
 Marathon Petroleum Company LP		REFINERY-WIDE		R-11-022
ANACORTES REFINERY		Observing Unsafe Acts or Conditions/Stop Work Authority		Page 1 of 6
RESPONSIBLE DEPT.	CONTENT CUSTODIAN	APPROVED BY	LEGACY NUMBER:	
HES&S	Jeff Wood	Paul Zawila	SR-36	
REVISION APPROVAL DATE: 04/18/2022		NEXT REVIEW DATE: 04/18/2027		MOC: N
				REVISION: 1

Contents

<p>1.0 INTRODUCTION.....2</p> <p>1.1 Purpose.....2</p> <p>1.2 Scope.....2</p> <p>2.0 ROLES AND RESPONSIBILITIES2</p> <p>3.0 STOP WORK AUTHORITY PROGRAM3</p> <p>3.1 Purpose.....3</p> <p>3.2 Responsibilities3</p> <p>3.3 Communication.....3</p>	<p>4.0 APPLICATION OF STOP WORK AUTHORITY AND CONFLICT RESOLUTION4</p> <p>4.1 Stop Work for Unsafe Unit Operation4</p> <p>4.2 Stop Work for Routine Duties/Tasks.....4</p> <p>5.0 TRAINING6</p> <p>6.0 REVIEW AND REVISION HISTORY6</p>
--	--

List of Tables

Table 1	Act/Condition & Recommended Actions	2
---------	-------------------------------------	---

 Marathon Petroleum Company LP	REFINERY-WIDE	R-11-022
ANACORTES REFINERY	Observing Unsafe Acts or Conditions/Stop Work Authority	Page 2 of 6

1.0 INTRODUCTION

1.1 Purpose

This procedure establishes responsibilities for all Marathon Anacortes Refinery employees and contractors when observing an unsafe act or condition.

1.2 Scope

Immediately mitigating unsafe acts and conditions is necessary to ensure a safe working environment. This procedure is to be used in conjunction with the Marathon Anacortes Refinery's Four Principles and Ten Tenants of Operation.

2.0 ROLES AND RESPONSIBILITIES

Marathon Anacortes Refinery employees and contractors are expected to work safely and report any and all unsafe acts or conditions, in accordance with R-12-007. All employees and contractors on-site have "Stop Work Authority" to prevent unsafe actions or conditions from occurring. The table below provides additional guidance on mitigating, eliminating, and reporting of potential unsafe acts or conditions.

Table 1 Act/Condition & Recommended Actions

Act/Condition	Action of Person Observing
Minor Safety Hazards	Correct immediately if within your control or authority. Write work_ticket if appropriate. Report the hazard to the Supervisor in charge of such equipment or that area as soon as practical, but before the end of shift. Report to Department Manager if no response is taken by Supervisor.
Minor Violations of Safety Rules	Discuss with violator to get corrected. Report to Supervisor if irresolvable.
Unsafe Condition Requiring Extensive Repairs	Take immediate action to minimize the hazard to personnel if possible (e.g., barricades, monitoring, etc.) Discuss with your immediate Supervisor as soon as practical, but before the end of shift. Discuss with the Area Safety Specialist, if their guidance is required. Agree to action after discussion. Write work ticket if appropriate.
Unsafe Condition That Requires Immediate Attention	Assure yourself that no one will be injured by the condition. Take immediate action to minimize the hazard to personnel if possible (e.g., barricades, monitoring, etc.) Report the unsafe condition immediately to the Supervisor in charge. Report the unsafe condition to your immediate Supervisor, Superintendent, or Manager. Write work ticket if appropriate. Advise the Area Safety Specialist.
Flagrant Violation That Could Result In Injury	Stop unsafe act at once. Make immediate contact with person's Supervisor and permitting authority. Advise your immediate Supervisor. Report incident to the Manager in charge of the work. Advise the Area Safety Specialist.

ATTENTION: Printed copies should be used with caution.

The user of this document must ensure the current approved version of the document is being used.


 Marathon Petroleum Company LP	REFINERY-WIDE	R-11-022
ANACORTES REFINERY	Observing Unsafe Acts or Conditions/Stop Work Authority	Page 3 of 6

Table 1 Act/Condition & Recommended Actions

Act/Condition	Action of Person Observing
	<p>If immediate action is not required, review with and decide on an action with others such as peers, Supervisor, or departmental H&S Committee. At all times when highlighting potential safety issues, act courteously.</p> <p>Whenever possible, feedback should be given to the person reporting the incident so they are aware that consideration was given and what action was taken.</p>

3.0 STOP WORK AUTHORITY PROGRAM

3.1 Purpose

The purpose of this program is to provide consistent guidelines for the use of and recognition of Stop Work Authority and to ensure that all personnel understand that they have the responsibility and authority to stop work when they believe a situation exists that places them, their coworkers, the community, or the environment at risk; or could adversely affect the safe operation of the facility.

3.2 Responsibilities

3.2.1 All Employees and Contractors


In supporting safe execution of all work, personnel have the following responsibilities:

- The responsibility and authority to stop work or decline to perform an assigned task without fear of reprisal to discuss and resolve work and safety concerns.
- The responsibility to report any work task or condition the employee believes is unsafe.
- The responsibility to notify their supervisor if a raised Stop Work issue has not been resolved to their satisfaction prior to the resumption of work.
- Non-Operator employees and contractors may recommend a process unit shutdown to the Operator in charge, but cannot shut down the process unit.

3.3 Communication

The Stop Work Authority may be communicated to employees and contractors using any of the following methods for communication. The goal of communication is to ensure that employees and contractors understand that they have the authority and responsibility to stop unsafe work as specified in this R&SI.

- New Hire Training
- Pre-Job meetings
- Contractor engagements
- Location specific orientations

 Marathon Petroleum Company LP	REFINERY-WIDE	R-11-022
ANACORTES REFINERY	Observing Unsafe Acts or Conditions/Stop Work Authority	Page 4 of 6

- Permit issuing process
- While performing the job/task
- Any other situation where Health, Safety, Reliability, and Environmental expectations are communicated

4.0 APPLICATION OF STOP WORK AUTHORITY AND CONFLICT RESOLUTION

There shall be no blame or fault put on any employee calling for a Stop Work order in good faith, even if, upon investigation, the stop work order was deemed unnecessary. Work that has ceased due to a Stop Work order shall not be resumed until all safety aspects are cleared to the satisfaction of the employee who initiated the Stop Work, or until the issue has been addressed through the chain of command via the procedure specified in this document.

When opinions differ regarding the validity of a stop work intervention or the decision to resume work, persons with expertise should be identified and consulted to resolve such issues. Positive feedback should be given to affected personnel regarding resolution of the stop work issue. Retribution should not be directed at any person(s) who use stop work authority in good faith as detailed in this program.

4.1 Stop Work for Unsafe Unit Operation

When an Operator in charge determines that a process unit is in an unsafe state, they have the authority and responsibility to bring the unit to a safe state, including the authority to shut down the unit.

If the unsafe operation is detected by an Operator, they are responsible for discussing this situation with the Operator in Charge, who will determine the appropriate action to be taken.

Supervision shall discuss the unit shutdown with the Operators and Operator in Charge for the purpose of understanding the circumstances that led to the shutdown as part of the incident investigation once the unit has been brought to a safe state.

4.2 Stop Work for Routine Duties/Tasks


There are four steps in Stop Work Authority process for routine duties/tasks:

- STOP
- Take immediate action to notify
- Offer correction, get help if needed
- Prepare to resume work after issues are resolved

You should stop any task or job that does not comply with Marathon's Procedures and Policies, Four Principals/Ten Tenets of Safe Operations, or our Core Values.

When a Marathon Anacortes or contractor employee perceives any unsafe situation or condition on a job site, he or she has authority to stop the job immediately and report the situation to their supervisor. The reporting employee is to be specific in the reference to any unsafe acts or conditions. Upon being notified of an employee's concern, the supervisor should ensure that all employees are moved to a safe location.

ATTENTION: Printed copies should be used with caution.	
The user of this document must ensure the current approved version of the document is being used.	
R-11-022.docx	This copy was printed on 11/7/2024

 Marathon Petroleum Company LP	REFINERY-WIDE	R-11-022
ANACORTES REFINERY	Observing Unsafe Acts or Conditions/Stop Work Authority	Page 5 of 6

The supervisor, after having been notified of “stop work” situation, shall:

- Immediately investigate the situation and determine if the concerns can be resolved.
- Rely on personal experience and knowledge in resolving a safety concern.
- Rely on publications that may contain pertinent information specific to the complaint, including:
 - Marathon Anacortes Rules and Standing Instructions
 - Marathon Corporate Safety and Health Standards
 - Marathon Safety Data Sheets
 - Engineering Standards General Specifications
 - Process flow descriptions
 - Applicable sections of Washington Code of Regulations (WISHA/DOSH)
 - Applicable ANSI/ASME code books
 - Applicable API Standards & publications
 - Unit specific, standard operating procedures and Operating Limits
 - Maintenance and Operating Procedures
 - Emergency Response Plans

The supervisor shall assure compliance with all Marathon Anacortes and Corporate Rules and Standing Instructions which may pertain to the situation.


In certain cases the investigating supervisor may need additional expertise to determine the merits of a situation. In this case, they may seek input from other departments, including:

- Health and Safety Department
- Maintenance Department
- Reliability and Mechanical Integrity Department
- Technical Services Department
- Operating Department
- Environmental Department

The supervisor will decide if the decision to stop work was warranted. If the supervisor finds that stopping work was warranted, the supervisor shall ensure that work does not proceed until the hazard(s) have been mitigated.

Should the supervisor find that the “stop work” situation was not warranted, the supervisor will explain their reasoning, and reference any applicable publications or supporting information that substantiate the supervisor's decision. If at this time the employee and the supervisor come to agreement or resolution, the work shall resume.

Should the individual still feel that the situation is hazardous enough to merit stopping work, the supervisor shall contact a Health and Safety Specialist or the Field Safety Supervisor. The Health and Safety Department representative will conduct an

 Marathon Petroleum Company LP	REFINERY-WIDE	R-11-022
ANACORTES REFINERY	Observing Unsafe Acts or Conditions/Stop Work Authority	Page 6 of 6

independent investigation and notify the employee and supervisor of their findings. Should the Health and Safety Department representative believe that a "stop work" hazard does exist, he or she will communicate this to the supervisor with any recommendation to correct the hazard. The supervisor shall ensure that the hazard has been alleviated before work resumes.

Should the Health and Safety Department representative find that a "stop work" hazard is not present; they shall notify the supervisor and employee of the determination. If at this time the individual and the supervisor agree with the Health and Safety Department representative, the work shall resume.

Should the individual still feel that a "stop work" situation exists; the supervisor shall contact the department superintendent. The department superintendent will review the situation and all previous findings with the individual, supervisor and Health and Safety representative. Should the department superintendent believe that a "stop work" situation does exist, he or she will communicate this to the supervisor with any recommendation to correct the hazard. The supervisor shall insure that the hazard has been alleviated before work resumes.

Should the department superintendent find that a "stop work" situation does not exist, they shall notify the supervisor and employee as to this determination and the work will resume.

This process can be continued up the chain of command to the refinery manager, if necessary.

5.0 TRAINING

All employees shall receive training upon initial hire or periodic communications.

6.0 REVIEW AND REVISION HISTORY

Revision #	Preparer	Date	Description
0	Mark Willand	11/14/2021	Reformatted and Numbered per Document Control Policy, R-63-001.
1	Jeff Wood	4/18/22	Five year line-by-line review.

ATTENTION: Printed copies should be used with caution.

The user of this document must ensure the current approved version of the document is being used.