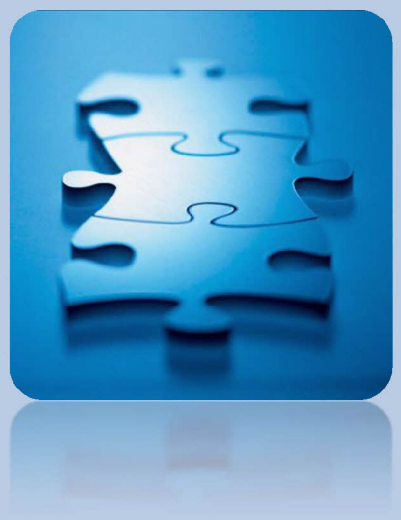

4Q Loss Prevention Event – Near Miss Reporting and Hand Safety

Manager and Supervisor Engagement

Response Needed!

October 4, 2010

To: Richmond Refinery Managers and Supervisors

This quarter, the Refinery will be engaged in our 4Q IIF Proactive - Loss Prevention Event, focusing on Near Miss Reporting and Hand Safety. This quarter the IIFLT is introducing "Thought Provokers". Thought provokers are a way to continue the IIF conversation outside of normal staff meetings. You and your direct reports are encouraged to use the Thought Provokers in a way that best supports the development of an Incident and Injury Free environment at Richmond. We will also have three discussion topics to be integrated into your regularly scheduled, pre-existing staff meetings.

The Discussion Topics and Thought Provokers will be posted on the Incident and Injury Free Website.

- Week 1 - w/o October 11 – Introduction and Discussion Topic: Why Report a Near Miss?
- Week 2 – w/o October 18 – AM IMPACT group gate handout promoting an IIF Turnaround and Near Miss Reporting
  - Photo Booths and Stories - Build Richmond Refinery's sense of community and sharing "My Reason for Being Safe" story and taking a picture of yourself in a Photo booth (located in the Cafeteria and two field locations, TBD)
- Week 3 – w/o October 25 – Thought Provoker: Teamwork
- Week 4 – w/o November 1 – Discussion Topic: Hand Safety, Portable Power Tools
- Week 5 - w/o November 8 – Thought Provoker: Stop/ Pause Work Authority
- Week 6 – w/o November 15 – Thought Provoker: Hazard Identification
- Week 7 – w/o November 22 – Thought Provoker: Personal Decisions
- Week 8 – w/o November 29 – Integral Safety Assessment (ISA) results shared
- Week 9 – w/o December 6 – Holiday Luncheon and Family Safety Calendar
  - My Reason for Being Safe and Near Miss stories shared
- Week 10 – w/o December 13 (through end of the year) – Discussion Topic: Completion for 2010
- Week 11 – w/o December 20 - Thought Provoker: What did you walk away with?

In order to move forward with our proactive event we'll need some help from you!

1. Please provide your Work group or Crew Glove Sizes to the IIFLT (see worksheet below). During the week of November 1, the IIFLT will be providing supervisors with a pair of gloves for each of their direct reports. The gloves will be distributed with the Holiday Gift Cards through IPC, Admin 101. Contract Partners will receive their gloves from their own company supervisors 1) Core Contractors - CNT MNT Mailroom or 2) Travelers - Turnaround Handout at the Lunch Tents.

2. Walk About with Intent. In order to support the Turnarounds, the IMPACT group would like your support for their Walk About with Intents (WAWI). We are asking that supervisors and managers sign up for at least one (1) WAWI over the duration of the Turnaround (covering both day and nights). ***Please use the sign-up sheet provided by Silvia Smith and the IMPACT team found below***. Review the Instructions – you will be meeting with a Red Hat for the WAWI.

   Walk About with Intent Sign Up Sheet:

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Thank you for your commitment to Every Task, the Right Way, Every Time,

Incident and Injury Free Leadership Team