

BP OIL -- TOLEDO REFINERY

Certified	Toledo Refinery	Procedure No.: SAF 043
Effective Date: November 30, 2004	Fire Retardant Clothing Policy	Rev. No.: 3 Reviewed 12/30/08 MFD
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SCOPE	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.
HEALTH Special PPE & Special Hazards	N/A
SAFETY	Protection from burns associated with flash fires.
REFERENCE DOCUMENTS	OSHA 29 CFR 1910.132
SPECIAL MATERIALS & EQUIPMENT	Fire Retardant Clothing
QUALITY	N/A
ENVIRONMENTAL	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 is the garment of choice for BP employees.

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.

- 1.0 Exceptions
 - 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.
 - 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.
- 2.0 Contractors & Visitors
 - 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.

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.

- 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.
 - Truck drivers entering the Refinery for loading and/or unloading of bulk products, such as: LPG, Vac BTMS, Decanted Oil, etc., will be issued fire retardant coveralls at the Main Security Gate.
- 3.0 BP Employees
 - 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: **BP will purchase Nomex clothing for Toledo Refinery employees through the Purchasing Department.**

- 5.0 Replacement
 - 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 must return the garment to be replaced to the BP Warehouse. 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.

- 6.0 Alterations and Repairs
 - 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.
 - 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.

- 7.0 Laundering
 - Laundering service will be mandatory for all BP employees. Soiled Nomex clothing will not be removed from the Refinery.
 - 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.

- 8.0 Training
 - 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:
 1. Benefits of fire retardant clothing
 2. Review of the Fire Retardant Procedure
 3. Sizing and laundering details
 4. Disciplinary process for violation of the Fire Retardant Clothing Procedure (same as hard hat and safety glasses)

- 9.0 Audit
 - Each employee is responsible for compliance with this procedure.

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