

## BP OIL -- TOLEDO REFINERY

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<b>Owner:</b> Jim Thomas	<b>Authorized By:</b> Mark Dangler	<b>Page</b> 1 of 2

All Personnel;

In our effort to drive consistency across US refining, we have agreed to a modification of our site policy on cell phone use inside the gate. While our current policy requires that cell phones brought into hazardous areas are turned off and not used, beginning July 1, 2010 our revised site policy is that cell phones can no longer be carried in hazardous areas - even if turned off (exceptions below). In summary, our new site policy for cell phone use:

- Non-intrinsically safe cell phones may not be used, or brought into any of the classified hazardous areas (even if the phone is turned off) with the following exceptions:
  - Cell phones may be carried (turned off) by employees to their POD/Building located within the hazardous areas, and may be used inside the buildings. However, they must remain inside the building until the end of the workday or shift.
  - Cell phones may be transported into hazardous areas inside of a properly permitted vehicle; however, they must remain inside of the vehicle. Cell phones cannot be used, even if inside the vehicle, inside the barricaded process block boundaries.
- Intrinsically safe cell phones may be brought and used in hazardous areas if they are essential to conducting the task at hand or if they are specified as a safety control for the task. If the employer provides the intrinsically safe cell phone, it is deemed essential for work.
- In non-hazardous areas, there is no restriction on cell phone use.

Thank you for respecting this slight modification to our policy on the use of cell phones within the refinery.

Mark Dangler  
Business Unit Leader  
BP-Husky Refining LLC

**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
8/19/11	Hasbrouck	Re-name to SAF-113 and add header and footer and add revision history. First issuing as SAF, so it is revision 0. No change to content. MOC# 20114521-001.