 Marathon Petroleum Company LP		REFINERY-WIDE		R-11-035
ANACORTES REFINERY		Fatigue Management		Page 1 of 19
RESPONSIBLE DEPT.	CONTENT CUSTODIAN	APPROVED BY	LEGACY NUMBER:	
HES&S	Alexandra Babarovich	Brenda Rinesmith	SR-68	
REVISION APPROVAL DATE: 01/15/2024		NEXT REVIEW DATE: 01/01/2028	MOC: N	REVISION: 2

Contents

<p>1.0 INTRODUCTION..... 2</p> <p>1.1 Purpose.....2</p> <p>1.2 Scope.....2</p> <p>2.0 REFERENCES..... 2</p> <p>2.1 Marathon Standards, Policies & Procedures2</p> <p>2.2 Government Regulations2</p> <p>2.3 Industry Standards.....2</p> <p>3.0 DEFINITIONS 2</p> <p>4.0 ROLES AND RESPONSIBILITIES 4</p> <p>4.1 Refinery Leadership Team (RLT)4</p> <p>4.2 Area Team Leader/Supervisor4</p> <p>4.3 Foreman/Coordinator4</p> <p>4.4 Plant Health Safety Committee (PHSC)4</p> <p>4.5 Employees.....4</p> <p>4.6 Contractors.....4</p> <p>4.7 Covered Positions.....5</p> <p>5.0 DETERMINING CURRENT SERVICE STATUS 6</p> <p>5.1 General6</p> <p>5.2 Tracking & Reporting Tools6</p> <p>5.3 Estimating Projected Service Status.....6</p> <p>6.0 HOURS-OF-SERVICE LIMITS 6</p> <p>6.1 General6</p> <p>6.2 Refinery Operations6</p> <p>6.3 Marine Terminal Operations.....7</p>	<p>7.0 CALLOUTS AND EXTENDED SHIFTS 7</p> <p>7.1 General7</p> <p>7.2 Extended Shifts.....7</p> <p>7.3 Holdovers8</p> <p>7.4 Call-Outs8</p> <p>8.0 EXCEPTION PROCESS 8</p> <p>8.1 Requirements for Exception8</p> <p>8.2 Documentation and Approval.....8</p> <p>8.3 Exemption Form Approval.....8</p> <p>8.4 Significant Fatigue Risk9</p> <p>9.0 ASSISTANCE PROGRAMS..... 9</p> <p>9.1 Employees.....9</p> <p>9.2 Contractors.....9</p> <p>10.0 EFFECTIVENESS 9</p> <p>10.1 Management Review9</p> <p>10.2 Audits & Investigations.....9</p> <p>10.3 Specific Metrics10</p> <p>11.0 TRAINING 10</p> <p>11.1 General10</p> <p>11.2 Employee Training10</p> <p>11.3 Supervisor/Manager Training.....11</p> <p>12.0 REVIEW AND REVISION HISTORY 11</p> <p>13.0 APPENDIX A – CONTRACTOR APPLICABILITY DETERMINATION 12</p> <p>14.0 ATTACHMENT 1 – FATIGUE MANAGEMENT HOURS-OF-</p>
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SERVICE EXCEPTION FORM (R-11-035-F01)14

16.0 ATTACHMENT 3 – QUICK REFERENCE WORKFLOW18

15.0 ATTACHMENT 2 – OUTAGE DECLARATION (R-11-035-F02)17

List of Tables

Table 1 Definitions2
Table 2 Refinery Hours-of-Service Limits7

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1.0 INTRODUCTION

1.1 Purpose

This Anacortes Fatigue Management Policy provides the Fatigue Risk Management System (FRMS) to manage fatigue in the workplace. This policy lists requirements for training and hours-of-service limitations. Everyone, the workforce and management, has a role in recognizing the importance of fatigue management in the workplace and should be actively working to support the goals of the Fatigue Management Policy.

1.2 Scope

This policy is intended to apply to those individuals that commute to the refinery location on a daily basis. This includes employees working night shifts, rotating shifts, extended hours/days, or callouts in safety sensitive positions. All supervisors that are involved with safety sensitive decision making are also included in this policy. On- site contractors involved with process safety sensitive actions shall have a Fatigue Management System that will meet this Anacortes Fatigue Management Policy, in accordance with API RP-755.

2.0 REFERENCES

2.1 Marathon Standards, Policies & Procedures

- D-30-001, Filling Overtime/Standby Time for Hourly Operating Employees (7x7 12hour Shift)
- GEN-1027, Fatigue Risk Management Standard
- RSP-1328-000, Fatigue Risk Management Standard

2.2 Government Regulations

- Washington State WAC Title 173, Chapter 180 Facility Oil Handling Standards, Section 055 Work Hours (WAC 173-180-055)

2.3 Industry Standards

- API Recommended Practice 755 Fatigue Risk Management Systems for Personnel in the Refining and Petrochemical Industries
- API Recommended Practice 1168 Pipeline Control Room Management

3.0 DEFINITIONS

The following definitions are applicable to this policy.

Table 1 Definitions

Term	Description
Call Out	Summoning an employee to the work site to perform work that the worker was not scheduled to perform.
Extended Shift	Work shifts that extend beyond 14 hours.



Table 1 Definitions

Term	Description
Fatigue	Reduced mental and physical functioning caused by sleep deprivation &/or being awake during normal sleep hours. This may result from extended work hours, insufficient opportunities for sleep, failure to use available sleep opportunities, or the effects of sleep disorders, medical conditions or pharmaceuticals which reduce sleep or increase sleepiness.
Holdover	An occasional extended shift where employees are at work beyond their regular shift to participate in training, safety meetings, or other similar events.
Marine Terminal Operator	An operator of a marine facility that is used for transferring bulk crude oil or petroleum products to or from a waterborne vessel or barge. Anacortes Refinery defined as Wharf Operator.
Outage	Planned or unplanned interruptions of Scheduled Work in a process area that require personnel in process safety sensitive positions to be called out or scheduled to work above normal staffing requirements. Outages include: <ul style="list-style-type: none"> • Planned or unplanned unit shutdowns • Significant interruption in normal operations • Major project construction and commissioning • Work Stoppages • Turnarounds • Mobilizing and demobilizing for the above activities
Process Safety Sensitive Actions	Process safety sensitive actions involve the operation, control, installation and/or maintenance of process equipment within a refinery. These positions are critical for ensuring the following: <ul style="list-style-type: none"> • Equipment preparation is safe from process hazards via our lock-out/tag-out and safe work permitting processes. • Equipment commissioning or return to service after completing the pre-startup safety review process. • Equipment operation is being monitored and is within safe operating limits. • The work on the equipment is completed to the required standards. • The QA/QC activities are completed to the required standards. • The equipment is being monitored so that it is suitable for the service.
Shift	Four or more consecutive hours worked, regardless of nature of work.
Work Sets	Any work that takes place between minimum required rest periods.
Normal Operations	Operations that are not during outages.
Open Shifts	Foreseeable or planned vacancies where the vacancy is known at least one week in advance and overtime will be required to fill the vacancy (non-emergency). Examples include, but are not limited to, extended sick leave, special assignment or vacation.
Shift Work	An organization of work where workers succeed each other at the same workplace while performing similar operations at different times of the day thus allowing longer hours of operation than feasible for a single worker.
FRMS	Fatigue Risk Management Standard

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Table 1 Definitions

Term	Description
Rotating Normal Shift	Work schedule where people move through a cycle of working during day, evening, or night shifts.
Non-Rotating Normal Shift	A work schedule where people maintain consistent day shifts, also known as straight-day assignments.
Rest Period	During normal shifts a Rest Period is defined as a period of time that allows 34 hours time off, with the exception that a Work Set containing four or more nights requires 46 hours time off. During outages, a Rest Period is defined as a period of time that allows 34 hours time off, regardless of the number of nights worked in a Work Set.

4.0 ROLES AND RESPONSIBILITIES

4.1 Refinery Leadership Team (RLT)

The RLT is accountable for Fatigue Management Policy implementation, support, and effectiveness monitoring.

4.2 Area Team Leader/Supervisor

Area Team Leaders and Maintenance Supervisors are responsible for Fatigue Management Policy adherence and administration within their departments, including Fatigue Management Hours-of-Service Exception Form documentation.

4.3 Foreman/Coordinator

Foremen/Coordinators are responsible for identifying fatigue risks within their work groups, providing personnel support to their direct reports, and Fatigue Management Hours-of-Service Exception Form documentation. All hours worked by their personnel must be entered into the Shift Supervisor Timesheet regardless of job tasks (Ex: Operations, Training, Emergency Response).

4.4 Plant Health Safety Committee (PHSC)

The PHSC is responsible for participating in fatigue metric reviews.

4.5 Employees

All Anacortes Employees are responsible for awareness and adherence to the Fatigue Management Policy and completion of any assigned training related to this subject. All hours worked must be reported to Supervision, regardless of job tasks (Ex: Operations, Training, Emergency Response).

4.6 Contractors

Contractors that supply workers involved in process safety sensitive actions will adopt and implement policies and procedures that meet or exceed the Fatigue Management Standard and will be responsible for ensuring compliance.

 Marathon Petroleum Company LP	REFINERY-WIDE	R-11-035
ANACORTES REFINERY	Fatigue Management	Page 5 of 19

4.7 Covered Positions

4.7.1 Employees

Operations, Product Control, and Maintenance employees, including their direct supervisors, who are actively working in process safety sensitive job functions are covered by FRMS. This includes:

- Field Operator
- Board Operator
- Shift Foreman
- Maintenance Technician
- Maintenance Coordinator (i.e. front line Maintenance Foreman)
- Inspector
- Inspection Supervisor

Employees that normally work in covered safety sensitive positions but are temporarily assigned to non-safety sensitive positions like TAR planning are typically not considered covered during temporary assignment. Support crafts such as carpenters, scaffold builders, insulators, maintenance planners, craft supervisors and administrative personnel are NOT covered by the standard nor are lab or warehouse employees.

4.7.2 Contractors

For maintenance and construction work, contractors that supply crafts performing invasive work directly on Mechanical Integrity covered equipment are covered by this standard. Typical contractor positions covered by FRMS include:

- Boilermaker
- Electrician
- Instrument/Analyzer Technician
- Iron Worker
- Millwright/Machinist
- Catalyst Technician
- Hydraulic Torque Technician
- Refractory Technician
- Welder
- Pipe Fitter
- Heat Stress Technician
- X-ray Technician
- Inspector
- Ultrasound Technician

 Marathon Petroleum Company LP	REFINERY-WIDE	R-11-035
ANACORTES REFINERY	Fatigue Management	Page 6 of 19

For additional clarification regarding contractors subject to FRMS, reference Appendix A: Contractor Applicability Determination.

5.0 DETERMINING CURRENT SERVICE STATUS

5.1 General

All Anacortes Employees and Contractors are responsible for notifying their Supervision of any potential hours-of-service deviations they are aware of. All hours worked must be reported to Supervision regardless of tasks performed (Ex: Operations, Training, Emergency Response). In addition, Contract Groups are responsible for managing hours-of-service deviations per their Fatigue Management Policy.

5.2 Tracking & Reporting Tools

The Anacortes Human Resources Department maintains Fatigue Management and Overtime Hours Tracking records. Supervisors utilize a scheduling tool to assist with work hour management.

5.3 Estimating Projected Service Status

Supervisors should use the tools identified in section 5.2 and training provided on FRMS to identify service status. A Quick Reference Workflow within Attachment 3 is provided to demonstrate the high-level evaluation, mitigation and approval process for any hours-of-service variance. When possible, rescheduling/scheduling adjustments should be performed to maintain compliance with hours-of-service limits described in this policy. The exception process must be adhered to if rescheduling is not possible (see Section 8.0).

6.0 HOURS-OF-SERVICE LIMITS

6.1 General

The hours-of-service limits are intended to reduce the risk of fatigue on the job. Consistently working at or over these limits may lead to chronic sleep debt.

It is recognized that there will be requirements for employees to work overtime, extended shifts, holdovers.

The following hours-of-service limits shall not be exceeded without utilizing the exception process (see Section 8.0).

6.2 Refinery Operations

The following work hour limitations are required for refinery operations.

Table 2 Refinery Hours-of-Service Limits

Operational Situation	Maximum Work Set Hours	Maximum Number of Typical Shifts		
		12-Hour Shift	10-Hour Shift	8-Hour Shift
Maximum Consecutive Shifts (Day or Night) in a Work Set				
Rotating Normal Shift Schedule	92 hours	7 shifts	9 shifts	11 shifts
Non-Rotating Normal Shift Schedule	105 hours	8 shifts	10 shifts	13 shifts
Outage Shift Schedule	182 hours	15 shifts	18 shifts	22 shifts
Minimum time off after a work set				
Normal Operations		34 hours	34 hours	34 hours
After a work set of 4 or more-night shifts		46 hours	46 hours	46 hours
Outages		34 hours	34 hours	34 hours

Clarification of Hours-of-Service Limits

- Outages will be declared and scheduled by management. Approved outages will be documented on the Outage Declaration Form (see Attachment 2).

6.3 Marine Terminal Operations

The following work hour limitations are required for marine terminal operations unless there is an emergency or a drill:

- Maximum 16 hours in a 24-hour period
- Maximum 40 hours in a 72-hour period

6.3.1 Determining current service status with job role changes:

- The Marine Terminal Operations maximum work hour limitations apply to personnel that are functioning in the Wharf Operator position.
- Personnel that switch job roles during a work-set to a Wharf Operations position shall adhere to the work hour limitations listed above.
- Wharf Operators that reach their maximum hours limit may switch to a non-Marine Terminal Operator position (Ex: Tank Farm Operator) for the remainder of their work-set.

7.0 CALLOUTS AND EXTENDED SHIFTS

7.1 General

The D-30-001 Filling Overtime/Standby Time for Hourly Operating Employees Procedure shall comply with the Anacortes Fatigue Management Policy to assure that the hours-of-service are not exceeded. Adherence to the requirements of this policy and API RP-755 take precedence over D-30-001.

7.2 Extended Shifts

7.2.1 Extended shifts (greater than 14 hours) should not be routinely scheduled and shall occur only when necessary, in order to avoid an unplanned open safety critical position or accomplish an unplanned critical task.

 Marathon Petroleum Company LP	REFINERY-WIDE	R-11-035
ANACORTES REFINERY	Fatigue Management	Page 8 of 19

- 7.2.2 The decision to work an extended shift greater than 14 hours shall be managed through the exception process (see section 8.0).
- 7.2.3 For Extended Shifts (greater than 14 hours), a minimum of 8 hours shall be provided before returning to work or the exception process must be followed.
- 7.2.4 After a work shift, a minimum of 8 hours of time off shall be provided or the exception process must be followed.

7.3 Holdovers

Holdover periods for activities other than normal work responsibilities (training, etc.) should not exceed 2 hours. Where possible, this should occur at the end of the day shift or at the beginning of the normal night shift.

7.4 Call-Outs

All call-outs shall count towards the hours of service limitations:

- 7.4.1 Call-outs that occur (start or end) within 8 hours of a scheduled shift shall be included as time worked in the closest scheduled shift.
- 7.4.2 The same Extended shift limitations and the exception process shall apply for call-outs.
- 7.4.3 For call-outs resulting in an extended shift, a minimum of 8 hours is required between the completion of the extended shift and returning to work or the exception process must be followed.
- 7.4.4 For situations where an individual is called-out multiple times throughout the same day, the duration of the call outs shall be added, and hours of service limits shall apply.

8.0 EXCEPTION PROCESS

8.1 Requirements for Exception

The exception process must be followed any time an individual will be required to work while not meeting the hours-of-service limitations within Section 7.0. Anacortes Supervision is responsible for completing the Fatigue Management Hours-of-Service Exception Form per the Instructions for Form Completion and obtaining the required approvals prior to exceeding the hours-of-service limitations (see Attachment 1).

8.2 Documentation and Approval

This process involves documenting the hours-of-service exceedance on the Fatigue Management Hours-of-Service Exception Form within Attachment 1 and gaining approval of the appropriate department personnel. Approved Fatigue Management Hours-of-Service Exception Forms are to be submitted to the appropriate Human Resources timekeeping personnel, where they will be retained per the MPC document retention policy.

8.3 Exemption Form Approval

- Approval of two management or supervision representatives is required (one must be on-site).

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 Marathon Petroleum Company LP	REFINERY-WIDE	R-11-035
ANACORTES REFINERY	Fatigue Management	Page 9 of 19

- It is recognized that it may not always be possible to obtain written approval. When this is not possible, verbal approval must be received. The name of the verbal approver, and the date/time of the approval must be recorded on the form.

8.4 Significant Fatigue Risk

The following scenarios may pose significant fatigue risk:

- Working 18 hours or more in a single shift.
- Returning to work prior to having 8 hours off after working an extended shift.
- Working more than one extended shift (greater than 14 hours) per work set.

If any of these exceptions occur, the appropriate Refinery Leadership Team member(s) shall be notified by the next business day after the exception.

9.0 ASSISTANCE PROGRAMS

9.1 Employees

This Fatigue Management Policy is intended to minimize the risk of fatigue for personnel in safety sensitive positions. However, health advice may be of assistance if personnel are experiencing fatigue or would like more information to help with prevention.

Available employee assistance resources include the following:

- Wellness and Sleep-Health related information
- Site Medical Clinic/Nurse Practitioner
- Fatigue Management Training
- Life Works Employee Assistance Program (EAP)

Employees may contact their front-line Supervisor, Human Resources, or Site Medical for assistance with utilizing/accessing these resources.

9.2 Contractors

Contract Groups are to provide guidance to their personnel on how to obtain health advice for fatigue management.

10.0 EFFECTIVENESS

10.1 Management Review

Management will initially and periodically review performance of our local fatigue risk management system. This review process shall occur semi-annually and will include a review of the site metrics with appropriate stakeholders. In support of this review process, metrics will be retained as necessary per MPC document retention policy.

10.2 Audits & Investigations

Fatigue impacts may be revealed through hazard identification programs. This location shall utilize existing audit and inspection practices to assist in the evaluation of the work environment for fatigue risks.

 Marathon Petroleum Company LP	REFINERY-WIDE	R-11-035
ANACORTES REFINERY	Fatigue Management	Page 10 of 19

Existing investigation methodologies will continue to be utilized to identify any fatigue related causal factors. The following are examples of information that may be collected during investigations to identify if fatigue contributed to the incident:

- Date/time when last sleep episode ended
- Date/time when last duty period started
- Work, wake and sleep schedule for the 7 days prior
- Sleep quality ratings for last 3 major sleep episodes
- Observed signs of sleepiness
- Health conditions that may have affected sleep
- Rating of stimulation for the task performed at the time of the incident and the work environment
- Rating the amount of regularity for the work and sleep schedule prior to the incident

10.3 Specific Metrics

The following are examples of data that may be utilized to make improvements to the Fatigue Management Policy:

- Number of exceptions per month
- Number of extended shifts per month
- Percent overtime
- Top 3 employees in each area in % overtime
- Top 3 employees in each area in number of exceptions

11.0 TRAINING

11.1 General

All employees affected by this policy are required to receive Fatigue Mitigation and Management Training to provide education on the causes, risks, and potential consequences of fatigue. Refresher training shall occur at least once every 3 years.

11.2 Employee Training

Training shall be delivered to all employees covered under this policy to provide education on the following fatigue mitigation concepts:

- Know and understand the Anacortes Fatigue Management Policy
- Recognize the signs of fatigue: basic sleep, circadian, and fatigue physiology
- Recognize the effects of fatigue: symptoms of sleep disorders, how to obtain appropriate medical advice
- Fatigue mitigation strategies: achieving good quality and restorative sleep, healthy and effective ways of mitigating fatigue impairment
- How off-duty activities affect fatigue: managing an alert and healthy lifestyle

 Marathon Petroleum Company LP	REFINERY-WIDE	R-11-035
ANACORTES REFINERY	Fatigue Management	Page 11 of 19

- Employee role with managing fatigue in the workplace: understanding specific risks of fatigue impairment in their own work environment and work duties

11.3 Supervisor/Manager Training

In addition to the employee training topics listed above, all Managers and Supervisors shall receive training on the following fatigue management concepts:

- Know and understand the Anacortes Fatigue Management Policy: managing employee schedules to meet hours-of-service limits.
- Recognize the signs and effects of fatigue: detect employees that are excessively fatigued and how to assess fitness for service
- The influence of staffing levels on employee fatigue
- Fatigue mitigation strategies:
 - On-shift and off-shift mitigations
 - Effects of work and rest scheduling: scheduling work to minimize the risk
- How off-duty activities affect fatigue
- Continuous improvement process: assessing, updating, and increasing the effectiveness of the Anacortes Fatigue Management Policy
- Completing and processing an hours-of-service exception form
- Understanding management’s expectations and commitment to the process

12.0 REVIEW AND REVISION HISTORY

Revision #	Preparer	Date	Description
0	Mark Willand	1/09/2022	Reformatted and Numbered per Document Control Policy, R-63-001.
1	Ivan Kravtsov	1/1/2023	Updated per RSP-1328-000 Rev. 10. Line-by-line review.
2	Ivan Kravtsov	1/15/2024	Added Clarification 7.2.4.

13.0 APPENDIX A – CONTRACTOR APPLICABILITY DETERMINATION

To clarify which contractors are subject to API RP 755, the following are examples of contractor services and whether they are required to comply with the standard.

Contractor	Example(s)	Required to Comply with API RP 755 (Yes/No)
Loading/Offloading Operations	A contractor loads or offloads product materials. Examples could include loading operations for LPG trucks, offloading barge materials, coke cutters, or gasoline shipments.	Yes Those involved with loading operations would have to comply with API RP 755 .
Operating Process Equipment	A contractor operates a waste treatment facility at a refinery. The contractor LOTO's equipment and operates independently without a work authorization permit issued by MPC. The contractor may write hot work and cold work permits.	Yes The contractor is involved with operating process equipment and manages their own permitting process.
Electrical Testing	Provides resources for the testing of electrical equipment in the substations.	Yes These contractors are ensuring the mechanical integrity of the electrical equipment.
Support Services	Provide scaffolding or cleaning services for the work completed in the Process Units or Tank Farms.	No These contractors are not working directly on the process equipment.
Safety Professionals	Provide safety support resources in the field to address individual safety checks like initial confined space entries but are not involved in the routine issuing of permits.	No These contractors are at times completing safety checks on equipment but they are not directly involved in issuing the daily safe work permits.
Planning & Scheduling Resources	Provide planning and scheduling services for the work completed in the field.	No The planners may visit work sites to develop work scopes but they do not work directly on process equipment. The schedulers typically do not work in the field.
Office Services	Office janitorial services.	No These contractors do not complete work in the Process Units or Tank Farms.

Typical contractor positions not covered by FRMS include:

- Insulator
- Civil Laborer
- Civil Carpenter
- Painter
- Hydroblaster
- Rigger
- Carpenter – Scaffolding
- Laborer – Scaffolding
- Scaffold Builder
- Tool Room Attendant
- Warehouse Attendant (Material Handlers)

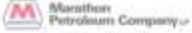


- Security
- Waste Handling
- Administrative Personnel
- General Labor (clean-up)
- Janitorial
- Water Truck
- Fire Watch/Hole Watch (Safety Attendants)

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14.0 ATTACHMENT 1 – FATIGUE MANAGEMENT HOURS-OF-SERVICE EXCEPTION FORM (R-11-035-F01)

 REFINERY-WIDE		R-11-035-F01
Fatigue Management Hours-of-Service Exception Form		Page 1 of 3
ANACORTES REFINERY		REVISION: 2

Originator:		Date Requested:	
Affected Personnel:		Date of Exception:	
Affected Location(s)/Operation(s):		Zone A: <input type="checkbox"/> Zone B: <input type="checkbox"/> Zone C: <input type="checkbox"/> Maint: <input type="checkbox"/> Other: <input type="checkbox"/>	
Reason for Exception: # hours or shifts		Ops: >92hrs <input type="checkbox"/> Shift: 8 th <input type="checkbox"/> 9 th <input type="checkbox"/> 10 th <input type="checkbox"/> 11 th <input type="checkbox"/>	
		>14hr shift: <input type="checkbox"/> >18hr shift: <input type="checkbox"/> Other: <input type="checkbox"/>	
		Maint: >105hrs: <input type="checkbox"/> >14hr shift: <input type="checkbox"/> Shift: 11 th <input type="checkbox"/> 12 th <input type="checkbox"/> Other: <input type="checkbox"/>	
Business Consequence of Not Granting Exception:			
Task(s) to be completed:			
Existing Conditions: (that may increase fatigue)			Number
1. Number of consecutive shifts/hours worked at time of exception request			
2. Number of hours worked this shift at time of exception request			
3. Total expected number of consecutive hours this shift with exception			
4. Hours off before next scheduled shift begins with exception (applies to extended shifts)			
5. What is the employee's expected post-shift commute time			
6. Other fatigue risk condition:			
On-Shift Mitigations to be applied:			Check Yes or No
1. Activity: standing, stretching, walking, exercising, etc.; requiring movement			Y <input type="checkbox"/> N <input type="checkbox"/>
2. Lighting: adjusting lighting to improve alertness			Y <input type="checkbox"/> N <input type="checkbox"/>
3. HVAC adjustments			Y <input type="checkbox"/> N <input type="checkbox"/>
4. Increased interaction with coworkers			Y <input type="checkbox"/> N <input type="checkbox"/>
5. Food/Drinks: strategic caffeine use, well-balanced and nutritional snacks/meals, eating moderately, rehydrating with water			Y <input type="checkbox"/> N <input type="checkbox"/>
6. Break: using routine break or requesting relief for a break to increase alertness			Y <input type="checkbox"/> N <input type="checkbox"/>
7. Increased Supervisory support: increased monitoring & modification of tasks			Y <input type="checkbox"/> N <input type="checkbox"/>
8. Other mitigation:			Y <input type="checkbox"/> N <input type="checkbox"/>
Off-Shift Mitigations:			Check Yes or No
1. Hotel accommodations offered?			Y <input type="checkbox"/> N <input type="checkbox"/>
a. Hotel accommodations accepted?			Y <input type="checkbox"/> N <input type="checkbox"/>
2. Provide employee with a ride home (Taxi, etc.)			Y <input type="checkbox"/> N <input type="checkbox"/>
3. Shift modification, allowing for sufficient sleep			Y <input type="checkbox"/> N <input type="checkbox"/>
4. Other mitigation:			Y <input type="checkbox"/> N <input type="checkbox"/>
Additional Information:			
APPROVALS		Exception is not granted until approved by the appropriate 2 nd Level Supervisor, or their designee. Approval may be verbal. If so, please note.	
		Signature	Date
Supervisor (on-site)			
2nd Level Supervisor: (or their designee)			

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 Marathon Petroleum Company LP	REFINERY-WIDE	R-11-035
ANACORTES REFINERY	Fatigue Management	Page 15 of 19

 Marathon Petroleum Company LP	REFINERY-WIDE	R-11-035-F01
ANACORTES REFINERY	Fatigue Management Hours-of-Service Exception Form	Page 2 of 3 REVISION: 2

If this exception qualifies as a Significant Fatigue Risk (see below for definition), the appropriate Refinery Leadership Team member(s) shall be notified by the next business day after the exception.

Form completion is only required for safety sensitive positions

Originator: Name of Supervisor requesting exception.

Date Requested: Enter the date for which the exception is requested.

Affected Personnel: List the name of affected personnel for the exemption request.

Affected Location: Check the appropriate Zone/Department box.

Reason for Exception: Describe the business necessity for requesting the exception. This is which provision of the Anacortes Fatigue Management Procedure will be violated if an exception were not provided. An example is the following: Instrumentation repair is taking longer than expected and is likely to take an additional hour to complete, which will "exceed the electrician's daily hour-of-service limit".

Business Consequence of Not Granting Exception: Describe the consequence to the business or operations if the request is not granted. Explain why the job/task cannot be delayed, necessitating the exception.

Task(s) to be completed: (including duration & timeframe)
 Enter the task(s) with their anticipated duration and the day/night shift timeframe. List in this section any major job tasks to be completed.

Existing Conditions: (that may increase fatigue)
 The listed conditions are not an exhaustive list and should be considered the minimum contributors to inducing fatigue. List any additional items for consideration as applicable. This information will assist management with determining whether granting the exception will significantly increase the risk of inducing fatigue in the affected personnel.

On-Shift Mitigations: List major actions taken on-shift to decrease the impact of fatigue. Supervisors can increase personnel monitoring to identify potential fatigue risks and may provide support through modification of work tasks and breaks. List any additional on-shift mitigations.

Off-Shift Mitigations: List the actions that were taken to eliminate/minimize additional fatigue risk which may be caused by granting the exception. Shift modifications shall allow for sufficient sleep by taking into account commute times, and personal activities such as personal hygiene and meals. List any additional off-shift mitigations.

Additional Information: Describe any important fatigue risks or mitigations not otherwise covered in the form.

Approvals: The appropriate Department Manager (or their designee) of the employee(s) subject to the exception must sign and date the form before it is considered approved. It will not always be possible to obtain a written approval signature. When this is not possible, verbal approval must be received. The name of the verbal approver, and the date/time of the approval must be recorded on the form.

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 Marathon Petroleum Company LP	REFINERY-WIDE	R-11-035
ANACORTES REFINERY	Fatigue Management	Page 16 of 19

 <small>Marathon Petroleum Company LP</small>	REFINERY-WIDE	R-11-035-F01
ANACORTES REFINERY	Fatigue Management Hours-of-Service Exception Form	Page 3 of 3 REVISION: 2

Retention: Submit approved Fatigue Management Hours-of-Service Exception Forms to ANR-Payroll@Marathonpetroleum.com

Significant Fatigue Risk: The following scenarios may pose significant fatigue risk:

- Working 18 hours or more in a single shift.
- Returning to work prior to having 8 hours off after working an extended shift.
- Working more than one extended shift (greater than 14 hours) per work set.

If any of these exceptions occur, the appropriate Refinery Leadership Team member(s) shall be notified by the next business day after the exception.

SAMPLE

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16.0 ATTACHMENT 3 – QUICK REFERENCE WORKFLOW

