



# MEMO FOR CONTRACTORS

## OCCUPATIONAL HEALTH AND SAFETY REQUIREMENTS AT PUBLIC COMPANY ORLEN LIETUVA

Safety is a top priority of ORLEN Lietuva! By our commitment and consistency we aim to make safety a universally binding standard, to keep our employees informed on all potential threats and pursue for zero accidents as the only acceptable statistics. We expect the same approach from our contractors. In any area of our business occupational safety is first!

### COOPERATION

Procedure of cooperation in the area of occupational safety and health (OHS) between Public Company ORLEN Lietuva (hereinafter, the Company) and Contractors is established in **Occupational Health and Safety Procedure for Contractors BDS-40**. First, read requirements prescribed by this Procedure.

### OHS PROCEDURES APPLICABLE TO CONTRACTORS

Company's OHS Procedures applicable to Contractors are available at:

<http://www.orlenlietuva.lt/EN/ForBusiness/DocumentsForContractors/Pages/Occupational-Safety-and-Health-Documents.aspx>

### REQUIREMENTS FOR CONTRACTOR PRIOR TO WORK

Prior to proceeding with works under contract concluded with the Company, Contractor must prepare and present the following documents to Occupational and Process Safety Control (OPSC) Department of the Company:

**Statement of Preparedness** (see Annex 2 to BDS-40);

**Declaration of Conformity with OHS Regulations** (see Annex 3 to BDS-40);

**OHS Plan** for the execution of works indicated in Par. 43 of BDS-40 (for content of OHS Plan see Annex 4 to BDS-40);

**Waste Management Plan** (see Rules on Waste Management).

### TRAINING OF CONTRACTOR'S STAFF

#### INTRODUCTORY INDOCTRINATION

Prior to work, all Contractor's employees must take introductory indoctrination.

Indoctrination is carried out every working day **at 8:30 AM in administrative building No.2 (in front of the main entry to the Company's territory), office 117**.

All attendees must present personal identification document.

After indoctrination, Contractor's employees will have to pass test to make sure that they have understood information presented to them properly. Indoctrination passed remains valid for 2 years.

**NOTE:** Before sending its employees for introductory indoctrination, Contractor must present Requisition for Passes for Entry to Security-Protected Facilities (see ORLEN Lietuva Pass System Regulations).

#### CERTIFICATION OF CONTRACTOR'S WORK MANAGERS

In order to proceed with maintenance, hot, unsealing (depressurization) works, works in confined spaces and/or earth works (hereinafter, hazardous works), Contractor must by its written regulatory document (to be updated every 12 months) assign work managers and present this document to OPSC Department of the Company.

Contractor's work managers who will manage hazardous works must pass computer test from OHS procedures listed in Annex 5 to OHS Procedure for Contractors BDS-40.

Work managers pass tests in OPSC Department on working days at **10:30 AM**.

Those who pass test successfully shall get work manager's certification card, Power Plant work manager's certification card and/or earthwork manager's certification card which must be held in the place of work and presented before the issue of permit to work. Work manager's certification remains effective for 1 (one) year.

**In case of any questions, please call +370-443-92231.**

### REQUIREMENTS FOR CONTRACTOR DURING EXECUTION OF WORKS

Prior to commencement of maintenance, unsealing (depressurization), hot works, earth works and/or works in confined spaces at the Company's facilities (excluding these works at power installations and at Power Plant), Contractor shall obtain permit to work pursuant to the procedure of issue of permits to work established in the following OHS procedures of the Company: BDS-5, BDS-6, BDS-6/1, BDS-6/2, BDS-7, and BDS-31.

Before the start of works under issued permit, Contractor must evaluate hazards which may arise in the course of works, pre-plan measures (equipment) for safe work and fill in **Risk Identification Card**.

Contractor must ensure compliance by the workers with the requirements established in the permit to work, the card, and OHS procedures of the Company, application of safe work methods as well as use of required personal and collective protection equipment.

### EMERGENCY PROCEDURES

In case of fire, occupational accident or any other incident immediately terminate work and report to Production Control Department Dispatcher, tel.: **+370 443 9 3333**.