

# PUBLIC COMPANY ORLEN LIETUVA

APPROVED BY  
Director of Quality, Labour Safety  
and Environmental Control

30 November 2017  
Order No TV1(1.2-1)-456

## OCCUPATIONAL HEALTH AND SAFETY INTRODUCTORY PROCEDURE BDS-1

### I. GENERAL

#### Purpose and Scope of Application

1. The purpose of Occupational Health and Safety Introductory Procedure BDS-1 (hereinafter referred to as Procedure) is to provide basic minimum knowledge on occupational health and safety (OHS) and fire safety to each employee.

2. This Procedure shall apply to the employees of Public Company ORLEN Lietuva (hereinafter referred to as the Company) and of on-site contractors, if so provided in respective contract concluded with the Company.

### II. REFERENCES

3. The Procedure shall apply in conjunction with the following legal acts (as amended):

3.1. Law on Safety and Health at Work of the Republic of Lithuania;

3.2. Labor Code of the Republic of Lithuania;

3.3. General Fire Safety Regulations approved by the Director of Fire Prevention and Rescue Department under the Ministry of the Interior;

3.4. Regulations on Investigation and Recordkeeping of Accidents at Work approved by the Government of the Republic of Lithuania;

3.5. Regulations on Investigation and Recordkeeping of Occupational Diseases approved by the Government of the Republic of Lithuania;

3.6. Safety Regulations for Employees Working in Potentially Explosive Environment approved by the Minister of Social Security and Labor of the Republic of Lithuania;

3.7. Safety Rules for Operation of Electric Equipment approved by the Minister of Energy of the Republic of Lithuania;

3.8. Safety Rules for Operation of Heating Equipment approved by the Minister of Energy of the Republic of Lithuania;

3.9. List of Hazardous Works approved by the Government of the Republic of Lithuania;

3.10. Standard S1 - Permits to perform hazardous work (including fire hazards) of PKN ORLEN S.A. of 28 February 2017.

### III. TERMS, ABBREVIATIONS AND DEFINITIONS

4. Terms used herein shall be defined as follows:

4.1. **Personal protection equipment (PPE)** – any equipment to be worn or held by an employee to be protected against hazards that may endanger his/her health and safety. **Mandatory PPE** – PPE prescribed by OHS signs displayed at the entries to the territories of process units, buildings or any other facilities of the Company (safety helmet with a strap, safety goggles, protective work clothing, safety footwear, ear and respiratory protection equipment);

4.2. **Evacuation route** – route to safe zone to be used by people in case of danger;

4.3. **MFRB** – Mažeikiai Fire and Rescue Board for Protection of Facilities;

4.4. **Accident at work** – discrete occurrence (including traffic accident) during the course of work or presence at workplace which results in harm to personal health and at least one-day absence from work or death of an employee, investigated according to established procedure and qualified as accident at work. Accidents at work to employees of the Company and contractors which took place within the territory of the Company fall within the meaning of this term;

4.5. **Accident on the way to/from work** - occurrence (including traffic accident) on employee's way to/back from work which takes place on his/her workday on the route between his/her workplace and residence or place outside the area of the Company where the employee may be present during breaks to rest and eat;

4.6. **Hazardous work** – work that involves a higher degree occupational risk which increases the probability of injury or any other damage to an employee's health due to exposure to hazards and/or dangers present in the working environment. List of hazardous works is approved by the Government of the Republic of Lithuania [3.9].

4.7. **Hazardous zones** – hazardous locations marked with appropriate mandatory health and safety warning signs specifying what PPE should be worn upon entry into such areas, as well as sites enclosed with rigid safety fencing or warning barrier tapes where work is in progress and the risk of injury exists. Hazardous zones include the areas of process facilities (process units, sections), racks, sites of ongoing earth, maintenance work, etc.

4.8. **Primary firefighting means** – devices, tools, materials and substances used for suppression of fire at its initial stage (fire-extinguisher, sand, spade, flameproof cloth, etc.).

4.9. **Occupational disease** – an acute or chronic ailment that occurs as a result of one or more harmful and/or hazardous factors of work and according to established procedure qualified as an occupational disease.

4.10. **Potentially explosive atmosphere** – atmosphere that due to environment and operating conditions may become explosive.

4.11. **Explosive atmosphere** – mixture of combustible substances with air, under atmospheric conditions, in the form of gases, vapors, mist or dust in which, after ignition has occurred, combustion spreads to the entire unburned mixture.

4.12. **Near miss** – an unexpected occurrence which could have resulted in harm to people, environment and/or property but did not due to luck or immediate action however has such potential.

#### IV. GENERAL INFORMATION ON THE COMPANY AND ITS SPECIFICS

5. The Company is classified as potentially hazardous facility which in case of emergency may pose major risks to people and environment.

6. Key business areas of the Company are processing of crude oil and other feedstocks, including fuel oil, gas condensate, vacuum gas oil, intermediate and heavy distillates, etc., trading in petroleum products, crude oil unloading from marine tankers and transportation of crude and petroleum products by pipelines.

7. The Company produces different grades of gasoline and diesel fuel, heating fuel oil, emulsified vacuum residue, aviation fuel JET-A1, automotive and utility LPG, paving and roofing bitumen, granulated and lump gaseous technical sulphur.

#### V. GENERAL REQUIREMENTS FOR EMPLOYEES

8. Employee is allowed to enter/exit the operations area of the Company only through check-in-check-out system at entry/exit control posts with an ID card issued as prescribed by the Company. Any other access to the Company's territory is prohibited.

9. Employees are not allowed to bring and keep any alcoholic beverages and/or drugs into the Company's territory, to consume them, to be or work under the influence of alcohol or any other intoxication.

10. When entering or exiting the operations area of the Company, an employee may be requested to show the contents of his/her bag or items carried in outer garment to check for any drugs, alcohol, guns or misappropriated property of the Company.

11. An employee is not allowed to work without medical examination prescribed by the Company. Employees who may be exposed to occupational risks at work must pass periodic medical examinations performed during working hours according to schedule agreed with healthcare institution.

12. Employees have a duty to take reasonable care to protect the health and safety of themselves and of other people in the workplace, know how to work in a safe manner and follow occupational safety and health procedures as well as comply with the requirements of relevant normative acts.

13. Every employee who enters hazardous zone or is present in such must wear/held PPE prescribed by safety and health signs (e.g. safety helmet, goggles, protective clothing, safety footwear, ear and respiratory protection equipment).

14. Helmet must be worn with helmet strap fastened.

15. If employee wears prescription glasses, protective goggles over prescription glasses must be worn.

16. All PPE must meet requirements prescribed by EN standards, bear CE marking, provide adequate protection against harmful, hazardous factors of the working environment without exposure to greater risks to the health and safety of employees, meet ergonomic requirements and existing health condition of an employee, be suitable (respectfully selected and fitted) to an employee, discarded after expiry of period prescribed by manufacturer, must have records about completed inspections at intervals prescribed by the manufacturer, be in proper technical condition and clean.

17. Smoking at the Company is allowed only in premises or places duly equipped and intended for this purpose marked as 'Place for Smoking'.

18. Every employee shall be responsible for timely (re)passing of qualification and occupational safety examinations/tests. After expiry of qualification and occupational safety certificates, an employee shall be banned from work.

19. Any employee who notices that other employees, visitors or contractors do not comply with or violate procedures and regulations effective at the Company must immediately report this to his/her immediate superior.

20. Any apparent hazard (e.g. oil spill, abnormal condition of servicing platform, rough or bumpy surfaces at worksite, open sewage well, undue objects on road or railway, etc.) must be reported to immediate superior. Any hazard spotted by an employee must be recorded in hazard reporting computer program.

21. Due to the risk of injury, intoxication or other harm, entry into the site(s) enclosed with warning barrier tapes or rigid safety fencing is prohibited.

## VI. POTENTIAL HAZARDS AT WORKPLACE

22. **Exposure to hazardous substances and mixtures** (crude oil, oil products, reagents, catalysts, etc.) – risk of intoxication, sensitization, chemical burns upon inhalation, swallowing or skin contact with liquid substances handled at work or gas and dust in the air of working environment.

23. **Fire, explosion hazards** – risk of thermal burns, intoxication or even death. In case of fire or explosion, employees are endangered by exposure to flame, shooting debris, hazardous combustion products and depletion of oxygen in the surrounding air.

24. **Hazards related to electricity** – risk of thermal burns, damage of internal organs or death upon contact with an electric conductor or metal under voltage, also in direct exposure to lightning.

25. **Hazards related to work equipment and tools** – risk of mechanical injuries from equipment and tools used/operated at work.

26. **Hazards related to dangerous surfaces** – risk of injuries from contact with sharp corners, edges, protrusions, etc.

27. **Hazards related to contact with hot or cold surfaces and substances** – risk of burns or frostbite of various degrees in case of contact with hot or cold surfaces and substances.

28. **Hazards of falls on the same level** – risk of injuries from accidental stumbling, tripping and slipping.

29. **Hazard of falls from heights/into depths** – risk of injuries from falls into unprotected excavations, open wells, from ladders, etc.

30. **Hazards related to manual lifting of loads and exposure to other ergonomic risk factors** – risk of injuries from manual handling (putting down, holding, pushing, pulling, carrying, moving) of loads resulting from excess physical effort required, monotonous movements, prolonged holding of load and incorrect work posture. Health problems may arise from execution of work which is not fitted to the capabilities of the worker, from work which requires prolonged attention and concentration, physical and eyesight tension, repeating movements, etc.

31. **Hazards related to fall of objects** – risks of injuries from the loss of balance of any objects lifted, carried, pushed, pulled (e.g. pushing or pulling furniture, carrying a vessel filled with water), from leaning against an unstable stack or any unstable object, from the fall of improperly or insecurely placed things from shelves, stands, stacks, elevations, etc.

32. **Hazards related to motion and traffic** – risk of injuries in traffic accident;

33. **Hazards related to noise** – risk of hearing impairment, high blood pressure and damage to CNS. Exposure to 85 dB or stronger sound for more than five hours daily can cause permanent damage to hearing.

34. **Hazards related to vibration** – risks arising from hand-arm vibration from rotary or impact manual tools, whole body vibration in vehicles and operating stationary work equipment (e.g. compressor, pump stations).

35. **Hazards related to insufficient or improper lighting** – light intensity affects central nervous system, heart rate. Insufficient or excessively bright light causes the risk of stumbling, collision or tripping.

36. **Hazards related to thermal environment** (high or low temperatures at work) – risk of hyperthermia, heatstroke and thermal burns in case of excessive heat and risk of hypothermia and frostbites in low temperatures.

## VII. HAZARD & RISK MANAGEMENT

37. **Safety precautions for handling and storage of hazardous substances and mixtures:**

37.1. Prior to handling and/or storage, read and follow instructions provided in Material Safety Data Sheet;

37.2. When handling, use PPE prescribed by Material Safety Data Sheet;

37.3. Suspend the work and immediately report to immediate superior in case of:

37.3.1. Spills, leaks of hazardous substances, emission of vapors into ambient air and any other cases when contamination of workplace with the substance may affect employee's health;

37.3.2. Missing or illegible labels on the packaging of hazardous substances or mixtures.

38. **Fire and explosion safety precautions:**

38.1. Know the location of fire extinguishers (see Annex 1), communication and alarm means available at the workplace, know how to operate these means;

38.2. Do not use fire extinguishers for any purpose other than intended, do not change their location. Locations of fire extinguishers are marked with fire safety signs (Fig.1). Location of indoor fire extinguishers is indicated in evacuation plans;

38.3. If fire extinguisher in its usual location marked with a fire extinguisher sign is missing, report this to person responsible for fire safety (see contact details specified next to the location of fire extinguisher).



Fig. 1 Sign 'Fire extinguisher'

38.4. Do not use open flame, avoid any action and condition that may trigger fire. Immediately remove any potential source of fire;

38.5. In places marked with the sign 'Danger Explosive Atmosphere' (see Fig. 2) where explosive atmospheres may build wear antistatic work clothes suitable for potentially explosive atmospheres;



Fig. 2 Danger Explosive Atmosphere

38.6. In places marked with the sign 'Danger Explosive Atmosphere' where explosive atmospheres may build do not operate any equipment (electric tools and devices, cellular phones, photo cameras, etc.) that does not meet required level of protection against explosion. In these locations, only ex-proof equipment is allowed;

38.7. In production premises and territory, do not keep or use any personal belongings which may be the source of ignition or release and trigger explosion or fire;

38.8. In production premises and territory, do not keep any containers which contained or contain explosive, flammable substances, do not keep any cloths or other materials contaminated with oils, except for the places intended for this purpose and marked with appropriate warning signs. Such waste must be placed into special respectively labelled containers for disposal in accordance with Waste Management Rules of the Company;

38.9. Do not store or handle any substance at work if combustion and explosion properties of such substance are unknown to you.

### 39. **Safety precautions for operation of electric devices:**

39.1. Do not use any electric device for work unless instructed so by immediate superior;

39.2. Prior to use, read manufacturer's operation manual and observe prescribed requirements;

39.3. If in the course of operation the device or its power cable starts overheating, any abnormal noise can be heard in it or any other irregularity occurs, immediately turn off and unplug the device and report to immediate superior;

39.4. Prior to cleaning, washing or after completion of work, unplug the device from power supply;

39.5. Do not make any repairs to any electric device, its cables or wires. Electric devices may be maintained and repaired by duly trained electrical personnel only;

39.6. Employee who operates electric devices may not:

39.6.1. Heat premises with unusual (self-made) electric devices;

39.6.2. Operate faulty sockets, plugs, cable branch boxes, switches as well as other power installations;

39.6.3. Cover power wires, lamps, light diffusers, heaters with flammable materials;

39.6.4. Operate cookers, teakettles, heating and other devices at places not intended for this purpose and to leave such on unattended;

39.6.5. Operate light fixtures with protective covers removed;

39.6.6. Use wires and cables with damaged or impaired insulation;

39.6.7. Pull, kink or twist cables, place loads on such, cross with other cables, gas welding hoses, etc.;

39.6.8. Unplug from socket by pulling the cable.

**40. Safety precautions for lightning:**

40.1. In case of lightning or thunderstorm, stay indoors (in a control room, office, etc.), close windows and doors, air vents to prevent draughts which may attract fireballs;

40.2. Car is a good option of shelter if windows are kept closed and contact with any metal structures is avoided. Driving in a thunderstorm is not recommended - better pull over and wait until lightning stops;

40.3. If caught outdoors, do not hide under single tall trees, keep away from walls, metal poles and towers, never run - walk slowly to the closest building;

40.4. Do not touch metal structures, equipment, pipelines, keep away from power wires, antennas, windows, in particular water bodies;

40.5. Do not hold any metal items in hands (lightning may strike even the metal tip of an umbrella).

**41. Safety precautions for slips, trips or falls on the same level:**

41.1. Walk in no hurry watching for obstacles, do not talk on the phone, do not carry items that obstruct the view and ability to see the obstacles and choose adequate load to be carried;

41.2. Do not wear darkened lens glasses in poorly lit places or in the dark;

41.3. Be careful while moving, entering or exiting buildings or vehicles, pay special care while walking in parking lots and on sidewalks covered with snow or ice as the majority of slips and falls happen in those places, usually in morning or evening when going to/from work. In the dark, wear reflector on your clothes;

41.4. If slippery, do not keep your hands in pockets, and leave at least one hand free to keep the balance. Slow down and walk in smaller steps, try to walk flat-footed with your center of gravity over your feet to help maintain balance. Walk slightly leaning forward as this may help to protect your head from injury if you slip;

41.5. In winter, wear proper footwear (low-heeled with thick corrugated rubber sole), loose clothes that do not restrict movement, and leave for work 15 minutes earlier to avoid hurry and have sufficient time to bypass slippery places. During work wear PPE issued to you (winter work clothing, safe winter footwear, etc.);

41.6. In winter, before getting inside, clean your footwear carefully from snow to prevent the formation of slippery surfaces inside;

41.7. Report any damaged surfaces (potholes, cracks) of sidewalks, walkways, flooring, loose anti-slip mats and rugs as well as any other obstacles and irregularities spotted by you to immediate superior.

**42. Safety precautions for access to elevations:**

42.1. Staircases, platforms, pathways, catwalks or other access paths to elevations should be free of any obstructions and easily accessible. Whenever usual pathway is closed, a safe temporary bypass must be arranged. When walking, make sure the stairs and pathways are non-slippery and the lighting is adequate.

42.2. When ascending, descending, proceed deliberately, one step at a time, avoid talking on a cell phone while using stairway. Allow adequate distance between yourself and others utilizing the stairway, so as to avoid collisions in case of stumbles or stops. Carry the load in the stairway in one hand or hand the load with both hands over to another employee keeping both feet on a step. Loads of larger dimensions must be carried by at least two employees acting in concordance to protect each other against fall;

42.3. Only portable ladders compliant with EN standard requirements and bearing CE marking are allowed in the Company. Ladders must be used according to manufacturer's instructions and requirements established in this Procedure;

42.4. Prior to use, visually check the ladder for any defects and full completion. Ladders must be kept clean;

42.5. Single-piece ladders must be with non-slip tips. Set the ladder at 65°-75° angle with the ground leaving at least 1 meter over the plane you have to access;

42.6. Ladder placed in pathways, exits, passages or other places where the risk of displacement due to operations or movement around it exists must be firmly secured to prevent displacement or fenced off with warning barrier tape to keep any movement or operations away;

42.7. Security locks (if any) must be firmly locked prior to use;

42.8. While on ladder, stand on both feet. When ascending or descending, always face the ladder and maintain a three-point contact (two hands and one foot, or both feet and one hand), keep hands free and lift tools and equipment using rope or other safe technique;

42.9. Do not use a ladder if the work is expected to take more than 30 minutes;

42.10. While working on ladder, do not stretch out, do not ascend to a height beyond the fourth step from the top of the ladder, take special precautions if ladder is placed in front of door or passage (door should be locked, passage should be closed);

42.11. Do not use electrical equipment when on a single-piece portable ladder and do not use such ladders to carry any loads or hazardous materials up;

42.12. When working on ladder, keep tools in special tool belts with pockets and integral lanyards. Secure tools against fall from height by means of lanyards.

#### **43. Safety precautions for manual lifting of loads:**

43.1. Avoid manual handling of loads and use various lifting mechanisms instead;

43.2. Organize your work in a due manner – shorten the distance, reduce the frequency of lifting, take breaks to rest, combine hard and easy work, lift the load and carry it holding close to the body, avoid any uneven, slippery or unstable surfaces as well as sills, rises, stairs, poor visibility, extreme temperatures and moist;

43.3. Assess the load adequately – reduce its weight, carry heavy and bulky loads with the assistance of other person(s), change the type of action whenever possible (better push or pull rather than carry), avoid any dangers arising from the load itself (e.g. sharp edges, uneven surfaces, leaky containers, etc.).

43.4. Use any available aids (e.g. belts, soft shoulder covers, containers with handles, etc.) for carriage;

43.5. Maximum permissible weight to be carried by one worker when loads are regularly carried during a shift is 30 kg for men and 10 kg for women.

43.6. While handling and stacking loads (objects, materials and etc.) enclose, secure or cover them to prevent from falling, rolling, slipping or side displacement.

#### **44. Safety precautions against risks related to motion and traffic:**

44.1. In the Company's territory observe traffic regulations and internal road marking;

44.2. Walk on sidewalks or pathways on the right side. If there is no sidewalk, pathway or roadside and where motion on such is restricted, walk in one line along the roadway. On roadside or roadway, walk in the direction opposite to traffic. When walking on unlit roadside or roadway in the dark or when visibility is poor carry a flashlight or wear reflector;

44.3. Cross the roads and railways only in places intended for this purpose after you look left and right to make sure the road is free of any approaching traffic;

44.4. Do not step from behind a parked vehicle or any other obstruction impairing visibility without making sure there are no vehicles approaching;

44.5. Do not go over, under, or between railcars. To get on the other side of standing train, bypass it or wait until it moves away;

44.6. Do not exceed the speed limit which within the Company's territory is 40 km/h and in the territory of process facilities – 20 km/h.

44.7. Vehicles may be stopped and parked only where it is not prohibited (no signs prohibiting stopping and parking);

44.8. While driving in the Company's territory, keep headlights turned on;

44.9. In parking lots and other parking places within production territory of the Company vehicles must be parked in reverse facing the exit of parking lot or process facility as such practice enables in case of any unforeseen event (fire, explosion, release of hazardous substance) to move reverse-parked vehicle from dangerous area quicker.

44.10. Entry into the area of process facility by vehicle is allowed only if you hold the permit issued as prescribed by Occupational Health and Safety Procedure BDS-10 'Use of Work Equipment in Potentially Explosive Atmospheres'.

44.11. While entering and staying in the area of process facility, the driver must keep emergency flashers of the vehicle turned on. This requirement does not apply to special vehicles used for maintenance works (lifting cranes, mobile elevating work platforms, fork-lifts, etc.). Special vehicles must be operated with flashlights turned on.

44.12. Requirements for persons using bicycles:

44.12.1. Persons using bicycles are required to wear high visibility jackets and safety helmets fastened.

44.12.2. Only bicycle with adequate brakes and audible warning device may be used;

44.12.3. Bicycle must be fitted with red rear reflector, orange side reflectors or other reflecting elements fixed to the spokes of each wheel;

44.12.4. In the dark or poor visibility, front white light and rear red light of a bicycle must be turned on;

44.12.5. It is allowed to cycle on the roadside in the direction of traffic, and if the roadside is not suitable for cycling – in the right traffic lane as close to its right edge as possible.

44.12.6. Cycling in winter on roads covered with snow and ice is prohibited.

45. In places marked with safety sign 'Wear Hearing Protection' (Fig. 3) where noise level varies from 80 dBA to 85 dBA personal hearing protection (ear plugs or muffs) is recommended. In places marked with safety signs shown in Fig. 4 where noise level is over 85 dBA personal hearing protection is a must.



Fig. 3.



Fig. 4.

#### 46. **Safety precautions for prevention of overheating:**

46.1. At work wear PPE designed for hot environments. Those who are not required to wear PPE at work should wear loose clothes made of natural, lightweight and breathable fabrics and head cover for protection against sunlight.

46.2. Ensure adequate ventilation – open windows or use ventilation systems.

46.3. Intake of 250-300 ml of mineral or mineralized water every 20-30 min. is recommended.

46.4. Every hour and a half, 10-minute breaks in a cool place (e.g. rest room) are recommended.

#### 47. **Safety precautions for prevention of cold stress:**

47.1. During work wear PPE issued to you (winter work clothing, safe winter footwear, gloves, etc.). Those who are not required to wear PPE at work should wear clothes providing adequate protection against cold environments. Clothes and footwear must be dry and not tight. Upper layer of clothes should be windproof;

47.2. Every hour and a half, 10-minute breaks are recommended;

47.3. Reduce the duration of work in cold;

47.4. Warm drinks are recommended.

### VIII. HAZARDOUS WORKS

48. In the Company hazardous works which require written work permit or written instruction are:



48.1. Works performed in process facilities that do not involve unsealing operations – works which exclude equipment unsealing and can be done without process unit shutdown, do not require any additional preparatory operations, e.g. installation/removal of scaffolds, insulation and painting works, non-destructive testing of metals, concreting, maintenance of heating stations, maintenance of illumination systems and replacement of lamps, maintenance of electric heating systems, etc.;

48.2. Maintenance works in process facilities – dismantling, washing, cleaning and assembly of unsealed equipment (e.g. demounting, washing or assembly of heat exchanger tube sheets, closing of vessel hatches, installation of shutoff valves, vents, etc.) and other works which require certain preparatory operations but are not classified as equipment unsealing works, hot works or works in confined spaces;

48.3. Unsealing works – works during which a confined process space which contained or may contain substances of different temperatures, pressures and states (e.g. oil products, water, steam) is unsealed (e.g. pipeline flanges, manholes are opened, valves, vents, gaskets are removed, blinds are installed, etc.);

48.4. Works in confined spaces – works inside towers, reactors, vessels, heaters, wells, tanks, pits, hollows of the depth of two meters and more, etc.;

48.5. Hot works – electric welding, gas arc welding, metal gas cutting, mechanical and thermal treatment works, soldering and any other work where open flame is used, sparks are generated or materials are heated up to temperatures of likely ignition;

48.6. Earthwork – excavation and piling of soil for construction purposes or underground work performed either by manual digging or using earthmoving machines (excavators, bulldozers, pneumatic hammers, etc.). If the depth of excavation is below 30 cm, such work is not classified as earthwork;

48.7. Work in electric facilities – work which puts under the risk of injury from electric current, arc, electromagnetic field or static discharge (e.g. repair of on/off buttons, circuit breakers, disconnectors, startup/shutdown and commutation devices, replacement of electric lamps, etc.).

49. OHS requirements for works performed under written work permits are set forth in the following OHS Procedures of the Company:

49.1. Occupational Health and Safety Procedure BDS-5: Work Irrelevant to Equipment Unsealing;

49.2. Occupational Health and Safety Procedure BDS-6/1: Unit Unsealing and Maintenance Works;

49.3. Occupational Health and Safety Procedure BDS-6/2: Works in Confined Spaces;

49.4. Occupational Health and Safety Procedure BDS-7: Hot Works;

49.5. Occupational Health and Safety Procedure BDS-31: Earth Works.

50. Hazardous works in electric facilities of the Company are performed under written instruction to perform works at power installations pursuant to Safety Rules for Operation of Electric Equipment [3.7].

## **IX. RIGHTS AND OBLIGATIONS OF IMMEDIATE SUPERIOR AND EMPLOYEES**

51. An immediate superior has the duty to ensure occupational safety and health in all aspects related to work. In order to fulfill this duty, immediate superior must undertake measures necessary to ensure occupational safety and health. Occupational safety and health measures at the Company are financed by the Company.

52. Immediate superior shall be entitled to impose disciplinary measures on employees who violate occupational safety and health as well as fire safety regulations, to ban an employee from work on the day (shift) s/he is found to be under the influence of alcohol, drugs or toxic substances, in accordance with established procedure to propose dismissal if employee violates occupational safety and health regulations.

53. An employee has the duty to observe occupational health and safety, also fire safety regulations, to take care of own safety and health, also the safety and health of other employees to the best of his/her knowledge and as instructed by immediate superior. Specific duties of employees within the scope of protection and preservation of health and life of their own

and other employees are established: for employees operating work equipment - in OHS Procedures; for other employees - in Employment Regulations.

54. An employee has the right to:

54.1. Request immediate superior to ensure occupational safety and health as well as fire safety, to arrange collective and to provide personal protective equipment;

54.2. Familiarize with the results of initial and periodic medical examinations and in case of disagreement with the results to repeat medical examination;

54.3. Negotiate with immediate superior concerning improvement of occupational safety and health as well as fire safety or delegate this to the representative for occupational safety and health;

54.4. Refuse to work in case of danger to safety and health as prescribed by occupational safety and health regulations;

54.5. Claim for compensation for damage to health resulting from unsafe work conditions as prescribed by law.

55. An employee has the right to refuse to work and works must be suspended if immediate superior or other person authorized by or representing the employer does not take any appropriate action to fix violations of occupational safety and health as well as fire safety requirements and to protect the employee(s) from potential hazard to safety and health, in particular: when an employee is not indoctrinated and trained on safe work procedures; when work equipment or tool fails or emergency situation occurs; when work operations violate established process regulations; when work is performed without required collective protective equipment and/or when an employee is not provided with PPE; in other cases when work environment is harmful and/or dangerous to health or life.

## **X. EMPLOYEE'S DUTIES AND ACTIONS IN CASE OF INCIDENT**

56. Any near miss, accident at work or on the way to/from work, acute occupational disease must be immediately reported by the employee who has suffered or has seen, noticed or became aware of such incident or emergency to:

- The head of organizational unit;

- In the Refinery – Dispatcher of Production Control Department, tel. 3333 (from a fixed-line network) or +370 443 9333 (from any communication line);

- In Būtingė Terminal – Shift Supervisor of Terminal Operations Group, tel. +370 443 93459 or +370 686 78112;

- In Biržai and Joniškis Oil Transshipment Stations – Dispatcher of Main Pipelines Service Group, tel. +370 443 93483 or +370 689 89845.

57. A person who has witnessed an accident at work or its consequences must immediately administer first medical aid to the injured and call for an ambulance.

58. In case of major emergency, warning sirens are activated in the Refinery. If warning sirens are activated, listen to Production Control Department Dispatcher's message transmitted via internal loud-speakers or wired radio outlets and act as instructed. On the first Monday of each month at 10:00 AM, alarms undergo technical testing and if you hear such signal, check whether the activation of alarm is not related to any actual danger and continue work after satisfaction it is safe.

## **XI. FINAL PROVISIONS**

59. Responsibility for periodic review and updating of this Procedure, if needed, shall lie with Director of Quality, Labour Safety and Environmental Control.

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Prepared by  
Control and Prevention Group Manager  
Egidijus Luomanas

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2017-11-07

## 1. Types of fire extinguishers:

1.1. **Powder extinguishers** (Fig. 1) are the most common portable fire-extinguishers. Powder extinguishers are suitable for wide range of applications: burning petroleum products, alkaline metals, may be also used for live electric installations of up to 1000 V maintaining safe distance of 1 m. Powder does not make any damage to objects and is easily cleanable.

1.2. **Foam fire-extinguishers** (Fig. 2) are used for small quantities of combustible or flammable liquids stored indoors. May be used for combustible solids, combustible and flammable liquids. Should not be used for gas and power installations under voltage. May be used when ambient temperature ranges from +5 °C to +60 °C.

1.3. **Carbon dioxide fire-extinguishers** (Fig. 3) have pressure much higher than in powder or foam fire-extinguishers therefore the shell of this extinguisher is thicker and extinguisher itself is considerably heavier than other extinguishers of the same capacity. Used for flammable and combustible liquids, gases, combustible solids, live electric installations of up to 1000 V. Make minimum damage to objects therefore are ideal for fires involving delicate electrical equipment and devices. Electrical installations must be extinguished from the distance of at least 1 m. Suitable for ambient temperatures from -40°C to +60°C (practically without any limitations). It is crucial to avoid contact of medium with hands and face as carbon dioxide which is extremely cold (-70°C) may cause cold burns.



Fig.1



Fig. 2



Fig. 3

## 2. Requirements for keeping:

2.1. To be kept in easily accessible and visible places protected against direct sunlight, at least 1 m from heating installations;

2.2. To be mounted at maximum height of 1.5 m between the flooring and the bottom of extinguisher and in such manner that nearby door if opened would not obstruct access to it;

2.3. To be placed inside fire hydrant cabinets or next to such, in firefighting wall cases or on the floor, in special cabinets, boxes or stands;

2.4. To be kept with the labels turned outwards.

3. Requirements for use:

3.1. Read operating manual on the body of extinguisher. The label usually provides illustrated instructions on how to start extinguishing and how to use the fire-extinguisher.

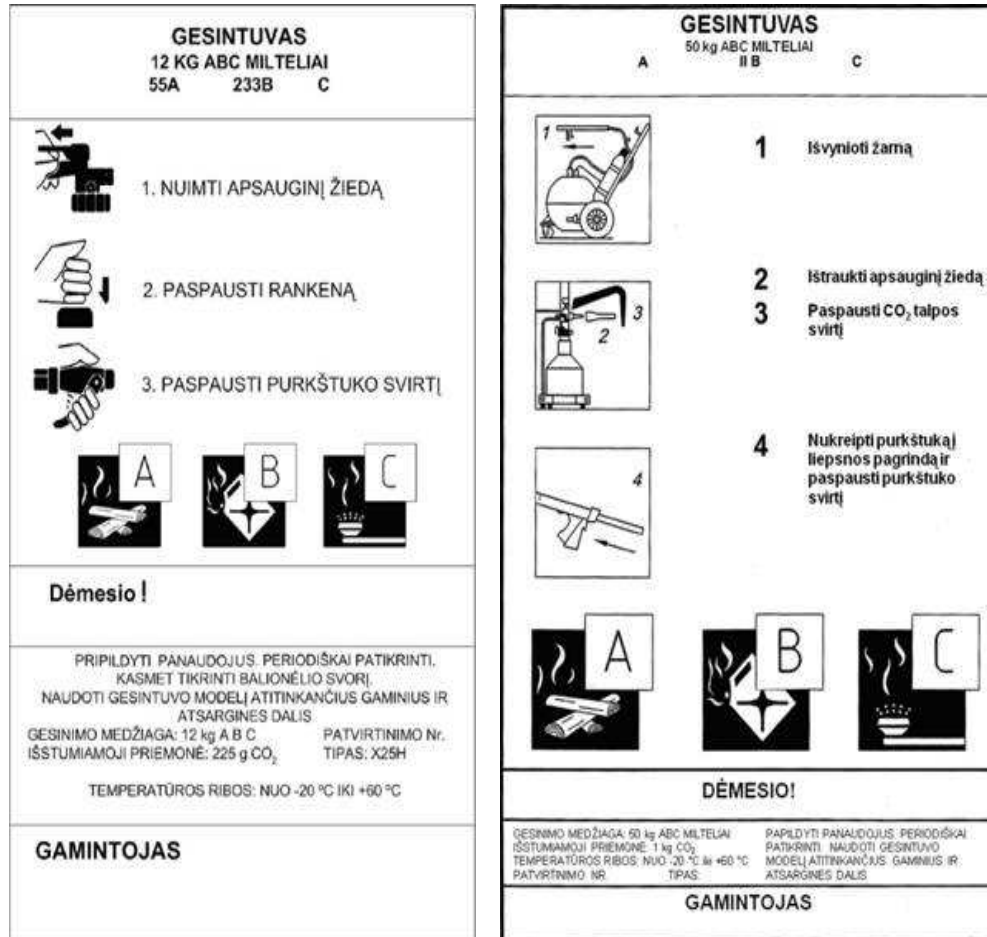


Fig. 4

3.2. For correct use see pictures below:

**Correct**

**Wrong**



Do not extinguish fire upwind, extinguish downwind only.

**Wrong**

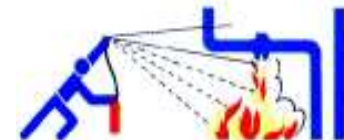
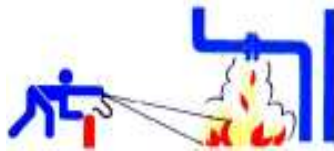
**Correct**



Do not extinguish burning area from above, spray to the bottom.

**Wrong**

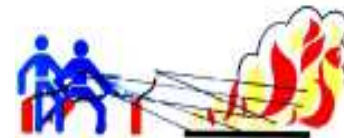
**Correct**



Do not try to extinguish a fire flow by spraying to the bottom, spray to the top.

**Wrong**

**Correct**



Use several fire-extinguishers at a time rather than one by one.

**Wrong**

**Correct**



Do not leave any smolder, suppress fire completely.

3.3. After use, report by phone or e-mail to a person indicated in information tag available next to the fire extinguisher or if fire extinguisher is stored in fire equipment cabinet, fire hydrant cabinet – to the inner side of cabinet door.