

PUBLIC COMPANY ORLEN LIETUVA

APPROVED BY:
Director of Quality, Labour Safety
and Environmental Control

15 June 2023
Order No TV1(1.2-1)-2023-0272

OCCUPATIONAL HEALTH AND SAFETY PROCEDURE BDS-10 *USE OF VEHICLES*

I. GENERAL PROVISIONS

Purpose and Scope of Application

1. Occupational Health and Safety Procedure BDS-10 *Use of Vehicles* (hereinafter, Procedure) aims at defining the occupational health and safety (hereinafter, OHS) requirements for entry and use of vehicles to/in hazard areas of Public Company ORLEN Lietuva (hereinafter, the Company).

2. The Procedure shall apply to employees of the Company and contractors (to the extent required by a relevant contract concluded with the Company) working in hazard areas, also to employees of the Company and contractors entering, in accordance with the procedure set forth herein, and using vehicles in the hazard areas of the Company.

II. TERMS AND DEFINITIONS

3. Terms and definitions used herein:

Hazard area – area (territory) designated with the warning sign ‘Danger Explosive Atmosphere’, restrictive road sign ‘303. No entry for motor vehicles’, and additional sign ‘Ex-zone, entry with special permit only’.

Vehicle – a machine used for transporting people and/or goods, including tractors and self-propelled vehicles and machinery.

Vehicle entry permit (or **permit**) – a document in the form attached as Annex 1 hereto authorizing a driver of the vehicle to enter the hazard area and use (operate) the vehicle therein.

Permit issuer – manager of the Company’s organizational unit operating the process unit (Head of Operations, Deputy Head of Operations, Head of Shop, Head of Unit, Head of Section or other relevant manager), engineer of such organizational unit or shift-managing employee (Shift Supervisor, Senior Operator, etc.).

III. DUTIES OF EMPLOYEES

4. In the event of the need for a vehicle to enter the hazard area, **the driver of the vehicle shall:**

- 4.1. Fill in the form of the permit (Annex 1 thereto), and submit it to the permit issuer;
- 4.2. Observe safety requirements set forth herein while staying in the hazard area.

5. **Permit issuer shall:**

5.1. Allow entering the hazard area by signing on the permit, subject to the driver's presentation of such permit and making sure that no emergency leaks or other hazards are present in the area, whereas the purpose of the entry meets the requirements set forth in Par. 7 below;

5.2. When issuing a permit for the vehicle, mark the vehicle route on a scheme attached to the permit;

5.3. Register the permit in the Register of Permits for Equipment Use in Potentially Explosive Atmospheres (Annex 2 hereto);

5.4. Ensure that in case of gas leaks or other emergencies in the hazard area, all entries for the Company' and/or contractor' employees and vehicles are physically restricted, i.e. barriers are closed on entrances, the hazard zone fenced with a barrier tape, etc.

6. Organizational unit manager shall:

6.1. Ensure that any access to the hazard areas are designated with the warning sign 'Danger Explosive Atmosphere', restrictive road sign '303'. No entry for motor vehicles', and additional sign 'Ex-zone, entry with special permit only';

6.2. Ensure that permits are issued in compliance with the requirements laid down in the present Procedure.

IV. REQUIREMENTS

7. The vehicle may enter the hazard area only if various items (materials, waste, scaffolding, equipment, etc.) are delivered or removed from the area, also for execution of lifting works using mobile lifting equipment, for execution of works with special purpose vehicles, for prompt maintenance and repairs of mechanical equipment, other equipment and machinery, valves, electrical equipment, metering & control instruments, as well as for sampling purposes and in other cases of production necessity.

8. The vehicle may enter the hazard area exclusively with a permit issued for this purpose.

9. Permit for entering the hazard area may not be issued for the vehicles with their purpose of entry being transportation of people, or in the absence of operational need.

10. Before entering the hazard area, a vehicle driver shall affix a duly issued permit to the windscreen of the vehicle, and keep it there for the entire duration of the vehicle presence in the hazard area.

11. Drivers must not exceed the permissible speed limit in the hazard area. The speed limit for the vehicles is 20 km/h, unless established otherwise.

12. Emergency flashers shall be on while entering and staying in the hazard area, or flashing lights, if any.

13. Vehicles must be parked reverse (facing the exit) to enable prompt evacuation from the hazard area in case of emergency.

14. Upon completion of loading/unloading, and completion of maintenance, lifting or other works, a vehicle must immediately leave the hazard area.

15. For long term maintenance works with the use of special vehicles (truck cranes, mobile high pressure washing equipment, etc.), when their removal from the hazard area, if not operated, is not expedient, such vehicles and equipment may be left in the hazard area with emergency flashers or flashing lights off, by enclosing the location of vehicles (equipment) in accordance with the Company's OHS Procedure BDS-20 *Barriers*.

16. Long-term permits (for up to 1 month) may be issued for vehicles, which require workers to enter the hazard area periodically on the same route for the production necessity. Drivers shall have a verified and functioning portable gas analyzer to monitor the concentration of explosive gases in the air, with such analyzer permanently switched on and its functioning as well as readings monitored during the use of a vehicle.

17. Long-term permit for a vehicle to enter the hazard area may be issued by the relevant organizational unit manager (Head of Operations, Deputy Head of Operations, Head of Shop, Head of Unit, Head of Section or other manager). Prior to issue of a long-term permit, the organizational unit manager shall:

17.1. Mark 'Mandatory requirement to use gas analyzer' on the permit;

17.2. Define a regular vehicle route;

17.3. If a long-term permit needs to be issued for a vehicle used by a group of employees, it shall be issued to their manager, who shall instruct the employees on the requirements of this Procedure.

V. ISSUE OF PERMITS

18. The permit shall include the date and time of its validity, the organizational unit the hazard area of which is to be entered, the company being the vehicle owner, the make and plate number of the vehicle, and the purpose of entry. Permit issuer shall also indicate the necessity of using gas analyzer.

19. Permits shall be registered in the Register of Permits for Equipment Use in Potentially Explosive Atmospheres (Annex 2 hereto), and the registration number, date and time shall be entered on the permit.

20. The permit shall take effect when it contains signatures of the permit issuer and the vehicle driver, and the permit registration number, date and time.

VI. EMERGENCY PROCEDURES

21. In case of any leaks of dangerous (hazardous, noxious, flammable, etc.) substances, activation of emergency alarm or gas analyzer, the driver shall immediately discontinue the work, switch the vehicle engine off, leave the vehicle unlocked, leave the hazard area, and notify the relevant process unit staff.

VII. STORAGE OF DOCUMENTS

22. Register of Permits for Equipment Use in Potentially Explosive Atmospheres shall be stored by the Company's organizational unit throughout the period of its validity, and for further 5 (five) years after its completion.

VIII. FINAL PROVISIONS

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

IX. ANNEXES

Annex 1 – Form of Vehicle Entry Permit

Annex 2 – Register of Permits for Equipment Use in Potentially Explosive Atmospheres

Prepared by
Control and Prevention Group Manager
Egidijus Luomanas

	VEHICLE ENTRY PERMIT	Permit reg. No:
		Reg. date:
Validity date: from _____ to _____ Time: from ____ hr. to ____ hr.		
Organizational unit _____		
Company-owner of the vehicle _____		
Make and plate number of the vehicle _____		
Purpose of entry _____		
Mandatory requirement to use gas analyzer: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Agree and accept the safety requirements:		
_____ (Driver's full name & signature)		
Entry to the hazard area allowed:		
_____ (Job title, full name and signature of permit issuer)		
SAFETY REGULATIONS		
Requirements for Vehicles		
<ul style="list-style-type: none">➤ Affix the permit to the vehicle windscreen and keep it there for the entire duration of the vehicle presence in the hazard area.➤ Keep the vehicle emergency flashers on.➤ Speed limit of 20 km/h must be observed.➤ Park the vehicle reverse (facing the exit).➤ Leave the hazard area after completion of works.		
Emergency procedures		
<ul style="list-style-type: none">➤ In case of any leaks of dangerous substances, activation of emergency alarm or gas analyzer, immediately discontinue the work, switch the vehicle engine off, leave the vehicle unlocked, and notify the relevant process unit staff.➤ In case of a fire, accident, or emergency during the vehicle operation, the permit ceases to be effective and shall be handed over to the respective investigation committee.		

PUBLIC COMPANY ORLEN LIETUVA

REGISTER OF PERMITS FOR EQUIPMENT USE IN POTENTIALLY EXPLOSIVE ATMOSPHERES

Completed on _____ 20__

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