

BP OIL -- TOLEDO REFINERY

Document Type: Procedure	Refinery Wide	Procedure No.: SAF 078
Effective Date: January 20, 2015	Procedure for Handling Employee Health/Safety Concerns of Assigned Work	Rev. No.: 4
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SCOPE	This procedure provides all workers (BP, contractors and others) a means to challenge and refuse work on grounds of health and/or safety concerns.
HEALTH Special PPE & Special Hazards	N/A
SAFETY	N/A
REFERENCE DOCUMENTS	Toledo Refinery - Operating Policy BP Contractor Safety Program GDP 4.5-0001 BP Refining Defined Practice for Control of Work
SPECIAL MATERIALS & EQUIPMENT	N/A
QUALITY	N/A
ENVIRONMENTAL	N/A

SCOPE:

- All workers at BP Toledo Refinery have the right to a safe work environment.
- All BP refinery employees and all contractor employees have the right and the responsibility to STOP any work that may be UNSAFE.
- Workers must be confident that they have sufficient recourse in the event that they feel execution of their work assignment could compromise their health and/or safety.
- BP management systems provide a structured means of addressing issues consistently and uniformly within the organization.
- Safe Work Practice SAF 078 provides a procedure for dealing with employee concerns for the health and safety aspects of any job that they are being asked to perform.
Contractor employees may discuss their employer-specific procedure with their supervisor.

- 1.0 Procedure
- __1.1 If a worker has reason to believe that assigned work is likely to endanger him/herself or co-workers, the worker is to promptly report the situation to his/her supervisor.
 - __1.2 The supervisor shall proceed to the work site with the worker and investigate the alleged health and/or safety concerns.
 - __1.3 If the supervisor and worker discuss the working conditions and reach agreement that the job is safe to continue without additional safeguards, the worker will return to work with no further action required.
 - __1.4 If the supervisor and worker discuss the working conditions and reach agreement that additional safeguards for employee protection are required, the supervisor will take the necessary actions to provide the additional safeguards. The worker will be reassigned to safe working conditions during the period required to provide the additional safeguards for the work in question.
 - __1.5 If the supervisor and worker discuss the working conditions and CAN NOT reach agreement, the supervisor will investigate the situation further with the assistance of an investigation team (typical investigation team could be other workers, other supervisors, technical support personnel, etc.) that can be assembled quickly. If there is a concern with investigation team membership, the affected department manager or the Refinery Coordinator will decide on the make up of the investigation team. The worker will participate in the investigation and the job will be stopped until the investigation is complete.
 - __1.6 Following completion of the investigation, the supervisor will communicate the results of the investigation to other potentially impacted workers. If additional safeguards are recommended, they will be implemented before the job continues. If no additional safeguards are recommended, the worker will be instructed to continue the job.
 - __1.7 If the worker continues to refuse to work following the above steps, management will determine appropriate action at that time.

Revision history

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

Date	Revised By	Changes
12/20/07	Doug Sauer	Administrative change in Reference Documents and included Contractors in Scope
12/07/09	Doug Sauer	Administrative change in Reference Documents MOC# M20094581-001
01/20/15	Brent Schacht	Administrative only, no change to content. Formatted to current SAF template with revision history and new procedure owner. Administrative change in Reference Documents

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