

MARATHON CONTRACTOR SAFETY & ENVIRONMENTAL HANDBOOK



TRANSPORTATION & LOGISTICS Marathon Pipe Line LLC Terminal Transport & Rail Marine Marketing & Transportation Engineering

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Standard, Policy, Procedure or Guideline – General (ACT+10)

Contractor Safety and Environmental Handbook

Form 5.7.1

Revised – October 7, 2010

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Marathon Contractor,

Safety is the foundation of our business at Marathon. We place high expectations on ourselves and our business partners to put the proper leadership in place to ensure our work sites are INJUREY FREE.

Marathon is working diligently to improve its safety culture, with the goal for our safety performance to be in the top tier in the industry. We have asked our business partners to work with us to improve their safety culture and performance as well. We believe by working together, we will improve the safety of our employees and our contractors' employees.

We feel the road to success is paved by leadership, management systems, engineering controls and proper safety behaviors. One critical piece to continuous improvement is "Full Reporting." It is critical that we all learn from our mistakes and the mistakes of others so that we don't repeat them in the future. We must insist that our business partners report every safety incident so that we can learn and prevent repeat injuries and incidents.

I look forward to working with our business partners to continue to improve our safety performance, and strive for an INJURY FREE work place.

Sincerely,



George P. Shaffner

Senior Vice President, Transportation & Logistics

MARATHON OIL CORPORATION POLICY STATEMENT

MRO 7001

Section: Corporate Responsibility

Approved by:

Corporate Governance and

Nominating Committee

Subject

HEALTH, ENVIRONMENT AND SAFETY

MARATHON OIL CORPORATION

Revised: June 1, 2006

Effective: Oct 29, 1991

GENERAL PURPOSE

Marathon Oil Corporation (MRO or Corporation) recognizes that the ability to do business in any community is a privilege. We honor this by doing our utmost to avoid harm to people and the environment, and by acting responsibly wherever we operate. High standards of health, environmental, safety (including security) performance are key aspects of our business.

POLICY STATEMENT

The Corporation's commitment to high standards of Health, Environmental and Safety (HES) performance is supported by the 12 principles below. Where applicable, we will use a management system approach designed around the "Plan-Do-Check-Act" framework and aligned with internationally recognized standards to achieve continual improvement in these areas.

- 1. Accident Prevention:** Our goal is an accident and injury free workplace, with 100 percent safe work practices and conditions throughout our operations.
- 2. Prevention of Pollution & Resource Conservation:** We are committed to environmental protection and emphasize to the extent practical resource conservation and the minimization of wastes, emissions, and releases throughout our operations.
- 3. Communities:** We are dedicated to being a good neighbor in the communities where we work. We will conduct our operations safely and responsibly and we will consult proactively with stakeholders on issues of mutual interest.
- 4. Security and Emergency Preparedness:** Security and emergency preparedness are vital functions and the responsibility of management, supervisors and employees at all levels. We will maintain emergency plans to protect everyone in and around our facilities, the environment, and our corporate resources.

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5. Risk Assessment: Management of risk is fundamental to safe operations, products and services. We will systematically identify potential hazards, assess their relative significance, and develop reduction measures to ensure risks are properly addressed.

6. Legislative and Regulatory Compliance: We will comply with all applicable HES laws, regulations, and other requirements to which the organization subscribes. Within our sphere of influence, we will actively participate in the development of responsible laws, regulations and standards regarding HES issues.

7. Training and Education: We will ensure that employees understand their HES responsibilities and that they are trained and competent to perform their assignments effectively. We will support education and research on the health, environmental and safety effects of our products and processes.

8. 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.

9. Contractor Performance: Recognizing that our contractors are pivotal to achieving our HES goals, we will monitor their performance, use the results in the selection process, and work with our contractors to align our common interests and promote HES excellence.

10. Measurement of Performance: Our HES performance will be measured regularly using key indicators. Our operations will also be monitored for compliance with applicable HES legislative and regulatory requirements through periodic reviews and audits.

11. Continuous Improvement: Our management systems provide a framework for setting targets, measuring performance, and reporting results. We will employ these systems to achieve continual improvement in our overall HES performance.

12. Communication: We will clearly communicate our HES commitments, responsibilities and performance to our employees, the public and other key stakeholders.

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A. INTRODUCTION

Accident and incident prevention is a major part of any work procedure for Marathon. Proper procedures and controls reduce health and safety risks and help protect the environment where we work. That's why contractors and subcontractors must follow the job's guidelines and comply with all applicable local, state and federal regulations. Every worker must be trained in these guidelines. All contractor supervisors or foremen are responsible for safety in their operations, and will be held responsible for any incident.

It is a Marathon policy that every worker has the right and responsibility to stop any task that they think is unsafe until the condition is addressed and the safe practice determined. No worker will be penalized in any way for raising a legitimate safety concern.

B. CONTRACTOR EXPECTATIONS & RESPONSIBILITIES

Marathon's general expectations and requirements for our contractors include:

1. All Contractors must obtain a work permit prior to work beginning on-site at all T&L locations.
2. Contractors must abide by all applicable Federal, State and Local laws and regulations. Contractors must be familiar with any environmental and/or safety permits for their work and comply with all permit conditions.
3. Contractors must provide evidence that they successfully participated in Basic Orientation Plus training or pre-approved substitute training within the past year. Plus successfully participated in T&L's safety orientation video and obtain a current year hard hat decal, annually.
4. Contractors must maintain a written site-specific safety plan on-site. All contractor employees and subcontractors are to be familiar with this plan.
5. Contractors are responsible for the safety of their employees and subcontractors while working at a Marathon facility.
6. Contractors are responsible for ensuring that all of their employees working on Marathon projects have received regulatory and job specific training for the tasks that they will perform. T&L reserves the right to audit all training records. **Contractors need to provide training records when working at PSM regulated facilities. (Contract employee name, date of training and means to verify understanding)**
7. Contractors are responsible for ensuring that all of their employees performing covered tasks have been qualified under the Operator Qualification requirement of CFR 195.
8. Contractors are responsible for providing their employees with all necessary protective and safety equipment.
9. Contractors must immediately report ALL injuries, accidents/spills and near misses occurring on MPC facilities to the Onsite MPC Representative and MPC Project Manager

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and provide copies of all accident, accident investigation and medical treatment reports to MPC representative.

10. Contractors shall not alter any equipment/system, unless defined in the scope of work, without the approval of the appropriate MPC Operations Organization representative (i.e. turning a valve), or alter the physical design of the project as outlined in the project documents, without approval of the Engineer of Record (EOR)
11. Contractors must conduct frequent inspections of the job site and equipment. Contractors will be subject to announced and unannounced safety and environmental audits by Marathon personnel.
12. During the Pre-Job meeting, Contractors are responsible for identifying all potential hazards concerning work activities and processes they bring onto the work site. Plus contractor is to inform local operations of any unique hazards new discovered while performing their work.
13. Contractors must respond immediately to correct any unsafe conditions that may exist on the work site.

C. ON-SITE SAFETY MEETINGS

A pre-job safety meeting will be conducted by a Marathon representative at the beginning of the job and attended by all key contractor personnel. It is the contractor supervisor's/foreman's responsibility to communicate the applicable items to ALL of their employees and subcontractors not in attendance.

Contractors must hold regular safety meetings (i.e. Shift Starter/Tool Box meetings along with JSA's) on a daily basis for the duration of the job, and specifically after every safety incident. The purpose of these meetings is to inform all employees of the job scope, their roles in performing the work, the hazards associated with the job and what will be done to eliminate the hazards. Any aspect of a job that is out of the ordinary, unusually hazardous, or environmentally sensitive must be communicated to all persons performing work relating to that job.

Safety Meetings are to be held before the start of any work not covered in a previous safety meeting. All affected contractors must be briefed on the job to be completed and the safety aspects of that job prior to commencement of work. All safety meetings are to be held by the contractor with attendance being documented. Attendance and agenda record of such meetings must go to the project file or local management, which ever one is applicable.

D. INCIDENT REPORTING AND INVESTIGATION

Every incident (injury, illness, environmental release, property damage, near miss, monetary loss, permit violation, etc.) must be IMMEDIATELY reported to the Marathon representative. This includes ALL injuries and first aid cases, and ALL releases of product to the environment whether on or off Marathon property.

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Contractors are to promptly and thoroughly investigate all incidents with the objective of determining the root cause of the incident to prevent reoccurrence. Contractors must supply a copy of their incident report and investigation report to Marathon.

Pipelines - For all incidents or accidents involving pipeline systems that meet the criteria of a DOT reportable release under 49 CFR Parts 192 and/or 195, Contractors shall conduct post-accident drug and/or alcohol testing as required by 49 CFR Part 199 - and shall promptly provide to Marathon or its subsidiaries or affiliates, as appropriate, written results of such testing for all individuals, including subcontractors and their employees, who performed an operations, maintenance or emergency-response function regulated by 49 CFR 192 or 195 ("Covered Functions") and whose performance either contributed to or cannot be completely discounted as a contributing factor to such incident or accident. Test results shall include, but not be limited to, a summary of the number of people tested, number of people failing the test, and reasons for electing not to test individuals contributing to the incident or accident or who cannot be completely discounted as contributing to the accident.

E. SAFETY REQUIREMENTS

E-1 SITE EMERGENCY ACTION PLAN & FIRST AID

The contractor is required to maintain on-site an emergency plan specific to the location in which personnel on-site are working. The information required on a Site Emergency Plan is attached to the T&L Pre-Job Checklist.

The contractor shall ensure that emergency contact information is posted at the site, and shall inform employees of evacuation routes and mustering points in the event of an emergency.

At least one contractor employee, for each on-site contractor must maintain a current certification in First Aid and CPR. If there is a release of product, contractors must not attempt to respond and/or contain the release unless they are trained and it is safe to do so, and only after notifying local management.

E-2 SMOKING, DRUG, ALCOHOL, FIREARM POLICY

Smoking is allowed in designated smoking areas only. Ask your Marathon representative for the location of these areas.

The possession, use, or sale of any alcohol, drugs or drug paraphernalia, weapons, firearms, explosives or other hazardous material is strictly prohibited on any Marathon facility or easement. The use of explosives shall only be allowed with prior consent from Marathon and is limited to explosives required for construction purposes.

Any person, vehicle or device on Marathon's property or job site is subject to an unannounced search. Contractors shall comply with DOT Part 199 drug testing when applicable. Contractor's

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drug and alcohol programs must be approved before rendering services to Marathon that are covered by DOT Regulations.

E-3 SITE SECURITY

Contractors shall use appropriate means to secure the work site from vandalism, theft and unauthorized entry as instructed by Marathon. All Marathon security plans and procedures **MUST BE** followed at all times. Contractors must report any suspicious people, activities or suspected security problems to Marathon personnel immediately.

Maritime Transportation Security Act (MTSA), Transportation Worker Security Credential (TWIC) requirements issued by the Department of Homeland Security apply to many T&L locations. Depending on the location of the project, Contractors may be required to have a TWIC card or an escort. Prior to the start of any project, it is the responsibility of the contractor to confirm the TWIC or other facility security requirements with their Marathon representative and plan accordingly. Contractors are responsible to ensure their employees work through the TWIC process.

E-4 SANITATION

No drinking, swimming or other use of surface water is permitted. The contractor must provide ample supplies of potable water and sanitary facilities for all needs.

E-5 PERSONAL PROTECTIVE EQUIPMENT

All Contractors shall supply their own personal protection, safety and monitoring equipment.

Head Protection - All visitors and contractors will be required to wear ANSI – Z89.1 hard hats in all areas including the pipeline rights-of-way, except as noted. Work areas or situations which do not normally require hard hats, unless local Supervision requires it due to local conditions, include the following:

- Vehicle cabs and parking lots (including break areas/picnic tables)
- Inside constructed buildings such as: offices; testing rooms; maintenance garages; and storage warehouses, unless work activities are in progress, including loading or unloading.
- Activity requiring use of a welding hood
- Transport drivers making deliveries at Retail Stations
- Marine maintenance shops and warehouses unless working with overhead equipment
- Marine - Vessels/Tows/Fleets work areas - at a minimum a bump cap is acceptable PPE. (A hard hat is required for any overhead work being conducted in the area.)
- Vessel interior accommodation spaces including bedrooms, pilot house, lounge areas and galley. **NOTE:** Head protection shall be worn while in the engine room.

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- Vessel crew prior to boarding or after disembarking during crew changes at the Marine Repair Facility (MRF).

All contractor employees operating or riding on a Utility Terrain Vehicle (UTV) will be required to wear a DOT or SNELL approved helmet, unless a Job Safety Analysis has been performed and an exception has been granted. The helmet will be worn per the manufacturer's recommendations (i.e. correct fit and strap fastened at all times). Helmets containing face shields should be vented to minimize fogging.

Eye & Face Protection – visitors and contractors will be required to wear ANSI Z87.1 safety glasses with side shields in all work areas including the pipeline rights-of-way, except as noted. Work areas or situations which do not normally require safety glasses, unless local Supervision requires it due to local conditions, include the following:

- Vehicle cabs, offices, and parking lots (including break areas/picnic tables).
- Vessel interior accommodation spaces including bedrooms, pilot house, lounge areas and galley. **NOTE:** Safety glasses shall be worn while in vessel engine room, rudder room or deck locker.
- Vessel crew prior to boarding or after disembarking during crew changes at the Marine Repair Facility.

All contractor employees are required to wear a cover goggle with indirect ventilation, or face shield (face screen for asphalt - **NOTE:** Supplied air satisfies the face screen requirement) in conjunction with safety glasses when working with:

- Hazardous liquids, chemical, products, crude oil, asphalt, cleaning agents, etc. where the likelihood exists of splashing or misting.
- Face shields shall be worn in conjunction with impact goggles or safety glasses with side shields when performing such operations as:
- Grinding, chipping, wire brushing, or any other operations where flying particles may strike eyes, face, and neck.

All contractor employees operating or riding on a Utility Terrain Vehicle (UTV) will be required to wear an attached face shield (for a street classification helmet) or anti-fogging goggles that provide a foam seal around the eyes (for a dirt classification helmet).

Activities associated with welding (or other light radiation) will require:

- The proper filter lenses that have a shade number appropriate for the work being performed.
- Safety glasses for activities such as de-slagging, where the welding hood is removed or raised.
- All contractors working in the near proximity or assisting with welding operations shall have suitable shaded eye protection. See Filter Lenses for Protection Against

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Radiant Energy for guidance on the appropriate shade numbers for various welding operations.

- Tight fitting cotton welding caps shall be worn as a protective barrier during spark producing activity and turned to cover the ear exposed to prevent burns. Consideration should also be given to the use of ear plugs/ear muffs, during welding and cutting activities and during any spark producing activity where the chance for ear damage is a possibility.

Protective Footwear – All visitors and contractors will wear ASTM F2413, 2005 (formerly ANSI Z41.1) which requires steel toe type protection safety footwear in all areas including the pipeline rights-of-way, except as noted. Work areas or situations which do not normally require safety footwear, unless local Supervision requires it due to local conditions, include the following:

- Vehicle cabs, offices, and parking lots (including break areas/picnic tables). TT&R Transport Drivers shall still wear safety footwear when inside transport truck cabs.
- “Visitor’s Exemption” for T&L Facilities will exempt visitors from wearing safety footwear under the following conditions: The visitor is accompanied by a T&L employee who will provide a safety briefing prior to the tour of the facility; a Work Permit is issued by the Facility/Terminal and **approved** by the Area Manager for MPL (the Region Manager should be notified of the exemption by the Area Manager); and District Manager for TT&R, with documentation on the Work Permit that a waiver is being granted for the visitor regarding wearing safety footwear. **NOTE:** At no time, are visitor’s to be inside classified areas of the facility without proper PPE.
- Vessel interior accommodation spaces including bedrooms, pilot house, lounge areas and galley. **NOTE:** Foot protection shall be worn while in vessel engine room, rudder room or deck locker.
- Vessel crew prior to boarding or after disembarking during crew changes at the Marine Repair Facility.

Any composition toe cap is acceptable as long as it meets the ASTM Standard.

Hand Protection – Certain job functions will require the use of hand protection. All contractor employees are required to wear the appropriate hand protection based upon hazard. **NOTE:** Working with hand or power tools, mobile or stationary equipment and sharp objects may require the use of gloves to protect an employee’s hands due to the potential for placing hands in a position that may cause an injury. For questions, contact the Facility Manager, HES Professional or Safety Specialist to determine PPE levels.

- Contractors will supply their employees with all appropriate work gloves
- Contractors should refer to the proper MSDS for the chemicals they are handling and follow the appropriate PPE guidelines.
- Leather, cloth or Kevlar gloves will be used to protect hands from minor cuts, minor abrasions, minor punctures, heat, and cold. Kevlar gloves are recommended when

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- working with sharp tools/instruments. Leather, cloth or Kevlar gloves are not suitable for handling petroleum liquids/chemical liquids. Protective gloves that will adequately protect against the hazards of hot asphalt and heavy oil shall be used.
- All contractors operating or riding on a Utility Terrain Vehicle (UTV) will be required to wear appropriate gloves to protect hands against abrasions and flying objects.
 - For Asphalt facilities, Kevlar sleeves will be worn when unloading hot products.

Respiratory Protection – The appropriate respiratory protection will be worn by all contractors when it is determined that a hazard exists which requires a respiratory. Examples are confined space entry activities; emergency responses to hydrocarbon release; and tank sandblasting, painting, cleaning, etc. Contractors must comply with their company Respiratory Plan.

- Contractors will supply their employees with respiratory protection equipment appropriate to the employee's anticipated tasks.
- All contractor employees must obtain medical approval, be fit-tested, and be properly trained on the usage of ANY respiratory protection devices before they will be allowed to don a respirator for work purposes.
- All contractor employees must be clean-shaven during all scheduled work hours, in the sense that they are not allowed to have facial hair which may interrupt the face to face piece seal of the respirator they are fit-tested to wear.
- Contractors will supply, be properly trained, and correctly utilize all atmospheric monitoring equipment.

Personal H2S monitors – Required at all facilities, including rights-of-way, with crude and/or other affected products. Refer to TNLHES008 for facility listings.

Hearing Protection – Hearing protection shall be worn in any area where the probability of damaging noise exists or in areas posted “Hearing Protection Required”.

Fire Resistant Clothing – T&L requires that FR Clothing be worn by all visitors and contractors at MPL Facilities including the pipeline rights-of-way, TT&R Facilities, and Marine Vessels in all areas, except as noted:

- Office areas and parking lots (including break areas/picnic tables)
- “Visitor's Exemption” for T&L Facilities will exempt visitors from wearing FR under the following conditions: The visitor is accompanied by a T&L employee, who will provide a safety briefing prior to the tour of the facility; a Work Permit issued by the Facility/Terminal and **approved** by the Area Manager for MPL (the Region Manager should be notified of the exemption by the Area Manager); and the District Manager for TT&R, with documentation on the Work Permit that a waiver is being granted for the visitor regarding wearing FR. **NOTE:** At no time, are visitor's to be inside classified areas of the facility without proper PPE.
- Asphalt facilities

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- Vessel interior accommodation spaces including bedrooms, pilot house, lounge areas and galley. **NOTE:** FR clothing shall be worn while in vessel engine room, rudder room or deck locker.
- Vessel crew prior to boarding or after disembarking during crew changes at the Marine Repair Facility.
- For **MPL**, the Permit Writer may allow personnel working outside fenced facilities (**example: pipeline rights-of-way**) to **roll up the sleeves of FR Clothing and/or unzip/unbutton FR Clothing to mid-chest level** providing the following conditions are met:
 - a) personnel must not be within 35' of exposed piping or appurtenances, and
 - b) there must be no other fire hazards present (example: refueling internal combustion engine tools such as a weed eater or chain saw), and
 - c) an undershirt is being worn under the FR Clothing and
 - d) the exemption **must** be identified on the Work Permit by the MPL Permit Writer.
 - e) If an undershirt is not being worn, then the FR Clothing should remain zipped/buttoned to near the neckline.

FR Clothing must be worn as the outer garment except when the following Personal Protective Equipment (PPE) is required to be worn over FR clothing.

- PPE that is required by a safe work system.
- Adverse weather conditions (rain gear only).
- PPE that is required for welding (i.e. welding clothing).
- Reflective Vests
- Personal Flotation Devices (PFD's)
- Cooling vests
- FR Clothing must cover the person's entire trunk, arms, waist, and legs.

FR Clothing Responsibilities:

- Each contractor will be responsible for ensuring that their employees wear FR clothing in designated work areas.
- FR Clothing should be laundered in accordance with manufacturer's recommendations.
- Contractors are responsible for supplying FR Clothing to their employees.

E-6 TRENCHING & EXCAVATIONS

Contractors will follow their established and approved excavation program. Prior to any excavating, the contractor must notify the State One Call number within the required time frame and any other parties that may have an interest in the location(s) being excavated. Excavation near Marathon facilities (aboveground or buried) must be discussed with the Marathon representative and only performed in the locations and by the methods specified.

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The contractor must have a Competent Person, as defined by OSHA, on-site for all excavations that will be performed. All excavations over 4 feet deep, that must be bodily entered, shall be planned, evaluated for the proper protective system and inspected by the contractor's designated Competent Person. Additionally, all excavations must be tested for oxygen content, vapors and hazardous atmospheres where the potential exist for these to occur, before any employee will be allowed to enter. Contractors are required to supply their own calibrated monitoring equipment.

Utilize the **Excavation Damage Prevention Review List** provided by Marathon, and do not power dig in the Tolerance Zone (a measured buffer of protection defined by each state), see Marathon Standard MPLMNT139 for details.

When cutting into a line that is not gas free, a roller cutter (cold cut) is the preferred method. Contractors can NOT utilize Vented pipe Plugs (i.e. mud plugs) unless they receive prior written approval from Marathon.

All excavations must also have a safe egress way within every 25 feet of any point and be properly barricaded. All equipment and material must remain at least two feet from the edge of the excavation.

E-7 VEHICLE SAFETY

Accidents involving moving vehicles are not confined to the open road. They can occur at any time and place when safety practices are not followed.

A valid driver's license is required for operating any vehicle or heavy machinery on a Marathon facility or right-of-way (ROW). The speed limit on Marathon's property is 10 M.P.H. unless otherwise posted. The speed limit on Marathon ROWs is 20 M.P.H.

Riding in the back of trucks, trailers or in/on any vehicle that does not provide safe seating for passengers is prohibited. Always slow down and sound horn when approaching a blind curve, topping a hill or dike.

Entry of vehicles (gas or diesel) into a tank dike area (classified areas) is not permitted at T&L locations unless a work permit has been issued by a Marathon employee.

Utility Vehicle Use Guidance

Training -

- Utility vehicle operators shall have a valid driver's license.
- Vehicle operators will read and understand the utility vehicle owner's manual prior to operating the vehicle.
- It is highly recommended that off-road utility vehicle operators complete a training course prior to operating the vehicle.

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- Training courses can be provided by vehicle manufacturers of utility vehicles or the vendor that supplies the vehicle, if rented.

UTV Design / Equipment -

- Utility vehicles shall have safety belts and shall be used by the operator and all passenger(s).
- Vehicles used on off-road terrain shall have roll bars designed for rollover protection.
- Utility vehicles shall not be modified in any manner that affects the recommended mode of operation, speed, or safety of the vehicle.

Personal Protective Equipment (PPE) -

- Helmets with face shield or goggles shall be worn when operating a utility vehicle on off-road terrain.
- Minimum of hard hat and safety glasses with side shields shall be worn when operating a utility vehicle on-road (paved roads or gravel/dirt roads deemed appropriate for this level of protection by a Safety representative).
- Operator and passenger(s) shall wear PPE as required by the facility/organization in which the vehicle is operated.

Pre-Use Checklist -

- Vehicle Operators are responsible to ensure the equipment is safe to operate prior to use and execute a pre-use inspection. Follow this checklist as a guide:
 - (1) Are the tires inflated to the proper pressure?
 - (2) Are there any loose parts?
 - (3) Are all the fluids maintained at the proper levels?
 - (4) Is there any evidence of fluid leaks?
 - (5) Is the vehicle steering loose?
 - (6) Is the audible reverse alarm operational (if equipped)?
 - (7) Are the brakes functioning properly?
 - (8) Are the side and rear view mirrors in good condition, e.g., not cracked, fogged, loose, or dirty if equipped.
 - (9) Are seat belts accessible for use and in good condition?
 - (10) Are all signals fully functional if equipped.
 - (11) Are all the original equipment safety features maintained in good working order as recommended by the manufacturer’s service schedule?
 - (12) Are flashing hazard lights operational if equipped.
 - (13) Are there any visibly defective items noted?
- Anything noted to be not in proper working order should be reported to the Supervisor and the utility vehicle taken out of service until properly repaired.

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Operation of vehicle -

- Operator and passenger(s) shall only ride in the seats provided. No passengers shall ride in the bed or holding on to the vehicle.
 - No more passengers than what the utility vehicle is designed for shall ride in the vehicle.
 - All body parts – feet, legs, and arms shall be kept inside the vehicle while it is in motion, unless the operator is signaling for a turn.
 - Operators or passengers shall not jump on or off vehicles in motion.
 - No one is permitted to ride on the running boards, fenders, or any part of the vehicle except the seats.
 - Always remain seated and hold on while vehicle is in motion.
- Before starting the vehicle, assure it is not in gear.
- Check the area behind the vehicle before backing up.
- Slow down before and during turns. All turns shall be executed at reduced speeds.
- No utility vehicle shall be operated between dusk and dawn without properly working headlights and taillights.
- Operators of utility vehicles which are not equipped with turn indicators shall use appropriate hand signals.
- Cargo:
 - Utility vehicles equipped with a back carriage shall not be overloaded. Overloading decreases maneuverability and safe operation.
 - Materials and equipment shall be loaded so they will not cause a hazard by shifting or falling off.
 - Top heavy equipment is especially dangerous and should be secured near the center of the vehicle to avoid tipping. Be extremely careful during turning maneuvers.
 - Loads must not extend more than one foot from either the side or the front of a utility vehicle.
 - Loads that extend more than three feet from the rear of the vehicle must be flagged with a brightly colored material, usually red or orange.
- Operators shall obey all posted or observed speed limits, and shall vary the speed based upon the terrain and conditions.

CAUTION: Utility vehicles are top heavy and the potential for roll over accidents increases when taking turns at higher speeds, or traveling on too steep of an incline.

Definitions:

On-Road: Paved or gravel roads specifically designed for routine travel within T&L facilities.

Off-Road: Examples include travel along pipeline right-of-way and unimproved dirt or gravel roads.

Utility Vehicle: Any motorized vehicles, other than an ATV, motorbike or snowmobile, having four or more tires and designed for travel over unpaved roads.

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Common examples include John Deere Gator, Polaris Ranger, Kawasaki Mule, etc.



E-8 HOUSEKEEPING

Good housekeeping is the primary way hazards such as slips, trips, and falls are prevented. All areas of the work place are to be maintained in an orderly, clean manner. All work areas must be cleaned prior to the end of the shift.

- Material must only be stored in designated areas and must never block emergency equipment, sprinkler controls, fire extinguishers, etc.
- Solid waste such as cans, bottles, and other trash shall be placed in appropriate containers and removed from the job site.
- Burying or burning of refuse is strictly prohibited.
- Floors and stairways must remain free of spills and tripping hazards at all times.
- Flammable or combustible wastes such as oily rags, wood and sample bottles shall not be left lying around. Dispose of these materials in a proper container.

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Life Critical Activities

E-9 through E-16 is considered to be Life Critical Activities by T&L. Strict adherence to T&L's Life Critical standards are required by everyone working at a T&L location. Disregard for Life Critical safety policies and procedures may result in disciplinary action.

For clarification of requirements and a complete list of the requirements, Contractors must obtain a copy of the applicable Life Critical standard from their Project Leader or Local Operations personnel.

E-9 MARATHON WORK PERMIT REQUIREMENTS

A Marathon Work Permit is required for maintenance, repair or construction activities that occur at any T&L facilities or on any T&L equipment. Work Permits are issued daily on an individual job basis by Marathon. The Work Permit is required to be displayed at the job site or maintained by the Task Supervisor. Contractor employees, visitors, etc. not present when the Work Permit was issued shall be briefed on the conditions of the Work Permit and shall sign the permit before entering the site.

E-10 CONFINED SPACE ENTRY

A Confined Space Permit must be written for all confined space entries. T&L breaks the classification of Confined Spaces into three (3) categories: Confined Space; Hazardous Confined Space; and IDLH. All require the completion of a Confined Space Permit by Marathon personnel.

Only contractors who have an approved (by PEC) Confined Space Program may enter these areas.

Hazardous Confined Space entries will require that a Rescue Plan and the verification of rescue services be provided. IDLH Confined Space entries will require a Rescue Plan and for rescue to be on site.

All OSHA requirements must be followed including monitoring of the space (O₂, LEL, benzene, H₂S, etc), proper use of written permits, use of an attendant, communications, and arrangements for non-entry and entry rescuers. Contractors must provide their own calibrated monitoring equipment. Documentation of calibration results must be kept with the instrument and be available for review.

Only 12 volt, ground fault protected, or approved explosion proof lights will be used while working inside a confined space. Hoses, pipes, air movers used for steaming, water flushing, and ventilating a tank or vessel must be bonded to the shell or grounded in some other suitable fashion.

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Fresh air blower equipment must be located so there is no chance for re-circulation of any harmful gases.

As of December 31, 2010, all contractors who are performing Hazardous or IDLH tank entries on Marathon property must have a Certified API- Tank Entry Supervisor (TES) on site. The intent of the requirement is to have the TES on site for the duration of any Hazardous or IDLH entries. The primary responsibilities of the TES would include assisting with issues of general hazard recognition and mitigation, establishing a monitoring plan for atmospheric hazards, and the implementation of appropriate ventilation during the entry. The TES role can be subcontracted if the prime does not offer TES personnel. Contractors need to ask their Project Leader or Local Operations personnel for a copy of the new T&L Confined Space standard for all requirements.

E-11 HOT WORK - WELDING/CUTTING

All Contractor work will be permitted at T&L locations by a Marathon Representative. A Marathon “hot work” permit is required for most welding operations and other spark producing activities. Only contractors who’s Hot Work Programs have been approved by Marathon are permitted to perform hot work and welding/cutting activities. Discuss site specific hot work procedures with Marathon Project Leader and local facility personnel prior to commencement of hot work activities.

Follow MPLCON005, TT&R Terminal Specifications, API RP 500, and NEC NFPA 70 when determining Class I, Division 1 or 2 areas. Classified Areas are generally defined as:

Class I, division 1:

- Ignitable concentrations of flammable gases or vapors are expected to exist under normal operating conditions or in faulty operation of equipment or processes.

Class I, division 2:

Flammable gases or vapors may be present, but normally are confined within closed systems and are prevented from accumulating by adequate ventilation.

Hot Work permits are required for any hot work in areas where fire may occur due to ignition of flammable or combustible liquids or materials, or ignitable materials such as dry grass, wood, etc. All Hot Work requires LEL to be 0%.

Properly trained and equipped fire watch personnel are required whenever hot work is performed where flammable liquid, vapor or gas is present, or, where the Authorized Permit Writer determines that special conditions may warrant the use of a fire watch. The fire watch shall have no other job and must not leave the area without a replacement.

Other safe work practices while performing hot work activities include:

1. All sealed pipes must be drilled and tested for vapors prior to hot work.
2. All piping must be drained down as much as possible.

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3. Hoses, regulators, gauges, and other apparatuses must be inspected, cleaned, and tested frequently to ensure they are in good working order. Always blow out hoses in accordance with safety standards before using the first time.
4. Keep oxidizer away from combustible materials because oxygen may spontaneously ignite if combined with grease or oil.
5. Always protect hoses for oxy-acetylene-cutting or electric cable for arc welding from physical damage. Hoses or cables should never be left where anyone can trip over them as that could pull the connection off or knock over the cylinder or attached equipment.
6. Torches must be removed or the hoses disconnected from the regulator when a confined space is vacated for more than 15 minutes.
7. All checking of circuits on electrical welding machines must be performed on dead circuits.
8. Never look at an electric arc with the naked eye.
9. When welding, ensure a minimum of one fully charged 30 pound dry chemical (ABC or BC) fire extinguisher is readily available for use.

All pipeline welders are to be qualified to Marathon's weld procedure prior to welding. It is the contractor's responsibility to provide proof that a welder has completed a weld per Marathon's procedures every 6 months. Otherwise, the welder will need to be re-qualified.

E-12 LOCKOUT / TAGOUT

Contractors must fully utilize their lockout/tagout programs throughout their work, following OSHA requirements, where injury could occur if stored energy was released. Examples of energy sources at Marathon facilities include electrical, hydraulic, pneumatic, thermal, mechanical, radiation, vapor, chemical, or other. Stored or residual energy must be relieved or dissipated by using safe methods such as locking, bleeding, repositioning, grounding or other acceptable methods.

All lockout/tagouts must be coordinated with the Marathon representative. No equipment shall be taken out of service without notification to local operations. Prior to any work, the contractor and Marathon employees are to walk the equipment that is to be isolated and agree on all isolation points. The plan must be communicated to all affected Marathon and contractor personnel prior to the initiation of lockout/tagout.

It is the contractor's responsibility to supply their own lockout/tagout devices. Additionally, static/grounding cables must be used to prevent static spark anytime equipment is cut out or unbolted and removed where a hazardous atmosphere may be present.

E-13 FREEZE PLUG OPERATIONS

Only trained and qualified freeze plug specialists are permitted to perform freeze plugging operations on pipeline. No personnel are allowed in the excavation during freezing operations. The excavation is under the direct control and supervision of the freeze plug provider during these procedures.

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An oxygen monitor shall be used at all times during freezing operations. Furthermore, all freeze plug sites must be ultrasonic thickness measured to ensure that the site has no defects.

E-14 FALL PROTECTION

Contractors must follow their Fall Protection Program when working at elevations 4 feet or greater. All Contractors' Fall Protection Programs must meet or exceed T&L's Life Critical processes, procedures and specifications. Contractors need to obtain these documents from their Project Leader or Local Operations personnel.

SAFETY / BODY BELTS ARE PROHIBITED AS PART OF A FALL ARREST SYSTEM

All personnel in aerial lifts must wear a full body harness or positioning device, properly connected per OSHA specifications.

E-15 SCAFFOLDING

Any scaffolding used on a Marathon project must be erected and inspected by a competent person as defined by OSHA. All scaffolds must meet OSHA specification including handrails, midrails, toe boards, access ladders, etc.

Scaffold handrails, midrails, or brace members are not to be climbed. Use proper access ladders. The safe workload on scaffolds is not to be exceeded. Brick, tile, block, or similar material may not be stacked higher than 24 inches on a scaffold deck.

Mobile scaffolds are to be used only on smooth, level surfaces. No one is allowed to ride a rolling scaffold while it is being moved. Rolling scaffolds must also be equipped with lockable wheels.

E-16 LADDERS

Ladders are very useful tools but can be dangerous when not handled properly. All ladders must be inspected before being put into service. Ladders are not to be painted. Do not use the top steps of a ladder.

All ladders are to be secure before climbing. Tie off the top of all ladders before work begins. Ladders must extend at least 3 feet above an upper access landing.

Three points of contact must be maintained when ascending or descending ladders. While working on a ladder, a person's belt buckle **MUST** remain in-between the ladder rails. Depending on the hazards, a Permit Writer may require additional Personal Fall Protection.

E-17 HEAVY EQUIPMENT

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All equipment must be inspected prior to use and operated by trained personnel. Training certificates must be made available upon Marathon's request. Heavy equipment must also be equipped with visual and audible backup alarms. A spotter must be used when there is no visual backup alarm. Never stand or walk under a load, whether it's moving or stationary; never attempt to distract signal persons or operators while they are performing their job; and always use established hand signals. All equipment and material must be kept, at a minimum, 10ft. from overhead power lines operating at 50kV or less, and 10 feet + (4") X (number of kV over 50 kV) for lines operating over 50 kV.

E-18 PERSONAL LIFTING

Improper lifting technique is a leading cause of back injuries. Keep your back straight with the load close to your body and lift with your legs. Ask for help when lifting awkward or heavy loads. For jobs that require bending, rest your back often.

E-19 MECHANICAL LIFTING – CRANES AND RIGGING

Only trained personnel are qualified to operate cranes and other lifting equipment. All lifting equipment must be inspected prior to use, per OSHA and the manufacturer's requirements. Inspection logs and training certificates must be available upon Marathon's request.

All undersized and worn equipment, including chains and slings, are not acceptable for use. Damaged lifting equipment must be repaired or replaced.

Prior to any lift, the contractor must discuss the lift with the Marathon representative to ensure that the following criteria are met:

1. Familiarize themselves with standard signaling practices
2. Verify that all rigging gear and equipment is in proper working order
3. Provide a tag line to control the load
4. Verify that the work area is barricaded and the crane swing area is unobstructed
5. Ensure the weight of the intended load has been calculated and is within the load capacity of the lifting equipment
6. Verify that the outriggers are fully extended and are on a solid base to ensure stability

Marathon requires a written lifting plan for permit required/critical lifts and all other sensitive lifts. A permit/critical lift is defined in standard TNLHES303. Contact your Marathon representative to obtain a copy of TNLHES303.

E-20 COMPRESSED GAS CYLINDER HANDLING AND STORAGE

Compressed gas cylinders must be handled carefully. Improper handling techniques may damage the cylinders and cause leaks which may result in a fire or explosion.

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Never use tools to open or close cylinders. If the valve will not open by hand, exchange the cylinder. Cylinders with valve protection caps in place must only be transported in an approved safe manner. Never carry cylinders on a forklift.

Flammable gases cylinders in storage will be separated from non-flammable gases or oxidizers by at least 20 feet or a noncombustible wall as high as the containers (usually 5 feet) having a fire resistance rating of at least ½ hour.

Cylinders will be protected adequately and secured in use or in storage from any form of damage from falling or moving objects. Valve caps shall be in place whenever the cylinder is not in use. Cylinders will be stored with their long axis parallel (vertically) to the building. Acetylene cylinders will not be stored or used in a horizontal position.

Cylinders on Welding/Cutting carts not in use for a 24-hour consecutive period shall be considered in storage and must either be:

- a. Removed from the welding/cutting cart and separated by at least 20 feet or a noncombustible wall at least 5 feet tall with a fire resistance rating of at least ½ hour.
- b. Stored for use on a cart designed with a noncombustible wall at least 5 feet tall with a fire resistance rating of at least ½ hour such as that designed by Anthony Carts.

Non-Flammable gas mixture cylinders for the calibration or bump testing of gas monitors should be secured to prevent falling or damage when in use or storage. Cylinders should be stored in dry, well ventilated areas away from sources of heat, ignition or direct sunlight.

Oil or grease must never be used on cylinder valves or regulators. Cylinders must not be exposed to excessive heat or stored in an operating area. Do not hoist or carry compressed gas cylinders with slings, etc. Use a lifting cage or rack designed for this purpose.

E-21 ELECTRICAL SAFETY/STATIC ELECTRICITY

Either Ground Fault Circuit Interrupters (GFCI's) or assured equipment grounding conductor program shall be used to protect personnel from electrical shock.

Contractors are to maintain a line clearance distance of at least 10 feet from all overhead utility lines operating at 50kV or less and 10 feet + 4 inches x (# of kV over 50kV).

To dissipate the buildup of static electricity, bonding and grounding must be used when transferring flammable or combustible liquids. Dispensing or transferring of flammable liquids shall only take place in cut-off rooms or outdoors. Static/grounding cables must be used to prevent static spark anytime equipment is cut out or unbolted and taken out where a hazardous atmosphere may be present.

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All personnel shall turn off all electrical devices (cell phones, pagers, cameras, etc. except in connection with a Hot Work Permit) prior to entering classified areas, which include, but are not limited to:

1. Fueling areas where gasoline or other flammables are being pumped
2. Other fuel or chemical transfer areas
3. Class I, Div I and Class I, Div II areas (any area where flammable vapors may be present)
4. Areas where you would normally be advised to turn off your vehicle's engine.

E-22 HAZARD COMMUNICATION

Each contractor must have an approved written Hazard Communication Program. The purpose is to ensure that all employees and personnel have the information necessary to protect themselves from the hazards of chemicals in their work area.

Contractors must provide the Marathon representative with all Material Safety Data Sheets (MSDS) for all chemicals brought onto Marathon's work site. Contractors must be aware of MSDS location and availability for their applicable work area. Marathon Petroleum Company's MSDS's are available at the local office or by asking the Marathon representative. Refer to the MSDS anytime a job task involves contact with a known or suspected hazardous material. Marathon will communicate the known hazards of the worksite to the contractor during the pre-job safety meeting.

All original chemical containers including portable tanks brought onto Marathon's work sites must be labeled with the original manufacturer's label or an approved warning label system (i.e. NFPA 704). Labels must be maintained in good, readable condition.

Hazardous materials stored and shipped at Marathon facilities include crude oil, gasoline, diesel and a variety of other refined petroleum products. The hazards of these products include potential flammable atmospheres, hydrogen sulfide, benzene, and hydrocarbon vapors. The specific hazards of the contractor's worksite will be covered by the Marathon representative in the pre-job meeting.

E-23 HEAT & COLD CONDITIONS

Overexposure to heat can cause cramps, heat exhaustion or heat stroke. Sufficient breaks and rest periods are to be provided to prevent problems of overwork or heat stress. It is the responsibility of the contractor to keep a supply of potable water at every work location and keep it fresh and clean. Contractors shall follow the Heat Stress Plan and they can obtain a copy from their Marathon representative.

Overexposure to cold temperatures can result in frostbite or hypothermia emergencies. Watch out for fellow workers in cold weather, dress appropriately for the conditions and take frequent warm-up breaks.

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E-24 WORKER VISIBILITY

Worker visibility is important near highway or right-of-way traffic. Vest, flags, cones or barricades must be used to establish a visible safe work zone. Workers must be assigned to direct traffic as needed.

E-25 FIRE SAFETY

Contractors are to provide their own portable fire extinguishers of the proper type and size and in sufficient numbers on every jobsite. The proper inspection documentation must be attached to every extinguisher.

Contractor employees must be trained on the correct use of extinguishers, identification of the types of fires (A, B, C) and in the correct methods of fighting each type of fire. For contractor's safety, only fires in their incipient stages are to be attempted to be extinguished.

Contractors must take precaution to prevent fires by following good housekeeping practices, such as not using fuels for cleaning or washing of parts, disposing of oily rags in the proper manner, and generally keeping the work area in good order such that fires cannot start.

Hot fueling equipment is not permitted within 50 feet of storage tanks, sumps or open pipeline ditches.

E-26 TOOL SAFETY

Use tools only in the manner in which they were intended and only for the jobs they were designed. Always use a tool holder and eye protection when striking one tool with another. Never exceed the tools stress limit or use a broken or defective tool. Damaged tools should be tagged and taken out of service.

Be careful where you place tools. Tools can become a hazard if left overhead where they could fall on someone. They could become a trip hazard if carelessly left lying about or cause damage and injury if placed on operating machinery or moving equipment. Keep tools in their designated storage location when not in use.

E-27 NITROGEN OPERATIONS & PRESSURING/DE-PRESSURING LINES

Care must be taken when pressuring or de-pressuring any line with nitrogen. Prior to initiating nitrogen operation, a tailgate safety meeting must be held with the Nitrogen truck operator and all other personnel on-site.

Nitrogen is odorless, colorless and nonflammable, but is dangerous because it can displace air and reduces oxygen to below safe levels (below 19.5%) without any perceptible sign. Therefore, confined space standards are to be followed as they apply. Nitrogen purging/venting locations should be downwind of activity and elevated as much as possible to dissipate the nitrogen.

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Ear protection is required at all times when near the nitrogen truck during injecting operations. All pressure must be bled off the nitrogen lines before connecting, disconnecting, repairing or modifying the connecting piping or other parts of the nitrogen injecting operation. All valves must be locked and tagged out before work can begin on these lines.

The area near the nitrogen truck must be barricaded with tape or by another method. Contractors not directly involved in the operation must stay outside the area. Only the operator is allowed on the truck or near the side of the truck where the machinery is located. At no time may repairs be made to the pressure supply lines or connections while pressure is on the supply line.

E-28 LINE LOCATING/PROBING

Contract employees must be qualified when locating 49 CFR 192 or 195 assets and trained in the correct line locating and probing techniques for the type of equipment in use. Only use "Spotting Bars" designed for probing and not makeshift or altered probes.

Exercise care not to damage the pipe when probing shallow lines. Only manual probing is allowed. Never use external power, such as backhoes, or mechanical devices to push the probe into the ground.

Rights-Of-Way must be checked for line crossing before any probing. One call notifications, via 8-1-1 shall be conducted within the required time frames. Some states use a different contact number than 8-1-1.

E-29 EXPLOSIVES

The contractor's Explosive Blasting Plan must be approved by Marathon prior to any explosive blasting operations.

E-30 RADIATION SAFETY

Only trained and qualified contractors are permitted to work on Ohmart Gravimeters. Contractors may not transport, commission, or decommission Ohmart Gravimeters.

If the contractor must work in close proximity to an Ohmart, work activities must be coordinated with a Marathon representative. If a contractor damages an Ohmart or observes one that may be damaged, they should evacuate the area and they must contact their Marathon representative immediately.

E-31 BIOLOGICAL HAZARDS (SNAKES, INSECTS, ANIMALS, POISON IVY)

Precautions must be taken in areas where snakes, ticks and stinging insects may be present. Heavy boots and clothing covering the trunk, arms and legs are required for activities taking place in brushy, snake infested areas along Marathon's pipeline rights-of-way (ROW).

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Insect repellent or other preventative measures should be used at all times. Insect repellent should NOT be applied to FR clothing but restricted to exposed skin. The wearing of high top boots and long sleeved shirts is recommended. Long pants are mandatory.

Insect stings or animal bites must be treated like any other safety incident and reported and treated, if necessary. Testing for rabies may be required.

All farm and wild animals are to be avoided if possible. Unless an animal presents an immediate hazard to humans it shall not be harmed.

E-32 WORK & TRAVEL ALONG RIGHTS-OF-WAY

Travel along rights-of-way is subordinate to state motor vehicle laws (including seat belts). A valid driver's license is required for operating any motor vehicle anywhere on the job. Anyone who operates a motor vehicle in a hazardous manner may be barred from further operation of a vehicle while performing work for Marathon. Personal vehicles used for transportation will be operated strictly at the operator's own risk.

Contractors operating or riding on a Utility Terrain Vehicle (UTV) will be required to wear a DOT or SNELL approved helmet and seat belts, unless a Job Safety Analysis has been performed and an exception has been granted. UTV's shall be operated in accordance with manufactures recommendations. Contractors shall ensure persons driving UTV's have been properly trained. Helmets containing face shields should be vented to minimize fogging. ATV's (i.e. 3 and 4 wheelers) are NOT approved for use.

It is imperative that all construction activities stay within the right-of-ways, workspaces and access roads that have been secured for the job. Warning signage to identify protected species or sensitive areas must be followed. Work in these areas IS ONLY allowed when in full compliance with all permits.

Do not disturb barrier fencing, hay bales or other markings that may be used to identify sensitive areas. Any damaged or missing silt fence, hay bales or other erosion control structures should be reported immediately to your Marathon representative for repair.

The rights-of-way or work site must be cleaned up before the job can be considered complete. Burning of trash, brush or other items or substances for any reason is not permitted without approval from the Marathon representative and appropriate regulatory permits.

Work along remote or rural rights-of-way may take place during hunting season. Workers should use reflective vests, and mark work areas as necessary to ensure worker safety. Stay within the right-of-way and take extra precaution during early morning and evening hours.

E-33 SLIPS, TRIPS, AND FALLS

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Slips, trips, and falls are historically the leading causes of workplace injuries. Employees shall be cautioned to move carefully, watch their path, and to stop and correct identified hazards that might lead to this type incident.

Do not use previously modified or cut timber mats. Consider filling all gaps in timber mats with sand or gravel. When using timber mats, the lifting cables need to be sprayed painted a bright color and tied down.

When working at night, consider multiple sources of light to minimize shadows. Employees and contractors may need to carry flashlights.

In muddy conditions, provide means to de-mud boots prior to using stairs and platforms.

F. ENVIRONMENTAL REQUIREMENTS

F-1 PROJECT PERMITS AND ENVIRONMENTAL PLANS

Many projects require environmental plans, and/or permits issued by various State and Federal regulatory agencies. These permits and plans will dictate construction techniques, erosion protection, runoff control, soil stabilization, chemical storage requirements, secondary containment, etc. It is the responsibility of the contractor to ensure that environmental plans and permit conditions are communicated, understood and strictly followed. Special care and construction techniques will be required when working in or near streams, wetlands, cultural resource sites and other sensitive areas. Permit documents and special plans or procedures will be provided to the contractor. Questions or concerns of any kind should be shared immediately with the Marathon representative.

F-2 WASTE MINIMIZATION

Use ALL contents of chemical containers to extent practicable. Do not open a new container until the first one is empty. Contractors are responsible for disposal of partially full containers at the job completion. All sources of leaks, spills, and releases must be prevented or eliminated or otherwise reported to the Marathon Representative. Contractors must prevent all chemicals and hydrocarbons from contacting soil and water by utilizing proper storage and handling and containment procedures.

F-3 WASTE GENERATION AND DISPOSAL

Do not mix liquid with solid waste streams, or hazardous with non-hazardous waste streams except as directed by a Marathon Representative. Contractors must contact their Marathon representative if they are unsure of the correct waste handling/storage/containment procedures. Keep waste containers covered and do not allow rainwater to enter waste containers including drums, roll-off boxes, etc. All waste generated must be planned and discussed with a Marathon representative IN ADVANCE so arrangements can be made for storage and disposal. Any unknown materials found are to be treated as hazardous until investigated and determined to be

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non-hazardous. Liquids shall not be placed in roll-off boxes. All drums must be labeled and marked immediately; ask for guidance from the Marathon representative if there are any questions on appropriate marking/labeling. **Do not dispose of waste in any containers without prior approval from a Marathon Environmental Representative.**

F-4 PETROLEUM CONTAMINATED SOIL

Petroleum Contaminated Soil (PCS) shall be stored on and covered with Visqueen unless a drum, roll-off or other proper container can be provided in a timely manner. Sides of the plastic shall be sealed to prevent contact with rainwater and further soil contamination. Contact your Marathon Environmental Representative to report the amount and location of contaminated soil.

F-5 PRESSURE TESTING

Care must be taken when pressuring or de-pressuring any line. Contractors must follow Marathon's Pressure Testing Procedures. A copy of the project specific procedures may be obtained from your Marathon representative. Water used during the project must be discharged in compliance with the discharge NPDES (National Pollutant Discharge Elimination System) permit or be discharged to a POTW (Publicly Owned Treatment Works) in compliance with the POTW's procedures. This is applicable to both new pipe and in service pipe pressure tests.

Any water spilled during a pressure test may contain hydrocarbons and thus must be treated as any other petroleum spill (should not be an issue for new pipe). All personnel responding to an emergency must maintain proper HAZWOPER training.

F-6 COAL TAR, PIPE COATING AND BUILDING MATERIALS ASBESTOS ABATEMENT

Any insulation or pipe coating must be evaluated for asbestos content prior to removal or disturbance of the material. The Marathon representative will provide the information on the pipe coating, or have the coating tested prior to the commencement of work. If the insulation/coating contains asbestos, it shall be removed by a qualified asbestos abatement contractor, or by properly trained contractor employees in accordance with Marathon Standard MPLHES009, "Asbestos Containing Pipeline Coatings". All asbestos removal procedures shall be discussed with the Marathon Environmental Representative prior to work commencement. Asbestos containing material shall only be stored in appropriate marked containers.

Some building materials (roofing, floor tiles, transit sheeting, light fixtures, insulation, etc.) may contain asbestos. All building material modifications must be discussed with the Marathon representative in advance so presence/absence of asbestos can be determined and materials can be handled properly.

F-7 NON-ASBESTOS COAL TAR AND PIPE COATING

Prior to the removal of solidified coal tar enamel, the contractor's coating removal procedures shall be reviewed by Marathon. Prior to coating removal, the contractor must cover the bottom

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and sides of the trench with a Visqueen liner. As coating is removed, precautions should be taken to ensure that all coal tar chips fall onto the Visqueen. At the end of the workday, or when the coating removal is completed, the coal tar chips should be placed in plastic bags. The plastic bags shall be secured adequately to prevent the contamination of adjacent soil from storm water runoff.

When more than one container of waste has been collected, the contractor (at the end of that workday) must transport the container(s) to the nearest manned station and place in a suitable waste storage area. The Marathon representative shall be notified of the amount and location of the waste.

F-8 LEAD ABATEMENT

It is the contractor’s responsibility to evaluate all paint for lead content prior to any blasting or cutting. If the paint contains lead, the contractors must follow their Lead Abatement Plan that has been previously approved by Marathon. All lead abatement procedures must be discussed in detail with the Marathon representative prior to work commencement.

F-8 AIR PERMIT COMPLIANCE

All T&L facilities with petroleum storage tanks have various types of air permits which dictate and restrict activities to minimize hydrocarbon, particulate, greenhouse gas, emission to the air. Any activity such as tank cleaning, tank roof or seal modification, use of portable engines (pumps, compressors, generators, etc.), hydrocarbon venting, etc. should be discussed with the Marathon representative in advance.

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| Marathon Petroleum Company LLC | | | | |
| Transportation & Logistics | | | | |
| Procedure Name: Contractor Safety and Environmental Handbook | | Records Retention OPER/PPGM/84C | Document Custodian T&L Standards and Practices Org. | |
| | | Next Review Date 10/7/2011 | | |
| Revision History | | | | |
| Revision No. | Revision/ Effective Date (Reminder: Update this date in footer as well) | Description of Change | Developer Name | Management Approval |

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| 0 | | Initial Document Creation | | |
| 1 | 5/2006 | | | |
| 2 | 1/28/2008 | Added document control and records management information | Theresa Thomas, MPL Records Administrator | |
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