



Marathon Petroleum Company LP

Welcome to the Robinson Refinery. We hope you enjoy your visit and ask that you please examine the following rules and procedures while in the refinery. Your safety is very important to us.

Emergency Evacuation Procedures (system tested the first Wednesday at 11:30 a.m.)

- When the emergency pulsating siren sounds, commence evacuation procedures immediately.
- Stop all work activities as soon as possible, exit the refinery on foot, and proceed to the nearest Assembly Point.
- If driving a vehicle anywhere in the plant, pull off to the side of the road, turn off engine, leave keys in ignition and proceed on foot to the nearest Assembly Point.
- Always proceed crosswind and then upwind away from the emergency scene.
- Always stay on roadways and do not cut through process units.
- Dial 300 or 5300 on any refinery telephone to report emergencies.
- Attached is a plot map with all perimeter gates, emergency exits and Assembly Points marked.
 - Locations on the map marked with the green and yellow turnstile symbols are the one-way emergency turnstiles; these may be used at any time an emergency would occur 24 hours a day. Exit may also be made 24 hours a day at locations "A" (West Gate), "T" (West Receiving Gate), and "D" (North Gate); these gates are always open.
 - Exit during emergencies may also be made at Locations C, B, and V during their normal hours of operation. See list for normal operating times of these gates.
 - Assembly Points are denoted on the map as circles with people in them.
- It is okay to return to work when the "All Clear" notification is given over the Radio All Call System.

GATE	SCHEDULE	
West Pedestrian "A"	7 Days a week	24 hours a day
SW Contractor "B"	Monday thru Thursday	6:00 a.m. to 5:30 p.m.
	Friday	CLOSED
C Gate "C"	Monday thru Thursday	6:00 a.m. to 5:30 p.m.
	Friday	CLOSED
North Gate "D"	7 Days a week	24 hours a day
South Gate "V"	Monday thru Thursday	6:00 a.m. to 5:30 p.m.
	Friday	6:00 a.m. to 4:00 p.m.
West Receiving "T"	7 Days a week	24 hours a day

The above days and times will change due to turnarounds, major construction, etc. Contact your supervisor for further information.

General Information

- Everyone must be at least 14 years of age to enter the refinery. Those under the age of 18 years must have a signed Parental Released of Liability and Minor Child Form.
- Cameras are not permitted without authorization.
- The contractor, visitor and agency personnel are responsible for maintaining safe working conditions and complying with proper MPC procedures and safety rules.
- Report unsafe conditions or near misses immediately to supervisor/contractor safety representative and/or MPC employee.
- Smoking is permitted inside designated areas only.
- Beards are prohibited within the refinery. Mustaches and short sideburns are permitted, if they do not interfere with the facial seal of respiratory protection. Visitors and truck drivers only making deliveries or pickups of material, equipment and supplies to refinery warehouses are not covered by the beard policy.
- When a lightning alert is in effect or lightning is observed, supervision will establish which outdoor work will be allowed to continue. Employees may resume work when the lightning alert is cancelled.

HazCom

- Safety Data Sheets (SDS) containing detailed information on specific products and chemicals can be found or accessed through all process control rooms and the Safety Department.

Personal Conduct

- Alcohol, firearms, weapons, explosives, or illegal drugs/substances are not permitted on MPC Property.
- Those under the influence of drugs or alcohol will be immediately dismissed from the premises.
- Loitering, horseplay, or discrimination of any kind will not be tolerated.

Personal Protective Equipment

- Safety glasses with approved side shield (ANSI - Z87.1) shall be worn inside refinery. Goggles and face shields must be worn where appropriate for specific job tasks that may require more stringent eye protection. Chemical splash goggles must be attached to all hard hats worn in the refinery.
- ANSI approved shoes must be worn at all times within the refinery property and at designated work sites away from the refinery.
- Employees are required to wear an ANSI approved hard hat when in process units, tank farms, designated off-site locations, or new construction areas.
- Flame Resistant clothing is required in the refinery and normally as the outer-most layer. Flame Resistant clothing must cover the person's trunk, arms, waist and legs. Coveralls and shirt sleeves must remain rolled down and buttoned/zipped up while working in the designated areas to protect the chest and arms.
- All MPC personnel, contractors and visitors, who enter a Process Unit boundary or a tank dike, must wear a personal H2S monitor.
- ANSI cut level 3 gloves must be worn for jobs that have the potential for hand injury. The type of glove used depends upon the materials or equipment being handled. Gloves must be on your person when fire resistant clothing is worn.
- Hearing protection is required to be worn inside the operating boundary (perimeter) of all process units.

Traffic Control

- Driver must have valid driver's license.
- Drivers should always be aware of surrounding pedestrians on foot, bicycles, and other means of transportation.
- The speed limit in the refinery is 18 mph, while the speed limit in the tank farm is 25 mph.
- The speed limit is 5 mph when driving through fog. Fog that severely limits visibility must not be driven through, unless individuals are located on either side of the fog, specifically assigned to safely direct traffic.
- Vehicles can be left running unattended only during extreme cold spells, icy conditions, and snow storms. Anytime the vehicle is left running, the emergency brake must be set and the driver must be within 10 feet of the vehicle. If the vehicle has an automatic transmission, it must be in park, and in neutral if it has a manual transmission.
- Driver and all passengers must wear seatbelts.
- Use of mobile telephones while driving in the refinery is prohibited. Mobile phones and other personal electronic devices, which are not intrinsically safe, are also prohibited within unit battery limits and in tank dikes, unless a hot work permit is issued. Mobile phones may be utilized in parked Motor Vehicles, outside unit boundary limits and tank dikes.
- Driving around barricades, flagging, cones, etc., used to block a road is prohibited.
- All other traffic regulations will be obligatory.

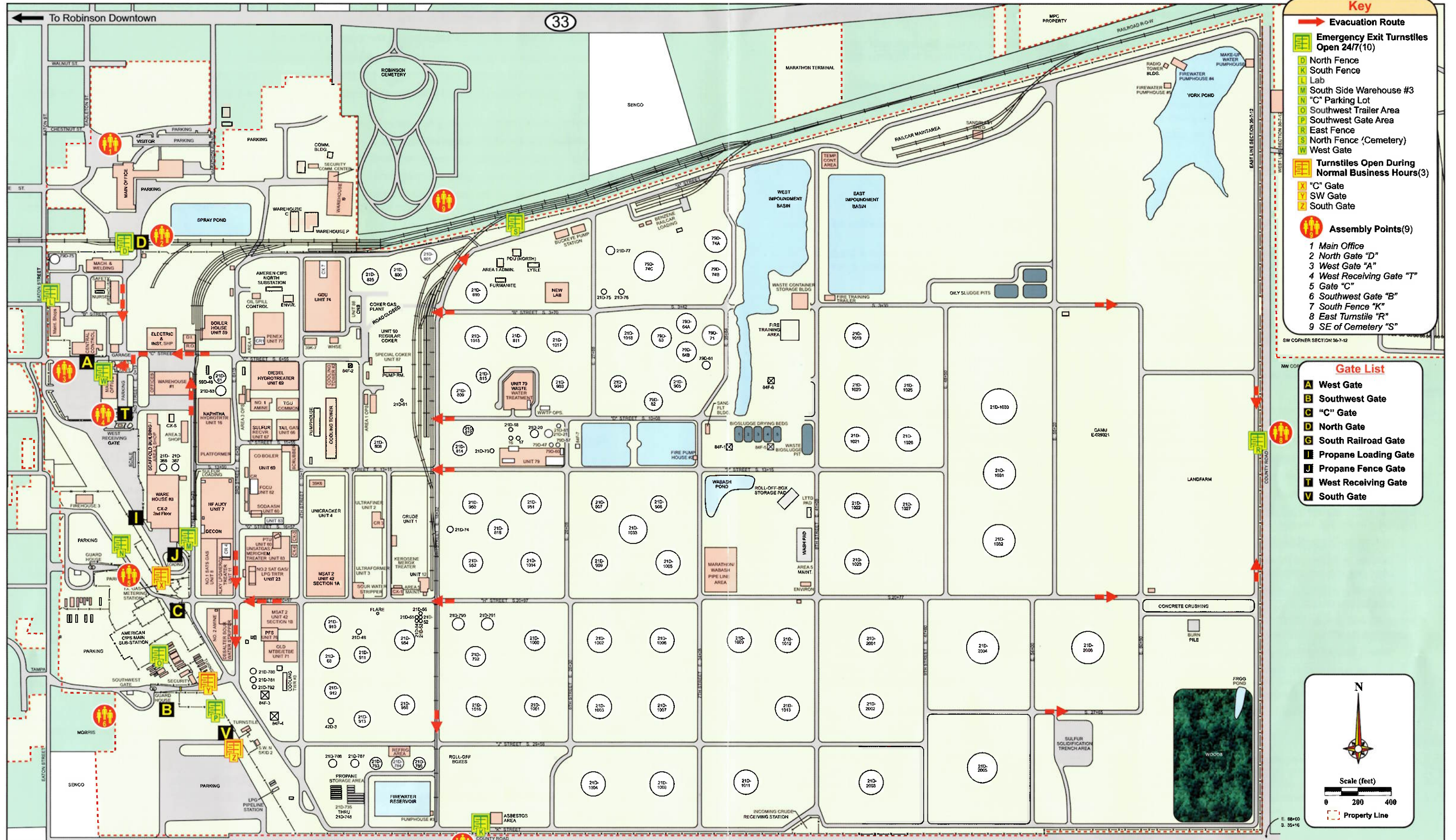
Plant Security Control

- Upon arrival, all trucks and vehicles must check-in/out with approved identification and be inspected by Stewart's Security guards, including tools and materials, before access is granted in/out of refinery.
- Mobile security vehicles and personnel are available on roadways or gated entrances/exits for assistance.
- Do not enter process areas without permission and signing in with the Unit Operator.
- All persons, personal items, trucks, and other vehicles are subject to inspection by security personnel at any time.
- Report any suspicious individuals or activities to plant security.
- **Orientation Requirement** site's policy (as described in SP 22, PSM – Contractors) requires all contractors to complete the site-specific Contractor Orientation Process as follows:
 - View the Contractor Safety Orientation video and pass the written test (85 percent). This takes approximately 1.5 hours.
 - Take the instructor-led Enhanced Orientation within five working days of receiving scan badge. Class is held on Mondays at 9:30 a.m. and takes approximately three hours.
 - Any contractor that has not scanned into the refinery within the last 90 days must again complete the Contractor Safety Orientation video and pass the written test.
- **\$10.00 FEE FOR REPLACEMENT OF LOST I.D. CARDS:** As a deterrent for individuals misplacing their I.R.D. Identification Cards, a \$10.00 card replacement fee will be implemented for all lost or stolen cards. The process will work as follows:
 - Stewart Security personnel will collect the \$10 Card Replacement Fee from the individual at the time the new card is produced.
 - If the individual does not have the money on their person to pay the fee, Stewart Security will call the Employer with the employee to notify that the individual's card is being replaced and the \$10 needs to be paid within 24 hours. If paid by check, please make checks payable to "Marathon Petroleum Company LP".
 - A fee will not be collected for replacement of damaged or broken cards if the damaged or broken card is produced at the time the new card is requested.

Incident Reporting

- All Contractor employee work-related injuries/illnesses that require first aid treatment, or could potentially require first aid treatment in the future, must be reported to the Nurse and documented via the Contractor "Incident Report" form and the "MPC & Contractor Occupational Injury/Illness Incident Report" form. First Aid type injuries must be reported verbally to the Safety Department, MPC Maintenance Coordinator and Operations/PDU as soon as possible following the incident. Copies of the incident forms must be submitted to both the Safety Department and MPC Maintenance Coordinator no later than the end of the shift.

Thank you for visiting the Robinson Refinery.



Illinois Refining Division

Health, Environment, Safety & Security Policy Statement



The Illinois Refining Division (IRD) is committed to excellence in the areas of health, environment, safety and security (HES&S) performance through the implementation of the Operational Excellence Management System (OEMS) and OSHA's Voluntary Protection Program elements. This commitment is an essential part of our business. A balanced approach between process safety and personal safety is critical for our long-term success, as well as innovative and efficient HES&S solutions. Meeting this commitment is a responsibility shared by all IRD employees, including contractors and other stakeholders. This commitment is visually demonstrated by the General Manager and the entire Refinery Leadership Team.

Where applicable, we will use a management system approach designed around the "Plan-Do-Check-Act" framework and aligned with recognized standards to achieve continual improvement in these areas.

The following principles will lead our "World class" HES&S performance:

- **Incident Prevention:** We will strive for an incident and injury free workplace through use of our "TARGET ZERO" culture, safe work practices, life critical expectations, and behavioral based safety observation program. We will learn from incidents and identify measures to eliminate root causes to avoid reoccurrence.
- **Prevention of Pollution & Resource Conservation:** We are committed to environmental protection and emphasize resource conservation and the minimization of wastes, emissions, and releases throughout our operations.
- **Communities:** We are dedicated to be a trusted and valued neighbor in our community. We will conduct our operations safely and responsibly and we will proactively engage with stakeholders on issues of mutual interest.
- **Security and Emergency Preparedness:** We maintain a secure facility. We maintain and practice numerous emergency response plans to protect everyone in and around our refinery, the environment, and our corporate resources.
- **Risk Assessment:** We systematically identify potential hazards, assess their relative significance, and develop mitigation measures to ensure risks are properly addressed.
- **Legislative and Regulatory Compliance:** We will comply with all applicable HES&S laws, regulations, and other requirements to which the organization subscribes. We also will actively participate in the development of responsible laws, regulations and standards regarding HES&S issues.
- **Training and Education:** We will ensure that our employees understand their HES&S responsibilities and that they are trained and competent to perform their assignments effectively. We support education and research on the health, environmental and safety effects of our products and processes.
- **Product Stewardship:** We will provide information to and work with applicable parties to foster the safe use, handling, transportation, storage, recycling, reuse and disposal of our materials, products, and wastes.
- **Contractor Performance:** Recognizing that our contractors are pivotal to achieving our HES&S goals, we will monitor their performance, use the results in the selection process, and partner with our contractors to align our common interests and promote HES&S excellence.
- **Measurement of Performance:** Our HES&S performance will be measured regularly using key performance indicators. Our operations will also be monitored for conformance to our management systems and for compliance with applicable HES&S legislative, regulatory, and internal requirements through periodic reviews and audits.
- **Continuous Improvement:** Our HES&S management systems provide a framework for setting targets, measuring performance, and promoting transparency in reporting results. We will employ these systems to achieve continual improvement in our overall HES&S performance.

