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# 1 ADMINISTRATION

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## 1.1 Purpose, Scope and User

**Purpose** The purpose of this standard is to describe the general safety rules that apply at American Refining Group, Inc.

**Scope** **In scope** of this standard are:

- General safety rules that apply to work and people working at or visiting American Refining Group, Inc.

**Out of scope** of this standard are:

- Specific Standard Operating Procedures or other specific safety procedures or standards covered elsewhere.

**Intended user** Intended users of this standard are all people working or visiting American Refining Group, Inc.

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## 1.2 Role and Responsibilities

### Leadership Team (Management)

Leadership Team responsibilities include the following:

Primary

- Knowledge and support of this standard

### EHS Dept.

EHS Staff responsibilities include the following:

Primary

- Review and update the standard as needed.
- Train employees, visitors and contractor on the standard.

### Employees and Contractors

Employee and Contractor responsibilities and training include the following:

Primary

- Knowledge of the standard
- Follow the general safety rules in the standard

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## 2 General Requirements

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### 2.1 General Safety Rules & Requirements – Listing in Alphabetical order

#### Cameras

- 2.1.1 Employees may take photos using a digital camera as long as wearing a 4-gas meter without a permit.

For Contractors cameras are prohibited in the refinery unless prior proper approval is received and a permit is issued where required.

#### Cell Phones

- 2.1.2 The use of cell phones are prohibited in the boundary limits of the refinery including unit control room with the following exceptions:
- During non-working time in break rooms (where applicable), parking lots, designated smoking areas, or outside of the plant.
  - Managers & supervisors with company issued cell phones, when necessary, for company business limit their usage and abide by the rules established for within the refinery boundaries.
  - Private offices/meeting rooms
  - Contractors may use cell phones in the control rooms for company business purposes

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## Critical Lift

- 2.1.3 Critical Lift SAFE 59 (Safety Standard) – A critical lift plan shall be submitted at least 10 working days prior to performing a lift covered by the critical lift procedure. A lift is considered critical if any one of the following conditions are present:
1. Lift exceeds 70% of the crane's rated capacity
  2. Lift requires multiple cranes
  3. Anytime a person is being hoisted
  4. Lift near/over power lines or live equipment
  5. Lift in high winds or with other adverse environmental conditions present
  6. Lift that is constituted as a blind or submerged lift
  7. Lift that is in poor soil or the weight is unknown
  8. Lift where the item requires exceptional care in handling because of size, close-tolerance installation, high susceptibility to damage, etc. or
  9. If the maintenance or safety supervisor/manager require the lift to be handled as a critical lift due to plant operability, environmental compliance, start-up or reputation.

## Driving & Vehicle Safety

- 2.1.4 Driving and Vehicle safety requirements are as follows:
- All individuals operating a Company Vehicle must have a valid driver's license and comply with all conditions on the license.
  - All employees are expected to operate their assigned vehicle safely and in accordance with applicable laws and statutes.
  - Employees are prohibited from operating a company vehicle at any time while under the influence of controlled substances.
  - Safety belts are required to be worn at all times while the vehicle is in motion.
  - All vehicles shall be properly maintained and inspected.
  - All cargo and/or loads being transported must be properly secure.
  - Employees must report all accidents involving company vehicles immediately.



**NOTE:** For more information on Driving and Vehicle safety requirements, refer to the ARG Employee Handbook.

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### Emergency response

- 2.1.5 Emergency Response Plan - SAFE 40 (Emergency Response Standard) and Emergency Operations Center – SAFE 40A (Emergency Response Standard)
- Know the emergency response for your area and your responsibility in the event of an emergency.

### Entanglement

- 2.1.6 As per OSHA 29 CFR 1910.132(a) – PPE Requirements
- All employees working in or around rotating and reciprocating machinery must tie back and secure their long hair, even if the machinery has guards. Long hair is defined as hair that can lie outside the collar of a normal collared shirt.
  - Loose or frayed clothing, long hair, loose or dangling jewelry (i.e.: necklaces, watches, earrings, bracelets, etc.) shall not be permitted around any rotating and reciprocating machinery.
  - Longer hair, pony tails, braids, pig tails, or hair that after being tied/pulled back is still longer than collar level, or still poses an entanglement hazard must be confined further in one or more of the following fashions: fastened tightly against the head in the form of a bun or similar utilizing a barrette, hairnet, or other approved device.

### Environmental Safety

- 2.1.7 Environmental Standards
- Asbestos – SAFE 24 and Asbestos – Floor care procedure for containing flooring SAFE 31 (both standards are Environmental Standards) – Contact the Environmental Department if:
    - the job requires removing or replacing insulation around piping, flooring or ceiling tiles or anything that is suspected to have asbestos containing materials (ACM)

### Eyewash & Safety Showers

- 2.1.8 SAFE 58 (Safety Forms)
- Emergency eye washes and safety showers are readily available throughout the facility in areas where corrosive materials or other eye irritants exist.
  - Detailed Inspection instructions and checklists are found on the intranet under SAFE 58 for all Eyewash Stations and Safety Showers.
  - Inspections must be completed on a weekly, monthly and annual basis.

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## Facility Entry

- 2.1.9 Refinery Access Procedure – SAFE 66 (Security Standard) – Contractors and visitors will check in with security at the main gate prior to entering the refinery and be issued a valid ID badge.
- 2.1.10 Process Area Entry Procedure - SAFE 20 (Security Standard) – All ARG personnel, Contractors and visitors will badge in and out of control rooms when entering and leaving the process area.

## Food & Beverage Consumption

- 2.1.11 Food & Beverage Consumption Policy as per OSHA 29 CFR 1910.141 Sanitation
- No food or beverage should be stored, handled, or consumed in the workplace or other areas where hazardous chemicals are stored or being used.
  - In areas where chemicals are used for cleaning or spraying (painting or aerosol cleaners), no eating or drinking is allowed in these areas for at least 1 hour following the termination of the spraying event.
  - No food or beverage in process equipment areas, maintenance shops, or restrooms.
  - No chemicals or chemical equipment in areas that are designated for food and beverage consumption areas.
  - Refrigerators used for food or beverage storage must not be used for chemical or sample storage.
  - Laboratory refrigerators, ice chests, cold rooms, hot rooms, etc must not be used for food and beverage storage or preparation.
  - Glassware, sample bottles, utensils, or other items that are used for refinery, packaging, blending, or laboratory operations shall never be used to prepare or consume food or beverages.

## Fire Fighting Equipment & Emergency Routes

- 2.1.12 Fire Extinguishers & Monitors – SAFE 27 (Emergency Response Standard)
- Know the location of the closest fire extinguisher.
  - Conduct monthly inspections.
  - Remember P.A.S.S. - Pull Aim Squeeze Sweep



**NOTE:** Emergency Evacuation Maps are available on the intranet under the EH&S/EHS Home/Maps tab (Note: a second window will pop up) and in the areas.

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### Fire Prevention

2.1.13 Fire Prevention - SAFE 28 (Emergency Response Standard) – Includes all major fire hazards, proper handling & storage procedures for hazardous materials, potential ignition sources and their control, & type of fire protection equipment necessary to control each major hazard.

### First Aid

2.1.14 First Aid Kits are provided in the control rooms and office areas for minor first aid. The kits are inspected and supplies are restocked when they are found to be expiring or when supplies are depleted.

- Injuries beyond first aid- contact the main gate security at x1297 from any ARG phone, channel 1 on the 2-way radio, or dial 814-368-1297 from an outside phone. Transportation of injured workers will be by ambulance or vehicle to local emergency department or to physicians office depending on the level of care needed.
- Plant personnel are trained and readily available to administer first aid to assist injured workers.
- Plant personnel are trained to the American Heart Association's Heartsaver First Aid CPR AED course.

### Flashlights

2.1.15 Authorized flashlights are available from the stockroom for all ARG employees.

### Ground Fault Protection (GFCI's) and Electrical Cords

2.1.16 Ground Fault Protection and Electrical cord requirements are as follows:

- All extension cords, and cord and plug connected equipment used to construct, maintain, repair, and demolish are required to have GFCI protection.
- All electrical cords, including corded GFCI protectors, must be inspected before each use.
- All electrical cords with cuts, fraying or missing prongs must be taken out of service and discarded.
- All GFCI protection must be tested before use.

### Hair & Facial Hair

2.1.17 SAFE 07 Facial Hair & Hair (Safety Standard) and SAFE 11 Respiratory Protection (Safety Standard)

- If you're required to enter ARG's facility to perform work or wear a respirator, you must be clean shaven.

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## Hand and Power Tools

### 2.1.18 Hand and Power Tool requirements are as follows:

- Ensure the proper tool is used for the job.
- Ensure all tools are inspected before use.
- Ensure appropriate PPE is worn to protect against the hazard. (Example: gloves, face shield, safety glasses, etc.)
- Ensure all power tools are fitted with guards and safety switches.
- All defective tools must be removed from service and tagged “out of service”.

## Hazard Communication

### 2.1.19 HazCom SAFE 04 (Safety Standard)

- Hazard communication is the right to know and understand the hazards you are working with and around.
- Communication of hazards is done in several ways:
  - Safety data sheets
    - Electronically on the intranet MSDSOnline
    - 3-ring Binders in each unit/area
  - Labeling
  - Placarding
  - Verbal communication/training

## Housekeeping

### 2.1.20 Safety, production, and housekeeping go hand in hand. It is important to keep your area and equipment free of debris and clean. This will help to prevent injury and illness as well as help to keep equipment in good running order.

## Incident & Injury Reporting

- ### 2.1.21 All incidents, injuries, and near misses are to be reported by submitting an Incident Report. Incident Reports are found on the ARG Intranet under the EH&S tab and Operations and Maintenance intranet sites.
- Contractors must notify their immediate supervisor & contractor coordinator as soon as an incident occurs.
  - Incident reports must be submitted the same shift the incident occurs.
  - Recordkeeping / Reporting SAFE 02 (Safety Standard)
  - Injury Reporting – SAFE 53 (Injury Reporting Ohio- SAFE 53A) (Safety Standard)

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### Industrial Hygiene

2.1.22 42-2018-007 Industrial Hygiene Program (Safety Standard) is located on the ARG intranet

Refer to this program to:

- Identify and access potential workplace health hazards
- Recommend appropriate engineering/administrative controls and/or PPE to prevent occupational related illnesses or injuries
- Recommend personnel for exposure-based medical surveillance
- Integrate established IH principles, concepts & functions

### Ladder Safety

2.1.23 Ladder safety requirements are as follows:

- All ladders must meet OSHA/ANSI specifications.
- Never load a ladder beyond the manufacturer's rated capacity.
- Use ladders only for their designed purpose.
- Inspect all ladders before use.
- Use a ladder only on stable or level surfaces unless secured to prevent accidental movement.
- All defective equipment must be removed from service and tagged "out of service".



**NOTE:** For more information on ladder safety requirements, refer to SAFE 21 – Fall Protection and Working at Heights.

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## Life Saving Rules

### 2.1.24 ARG's Life Saving Rules

1. Work Permit – We will ensure work is completed under a valid work permit. Safe Work Permit – SAFE 54 (Safety Standard)
2. Confined Space – We will obtain authorization prior to entering a confined space. Confined Space Procedure - SAFE 10 (Safety Standard)
3. Energy Isolation – Equipment must be isolated and/or de-energized prior to beginning work. LOTO with Forms – SAFE 22 (Safety Standard)
4. Work at Heights – We will use fall restraint/protection equipment when working over 4 feet high. Fall Protection and Walking & Working Surfaces – SAFE 21 (Safety Standard)
5. Suspended Load – We will not stand or work under a suspended load. Working Under Suspended Loads – SAFE 72 (Safety Standard)
6. Disabling Safety Equipment – We will obtain authorization before disabling safety equipment, devices or signage. (Located in various standards)

## Load Capacity Racks & Platforms

### 2.1.25 Load Capacity Racks & Platforms information on methods for determining load capacities for storage racks & areas where materials are stored may be obtained from our Engineering Dept.

Here is some general safety information regarding racks and platforms:

- Never climb on racks
- Report rack damage immediately
- Do not overload any rack component, bay or system

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### Other Standards

- 2.1.26 Other standards and general safety information (NOTE: some of the standard information listed is a brief summary. The full standard may be found on the intranet under the EH&S tab (or in the department listed) on the home page of the intranet:
- Compressed Gas Cylinders
    - Secure upright with a chain or strap
    - Store at least 20' from combustible materials in a dry, ventilated place
    - Keep oxygen at least 20' from fuel gas cylinders
    - Ensure valves are completely closed & protection devices are secured
  - Electrical – LOTO with Forms SAFE 22 (Safety Standard) – thorough review and training on the procedure and process shall be done prior to working with or conducting energy isolation activities.
  - Hot Tap Procedure – This procedure is housed in our Engineering Dept. The purpose of the procedure is to eliminate exposure of employees to the hazards inherent when performing Hot Tapping procedures on in-service piping and vessels. A thorough understanding and training on this procedure and process shall be completed prior to conducting a hot tap procedure.
  - Insulation – contact the Environment Department if you must disturb insulation
  - Machine Guarding – SAFE 23 (Safety Standard) – Machine guarding shall be provided to protect the operator & other employees in the machine area from hazards. Guarding methods may include: barrier guards, two-hand tripping devices, electronic safety devices, etc.
  - Manual Lifting
    - Plan Ahead
      - Know what you are lifting & how you will lift it
      - Be aware of the weight of the object
      - Do you need help?
      - Make sure the work area is flat, dry & clear of debris
    - Check Your Pathway
      - Make sure the lift pathway is clear
      - Remove any tripping hazards or debris
      - Check for any wet or slick surfaces

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- Use Ergonomic Equipment
    - Use lift assists, forklift, dolly, cart, hand truck or hoist
    - Make sure you are trained before using the equipment
  - Get Help When Needed
    - When lifting awkward or heavy loads, utilize a 2 person lift
    - Make sure you lift at the same time & keep the load level
  - Wear Proper PPE
    - Wear proper required protective shoes & gloves
  - Painting
    - Ensure adequate ventilation
    - Ensure you have the proper personal protective equipment
    - If working from heights follow all safety procedures pertaining to heights, ladders, etc
    - Follow manlift procedures if applicable
    - Read and follow precautions on SDS for paint, thinners, cleaners, etc.
    - Avoid fire hazards in and around the area
  - Trenches & Excavations Manual – SAFE 15 (Safety Standard) – This manual is provided to ensure ARG employees & contractors conduct excavations & trenching in a safe manner, while complying with applicable regulations.
  - X-Ray Procedures – SAFE 45 (Safety Standard)– To eliminate risk of personnel exposures to dangerous x-rays the following must occur:
    - Radio provided to contractor performing x-rays with instructions on reporting emergencies
    - Appropriate permits & safety measure obtained
    - Onsite radiography checklist completed
    - X-ray notifications posted
    - Barricades & signs posted
    - Area secured
    - Radio verification for start & finish discussed
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## Permitting

2.1.27 All employees and contractors must complete the required section(s) of permit and Job Safety Analysis as required for the particular work they are conducting within ARG as specified in the safety standards listed below.

- Safe Work Standard – SAFE 54
- LOTO Energy Isolation – SAFE 22 & SAFE 22B
- Hot Work – SAFE 12
- Confined Space – SAFE 10
- Job Safety Analysis – SAFE 42

## Personal Protective Equipment (PPE)

Employees are expected to inspect and replace their PPE as needed as per the safety standards below:

- 2.1.28 Ensure all PPE is properly stored and maintained.
- 2.1.29 All PPE must be kept clean and not give the employees risk of illness.
- 2.1.30 Hard Hat – SAFE 01 – Hard hats are to be worn in the refinery.
- 2.1.31 PPE Assessment – SAFE 43 – PPE assessments are done in areas periodically to make sure our employees, contractors, and visitors are protected.
- 2.1.32 Safety Eyewear – SAFE 46 – Safety Glasses with the wrap around type or side shields are to be worn throughout the refinery, blending and packaging.
- 2.1.33 Hearing Protection – Hearing protection is provided in our stockroom for all employees and must be worn in posted areas.
- 2.1.34 Protective Clothing – SAFE 48 – FR rated clothing are required to be worn within the battery limits of the refinery, blending and packaging.
- 2.1.35 Safety Boots – SAFE 49 – Steel or composite toed boots must be worn in the refinery, blending and packaging areas. The full requirements for safety boots and the allotment information is found under the EHS tab on the intranet.
- 2.1.36 Safety Harnesses – Fall Protection SAFE 21 – Fall protection must be used when working from heights over 4' where standard stairways, guarded platforms, etc. are not present.
- 2.1.37 Ensure all defective PPE is tagged "out of service" and properly disposed.



**NOTE:** Remember not all PPE is one size fits all. Ensure your PPE is the size and fit.

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### Radiation Safety

#### 2.1.38 Radiation Safety – SAFE 33 (Safety Standard)

- Radiation Safety Officers – Tyler Smith and Dan Rinfrette
- Radiation Training is conducted for the following departments:
  - R&D Lab
  - QC Lab
  - Packaging Plant

### Respiratory Protection

#### 2.1.39 Respiratory Protection Program – SAFE 11 (Safety Standard)

Respiratory protection is used when there are operations or tasks where engineering controls are not technologically or economically feasible, or while engineering controls are being instituted to control the exposure levels to airborne chemical substances.

##### Employee Responsibilities:

- Use respirator when and where it is required and in the manner in which trained
- Ensure the respirator is fully functional
- Respirator is kept clean and in a sanitary location
- Inspect and replace respirator and cartridges when needed (available in the stockroom)

### Safety Committee

#### 2.1.40 Safety Committee meets once a month in the EHS Conference Room. If interested in being a member of the safety committee contact Tyler Smith

### Smoking/Vaping

#### 2.1.41 In keeping with ARG's commitment to provide a safe and healthy workplace, ARG maintains a smoke & vape free workplace. Smoking & vaping on ARG property, inside vehicles or any ARG buildings is strictly prohibited. Smoking & vaping is permitted only at the following designated areas:

- Kendall Ave – receptacle outside Refinery Main Gate
- Mill St on fence outside Boiler House and Electric Shop Gate
- Hilton St on Millwright Shop parking area side of building
- Packaging Plant on speed limit sign on Creekside across from plant
- Foster Brook across from gate on Bolivar Dr (no receptacle at this area)

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## Space Heaters

- 2.1.42 The purchase and use of space heaters must adhere to the following criteria:
- Must be UL approved and meet all safety requirements and guidelines
  - Turn off automatically when tipped over
  - Heaters must be turned off prior to leaving for the day/night

## Stop Work Authority

- 2.1.43 Stop Work Authority – SAFE 70 (Safety Standard) – Everyone has the authority and obligation to stop work in the event of unsafe or potentially unsafe conditions or actions. Follow these 6 steps:
1. Stop
  2. Notify
  3. Investigate
  4. Correct
  5. Resume and
  6. Follow-up

## Vehicles

- 2.1.44 Vehicle Safety Policy – SAFE 47 (Safety Standard)
- Unattended vehicles shall be turned off when parked in the battery limits in the refinery.
- 2.1.45 Bicycles – When riding bicycles throughout the refinery be alert and aware of vehicle, truck and heavy equipment traffic.
- 2.1.46 Foot Travel – Stay to the right when walking and when possible in designated walking areas. Stay alert and aware of vehicle, truck, heavy equipment and bicycle traffic.
- 2.1.47 Vacuum Trucks – Operated and maintained by our Heavy Equipment operators.
- 2.1.48 Forklifts / Manlifts (JLGs) – PIT SAFE 29 (Safety Standard) – All ARG employees must be trained to operate forklifts and/or JLG's prior to operating. The forklift certificate is good for 3 years from the date of issuance.

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## Weather, Severe

### 2.1.49 Lightning Protocol:

- If lightning is detected within 0 to 20 miles away the following work must cease:
  - Exit all confined spaces
  - All work on elevated structures
  - All crane work and work on elevated platforms (i.e.: JLG's, scissor lifts, etc.)
  - Loading and unloading activities should be shutdown & the vessel secured
- Lightning detectors are located at the following locations:
  - WatchBlock
  - Safety Department (Spare)
  - 4-Bay
  - Rose Unit
  - Boiler House
  - MEK
  - Foster Brook Bulk
  - Crude Unloading Truck
  - Crude Unloading Railcar
- Ensure this weather condition is communicated throughout all departments



**NOTE:** Refer to the Emergency Response Plan – SAFE 40 (Emergency Response Standard) under Severe Weather for more information.

## Working at Flood Wall, in or around creek

When working at the flood wall or around creek side:

- 2.1.50 Life vest or jacket must be worn
- 2.1.51 Work with a buddy

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Revision No.	Revision Date	Revision Description	Prepared by	Approved by
New		New Standard – combine several smaller standards in one place and capture misc safety information	BR	All sources
1	7/2/2021	Updated Smoking/Vaping section 2.1.36, added locations of standards, changed EHS references to EHS	BR	D Kozminski
2	7/14/2021	Updated Weather, Severe – added Lightning instructions	BR	T Smith & D Kozminski
3	8/26/2022	Updated sections to include important information. Ladder safety, driving safety, electrical cords, GFCI's, tools, etc.	TS	T. Smith & Sharepoint
4	8/31/2022	Updated the first aid, eyewash, and PPE sections.	TS	T Smith & Sharepoint