

Authored By: Safety Department	<b>FACIAL HAIR</b>	Doc No.: <b>RSW-42-344-SP</b> Rev No: 1
Doc Custodian: Safety Department		<b>St. Paul Park Refinery Safety Policy &amp; Procedure</b>
Approved By: RLT		
Date Approved: 8/27/2018	Next Review Date: 8/27/2023	Effective Date: 1/1/2019

## Overview

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### Purpose

The purpose of this document is to:

- Provide for the safety of our employees and contractors;
- Ensure that compliance with OSHA 29 CFR 1910.134(g)(1)(i)[a] is followed and;
- Provide guidance in determining what type of facial hair is allowed.

### Applicability

This Safety Policy & Procedure (SP&P) for Facial Hair represents a composite of petroleum industry safe practices for this type of work task or activity. This is to be considered minimum acceptable standards and requirements for St. Paul Park Refinery (SPPR), under normal conditions. More stringent requirements may augment this standard for any situation. If a special need or problem is encountered, consultation with a Safety Professional shall be considered 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.

This procedure applies to:

- Any employee of the St. Paul Park Refinery (SPPR).
- All contractors working within the refinery.
- Third parties, contractors or consultants which enter the refinery.

This procedure does not apply to:

- Employees of railroad or barges.
- Light product terminal transport drivers and Linde personnel.
- People providing incidental services such as delivery people, Utility personnel (Xcel Energy, Comcast, etc.) and truck drivers not entering process areas or tank dikes.
- Non-employees accessing buildings outside the process areas.
- Driving tours outside process units.

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**References**      The references for this document are: None

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**Records Retention**      Printed copies of this document should not be retained more than 12 months.  
Record Retention: Procedure – Policy, Standard, Procedure or Guideline-  
General, ACT+10 After revised, superseded, or obsolete plus 10 years.

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## Procedure

- 1.1 All employees and contractors are responsible for understanding and following the “Respiratory Protection Program” of SPPRC and their respective companies. Also, all employees and contractors entering the secure area of the facility are expected to report to work in compliance with this facial hair policy at all times. This includes scheduled training evolutions outside the process areas.
- 1.2 It is the responsibility of all supervisors, SPPRC or Contractor, to monitor and correct issues with personnel under their supervision.
- 1.3 This policy exists to ensure compliance with OSHA 29 CFR 1910.134, which states, *the employer shall not allow employees to wear respirators when facial hair comes between the sealing surface of the face piece and the face or that interferes with valve function*. Any facial hair condition that interferes with the sealing surface of any respirator shall be corrected immediately.
- 1.4 Facial hair requirements apply to all personnel entering the secure area of the refinery.
- 1.5 All employees and contractors are expected to report to work in compliance with this policy.
- 1.6 The *Acceptable and Unacceptable Facial Hair Diagrams*, [Attachment 1](#), illustrates acceptable and unacceptable facial hair; however, keep in mind that this is a simple diagram and does not illustrate every case where facial hair may constitute a violation of the regulations or our policy.
- 1.7 It is important that a person subject to this SP&P be clean shaven at all times while working in the refinery, except as allowed in the drawing attached.
- 1.8 Purchasing and Marketing shall include the requirements of this Policy in all new contracts.
- 1.9 A Variance is required for exceptions to this policy. The variance requires only one Refinery Leadership Team signature for approval. The variance requestor is required to have the variance on his or her person.

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## Definitions

- **Employee:** Anyone who is employed by St. Paul Park Refinery.
  - **Contractor:** Any outside vendor or provider of services that are contracted by the St. Paul Park Refinery to provide goods or services.
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## Attachments

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[Attachment 1](#): Acceptable and Unacceptable Facial Hair Diagrams

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## Revision History

Revision Number	Description of Change	Written by	Approved by	Revision Date	Effective Date
0	New Procedure	Jay Gieseke	RLT	12/1/11	1/1/12
1	Policy Change	Jay Gieseke	RLT	8/27/2019	1/1/2019

Attachment 1

**ACCEPTABLE**



CLEAN SHAVEN



SHORT FU MANCHU



NARROW MUSTACHE

**UNACCEPTABLE**



FULL BEARD



GOATEE & NARROW MUSTACHE



WIDE MUSTACHE



EXTENDED SIDE BURNS



GOATEE & WIDE MUSTACHE



LONG FU MANCHU MUSTACHE