

## BP OIL -- TOLEDO REFINERY

<b>Document Type:</b> Procedure	<b>Refinery Wide</b>	<b>Procedure No.:</b> SAF 043
<b>Effective Date:</b> February 10, 2014	Fire Retardant Clothing Policy	<b>Revision No.:</b> 4
<b>Owner:</b> E. Myers	<b>Authorized By:</b> D. C. Durnwald (signature on file)	<b>Page</b> 1 of 4

<b>SCOPE</b>	This procedure describes that each employee shall wear the appropriate fire retardant clothing. Fire retardant clothing will help protect all employees from the effects of a flash fire.
<b>HEALTH</b>  Special PPE & Special Hazards	N/A
<b>SAFETY</b>	Protection from burns associated with flash fires.
<b>REFERENCE DOCUMENTS</b>	OSHA 29 CFR 1910.132
<b>SPECIAL MATERIALS &amp; EQUIPMENT</b>	Fire Retardant Clothing
<b>QUALITY</b>	N/A
<b>ENVIRONMENTAL</b>	N/A

OVERVIEW

The purpose of this procedure is to protect employees, contractors and visitors from potential exposure to hydrocarbon flash fires. It is mandatory for all BP Toledo Refinery employees, contractors and visitors to wear long sleeved fire retardant clothing (sleeves down; zipped up) as specified in our PPE Procedure (SAF 026). FRC is required whenever outside of the designated 'Green Zones'. Nomex IIIA® is the fabric of preference for BP employees. At a minimum, FRC fabrics shall be the equivalent of 6 oz./yard per Nomex IIIA® or an arc rating of 5.7 ATPV (Arc Thermal Performance Value) or meet the requirements of NFPA 2112 Standard on Flame Resistant Garments for Protection of Industrial Personnel Against Flash Fire and have an arc rating of 5.7 ATPV (Arc Thermal Performance Value).

Fire retardant clothing is most effective if it is worn outside all other clothing. The use of outer clothing other than fire retardant clothing, except as noted in this procedure & the PPE Procedure, will not be permitted. Layering of clothing under the fire retardant clothing should provide comfort in all climates. Wearing of fire retardant clothing is mandatory and is a condition of working within BP Toledo Refinery. This policy benefits all employees, contractors and visitors who may be exposed to flash fire.

<p>1.0 Exceptions</p>	<p>1.1 BP employees, contractors and visitors have the option to adjust their fire retardant clothing (unzipped, sleeves rolled up, tied around waist, etc.) to enhance their comfort level in offices and control rooms (Satellites), as permitted by the supervisor for that building.</p> <p>1.2 When employees are required to wear special personal protection equipment, fire retardant clothing will be worn beneath the special personal protection equipment. Examples of special equipment are as follows: rain gear, disposable coveralls which may be worn during shutdowns to enter extremely dirty areas or vessels, welders leathers, etc.</p>
<p>2.0 Contractors &amp; Visitors</p>	<p>2.1 Contractor employees and visitors within the Refinery or other refinery facilities are required to wear fire retardant clothing in the same circumstances as BP employees.</p> <hr/> <p>NOTE: A limited supply of fire retardant coveralls are available at both the Lobby and Main Gate for visitors in the event arrangements have not been made through the visitor's BP contact.</p> <hr/> <p>2.2 It is the responsibility of each individual contract company to supply their employees with proper fire retardant clothing. Any contractor working at the Marine Dock or Water Intake will be required to wear fire retardant clothing.</p> <p>2.3 Truck drivers entering the Refinery for loading and/or unloading of bulk products, such as: LPG, Vac BTMS, Decanted Oil, etc., are expected to furnish their own PPE which meets BP requirements.</p>
<p>3.0 BP Employees</p>	<p>3.1 Fire retardant clothing should have employees' first name, nickname or initials and last name. All employees will receive fire retardant clothing, an insulated jacket and a fire retardant hard hat liner in accordance with the following: <b>BP will purchase Nomex clothing for Toledo Refinery employees through the Purchasing Department.</b></p>

<p>4.0 Replacement</p>	<p>4.1 Replacement Nomex clothing will be ordered through the BP Purchasing Department. BP will replace Nomex clothing due to wear and tear or if the employee has outgrown them, however, the employee should place an orange repair tag on the FRC indicating why the garment needs replaced and place in a laundering service receptacle. It will be the employee's responsibility to replace lost or stolen Nomex clothing. Each employee is responsible for the prudent use of the Nomex.</p>
<p>5.0 Alterations and Repairs</p>	<p>5.1 All repairs and/or alterations will be done by the laundering service according to the manufacturer's recommendations. Long sleeves shall not be shortened nor pant legs altered such that a person's legs or arms are left unprotected. Nomex can be altered, however, to enhance the fit of the clothing. Nomex thread must be used to make alterations.</p> <p>5.2 Only patches approved by the BP HSE Department may be attached to the Nomex clothing. See the BP Purchasing Department for guidance on alterations and Nomex thread.</p>
<p>6.0 Laundering</p>	<p>6.1 Laundering service will be mandatory for all BP employees. Soiled Nomex clothing will not be removed from the Refinery.</p> <p>6.2 The BP Purchasing Department will be responsible for laundering Nomex coveralls stored for Visitors. In cases where clothing is contaminated with hazardous material or hazardous waste, the clothing will be cleaned or replaced.</p>
<p>7.0 Training</p>	<p>7.1 Each supervisor is responsible for explaining the details of the Fire Retardant Clothing Procedure to all of his/her employees and contractors. The training must include the following:</p> <ul style="list-style-type: none"> <li>• Benefits of fire retardant clothing</li> <li>• Review of the Fire Retardant Procedure</li> <li>• Sizing and laundering details</li> <li>• Disciplinary process for violation of the Fire Retardant Clothing Procedure (same as hard hat and safety glasses)</li> </ul>
<p>8.0 Audit</p>	<p>8.1 Each employee is responsible for compliance with this procedure.</p>

**Revision History**

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The following information documents at least the last 3 changes to this document, with all the changes listed for the last 6 months.

<b>Date</b>	<b>Revised By</b>	<b>Changes</b>
01/21/14	<b>Myers</b>	MOC # M20133539-001 Added further clarification of acceptable ATPV rating for FRC.

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