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RESPONSIBLE DEPT.	CONTENT STEWARD		APPROVED BY	
Environment, Safety & Security (ESS)	Safety Supervisor & Supply Chain Manager		ESS Manager	
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1.0 INTRODUCTION

1.1 Purpose

The purpose of this Safe Work Instruction (SWI) establishes Health & Safety requirements to ensure that contractors working at the Salt Lake City Refinery:

- Perform work in a manner that is consistent with Marathon Petroleum standards.
- Conform to Marathon Petroleum's Operational Excellence Management System Third-Party Services expectations.
- Have performance requirements that are defined and communicated, including their responsibility for providing personnel who have been screened, trained, and qualified to perform the specified job task(s).
- Are regularly monitored and evaluated to ensure that they continue to maintain performance expectations.

This SWI also establishes expectations for Marathon Petroleum.

- Prior to commencement of work and work-in-progress, Marathon Petroleum will verify scope of work, and monitor contractor safety compliance.
- Marathon Petroleum will actively engage with Contractors in implementing and improving their safety performance.
- Marathon Petroleum will perform periodic evaluations of each contractor's performance and assessment of the overall contractor safety management program.

1.2 Scope

This Safe Work Instruction does not supersede any laws, regulations, or statutes, nor relieve any personnel responsible for work covered by this Safe Work Instruction from knowing and complying with applicable laws, regulations, or statutes.

1.3 Compliance

All site contractors must be in compliance with Section 8.0 Fit For Duty on 10/31/2021.

1.4 References

The following sections describe references used to generate this Safe Work Instruction.

1.4.1 Marathon Standards, Policies & Procedures

- RSP-1306 PSM/RMP Contractors
- SAF-4004 Contractor Safety Management Standard
- PSM-1070 PSM Standard
- RSP-1308 PSM/RMP Mechanical Integrity
- REF-1054 Refining Safety Policy
- GEN-91025 Operational Excellence Management System – Guidance Document

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1.4.2 **Government Regulations**

- OSHA 29 CFR 1670
 - OSHA 29 CFR 1910.119 Process Safety Management
-

2.0 ROLES AND RESPONSIBILITIES

2.1 MPC Supervision

-
- 2.1.1 Ensure that contractor activities are controlled by providing oversight to ensure that contractor activities are carried out safely and do not increase the safety risks to the facility.
 - 2.1.2 Marathon Petroleum will inform and train contractors of a change in the process prior to startup of the facility, work area, process or affected part of the process, if the Contractor's work will be affected by the change.
 - 2.1.3 Ensure that Contractors and Subcontractors working onsite are supported by maintaining a process to ensure that:
 - All known fire, explosion, toxic release, and unique hazards have been communicated to Contractor and Subcontractor employers, and
 - Site specific safety rules and MPC safe work procedures have been communicated to all Contractor and Subcontractor employers
-

2.2 Contractor Supervision

-
- 2.2.1 Train each Contractor and Subcontractor employee in the Safe Work Practices and site-specific safety rules necessary to perform his or her job prior to beginning work on or adjacent to a covered process.
 - 2.2.2 Instruct each Contractor and Subcontractor employee in the known potential fire, explosion, toxic release, or unique hazards related to his or her job and the process, and applicable provisions of the applicable emergency action plan.
 - 2.2.3 Document that each Contractor and Subcontractor employee has received and understood the required training in accordance with Section 9.1.1 of this policy.
 - 2.2.4 Assure that each Contractor and Subcontractor employee follows the safe work practices of the facility for which they are providing services, including the safe work practices.
 - 2.2.5 Advise appropriate MPC personnel of any unique hazards presented by the contract employer's work, or if any
-

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hazards identified or discovered during performance of contract employer's work.

- 2.2.6 Provide access to Contractor and Subcontractor employee training records, safety programs, etc.
- 2.2.7 Notify MPC Supervision if a sub-contractor will be utilized.
- 2.2.8 Immediately notify MPC Supervision and Contractor Safety Coordinator of any incidents. Utilize HS-SWI-004 Reporting Work Related Injuries for additional requirements. This includes providing necessary information to populate and update Injury and Illness log(s).
- 2.2.9 Responsible for coordinating medical care and case management.

2.3 Contractor Safety Coordinator

- 2.3.1 Acts as SME for this policy.
- 2.3.2 Supports the Temporary Approval process when requested.
- 2.3.3 Coordinates or performs full program audits for Core Contractors and the report out of audit results.
- 2.3.4 Monitors Key Performance Indicators of Contractors.

2.4 Supply Chain Management

- 2.4.1 Acts as SME for this Policy.
- 2.4.2 Identifies reasons why contractor may not have a "Safety Status Met" status in ISNetWorld and communicates with contractor leadership on how to correct.
- 2.4.3 Participates in contractor auditing process.

2.5 Requestor

- 2.5.1 Identifies Contractor and determines if contractor meets definition of a Contractor.
 - 2.5.2 Works with Contractor to develop Risk Mitigation Measures and populate the Temporary Approval form.
 - 2.5.3 Responsible for ensuring that the Contractor Temporary Approval remains current while Contractor is working onsite.
 - 2.5.4 Ensures contractor complies with Temporary Approval.
-

3.0 DEFINITIONS

Consultant A non-MPC professional who provides professional or expert advice in a particular area such as engineering, safety, training, management, or any other specialized fields. Once a consultant performs Safety Sensitive work, as defined by this policy, they will be considered a Contractor and required to comply with this policy.

Contractor Any non-MPC entity providing labor, and/or services relating to the construction, maintenance, or operations on MPC owned, leased and/or controlled property (third-party owned and MPC controlled work) and includes without limitation, prime contractors as well as sub-contractors.

Excluded from the term contractor are those providing incidental services which do not influence process safety, such as janitorial work, food and drink services, laundry, deliver, or other supply services.

Contractor Safety Coordinator A Marathon Petroleum employee who is responsible for administering and fulfilling the requirements of the Contractor Safety Program.

Contractor Safety Professional To ensure that the contractor safety programs are implemented effectively, each contractor must maintain a minimum ratio of safety professionals as reflected below:

Number of Safety Professionals	Anticipated "Hands-on-Tools" Crew Size
Dual Role	0-20 personnel
1	21-60 personnel
2	61-150 personnel
3	151-400 personnel
TBD based on the scope of work	>400 personnel

*MPC reserves the right to increase or decrease the number of Safety Professionals based on the contractor's safety performance, work scope, work intensity, or as directed by MPC Supervision

Core Contractor Contractors performing on-going maintenance services, turnaround services, major renovation, installation, and/or specialty services on-site at PSM covered facilities.

CSC Contractor Safety Council

DART Rate Calculated according to the following: [(Number of Days Away from Work + Number of days of job transfer or restriction) * 200,000 / total number of hours worked]

Escort Any badged employee or contractor may escort Visitor(s) while inside the refinery gate. An escort must remain with their visitor until they have been escorted from the refinery gate ensuring that no Safety Sensitive Work is conducted.

Exempt Refers to Contractors that are not subject to the Safety Qualification requirements.

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Experience Modification Rate (EMR)	The EMR is computation comparing a company's annual losses in insurance claims against its Workers Compensation policy premiums over a three-year period, excluding the most current year.
ISNetWorld	The third-party vetting company used to evaluate and grade contractors and their programs.
Process (Covered)	A PSM/RMP covered process. Any activity involving a highly hazardous chemical including any use, storage, manufacturing, handling, or the on-site movement of such chemicals, or combination of these activities. For purposes of this definition, any group of vessels which are interconnected and separate vessels which are located such that a highly hazardous chemical could be involved in a potential release will be considered a single process.
Safety or Security Sensitive Contractor	<p>Work performed at Facilities owned, leased, operated, or controlled by MPC, that may affect personal & process safety including but not limited to:</p> <ul style="list-style-type: none"> ➤ Work performed on process equipment or within a process boundary; ➤ Work that involves Life Critical Activities or other hazardous activities <ul style="list-style-type: none"> ○ Energy Isolation ○ Fall Protection ○ Alky PPE ○ Hot Work ○ Confined Space ○ Safe Work Permit ○ Bypassing Safety Devices ○ Cranes and Lifting ➤ Utilize the Safety Sensitive Decision Flowchart in Appendix A or consult with the appropriate Supply Chain and HES&S Representative to assist in decisions.
Supplier	A person or entity that is the source for goods or services. A supplier could provide goods or services to MPC or to a Vendor. Once a Supplier performs Safety Sensitive Services, as defined by this Policy, they will be considered a contractor and required to comply with this Policy.
Vendor	Is used to describe the person or entity that is paid for the goods provided, rather than the manufacturer of the goods. A Vendor would provide their goods to MPC or a Contractor. Once a Vendor performs Safety Sensitive Services, as defined by this Policy, they will be considered a Contractor and required to comply with this Policy.
Work	Any physical task performed with tools or equipment by a contractor. Excluding Consulting, data collecting, startup observations, etc.

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4.0 CONTRACTOR SELECTION

4.1 Common Evaluation Criteria

- 4.1.1 Contractors, including sub-contractors, must meet the following criteria in order to be eligible to perform safety-sensitive services on-site at MPC owned or controlled locations. Newly established companies without three years of data will be evaluated on the data that is available.
- 4.1.2 **OSHA Total Recordable Incident Rate (TRIR):** Contractor and/or subcontractor's three-year OSHA TRIR must be less than or equal to 2.0.
- 4.1.3 **Experience Modification Rate (EMR):** Contractors most recent year must be less than or equal to 1.15.
- 4.1.4 **OSHA Citations:** Contractor is disqualified if they have a citation for a willful violation related to the type of service requested by MPC during the past three years.
- 4.1.5 **Health & Safety Written Program Score:** Contractors must receive an 85% average score of their written safety programs when audited by the third-party Contractor vetting firm. The following programs require a 100% individual score when required by the services Contractors perform:
- Cranes & Rigging;
 - Confined Space Entry;
 - Confined Space Rescue;
 - Fall Protection;
 - Hot Work; and
 - Lock-out Tag-out
- 4.1.6 **Fatalities:** Contractor is disqualified if they have experienced an incident that resulted in a fatality within the past three years while performing work related to the type of service requested by MPC and deemed applicable.
- 4.1.7 **OSHA Severe Violators List:** Contractor is disqualified if they are on OSHA's Severe Violators List.

4.2 New Contractors

Each new contract company must undergo the following approval process prior to being granted access to work in the refinery.

- 4.2.1 Once a contractor has been identified, the workflow process in Appendix B must be followed.
- 4.2.2 If a new contractor does not have an ISNet Account, one must be obtained prior to proceeding with contracting strategy. Once the ISNet Account is created utilize the workflow process in Appendix B.
-

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4.3 Currently Approved Contractors

- 4.3.1 Supply Chain Management group will verify that contractors working onsite are current with their ISNet information.
- 4.3.2 Prior to increasing a Contractors purchase order limit or amount, the company’s status in ISNet must be verified as “Safety Status Met”
- 4.3.3 In the event a Contractor is providing services onsite (ongoing services) at the time they become non-compliant with the Common Evaluation Criteria, a Temporary Approval must be implemented within 30 Calendar days from the date of notification of the non-compliance, if the Organization wishes to continue utilizing the Contractor’s services.

4.4 Temporary Approval Process

- 4.4.1 A Temporary Approval Process is available for Contractors and Sub-Contractors which do not meet the Common Evaluation Criteria, and where an equally qualified contractor that meets these requirements and is capable of performing the work is not available.
- 4.4.2 The Requestor will work with the contractor and safety to complete the Temporary Approval form (HS-FRM-023 Contractor Temporary Approval Form) and develop Risk Mitigation Measures.
- 4.4.3 Once the Risk Mitigation Measures have been agreed upon, the Temporary Approval will be submitted for signature approval of the Contractor Corporate Manager, Contractor Site Representative, MPC ES&S Manager and the MPC General Manager or designee for their signature approval.
- 4.4.4 Once the Temporary Approval has been completed, it will be uploaded into ISNet and a copy of the Temporary Approval will be provided to the site’s Contractor Safety Coordinator.
- 4.4.5 See the Workflow diagram in Appendix B.

5.0 OBTAINING ACCESS TO SITE

5.1 Drug-free Workplace Program

- 5.1.1 All Contractors or Sub-Contractors must be a member of either DISA or OSCA/ASAP Programs for drug and alcohol testing.
 - 5.1.2 Personnel must appear with a green light status before a badge can be issued.
 - 5.1.3 Before performing any DOT Operator Qualified Work form Marathon Petroleum, the contract employer will register with the National Compliance Management Service (NCMS) and submit its Drug-Free Workplace program.
 - 5.1.4 Contractors performing work must have a written Drug-Free Workplace program that applies to all employees and subcontractors. This program must be as effective as Marathon Petroleum’s Drug-Free Workplace Policy and include provisions for pre-employment, random, reasonable
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cause, and post-incident testing. This provision can also be met by requiring Contractors to participate in a third-party program (e.g. ASAP, DISA) that meets those requirements.

5.2 Background Check Requirements

- 5.2.1 Background checks are required for any contractor or subcontractor employee for access to CFATS Designated Restricted Areas.
- 5.2.2 All unescorted contractors, subcontractors, or guests must possess a valid Transportation Worker Identification Credential (TWIC) card.

5.3 Pre-Requisite Training

- 5.3.1 All contract workers must take and successfully complete a Basic Safety Training course. Approved Courses include Houston Area Safety Council (HASC), Utah Industrial Training Cooperative (UITC), and Refinery Pass Basic Refinery Orientation.
- 5.3.2 Additionally, all contract workers must take and successfully complete site-specific orientation. This site-specific orientation is good for 1-year and is available through Refinery Pass.

5.4 Refinery Specific ID Badge

- 5.4.1 ID Badges can be obtained at the Gate 2 Security Trailer located at 474 W 900 N, Salt Lake City, UT 84103.
- 5.4.2 A valid picture ID is required in order to receive ID badge.

6.0 PROCESS SAFETY REQUIREMENTS

6.1 Process Safety

- 6.1.1 Marathon Petroleum will provide contractors with access to required process safety information including operating procedures, safe work practices, maintenance procedures and SDS documents.

NOTE: Contractors will respect the confidentiality of process safety information provided to them.

6.2 Document Management

- 6.2.1 Marathon will maintain contractor safety performance records. Records maintained should include those documenting the contractor's performance throughout the life of the contract:
- Injury and illness logs (for all work related to the contractor's work in process areas)
- 6.2.2 The site will maintain contractor documentation in accordance with corporate retention policies.

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7.0 PERFORMANCE EVALUATION

7.1 Audits

- 7.1.1 Full Program Audits will be completed on Core Contractors at least once every three years and a representative number of Contractors and Subcontractors annually. All deficiencies identified during the audits must be corrected within the timelines assigned by the refinery. In addition to these annual audits, SLC reserves the right to conduct random unannounced audits of all contractors working at the SLC Refinery.
- 7.1.2 The Full Program Audit may, at the discretion of MPC, be conducted by MPC personnel, or by a third-party auditor.
- 7.1.3 The periodic Full Program Audit will include an assessment that the Contractor/Subcontractor is fulfilling their responsibilities required by the PSM regulation. Specifically, this assessment is to confirm that:
- Contract employees are being trained on applicable work practices necessary to safely perform their job,
 - Contract employees are instructed on known potential fire, explosion, and toxic hazards,
 - Proper training documentation has been developed and is available, and
 - The contractor has implemented a program to assure that their employees follow safety rules and conducts periodic audits/evaluations to confirm that employees are following safety rules.
- 7.1.4 Field Verification Audit will ensure that the Contractor or Sub-Contractor is conducting their work safely and in compliance with applicable PSM and other OSHA regulations, as well as MPC Refinery Policies. Field Verification Audits can be conducted by a MPC employee or contract employee.
- 7.1.5 Annual verification of contractor required regulatory training and other safety training will be conducted in accordance with PSM Tier 1 Audit Process.

8.0 FIT FOR DUTY

8.1 Contract Workers

- 8.1.1 Prior to beginning work at any MPC Refinery, the Contractor Company must have all of their new or re-hired employees and/or sub-contractors complete the following:
- Comprehensive Health Questionnaire, which is reviewed by a health care provider,
 - Physical Examination by a health care provider consistent with job function, and
 - Any additional testing deemed job related and consistent with business necessity by the health care provider (e.g., Lab

tests, Functional Capacity Exam (FCE), Physical Abilities Test, etc.)

NOTE: The Physical Abilities Test utilized for each position must be developed and validated in a competent and professional manner conforming to generally accepted industry standards and practices, including without limitation, the Uniform Guidelines on Employee Section Procedures, 29 CFR 1607.

9.0 TRAINING

9.1 Documentation

- 9.1.1 The contractor employer will document that each contract employee has received and understood the training provided. The contract employer will prepare a training record which contains:
- The identity of the contract employee
 - The date of training
 - The means used to verify that the employee understood the training.
- 9.1.2 The contract employer will maintain the training records and submit them upon requested.

9.2 Training Matrix

- 9.2.1 Contractors must adhere to the following training matrix:

Contractor Category	Pre-Requisite Training	Site Specific Contractor Orientation	Process Overview	Covered Operator Training Program	MOC	ESS Training Matrix Requirements
Involved in short work visits (1 day or less to a process area and report to contract company supervision.		X	X			
Involved in longer work visit (1 day or greater) to a process area and report to contract company supervision.	X	X	X			
Resident or longer-term professionals (DSC) that report to MPC Supervision.		X	X		X	X
Resident or longer term administrative or clerical support staff that report to MPC Supervision.	X	X				X

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10.0 PROGRAM REVIEW

10.1 Procedure Review

The Work Practice will be reviewed every 3-years.

11.0 REVIEW AND REVISION HISTORY

11.1 History of Revisions

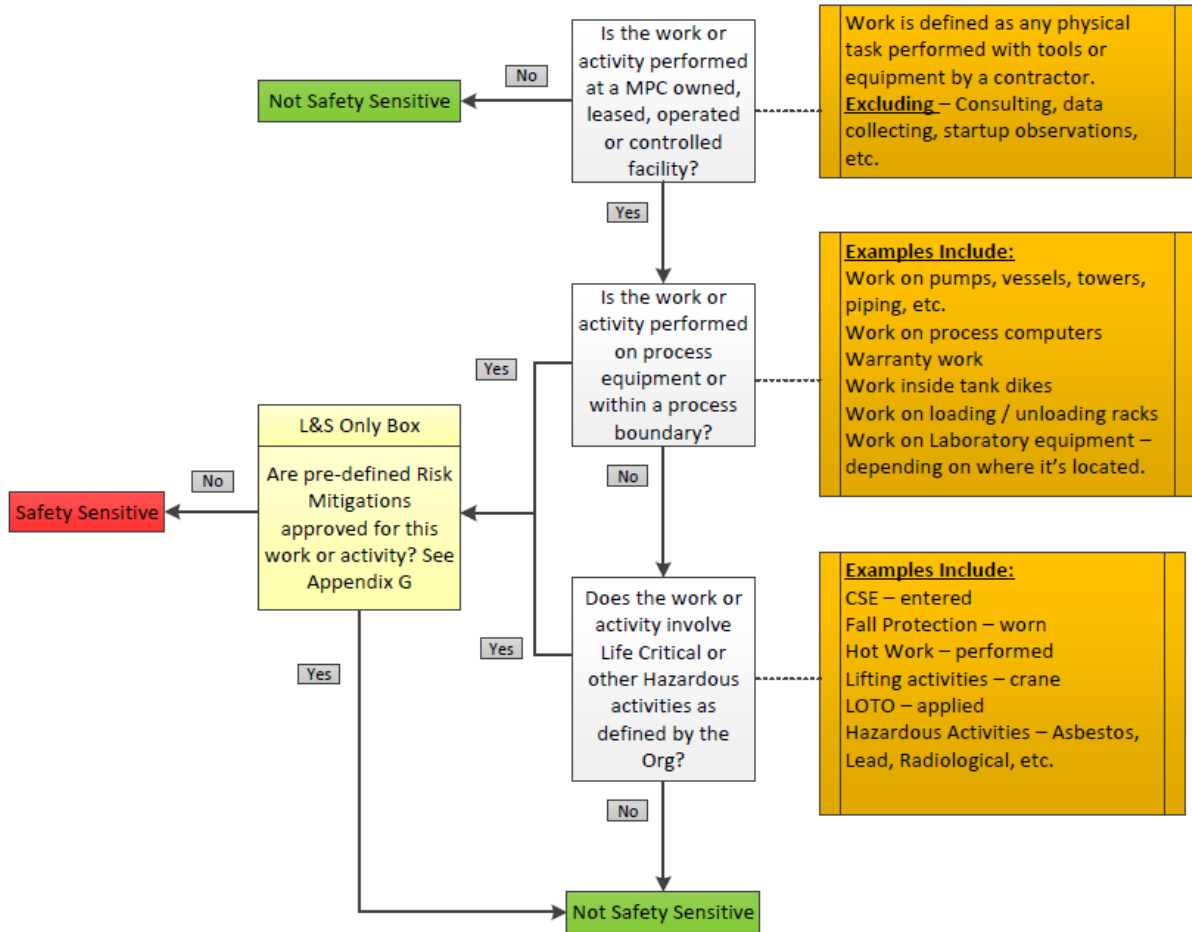
The Table 1 provides the revision history for this Work Practice.


Table 1 Revision History

Revision	Date	Change Author	Reason for Change
1.0	10/15/2006	--	Original Issue
2.0	06/30/2008	--	Revised
3.0	11/1/2009	--	Revised
4.0	2/13/2013	--	Revised
5.0	3/17/2016	--	Revised to meet the requirements of TSHS 011 Contractor Safety Management Standard and updated to the new SWI format
6.0	11/17/17	Safety Sup.	Updated language to include element about Contractor Safety Council expectations. Changed most of the Tesoro to Andeavor.
7.0	12/19/2019	Safety Sup.	Updated training and background requirements and updated to MP format.
8.0	5/17/2021	E. Stewart	Revised to comply with RSP-1306, SAF-4004, PSM-1070, and REF-1054

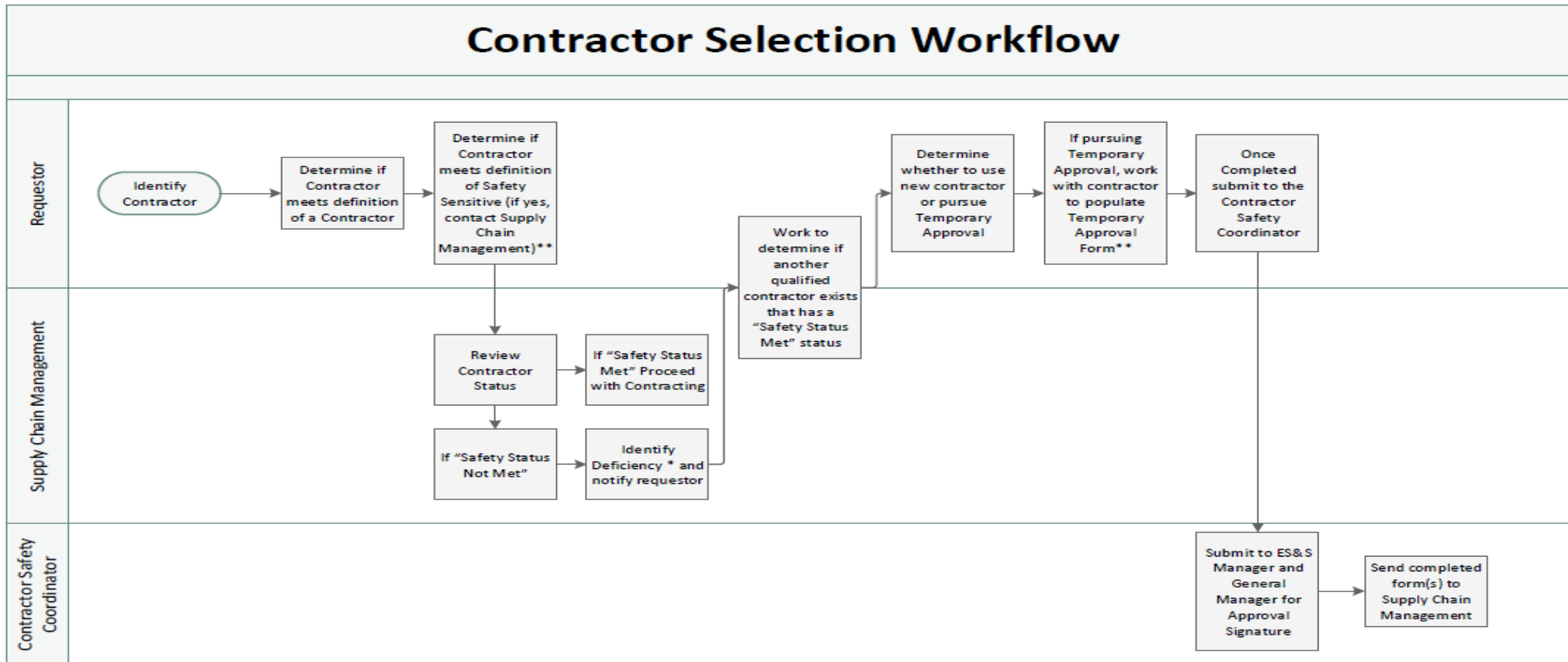
APPENDIX A: SAFETY SENSITIVE DECISION FLOWCHART

Safety Sensitive Decision Flowchart



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APPENDIX B: CONTRACTOR SELECTION WORKFLOW



*Common Troubleshooting Items:

- Contractor needs to update info (required quarterly)
- Contractor written programs don't match work to be performed
- Ensure work types in ISNetworld match work to be performed

**For questions or support contact contractor safety coordinator