¼” defined heel must be worn at all times within the refinery property and at designated work sites away from the refinery when work is being performed.

ASTM approved shoes are not required to be worn in the following locations:

1. Lunch/break rooms, control rooms, plant offices
 2. Inside vehicles
 3. Employees reporting to work or leaving work provided they go directly to their work area.
 4. Walking directly to or from personal vehicles or offices outside process unit battery limits.
 5. Truck drivers and vendors making deliveries or pickups of supplies.
6. Laboratory – shoes must be made of leather, rubber, or other non-absorbing material.

NOTES:

- Metatarsal guards must be worn on ASTM approved shoes when using a jackhammer or when hydroblasting.
- Open-toed shoes, sandals, & high-heeled shoes are not permitted inside the refinery.

D. Head Protection (ANSI Z89.1 Type 1 Class “E”)

All employees are required to wear an ANSI Z89.1 Type 1 Class “E” approved hard hat when in process areas, tank farm, designated off site locations where work is being performed, or new construction areas.

1. Hard hats must be changed at a minimum of every five years from the born-on date or when damaged or showing visible signs of wear (i.e. cracks, disfigurement, UV Damage etc.)
2. Hard hat suspensions must be changed at least annually
3. Hair length longer than the shoulders must be kept under a hardhat when working around rotating equipment.

E. Flame Resistant (FR) Protective Clothing

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These procedures must be adhered to in order to provide adequate protection for workers in areas where there are recognized fire hazards and a reasonable probability that FR could mitigate burn injuries.

- 1) All FR clothing base garments (shirt/pant combo and/or coveralls) shall either be inherently FR material (e.g., Nomex, PBI) or FR treated cotton and cotton blends that are certified by an independent testing agency meeting NFPA 2112.
- 2) Seasonal accessories (e.g., UV face masks, cold weather beanies, or hard hat liners) shall also be meet NFPA 2112. (**RSP Compliance Date - January 1, 2020**)
- 3) Garments worn underneath base layers for warmth/cooling shall be made of natural fibers such as cotton, wool, or silk. This requirement does **not** include underwear.

IMPORTANT: Base layers made from synthetic materials such as polyester (e.g., Under Armor) are **Prohibited**.

- 3) FR shirts (not including outer FR garments (e.g., coats and sweatshirts with or without hoods, etc.) shall be tucked in, buttoned up, and sleeves rolled down when in FR required areas to comply with **NFPA 2113**.
- 4) Outer FR garments (e.g., coats, bibs, and sweatshirts with or without hoods, etc.) shall be made of FR fabric and adhere to **NFPA 2112** requirements that are certified by an independent testing agency.
- 5) **NFPA 2112** daily FR work wear garments shall be worn at all times under all outer FR garments.
- 6) Hole watch/Fire watch vests shall comply with **ASTM D6413** Flame Resistant requirements.

FR Rain Wear: (**RSP Compliance Date - January 1, 2020**)

- 7) All rain wear shall comply with **ASTM D6413** Flame Resistant requirements, and shall be tested and comply in accordance with:
 - a. **ASTM F2733** for flash fire, and
 - b. **ASTM F1891** when the risk potential of an arc flash hazard exists.

FR Disposable Coveralls:

- 8) Disposable coveralls shall be made of FR fabric and are not required to meet NFPA 2112 requirements.
- 9) Disposable coveralls shall comply with ASTM D6413.
- 10) Disposable coveralls shall comply with NFPA 2113 as it pertains to the care and maintenance during use.

NOTE: Any garments soiled with hydrocarbons or visibly tattered during work activities must be removed from service and replaced.

Each employee shall be responsible for the inspection and integrity of fire-resistant garments issued to them. Employees shall routinely inspect the garments for rips, tears, holes, discoloration, function of buttons, zippers, and fabric thinning due to age and repeated washings. Damaged clothing should be repaired or replaced.

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FR shall be worn by all personnel in the refinery with the following exceptions:

- a. Employees will be allowed entry into the refinery while wearing dresses, sleeveless shirts, & short pants, west of 2nd Street and including the E&I Shop, Main Warehouse, or while riding in an enclosed vehicle to Complex / PDU / Lab break rooms.
- b. Employees reporting to work and leaving work, provided they go directly to their work area.
- c. In Control Rooms and offices that are outside process unit battery limits.
- d. Inside the Warehouses, E & I Shop, Machine Shop, Welding Shop, the Garage and Firehouses provided that no threat of flash fire exist.
- e. While in the offices, main hallways and lunch/break rooms in the Laboratory.
- f. In new construction areas that are not in an operating unit.
- g. On refinery roadways.

F. Hand Protection

Gloves must be worn for jobs that have the potential for hand injury. Each person when in process areas, the tank farm, or designated off site locations where the potential for hand injury exists who is required to wear fire resistant clothing shall at least have general duty work gloves conforming to ANSI/ISEA 105 Level 3 at least in the palm, fingers and thumb of the glove for general operations and maintenance work. These gloves are not a substitute for protective chemical gloves, as required in the site-specific PPE requirements and minimum requirements listed in Appendix F.

For tasks with the potential of impact hazards, gloves with impact protection to the back of the hand and full length of the fingers are to be worn. (e.g., work with hammers, picking up blinds/valves, hand wrenching flange bolts, impact gun tasks, tasks where hands and fingers can be pinched between the tool and a fixed object or material)

G. Hearing Protection

Hearing protection is required to be worn inside the operating boundary (perimeter) of all process units, including during shutdown/turnaround periods. High noise areas in the plant may be designated by a yellow stripe and/or signs stating "Caution - Ear Protection Must Be Worn In This Area". High noise areas are also encountered around operating equipment such as vacuum trucks, compressors and operating pumps in the tank farm. Hearing protection must be worn regardless of the time spent in these areas.

H. Life Jackets

U.S. Coast Guard-approved life jackets must be worn at all times whenever there is a danger of falling into a body of water and 100% fall protection cannot be maintained. This includes barges, floats (without hand rails), rowboats, motorboats, or any other equipment in or over water.

When wearing a life jacket or work vest it should be adjusted and the top and bottom buckles fastened.

Prior to and after each use, the life jacket or work vest must be inspected for defects which would alter their strength or buoyancy. Defective units must not be used.

I. Hydro Blasting

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When performing hydroblasting operations, the following personal protective equipment must be worn in addition to normally required PPE:

1. Face shield and safety glasses must be worn for eye/face protection.
2. A rain suit must be worn for skin protection from splashed liquids.
3. Gloves must be chosen based on the material to be encountered-
4. Chemical protective boots shall be worn while blasting. The boots must meet ANSI Z41 requirements and provide metatarsal protection.

The following Hydro Blasting requirements must be strictly adhered to:

1. When using a flexible lance, the operator of the lance must also operate the pressure control peddle.
2. An anti-withdraw device, anti-whip checks, and an appropriate stinger to prevent the lance from turning around must be used for all flexible lance operations.
3. The hose and nozzle size for flexible lance operations must be appropriate for the job.
4. Hydro blasting must be conducted by trained personnel in accordance with hydro blasting procedures.

J. Abrasive Blasting

When performing abrasive blasting operations, the following personal protective equipment must be worn in addition to normally required PPE:

- a. Kevlar sleeves must be worn to protect the arms.
- b. Gauntlet Cuff Canvas Gloves or Leather Gloves with ANSI Cut Level 3 must be worn.
- c. Supplied air blast hoods must be worn during all abrasive blasting activities.
- d. Personnel working around the blasting area that may be exposed to general dust must wear a half mask respirator with P100 cartridges.
- e. Personal CO monitors must be worn to detect the buildup or presence of Carbon Monoxide.
- f. FR Tyvek is required in process areas.

The following Abrasive Blasting requirements must be strictly adhered to

- g. All hoses must have whip checks and all nozzles must be equipped with a dead man's switch.
- h. Establish a means of communication between the blaster & pot man for confined space work.
- i. Abrasive blasting must be conducted by trained personnel in accordance with blasting procedures.

IV. Hand Tools

- A. Check tools before use to be certain they function properly and are suitable for the job.

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1. Hand-held power tools must be equipped with a constant-pressure switch or control that shuts off the power when pressure is released. Hand tools with a “lock-on” control switch are not permitted to be used.
- B. **When operating a pneumatic or hydraulic torqueing/de torqueing tool, consideration should be given to hand placement so that the employee is not putting themselves in the line of fire or placing their hands in a pinch point.**
- C. When job tasks require the use of electrical tools/equipment and/or electrical extension cords, a self testing GFCI must be utilized.
- D. All Pocket Knives used on IRD Property are required to have a locking blade.

V. Safety in Moving Through the Refinery

A. Barricades and Road Closings

A “barricade tag” must be placed on all blockades (barricades, flagging, netting, tape, etc.) indicating the reason, the nature of the hazard, and the name of the person installing the tag except during plant emergencies.

Restricted areas must be adequately barricaded, such as utilizing netting, barricades, warning tape, and/or scaffolding.

Driving around barricades, flagging, cones, etc., used to block a road is prohibited.

1. Barricades will be used around equipment or objects on or near the sides of roadways to make personnel aware of possible hazards in that area.
2. Holes or restricted areas not in or near roadways must be adequately barricaded, such as through netting or barricades.
3. Temporary pipe crossings in roadways will have a barricade on each side of the road to make personnel aware of the hazard.
4. Anytime barricades are required, including emergency situations, Security must be contacted to inform them what needs barricaded and the specific restrictions.
5. In order to maintain minimum traffic access, the following minimum considerations will apply:
 - Of the two major North/South roads (**2 ½ St.**, on the West side of the NHT/Platformer, HF Alky, Sat Gas and **3rd St.** on the East of the NHT/Platformer, HF Alky, Sat Gas) only one may be closed at any given time.
 - Of the three major East/West roads: (“**H**” **St.**, on the South side of Sat Gas, Sour Water Stripper, CX-1 BRM; “**J**” **St.**, on the North side of bullets/spheres; and “**K**” **St.**, on the South perimeter fence line); only two may be closed at any given time.
 - Of the two roads on the North and South side of the Main Warehouse, only one may be closed at any given time.

Any deviation from the minimum requirements listed above must be reviewed by the General

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Maintenance Supervisor, Operations Shift Foreman, & Safety Supervisor with final approval from the Safety Supervisor.

6. If an individual blocks a road or area themselves, Security must be notified of what type of barricades have been put in place and the specific restrictions. (Be sure to follow instructions for placement depending on the degree of restrictions.)
7. When a roadway and areas are open, notify Security to pick up the barricades.
8. Security notifies the appropriate Ops/PDU Shift-Foreman, Laboratory and the Safety Department of all road closings.

B. Driving Through Fog

The speed limit is 5 mph when driving through fog. When possible, alternate roadways must be taken when fog makes visibility very limited.

C. Spotter Usage Requirements for Vehicles

Prior to entering process units, insure provisions (spotters, barricades, etc.) are in place to prevent contact of the vehicle with process equipment. Consideration shall be given if a spotter will be required on roads not normally open to traffic, construction sites, or in heavily congested areas.

VI. Forklift Safety

A. General Requirements

The following procedure has been developed to identify basic forklift safety requirements. *Forklifts are also commonly referred to as fork trucks.*

1. Forklifts must bear a label or some other identifying mark indicating approval by a testing laboratory.
2. Modifications and additions which affect capacity and safe operation must not be performed without manufacturer written approval.
3. Only properly trained personnel are permitted to operate forklifts.
4. Telescoping Forklifts must be equipped with a low boom configuration for optimum vision.
5. Personnel must not stand or pass under the elevated portion of the forklift, whether loaded or empty.
6. Forklifts operating near the edge of ditches, embankments, ramps, docks, etc., must maintain a minimum of one foot clearance on both sides.
7. Fire aisles, stairway accesses and fire equipment must be kept clear.
8. Only stable and safely arranged loads shall be handled, and the loads must be within the rated capacity of the forklift.

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9. If at any time a forklift is found to be in need of repair or is defective, which creates an unsafe condition, it must be taken out of service until it has been restored to safe operating condition.
10. Fuel tanks must not be filled when the engine is running. Spilled fuel or oil must be washed away and the filler cap replaced before starting the engine.
11. Do not operate forklifts without proper authorization inside process unit battery limits, tank dikes or other areas where flammable vapors may be present.
12. Telescoping Forklifts are prohibited from operating inside refinery warehouses.
13. Forklifts must be equipped with adequate lighting.

B. Traveling

1. Drivers are required to look in the direction of, and keep a clear view of the path of travel.
2. Drivers must slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the driver does not have an adequate field of view, the driver is required to travel with the load trailing.
3. MPC owned, leased, or rented Telescoping Forklifts are prohibited from transporting material on public roadways (city streets) except in emergency situations as authorized by the Emergency Control Center.
4. On all grades the load and forks must be tilted back if applicable, and raised only as far as necessary to clear the road surface.
5. Special caution must be taken when moving or working on inclines/declines, wet or otherwise slippery surfaces.
6. Forklifts must not be used to transport excessively long and/or unstable loads of lumber, pipe, etc.
7. All traffic regulations must be observed, including authorized plant speed limits.

C. Material Lifts with a Forklift

1. Piping, or any other material, Shall not be picked up with a sling, shackles, rings or chains that are rigged from the forks of a fork lift without the manufacturers written approval.
2. It is acceptable to lift piping, or any other material, with an engineered device approved by the forklift manufacturer.
3. Piping must not be transported by positioning the fork into the end of the pipe.
4. The following applies to material that is being transported from a lay-down area to the work site with a forklift.

- a. All material must be stable and/or strapped to the forklift.

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- b. It is acceptable to transport pre-fabricated pipe spools with a forklift as long as the material is stable and/or strapped to the forklift.
 - c. The maximum allowable length of material to be transported by a forklift is 24 feet. Material lengths longer than 24 feet shall be transported by means other than a forklift.
 - d. A spotter shall be provided if the operator does not have an adequate field of view and/or when transporting any load longer than 15 feet. The spotter may be on foot or use a motorized vehicle as appropriate.
5. The following applies when piping or structural steel material is being unloaded from a truck in a designated lay-down area with a forklift.
- a. There are no length restrictions on piping or other materials being unloaded with a forklift.
 - b. Piping or other material does not need to be strapped to the forklift.

VII. Building Fire Protection

- A. In order to reduce the likelihood of a fire in building and trailer offices the items listed below shall be followed:
1. Approved appliances (e.g., industrial coffee pots and approved refrigerators) will only be allowed in designated areas (see SP #12 Appendix D).
 2. Appliances that say “household use” or “for household use only” shall not be used.
 3. Individual offices and storage areas shall not have heat producing appliances such as: coffee pots, space heaters, electrical hot plates for cups, microwaves, refrigerators, temporary lighting, potpourri pots and toasters. Designated kitchen areas and break rooms are allowed heat producing appliances (see SP #12 Appendix D).
 4. Only extension cords provided by the MPC Electricians shall be used.
 5. Do not run power cords under carpet or rugs.
 6. Do not store combustible materials immediately adjacent to electrical equipment.
 7. Only approved electrical surge protectors in good condition can be used. Surge protectors should be UL Rated and be labeled "Transient Voltage Surge Protector". Approved electrical surge protectors can be obtained from the Office Services Supervisor and should be labeled with an “Electric Department” tag. UL rated surge protectors are required
 8. Report suspicious hot odors to your supervisor/manager. Complete a detailed search until the source is found. If the source is not found, the supervisor/manager must report the suspicious hot odor to the Safety Supervisor or Refinery Fire Chief.

NOTE: Exceptions to rules 2 through 7 require a waiver signed by an Electrical Competent Person, listed in SP #24 and the effected Department Manager. (See SP #12 Appendix A for waiver)

- B. At the discretion of Department Managers fire proof file cabinets will be used to protect critical documents.
- C. At the discretion of Department Managers the “Cozy Toes” foot warmer by TriLite Inc., may be used by employees.

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VIII. **Compressed Gas Cylinders**

- A. All compressed gas cylinders must be stored upright and fastened securely (chained or roped off) to prevent falling.
- B. Protective caps must be kept on when cylinders are not in use. Cylinders must never be picked up or transported by hooking a line to the cap or cylinder.
- C. Always use, transport and store full or empty cylinders in a vertical - not horizontal - position with the valve end up. Use specifically designed holders for moving cylinders by hoist, crane or truck. Do not use slings.
- D. Oxygen cylinders must be stored at least 20 feet from all flammable gas cylinders (acetylene, hydrogen, etc.) or separated from them by a firewall at least 5 feet high with a one half hour fire resistance rating.
- E. All cylinders must be properly identified with labeling or stenciling.
- F. When cylinders are left unattended with hose and torch still connected, cylinder valves must be closed to prevent accidental gas release.
- G. Keep oil away from cylinder valves.
- H. Do not store cylinders next to heat sources.
- I. When a cylinder is empty, close the valve and mark the cylinder "EMPTY" or "MT".
- J. Should a cylinder safety valve relieve and fire start, cool the cylinder. Do not attempt to extinguish the fire.

IX. **Area Color Codes Used in the Refinery**

- A. Blue - General Cooling / Utility Water and Unit Boundary Limits
- B. Yellow Stripe on Concrete/Yellow Signs - High Noise Area
 1. Can be designated by a yellow stripe on the pavement and/or signs stating, "Caution - Hearing Protection Required".
- C. Neon Green or Neon Yellow - Safety Showers and Eyewash Stations
- D. Orange with Yellow Stripe - Hydrofluoric Acid Areas
 1. Designated by an orange line with a yellow stripe in the middle.
 2. Personal protective equipment must be worn in these areas as mandated by Department Policy and/or your immediate supervisor.
- E. Yellow Flanges - All flanges in HF Acid and "trace" HF Acid service. The yellow acid detecting paint will turn red if exposed to HF Acid.
- F. Red and Yellow Stripe - Caustic Areas
 1. Personal protective equipment must be worn in these areas as mandated by Department Policy and/or your immediate Supervisor.

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G. Red Stripe - Sulfuric Acid Areas

1. Personal protective equipment must be worn in these areas as mandated by Department Policy and/or your immediate supervisor.

H. Red - Fire Fighting and Fire Protection Equipment

1. Fire extinguishers, hydrants, monitor nozzles, fixed systems, foam cabinets, etc.

I. Green - Nitrogen Systems

X. Refinery Area Ownership/Responsibility Guidelines

A. Permanent Lay-Down Area

1. Several areas in the refinery have been designated as permanent lay-down areas for maintenance groups, maintenance contractors, or project groups.
2. Designated lay-down areas shall have their boundaries marked in the field. Generally posts will be adequate and are preferred for these areas. However, when better control of the area or materials is needed, fencing may be used. When only posts are used for marking the area, they should be at each corner of the lay-down area and not more that 30 feet apart. Storage of equipment and materials must be kept within these boundaries.
3. A sign must be posted at the lay-down area indicating the group responsible for the area.

B. Temporary Lay-Down Area

1. Temporary lay-down areas are often necessary to store incoming materials for project work. When there is a need to establish a lay-down area, permission must be requested from the owning supervisor of the refinery area wanted for the lay-down area.
2. When requesting to use an area in the refinery for a lay-down area, the following information must be provided to the owning supervisor of the area.
 - Name of the project requesting the area
 - Marked up plot plan indicating area requested (joint site visit may be necessary)
 - Size of area being requested
 - Time frame the lay-down area will be needed
 - Contents that will be stored in the area
 - MPC representative that will take responsibility for the area while in use as a lay-down area
3. Once an area is approved for a lay-down area, temporary responsibility for upkeep/maintenance (including bomb searches) of the area will be with the project using the area.
4. Boundaries of the lay-down area must be established and marked in the field by posts or fencing to control use of the area. Use of areas outside of these boundaries is not allowed.
5. A sign shall be posted at the lay-down area indicating the project using the area.

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6. Prior to a lay-down area being returned to the original owner, the area must be restored to its original condition or a condition agreed upon by the original owner, including removal of all surplus materials.

NOTE: When temporary storage of materials or equipment is needed for two weeks or less, the owning department may waive some or all of these requirements. The person requesting the lay-down area must still receive approval from the owning department prior to use.

C. Temporary Fabrication Area

1. Temporary field fabrication areas without enclosed fabrication structures are often necessary for project or maintenance work. When there is a need to establish a field fabrication area, permission must be requested from the owning supervisor of the refinery area wanted for the fabrication area. If hot work is to be performed at the location, approval is also required from the Safety Supervisor.
2. When requesting to use an area in the refinery for a fabrication area without enclosed fabrication structures, the following information must be provided to the owning supervisor of the area. Approval is also needed from the Safety Supervisor if hot work is involved.
 - Name of the project requesting the area
 - Marked up plot plan indicating area requested (joint site visit required when hot work is to be performed)
 - Size of area being requested
 - Time frame the area will be needed
 - Scope of work intended for the area (e.g. storage of materials, hot work, etc.)
 - MPC representative that will take responsibility for the area while in use as a fabrication area
3. Boundaries of the fabrication area must be established and marked. Use of areas outside of the boundaries is not allowed.
4. A sign should be posted at the area indicating the project using the area.
5. Prior to a fabrication area being returned to the original owner, the area must be restored to its original condition or a condition agreed upon by the original owner, including removal of all surplus materials.

E. Pipe Rack Ownership

1. Definitions:
 - a. Ownership: Operate, maintain, permit, control access to a particular piece of equipment or area.
 - b. Battery Limits: The area of the pipe rack at the edge of a process unit where blinds are installed to isolate a unit during turnarounds or other maintenance functions. It often coincides with the blue lined area of the unit. This will denote the location where ownership of the line transfers from Area 4/5 to the units' operating area. The battery limits block valves are owned by the unit.

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- c. Process Areas: The Areas that contain the refinery process units and include Area 1, 2, 3 & 4.
- d. Utilities: For the purpose of assigning ownership of the utilities the following are considered utilities owned and maintained by Area 4 when located outside of a process unit:
 - Steam – High, medium, and low-pressure headers
 - Condensate
 - Instrument Air
 - Plant Air
 - Nitrogen
 - Boiler Feed Water
 - Raw water supplied to the plant from Palestine wells and pit
 - Electrical lines
 - City Water
 - Cooling Water
 - Utility water system
 - Sanitary sewer system
- e. Other refinery wide systems considered owned by Area 5 when located outside of a process unit.
 - Firewater system
 - Steam tracing system on piping outside of units
- f. Instrument lines are owned and maintained by the Area who monitors the instrument reading. L&J wiring is owned by Area 5.
- g. Area 1 is the owner of the TDC highways and the associated cable trays.

2. Pipe Rack Ownership Guidelines

The pipe racks throughout the refinery are assigned ownership as follows:

- Within the process units – all ownership is assigned to the respective unit's Area and they are responsible for all operation, maintenance, and permitting
- Outside the process unit battery limits – the pipe rack structure and piping within the rack is assigned to Area 5 with the exception of the utility piping located in the pipe rack. The utility piping will be owned and maintained by Area 4. All electrical lines and poles are also assigned to Area 4 for ownership and maintenance.
- Pipe racks that just contain utility piping will be assigned to Area 4 for ownership and maintenance, including the pipe rack structure.
- Housekeeping issues beneath the pipe racks, and to the middle of the road, are the responsibility of the adjoining property owner, not Area 5.
- Buildings located under pipe racks are the responsibility of the Area using the building and are not considered part of the pipe rack. Any pipe rack structural members that are integral to the building will be maintained by Area 5 and any required work will be coordinated with the building's owner.

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3. Underground Piping

- a. Underground piping outside of the process unit battery limits is owned and maintained by Area 5 with the exception of any utility piping as defined above.
- b. Sewer piping, including sanitary sewers, within the process units is maintained by the respective process Area.
- c. Firewater and Utility water piping and equipment ownership is determined by the Fixed Safety Equipment list. Area 5 owns and operates the firewater valves and would be responsible for isolating a particular monitor or section of firewater or utility water piping. The Process Areas are responsible for maintaining the equipment and associated piping listed on their Fixed Safety Equipment lists including the underground piping up to the valve located at the main line tie in point. All work orders for firewater and utility water repairs are charged to a Unit 24 work order.
- d. The transfer of ownership between the Process Area and Area 5 occurs at the junction between the branch and the main header line.

4. Railroad Ownership Guidelines

The railroad track is owned and operated by the Area that uses the track and as indicated on the [Refinery Area Ownership/Responsibility Plot Plan Drawing E-053526](#). ~~Area 1 completes any rail repairs identified.~~

XI. Guidelines for Setup of Temporary Equipment near Fixed Firefighting Equipment

- A. If access to, or water discharge from any hydrant and or hydrant/monitor combination is blocked by mobile equipment, a temporary structure, or construction activities, etc. for any period of time, the Fire Chief and/or Area Safety Representative must be contacted to determine if an alternate means of protection and/or mitigation resource is warranted.

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REVISION HISTORY

Revision Number	Description of Change	Written by	Approved by	Revision Date	Effective Date
0	Original Issuance	SOP Review Team	Refinery Mgt. Team	4/98	4/98*
1	Changes to: II.B; V.E; Appendix E	SOP Review Team	Refinery Mgt. Team	7/06	7/06
2	Changes to: II, C Lightning	SP Review Team	Refinery Mgt Team	7/07	7/07
3	Change to: IV. Hand Tools	SP Review Team	Refinery Mgt. Team	8/07	8/07
4	Changes to: II.D; III.I; V.A; VI; Appendix C	SP Review Team	Refinery Mgt. Team	7/08	7/08
5	Addition of Section XVII	SP Review Team	Refinery Mgt. Team	12/08	12/08
6	Change to: V.A.1.a. & b.	SP Review Team	Refinery Mgt. Team	3/09	3/09
7	Updated Appendix D	SP Review Team	Refinery Mgt. Team	7/09	7/09
8	Updated XV. & App. C	SP Review Team	Refinery Mgt. Team	12/09	1/10
9	Updated IIB; IIIB, C, E; VA; VIH; Appendix A, C, D, E, F	SP Review Team	Refinery Mgt. Team	10/10	10/10
10	Updated: III.C. & D.; V.C.; Appendix E & F	SP Review Team	Refinery Mgt. Team	5/11	5/11
11	Updated III B, C, D, & G	SP Review Team	Refinery Mgt. Team	10/11	10/11
12	Changes to: V.C.	SP Review Team	Refinery Leadership	2/12	2/12
13	Change to XV	Safety Supervisor	Refinery Leadership	3/12	3/12
14	Changes to III B, XV, Added App G	Ron Clouse & SP Rev. Tm	Refinery Leadership	5/12	5/12
15	Changes to II, XII & added 2 nd link	Safety Supervisor	Refinery Leadership	9/12	9/12
16	Appendix E Corrected	Ron Clouse – PSM	Safety Supervisor	2/13	2/13
17	Corrections to Section II A & C	Safety Professional	Safety Supervisor	7/13	7/13
18	Changes to Section II. B & E	Safety Supervisor	Refinery Leadership	8/13	8/13
19	Changes to Sections II.G., XIV & App. F	Safety Professional/SP Review Team	Refinery Leadership	10/13	10/13
20	Clarification to App C	Safety Professional	Safety Supervisor	8/14	8/14
21	Three Year Review – Changes to Section III. B.	SP Review Team	Refinery Leadership	10/14	10/14
22	Changes to Section III.	Safety Professional	Refinery Leadership	5/15	5/15
23	Changes to Section XIV	Safety Professional	Safety Supervisor	7/15	7/15
24	Changes to Section XIV	Safety Professional	Safety Supervisor	8/15	8/15
25	Change to Section II. C	Safety Department	Refinery Leadership	11/15	11/15
26	Change to Section II, Section III, Appendix C, & Added Appendix H	Safety Department	Refinery Leadership	2/16	3/16
27	Added Section IV. "Hydraulic Equipment"	Safety Supervisor & SP Review Team	Division Staff	3/16	4/16
28	Changes to Section XVI E.	PDU Supervisor & Fire Chief	ES&S Manager	6/16	6/16

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29	Added Section II, E "Army Pipe", and XIV, B "Machine Guarding Reference"	J.D. Trimble	Division Staff	9/16	12/16
30	Addition to Section V., Added Section III. L. & Appendix I	Safety Professional & SP Review Team	Division Staff	11/16	1/17
31	Addition to Section II. & Added Section XVIII.	Safety Professional & SP Review Team	Division Staff	3/17	6/17
32	Changes to Section II. B. & Added Appendix K	Safety Department	Division Staff	9/17	9/17
33	Replaced KMS reference with Electronic Management System	Safety Technician	Safety Supervisor	6/18	6/18
34	3 YR Review – Procedure Rewrite	Safety Professional & SP Review Team	Division Staff	10/17	9/18
35	Changes to Section IV.	Safety Professional	Safety Supervisor	10/18	10/18
36	Changes to Section III per RSP-1716-000 implementation	Safety Professional	Safety Supervisor	12/18	1/18
37	Changes to Sections II.C; III.A; IV; V.C; XI. Appendix B	Safety Professional & SP Review Team	Division Staff	7/19	7/19

* **NOTE:** The Revision History Table was implemented in 2006.

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Appendix A

MARATHON PETROLEUM COMPANY LP
Illinois Refining Division

Date: _____

WAIVER OF BUILDING FIRE PROTECTION POLICY

A waiver of the Marathon Petroleum Company LP Building Fire Protection Policy is being issued for

_____, (employee name, group, or location) for the

purposes of performing the following at the specified location within the refinery:

This waiver is valid for the following dates: _____

Electrical Competent Person
Illinois Refining Division
(Per SOP #12 – Building Fire Protection)

Department Manager
Illinois Refining Division
(Per SP #12 – Building Fire Protection)

NOTES:

- **If this waiver is required to address a medical condition, please submit this form directly to the Refinery Nurse. You will be notified if additional information is required. If it is not for a medical condition, please complete the following steps:**
 - a. **The original copy of this waiver must be forwarded to the Safety Department.**
 - b. **A copy of this waiver must be kept at the location for which it was issued.**
 - c. **The waiver can only be written up to a 12 month period.**

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Appendix B - Camera and Photography Procedure

Any photographic equipment, including still cameras, video cameras, cell phones when used as a camera, and any other device capable of capturing and storing an image will be considered a camera for this procedure. Safe work practices must be followed when using a non-intrinsically safe camera, cell phone, or tablet without an intrinsically safe case within unit battery limits and tank dikes. Intrinsically safe cameras, cell phones, and tablets with intrinsically safe cases installed per manufacturer's instructions are exempt; therefore work clearance permits, atmospheric monitoring, etc. are not required for these cameras, phones, or tablets within the unit battery limits, tank dikes and any other areas of the refinery property.

Marathon Employees

1. Marathon employees are not required to obtain written authorization or a camera pass.
2. All photos and videos remain Company property and cannot be distributed outside the Company without the Department Manager's approval, or his/her designee. Photos to be used outside the Company for publications, public presentations, etc. must be provided to the local Human Resources Department who will obtain Corporate Public Affairs approval for their use.

Contract Employees

1. Must obtain an **Electronic Device Approval Form (Appendix H)** from his/her Marathon contact. **Electronic Device Approval Sticker will not be required for a camera.** The form must be filled out and signed by the Department Manager or his/her designee. **An Electronic Device Approval Form** will be issued by the affected department **and a copy of the** form will be kept on file by the issuing Department.

Exception: Warehouse delivery drivers/shipping drivers are allowed to take pictures of their loads without a camera pass provided that the refinery units are not in the background & use is approved by a Marathon Representative.

2. **Must carry the Approval Form while using the camera inside the Refinery.**
3. Before being distributed outside the Company, all photos/videos taken by the contractor must be reviewed by the Department Manager or his/her designee. Photos to be used outside the Company for publications, public presentations, etc. must be provided to the local Human Resources Department who will obtain Corporate Public Affairs approval for their use.

NOTE: Anyone in violation of this procedure will have their photographic equipment confiscated and will be escorted out of the refinery until a determination is made as to the appropriateness of the photos.

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Appendix C - Electric & Instrument Shop Locked Vehicle Program

Purpose:

In an effort to safeguard tools, protect company property, and ensure shop vehicles are available when responding to off-shift equipment failure call outs, permission to park and lock Electric and Instrument shop vehicles in designated locations has been granted by IRD Management Staff. All other vehicles within the refinery fence must be unlocked with keys in the ignition.

Details:

This document details the Electric & Instrument Shop locked vehicle program. Vehicles belonging to the Electric and Instrument shop may be locked at the end of each shift given all the following provisions:

- Vehicles are parked in any of the designated locked vehicle parking spaces per the drawing below.
- Vehicle keys are located within the designed key storage space within the Craft Shops.
- Vehicle number of vehicle being locked is listed on the Locked Vehicle List (LVL).
- Locked Vehicle List (LVL) has been submitted to the Operations Shift Foreman.

Failure to abide by the provisions in this written program may result in the revocation of the same.

Special Note: HVAC Shop vehicles are included in this program due to the fact that they contain canisters of refrigerant which must be controlled and can only be handled by licensed personnel.

Enforcement:

Responsibility for enforcement of this policy resides with the Electric and Instrument Shop Foremen. Checks should be made on a periodic basis to ensure this policy is being followed by shop personnel.

Notice:

Specific general maintenance vehicles have been designated for use by operations personnel to shuttle workers to and from their complexes. It is the responsibility of the Maintenance Department to see that these vehicles are located in their designated parking spaces, at the designated time, for use by operations personnel. If the vehicles cannot be in their designated spaces at the designated time for whatever reason, the Operations Shift Foreman is to be notified so provisions can be made.

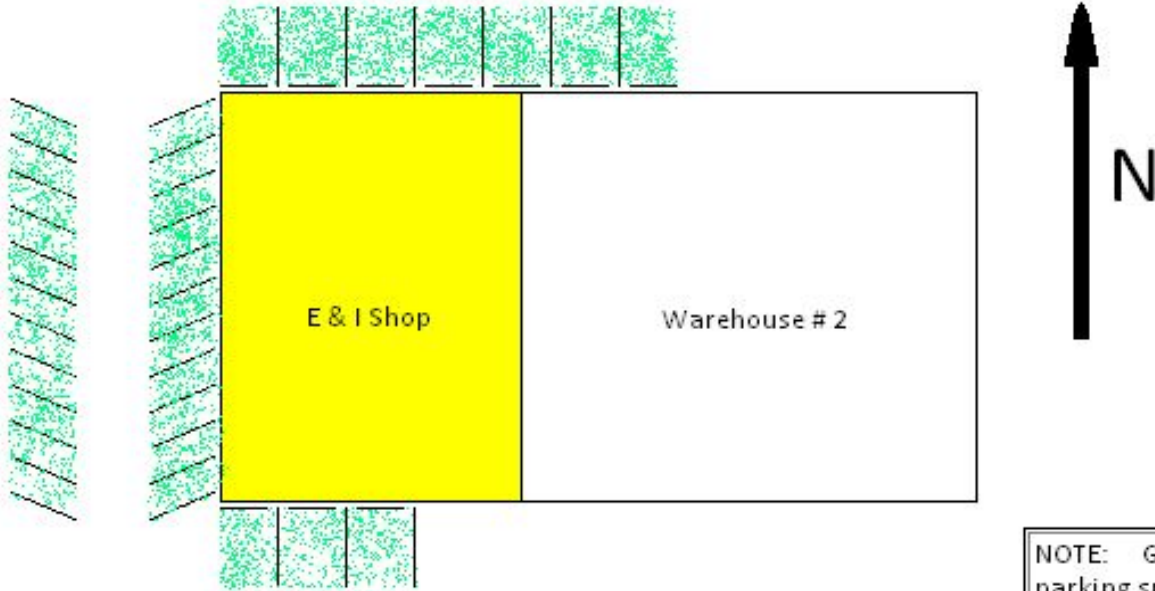
Attachment:

See the diagram on the next page for designated locked vehicle parking spaces.

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NOTE: Green shaded parking spaces indicate locations of locked CRAFT vehicles during Maintenance Department off-shift hours. Vehicle keys are located at designated areas inside CRAFT shops. Shift Foreman can obtain keys in an emergency.



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Appendix D - Designated Kitchen Areas

General

96B-1019, Main Office West Coffee Shop & Kitchen
 96B-1108, Main Office East Basement Kitchen & Coffee Bars 1st & 2nd floors
 96B-1116, Security Operations Center Kitchen Area

Environmental & Safety

96B-1014, #1 Fire House Kitchen Area
 96B-1079, West Receiving Gate Security Office, Coffee Bar
 96B-2002, "C" Gate Guard Shack Coffee Bar
 96B-2003, "SW" Gate Guard Shack Coffee Bar
 96B-5034, Fire Field Trailer Kitchen Area
 96B-5176, Environmental Trailer Break Area
 96B-2179, Safety Office Trailer Kitchen Area

PDU

96B-1105, Laboratory Kitchen Area
 96B-5077, Propane Loading Operator Trailer Break Area
 96B-1123, PDU Operator Control Room Kitchen Area

Operations

96B-1004, Central Control Room Kitchen Area & CCR Annex Break Area
 96B-1120, CX-1 Operations Shelter BRM Kitchen Area
 96B-1071, CX-2 Operations Shelter 2nd floor (LTBA) Kitchen area
 96B-1111, Cx- 3 Operations Shelter BRM Kitchen Area
 96B-1125, CX-5 Operations Shelter BRM Kitchen Area
 96B-1122, CX-6 Operator Shelter BRM Kitchen Area
 96B-2106, Coker Operator Trailer Break Area
 96B-1127 MPL Robinson Wabash Station Kitchen Area
 96B-1113, CX-7 Operations Control Room (GDU) Kitchen Area
 96B-1011, Filter Press Building Kitchen Area
 96B-1082, Waste Water Treatment Trailer Kitchen Area

Maintenance, Warehouse, and Contractors

96B-1023, Machine Shop Break Room & Garage Kitchen Area
 96B-1025, E&I Shop Kitchen Area
 96B-1015, Main Warehouse Kitchen Area
 96B-1071, Warehouse #3, 1st floor (LTBA) Kitchen Area
 96B-1050, Carpenter Shop Kitchen Area
 96B-1027 Communication Building
 96B-5099, TAR Offices/Training Trailer Coffee Bar
 96B-1003, Inspection CM Group Annex Coffee Bar
 96B-1068, New Maintenance Building Kitchen Area (one in each of the five Area Rooms)
 96B-5209, TAR Planning Trailer Kitchen Area
 96B-1107, Area Maintenance Shop Break Room
 Contractor Break Trailers or Office Trailers
 Temporary Buildings for TAR or Project Use

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Appendix E

Personal Protective Equipment Reference Guide (Minimum Requirements)- Physical Hazards

Electrical	High Noise > 85 dBA	Falling Objects	Flying Objects	Foot Hazards	Chemical Splashes	Heights over 4 feet	Flash Fires	Thermal Burns	Handling Sharp Objects	Welding, brazing, cutting	Soldering
X											
		X	X								
		X	X		X						
	X										
		X									
				X							
				X							
						X					
							X				
								X			
								X			
									X		
			X		X						
X											
										X	
											X

Personal Protective Equipment Reference Guide (Minimum Requirements)- Health Hazards

Sulfuric Acid	HF Acid	Ammonia	Perchloroethylene / Ethylene Dichloride (chloriding agents)	Caustic (Sodium Hydroxide)	H ₂ S	Sulfur Dioxide	Nitrogen (used for purging)	Welding Fumes	Carbon Monoxide	Asbestos	Hydrocarbons containing <10%Benzene	Hydrocarbons containing >10%Be
X			X	X								
X			X	X								
X		X	X	X								
	X											
					X							
					X							

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							X					
		X										
X			X	X								
						X						
						X						
									X			
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Appendix F

Impact Hazard Table

Work Group	Potential Impact Hazards
Operations	Disconnecting/Connecting railcars, using valve wrenches in tight quarters, hand wrenching flange bolts, hoisting materials, running impact guns, exposure to pinch points, etc.
Maintenance	Installing/Removing blinds, rebar work, lifting/setting pumps, hand wrenching flange bolts, hoisting materials, assembling/disassembling rigging, installing/removing piping, impact gun tasks, working with hammers, etc.
Contractor	Iron work, building scaffolding, rebar work, lifting/setting pumps, hand wrenching flange bolts, hoisting materials, assembling/disassembling rigging, installing/removing piping, impact gun tasks, working with hammers, etc.

NOTE: The list of hazards in the table above does not cover every situation in which personnel may be exposed to impact hazards. For tasks with the potential of impact hazards, gloves with impact protection to the back of the hand and full length of the fingers are to be worn.

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Appendix G

[IRD PPE Matrix](#)

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Appendix H – Electronic Device Approval Process

Marathon or Contractor personnel who have a legitimate business reason to use a personal device in a “Restricted” must have that device approved by a Department Manager. The Electronic Device Approval Form must be carried on your person whenever you are carrying or using the personal device in a restricted area.

Illinois Refining Division Electronic Device Approval	
Issued To:	_____
Company:	_____
Device: <input type="checkbox"/> Cell Phone <input type="checkbox"/> Tablet <input type="checkbox"/> Other:	_____
Business Purpose:	_____
Approval (Must be a department manager)	
Name:	_____
Signature:	_____

Electronic Device Approval Sticker

After completing the Approval Form above and in order to obtain an MPC Refining Approval Sticker for their device, the Contract Company must provide documentation that their device and/or device w/ case meets all the minimum requirements listed in Section II. B.2. to the Safety Supervisor.



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Appendix I – PEP2 Device Evaluation Form

ANSI Section #	ANSI/ISA-12.12.03-2011 "PEP2" Requirements Applicable to Case	Does the Phone/Case Combination meet the intent of ANSI/ISA.12.12.03-2011 "PEP2"?	Do Phone (Model #) Specifications Meet Requirement?
6.1(b)	Radio Frequency Energy Transmission limited in accordance w/ 8.3.		
6.1(c)	No provisions for forced ventilation.		
6.1(d)	No sparks visible in normal operation.		
6.1(e)	No excessive temperatures in normal operation (>60 ℱ or 140 ℃).		
6.1(f)	No camera flash unless it can be disabled.		
6.1(g)	No motors unless it can be demonstrated the motor incorporates non-arcing technology.		
6.3(c)	Body-worn or Hand-held.		
6.3(a)	Powered by one or more cells, batteries, or photovoltaic cells.		
6.3(f)	Power switch in accordance with 8.2 (no power on/off switches w/ contact that directly interrupt battery current).		
6.1(h)	No visible damage.		
6.3(b)	Cell or battery secured so it will not fall out in the drop test as described of 8.1 (2 meter drop).		
6.3(e)	Exposed terminals (i.e., battery charging terminals) are either recessed or diode protected to prevent a discharge caused by an accidental shorting of these terminals.		
6.3(g)	No damage that exposes the electrical/electronic circuitry as a result of the drop test described in 8.1 (2 meter drop).		
ANSI Section #	ANSI/ISA-12.12.03-2011 Other "PEP2" Requirements	Does the Phone/Case Combination meet the intent of ANSI/ISA.12.12.03-2011 "PEP2"?	How will we meet these specifications?
6.1(a)	There must be no available listed apparatus suitable for the area classification & capable of performing the intended function (See section 4.12 definition of "listed"). OSHA defines "listed" in 1910.399 as "of a kind mentioned in a list that is published by a nationally recognized laboratory that makes periodic inspection of the production of such equipment, and states that such equipment meets the nationally recognized standards or has been tested & found		
6.3(d)	No external electrical connections or wired accessories are used in the hazardous classified location.		
7.1	A process of administrative control & training is necessary to ensure that portable products do not present an unacceptable risk of ignition when used in hazardous classified areas.		
7.2	The owner/operator of the hazardous classified location should establish a process of inspection in which a qualified person establishes that particular products can be accepted as PEP2.		
7.2	Supporting documentation for PEP2 evaluations should be maintained for the life of the use of those products. The documentation should include information for the the products such as reference number or code, product manufacturer and model, owner name, approver name, and date approved or equivalent information.		
g	Accepted PEP2 products should be marked "PEP2, evaluating company name, and supporting documentation reference		