

Authored By: Safety Dept.	Smoking Policy	Doc No.: 35.350 Rev No: 2
Doc Custodian: Safety Dept.		St. Paul Park Refining Co. Safety Policy and Procedure
Approved By: RLT		
Date Approved: 08/01/2017	Next Review Date: 08/01/2020	Effective Date: 08/01/2017

Overview

Purpose The health hazards of smoking are well documented, and smoking poses a source of ignition. To control these hazards, smoking must be controlled within the refinery to reduce the risk to refinery employees and the community.

Applicability

This Safety Policy & Procedure (SP&P) for Smoking represents a composite of petroleum industry safe practices for this type of work task or activity. This is to be considered minimum acceptable standard and requirements for St. Paul Park Refining Co. LLC (SPPRC), 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.

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 Record Retention: Procedure – Policy, Standard, Procedure or Guideline-General, ACT+10 After revised, superseded, or obsolete plus 10 years.

Procedure

1. Smoking shall be allowed only in designated areas. These are the only areas where any smoking materials are permitted to be used:

- | | |
|-------------------------------|--|
| a. Administration Building | Shelter outside the North door |
| b. Weld Shop Building | Shelter on South side of the building |
| c. Crude Satellite | Shelter Southwest of the satellite |
| d. Central Control Room | Shelter and picnic table Northwest of the building, between the building and FCC satellite |
| e. Reformer Satellite | Shelter and picnic table East of the building |
| f. Blender Building | Shelter Southeast of the building |
| g. Asphalt Dock Lab | Shelter West of Operator Connex or South of Old Lab |
| h. "Contractor Row" | Shelter Southeast of office trailers |
| i. Fire Training Grounds Area | Picnic tables on East side of the training pad |

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- j. Terminal (In Fenceline) Shelter Northwest of the Old Terminal Building
 - k. Terminal (outside fence) of Area Picnic table area directly East of Terminal Building, behind pine trees.
 - l. Fire Hall Picnic table north of Fire Hall
 - m. 5-Wide Area Southeast corner of "Old General Shop"
2. Nonsmoking Areas
- a. In refinery buildings whether occupied or unoccupied.
 - b. In any company motor vehicles, in motion or parked on refinery property Any exterior refinery property not designated as a Smoking Area.

Attachments

[Attachment A: Authorized Smoking Locations](#)

Revision History

Revision Number	Description of Change	Written by	Approved by	Revision Date	Effective Date
0	New Form	Human Resources	RLT	5/01/2012	5/01/2012
1	Updated to current format, Added Smoking locations map	Jake Kusilek	Safety Supervisor	9/30/2015	10/02/2015
2	Section 1, updated smoking locations. Attachment A, updated	Johnny Walker	Safety Supervisor	8/1/2017	8/1/2017

Attachment A: Authorized Smoking Locations

