

Doc Custodian: Safety Department	Marathon Petroleum Company LP St. Paul Park Refinery	Doc No.: RSW-42-344-SP Rev. No: 2
Approved By: Refining Division Managers		St. Paul Park Refinery Safety Policy & Procedure
Revision Approval Date: 3/20/2025		Next Review Date: 3/20/2030

## Facial Hair

### Overview

#### Purpose

The purpose of this document is to comply with OSHA's Respiratory Protection Standard (29 CFR 1910.134). The St Paul Park Refinery has the responsibility to ensure that all employees who are assigned to positions and activities requiring respiratory protection equipment must be able to obtain a satisfactory seal between the respirator and the wearers' skin to prevent personal exposure to contaminants.

#### Scope

This Safety Policy & Procedure (SP&P) for Facial Hair represents a composite of petroleum industry safe practices. This is to be considered minimum acceptable standards and requirements for St. Paul Park Refinery (SPPR), under normal conditions. If a special need or problem is encountered, consultation with a Safety Professional shall occur before proceeding, keeping in mind that any alternative procedures must be at least as effective as these instructions in providing a safe work environment. All contractors working at the St. Paul Park Refinery will comply with this SP&P.

#### Records Retention

Printed copies of this document should not be retained more than 12 months. Any revision to this document will be retained indefinitely.

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## 1.0 References

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### 1.1 Refining References

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

Number	Description
HLT-2005	Respiratory Protection Program
RSP-1716-000	Personal Protective Equipment

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### 1.2 Regulatory References

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

Number	Description
29 CFR 1910.134	OSHA Respiratory Protection Standard

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## 2.0 Facial Hair Program

### 2.1 Program Requirements

- 2.1.1. In accordance with OSHA's Respiratory Protection Standard (29 CFR 1910.134) and relevant company guidelines, the St Paul Park Refinery has the responsibility to ensure that all employees who are assigned to positions and activities requiring respiratory protection must be able to obtain a satisfactory seal between the respirator and the wearer's skin.
- 2.1.2. Facial hair lying between the sealing surface of a respirator face piece and the wearer's skin will prevent a satisfactory seal, which can result in contaminants entering the face piece and places the employee at risk of exposure. Any growth of facial hair stubble may allow contaminants into a respirator.
- 2.1.3. All employees and contractors are responsible for understanding and following the MPC Respiratory Protection Program (RPP), their respective companies' program, and the requirements listed below:
  - No facial hair, which lies between the face-piece seal and the face, shall be permitted when required to wear a respirator, including fit testing. This includes full beards, goatees, sideburns which extend below the earlobe on a horizontal line, bushy sideburns of any width that lie between the face-piece seal and the face, and the chin whiskers.
  - Appendix A illustrates acceptable and unacceptable facial hair; however, this is a simple diagram and does not illustrate every case where facial hair may constitute a violation of the regulations or SPP Facial Hair policy.
  - All facial areas outside of the "acceptable" facial hair requirements must be clean shaven.
  - It is the responsibility of all supervisors, SPP Employees or Contractors, to monitor and correct issues with personnel under their supervision.
- 2.1.4. This policy applies to the following personnel:
  - SPP has selected a 2-category system for identifying reporting to work facial hair requirements. Refer to Appendix B for reporting to work facial hair requirements outline by job title.
    - Group A – employees are enrolled in the respiratory protection program but must report to work clean shaven.
      - All personnel on the ERT (Fire Brigade) or AMT (Air Monitoring Team) must report to work clean shaven regardless of that employee's job title.
    - Group B- employees in category B are enrolled in the RPP and are allowed to have facial hair but must possess the ability to be clean shaven within 15 minutes of a task that requires the use of respiratory protection.
 

**Note:** Supervisors of personnel enrolled in Group B have the discretion to require those personnel to be clean shaven.
  - Contractor employees who are in their company RPP and would be required to wear a respirator to work under an MPC Safe Work Permit must be clean shaven consistent with the acceptable facial hair illustration (Appendix A).
  - MPC Employees not in the RPP Covered Job Categories do not have to be clean shaven to enter the refinery (including the process units) to conduct activities which may or may not be covered by a Safe Work Permit.

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**Note:** Contractors, Vendors, Consultants, Truck Drivers, etc., not in their company RPP and who would not be required or expected to wear a tight-fitting respirator as part of their work at the refinery do not have to be clean shaven to enter the refinery process units.

- 2.1.5. Covered personnel may be granted a temporary facial hair waiver for up to twelve (12) months by the responsible Department Director by completing the Refinery Facial Hair Policy Waiver Form (Appendix C).

**Note:** The facial hair waiver is not needed if only visiting areas not requiring refinery PPE.

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## Appendix A: Facial Hair Illustration

### FACIAL HAIRSTYLES & RESPIRATORS

For Workers Who Wear Tight-Fitting Respirators



Full-Face Respirator



Respirator Sealing Area

APPROVED



✓ Clean Shaven



✓ Narrow Mustache



✓ Soul Patch

MAY BE APPROVED



? Extended Side Burns\*



? Horseshoe\*



? Wide Mustache\*

NOT APPROVED



✗ Full Beard



✗ Circle Beard



✗ Goatee & Mustache

\*May be approved if hair does not cross the seal

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## Appendix B: Reporting to Work with Facial Hair Requirements

Doc Custodian: Safety Department	St. Paul Park Refinery <b>Reporting to Work with Facial Hair Requirements</b>	Rev No: 0
Approved By: Refining Division Managers		St. Paul Park Refinery <b>Safety Policy &amp; Procedure</b>
Approval Date: 3/20/2025	Next Review Date: 3/20/2030	

Department	Unit / Area	Job Title	Respiratory Protection Program (RPP)
St Paul Park Refinery		VP Refining	Excluded
ENGINEERING	Engineering	Engineering Department Dir.	Excluded
	Engr-Projects	Ref Engineering Mgr.	B
	Projects/Budget	Sr / Refining Engineer I/ II / III	B
		Intern College	B
ENVIRONMENTAL, SAFETY & SECURITY	Environmental, Safety & Security	Environ, Safety & Security Dir.	Excluded
		Security Specialist	Excluded
		Adv / Sr Process Safety Professional	Excluded
	Emergency Response	Fire Chief, Environmental and Safety Technician, Fire Equipment Mechanic	A
	Environmental	Environmental Mgr.	Excluded
		Advanced / Environmental Specialist	B
		Environmental Engineer	B
	Safety	Personal Safety Mgr.	B
		Adv / Sr Personal Safety Professional, Industrial Hygienist, Intern College	B
		HES Hourly Representative, BBS Aware Facilitator	B
		Training Specialist	Excluded
MAINTENANCE	Maintenance	Maintenance Department Dir.	Excluded
	Maint-Crafts	Craft Maintenance Mgr.	Excluded
		Senior Refining Maintenance Planner	B
	Maint-Crafts-Electrical, Instrumentation	Instrument & Analyzer/ Electrical Supervisor	B
		Journeyman Electrician A/B	A
		I & E Technician	A
	Maint-Crafts-Fixed / Rotating Equip	Machinery & Mechanical/ Pipefitting & Welding Supervisor	B
		General Mechanic, Welder / Welder in Training, Crane/Vacuum Truck Equipment Mechanic,	A

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		Adv / Rotating Equipment Mechanic	
		Tool Room Attendant	Excluded
Maint-Project Controls		Project Controls Mgr.	Excluded
		Adv / Project Controls Specialist I/II/III	Excluded
Maint-Reliability		Reliability Mgr.	Excluded
		Refining Chief / Sr Inspector	B
		Adv / Sr. Refining Engineer I/II/III	B
		Intern College	B
Maint-Scheduling/Planning  TAR/Construction		Routine Maintenance / Turnaround & Construction Mgr.	Excluded
		Adv / Sr / Refining Maintenance Planner I/II/III	B
		Refining Project Coordinator III	B
		Project Engineer I/II/III Refining Engineer II Intern College	B
		Refining Maintenance Scheduler	Excluded
OPERATIONS	All Areas	Operations Dir.	A
		Area Team Mgr.	A
		Operations Superintendent	A
		Shift Supervisor	A
		Operations Project Specialist, Operations Maintenance Specialist	A
		Operator Crude Day Vacancy Relief	A
		Operations Excellence Specialist I	A
	All Areas (Except Blending)	Field Operator Console Operator Vacancy Relief Operator Trainee Operator Utility Operator	A
	Blending	Field / Console / Vacancy Relief Operator / Trainee / Utility	A
		Relief Loader / Loader / Wastewater Treatment Operator	A
		Operations Excellence Mgr.	A



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	Operations Excellence	Refinery-Wide Shift Supervisor	A
		Operations Excellence Specialist I	A
		Adv Refinery Production Control Coordinator	A
	TAR Planning	Supervisor Operations Turnaround	A
TECHNICAL SERVICES		Technical Service Dir.	Excluded
	Laboratory	Laboratory Mgr.	Excluded
		Adv / Refining Chemist I/II/III	Excluded
		Laboratory Supervisor	Excluded
		Laboratory Technician (All)	Excluded
	Process Controls	Process Control Manager	Excluded
		Control Systems Specialist III	Excluded
		Refining Engineer I/II/III	Excluded
	Process Engineering	Process Engineering Mgr.	B
		Refining Engineer I/II/III	B
		Intern College	B
	Technical Services	Technical Service Dir.	Excluded
		Sr Refining Engineer	B

**Note:**

**A-** Personnel are enrolled in the RPP and shall report to work clean shaven.

**B-** Personnel are enrolled in the RPP and are allowed to report to work with facial hair. Personnel will be required to shave during fit-testing and prior to donning respiratory protection.

**Excluded-** Personnel are not enrolled in the respiratory protection program and are allowed to have facial hair.

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	Operations Excellence	Refinery-Wide Shift Supervisor	A
		Operations Excellence Specialist I	A
		Adv Refinery Production Control Coordinator	A
	TAR Planning	Supervisor Operations Turnaround	A
TECHNICAL SERVICES		Technical Service Dir.	Excluded
	Laboratory	Laboratory Mgr.	Excluded
		Adv / Refining Chemist I/II/III	Excluded
		Laboratory Supervisor	Excluded
		Laboratory Technician (All)	Excluded
	Process Controls	Process Control Manager	Excluded
		Control Systems Specialist III	Excluded
		Refining Engineer I/II/III	Excluded
	Process Engineering	Process Engineering Mgr.	B
		Refining Engineer I/II/III	B
		Intern College	B
	Technical Services	Technical Service Dir.	Excluded
		Sr Refining Engineer	B

**Note:**

A- Personnel are enrolled in the RPP and shall report to work clean shaven.

B- Personnel are enrolled in the RPP and are allowed to report to work with facial hair. Personnel will be required to shave during fit-testing and prior to donning respiratory protection.

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## Appendix C: Facial Hair Waiver Form

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Authored By: Safety Department Doc Custodian: Safety Department Approved By: RLT	<b><u>Saint Paul Park Refining Co. LLC</u></b>  <b>Facial Hair Wavier Form</b>	Doc No.: Rev No: 0  <b>St. Paul Park Refining Co.          Safety Form</b>
Date Approved: 3/20/2025	Next Review Date: 3/20/2030	

Name:			
Company:			
Area work will be performed:			
Expires:			
Escort Required by Marathon Personnel?		Yes	No

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Department Director Approval

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Date

Final approved form goes to ES&S Department for retention.

Copy of approved form to Contractor or MPC Escort

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## Revision History

**Document** Complete the following table for each document revision.  
**Revision History**

Rev. No.	Description of Change	Author	Approved By	Rev. Date
0	New Procedure	Jay Gieseke	RLT	12/1/12
1	Policy Change	Jay Gieseke	RLT	1/1/2019
2	Updated SP&P formatting update. Updated SP&P to align with RSP 1716-000 Personal Protective Equipment to require personnel to be clean shaven when they must don respiratory protection. Updated acceptable facial hair illustration, Added Reporting to Work with Facial Hair Appendix, Added a Facial Hair Wavier form.	Adam Overgaard	RLT	3/20/2025