

Authored By: Greg Gibson	<b>Catlettsburg Refining, LLC</b> <b><u>Marathon Petroleum Company LP</u></b>  <b>VPP</b> <b>(Voluntary Protection Partnership)</b> <b>Committee</b>	Doc No.: RSW-AS-SWI-10-CB Rev No: 4
Doc Custodian: Safety Supervisor		<b>Safe Work Instruction</b>
Approved By: Safety Supervisor		
Date Approved: 08/11/2020	Next Review Date: 8/11/2021	Effective Date: 08/11/2020

## VPP Committee

### Overview

**Purpose** The purpose of this document is to provide a guideline for membership of the VPP Committee at Catlettsburg Refining, LLC.

**Scope** The scope of this document is to outline the responsibilities, training requirements, meeting frequency, service duration and committee member names.

**Records Retention** Printed copies of this document should not be retained more than 12 months. Any revision to this document will be retained indefinitely.

### TABLE OF CONTENTS

	<u>Page</u>
PURPOSE .....	2
RESPONSIBILITIES .....	2
TRAINING .....	3
MEETINGS .....	3
MEMBERSHIP DURATION.....	3
COMMITTEE MEMBERS .....	4
REVISION HISTORY .....	4

3Catlettsburg Refining, LLC	Safe Work Instruction	
Title: VPP Committee	Doc Number: RSW-EP-AS-SWI-10-CB	Rev No: 4

**Purpose**

The purpose of the VPP (Voluntary Protection Partnership) Committee is to continually enhance Catlettsburg’s personal and process safety performance in accordance with the values of a VPP Star Site. The Committee will champion strong employee engagement, open communication, innovative problem solving, and heightened hazard awareness to lead Catlettsburg Refining to best practices and improved overall safety for our employees and contractors.

Federal Voluntary Protection Programs (VPP) is an Occupational Safety and Health Administration initiative that encourages private industry and federal agencies to prevent workplace injuries and illnesses through hazard prevention and control, worksite analysis, training; and cooperation between management and workers. However, the Voluntary Protection Partnership (VPP) of Kentucky is a program offered by the Division of Education and Training to recognize and promote exemplary safety and health performance in the workplace. Participants must meet rigorous qualifying criteria and undergo an extensive on-site evaluation to be certified as a program participant. The program is very similar to federal OSHA's VPP program and includes removal from the general scheduled inspection list.

**Member Responsibilities**

- Each committee representative shall be responsible for representing their respective groups.
  - Gain support and enthusiasm for the VPP vision.
  - Share VPP Committee information with their group.
  - Actively solicit ideas and opportunities for improvement from their groups and share with the committee.
- Develop and provide periodic communications to employees and contractors.
  - VPP updates
  - Success sharing (e.g., newsletter) and implementation of best practices.
  - Continuing education/awareness regarding VPP
  - Event planning, participation and communication
- Determine opportunities for improvement and make recommendations for continual improvement.
  - Prioritize recommendations based on risk.
  - Drive consistency by developing specific solutions for continual improvement.
  - Based on complexity of the initiative, consider the need for development of a sub-committee.
  - Department/Area specific issues can be discussed to determine if there is a plantwide learning opportunity for others. However, specific issues should be managed through the respective group.
  - Leverage existing programs and processes for continual improvement.
- Determine information to be maintained on web site and work with designated person to keep the information up to date.
- Attend and participate in meetings. Hourly employees are only expected to attend meetings scheduled for their shift.

3Catlettsburg Refining, LLC	Safe Work Instruction	
Title: VPP Committee	Doc Number: RSW-EP-AS-SWI-10-CB	Rev No: 4

**Environmental, Safety & Security (ESS) Chairperson Responsibilities**

- Coordinate the meeting schedule and agenda/content.
- Communicate all meetings and agenda along with relevant attachments or material to be reviewed at least two weeks prior to the meeting.
- Facilitate all meetings to ensure meeting objectives are achieved.
- Provide quarterly updates to the RLT.
- Coordinate all training for the Committee.

**VPP Support Responsibilities**

- Assist the committee with administrative and documentation needs.
- Maintain minutes and track recommendations/action items from meetings.
- Maintain VPP website and engage committee members to keep the information up to date.

**Training**

- Review committee responsibilities.
- VPP Committee will receive training on the VPP process from submission of application through achievement of VPP and the process for recertifications (3 years).
- VPP hazard recognition training.
- The Committee will be refresher trained on the Safety1 Leadership concepts.
- Any additional VPP committee training will be offered as necessary (e.g., Interpersonal communication/storytelling, BBS, etc.).

**Meetings**

- Committee meetings will be held monthly (or more frequently if necessary) and will have a rotating schedule to accommodate shifts A, B, C and D.

**Membership Duration**

- Committee members will normally serve a one-year term. However, consideration for new members or to allow existing members to serve additional terms will be discussed with the Committee after one year.
- ESS member will serve as the Chairperson and has no limit on terms.
- VPP Committee Support is not a member and has no limit on terms.
- New committee members will be volunteers chosen by their respective manager.

3Catlettsburg Refining, LLC	Safe Work Instruction	
Title: VPP Committee	Doc Number: RSW-EP-AS-SWI-10-CB	Rev No: 4

### **Committee Members**

<b>Position/Title</b>	<b>Name</b>
RLT Sponsor	Donna Davis
Committee Sponsor	Greg Gibson
ESS – Chairperson	Seth Overly
VPP Committee Support	Melissa Hutchinson; Cathy Crace (backup)
Union Safety Representative	Tim Craft
Union Safety Representative	Andy Frasure
Union PSM Representative	Roy Claar
BBS Facilitator	Jimmy Adams
Contractor Representative	Scott Blankenship
Operations Supervisor	Jason Crum
Operations Hourly (A Crew)	Shane Bordelon
Operations Hourly (B Crew)	Chris T. Robinson
Operations Hourly (C Crew)	David Walker
Operations Hourly (D Crew)	Ben Howard
Product Control Supervisor	Matt Burke
Control Lab	Brandon Messer
Product Control Hourly (A Crew)	Gary Moore
Product Control Hourly (B Crew)	Devon Cleaver
Product Control Hourly (C Crew)	Jeff Morin
Product Control Hourly (D Crew)	Mike Felty
Maintenance Supervisor	Colton Lindsey
Maintenance Machinist	Artie Adkins
Maintenance Electrician	Cam Leaver
Maintenance Instrument/Analyzer Tech	Dave Stewart
Engineering	Ben Holbrook
Human Resources	Tara McKnight
Technical Services	Wes Umbower
Supply Chain	Tara Hester
Accounting	Emily Davis

### **Revision History**

<b>Rev. No.</b>	<b>Description of Change</b>	<b>Author</b>	<b>Approved By</b>	<b>Rev. Date</b>	<b>Effective Date</b>
0	Original Document	Greg Gibson	Greg Gibson/RLT		7/8/19
1	Changed name of Accounting Representative	Seth Overly	Greg Gibson	7/10/19	7/10/19
2	Tech Service Rep Change	Seth Overly	Greg Gibson	3/2/2020	3/2/2020
3	SME Review – No Changes	Seth Overly	Greg Gibson	07/10/2020	07/10/2020
4	Accounting Rep Change	Seth Overly	Greg Gibson	08/11/2020	08/11/2020