

# PUBLIC COMPANY ORLEN LIETUVA

APPROVED BY:  
General Director  
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## OCCUPATIONAL HEALTH AND SAFETY PROCEDURE BDS-14E ISSUING HAZARDOUS WORK E-INSTRUCTIONS

### I. GENERAL

#### Purpose and Scope of Application

1. Occupational Health and Safety Procedure BDS-14E *Issuing Hazardous Work E-Instructions* (hereinafter, the Procedure) defines occupational health and safety (hereinafter, OHS) requirements for issue of electronic instructions to perform hazardous works at Power Plant of Public Company ORLEN Lietuva (hereinafter, the Company).

2. The Procedure shall apply to all employees of the Company and contractors (to the extent required by a relevant contract concluded with the Company) involved in organizing, planning and/or performing hazardous works at Power Plant of the Company.

### II. REFERENCES

3. This Procedure has been developed in line with the effective revisions of the following documents:

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

3.2. PKN ORLEN S.A. Standard S1 *Permits to perform hazardous work (including fire hazards)*.

### III. TERMS, DEFINITIONS AND ABBREVIATIONS

4. Terms and their definitions:

**Personal protective equipment (or PPE)** – any equipment, or any accessory thereof, held or worn by an employee to protect against or minimize exposure to risks and/or hazards that may cause danger to the safety and health of an employee.

**Computer program RAP (or RAP)** – computer program designed to issue hazardous work instructions electronically.

**Hazardous works** – works performed in compliance with the Company's OHS Procedures: BDS-5 *Cold Repair Works*, BDS-6/1 *Equipment Depressurization Works*, BDS-6/2 *Work in Confined Spaces*, BDS-7 *Hot Works*, and BDS-31 *Earthworks*.

**Hazardous Work Instruction (Instruction)** – a document authorizing to carry out hazardous work.

**Assignment** – assignment to be completed in one workplace in one working day given verbally together with verbal indication of work procedure and required protective equipment.

**Instruction Issuer** – an employee of the Power Plant who passed the test for instruction issuers hereunder and is included into the list of persons authorized to issue instructions at the Power Plant.

**Shift Supervisor** – a person permitting the workers on duty to prepare the workplace, providing information about completed upfront actions related to the disconnection of equipment.

**Person authorizing the start of works (Authorizing Person)** – an employee of the Power Plant (senior operator of Power Production Unit, senior operator of Chemical Water Treatment Unit, shift supervisor of Response Section in Charge of Power Plant) who passed the test for authorizing persons hereunder.

**Work Coordinator** – an employee of the Company (employee of Maintenance Department, Investment Department or other organizational units of the Company) appointed by decree of the organizational unit manager for organizing, coordinating and exercising control over performance of hazardous works at Power Plant who passed the test for Work Coordinators hereunder.

**Work Manager** – a person assigned in writing by the contracting organization's manager to organize and control hazardous works at Power Plant, or an employee of the Company appointed for this purpose by decree of the Company's organizational unit manager and who passed the test for Work Managers hereunder.

**Work Executor** – employee assigned by Work Manager for continuous control over execution of hazardous works.

**Workers** – employees executing hazardous works.

**Attendants/Watchers** – fire watchers or confined space entry attendants appointed in accordance with the provisions set forth in the Company's OHS Procedure BDS-6/2 *Work in Confined Spaces* and OHS Procedure BDS-7 *Hot Works*.

**Person in charge of air measurements** – an officer of Mažeikiai Fire and Rescue Board for Protection of Facilities (hereinafter, FRB), duly trained and appointed by FRB to analyze air samples, or an employee of the Company's organizational unit duly trained for the said purpose and appointed by decree of the organizational unit manager.

**Occupational risk identification card (RI Card)** – a document (of the form established in Annex 1 hereto) which assists Work Manager in identifying the hazards that Workers may be exposed to and take measures to ensure the safety of works.

**Last Minute Risk Analysis (LMRA)** – analysis conducted before hazardous works in order to make sure the Workers understand the assigned work, know possible hazards and have all mandatory PPE and other required means of work.

#### IV. DUTIES AND RESPONSIBILITIES OF EMPLOYEES

5. **Instruction Issuer**, on the basis of Instruction created by Work Coordinator, shall perform the following actions in RAP PTW module required to build and issue the Instruction:

5.1. Enter the name of Instruction according to the type of work as well as activities and conditions assigning respective icons:

5.2. Perform risk assessment for selected works – enter OHS means required for safety of works and confirm (sign off) the risk assessment;

5.3. Select PPE items required for works and confirm the selection;

5.4. In case of depressurization (unsealing) works, works in confined spaces or hot works, upload workplace diagram;

5.5. Set and assign required measurements and, if vapors or gases of hazardous chemical substances may escape, leak, be released or emitted during hot works, ensure continuous air monitoring in the place of works using portable gas analyzer;

5.6. Assign authorizations of other locations as needed;

5.7. Make sure that the equipment is isolated by EID from any existing or potential sources of hazardous energy in line with the requirements of OHS Procedure BDS-29 *Equipment Isolation* and associate the permit with respective EID List in RAP Isolations module or upload EID List if it was prepared outside RAP;

5.8. Mark the place of work in the map and lock the Instruction.

6. **Shift Supervisor shall:**

6.1. Evaluate the possibility to perform hazardous work and, after making sure that they can be performed, allow the employees to prepare the workplace and confirm this signing off the Instruction;

6.2. In emergency cases (e.g. potential emergency shutdown of facility), in RAP PTW module enter the data required for the issue of Instruction and execute other duties assigned to Instruction Issuer hereunder.

**7. Authorizing Person shall:**

7.1. Before issuing the Instruction:

7.1.1. Organize required air measurements, enter and sign off the readings of measurements in the Instruction;

7.1.2. Make sure that existing conditions are suitable for works and confirm this;

7.1.3. Confirm the selection of PPE;

7.1.4. Make sure and confirm that upfront preparations have been completed.

7.2. Before the start of works, familiarize Work Coordinator, Work Manager, and Work Executor with requirements set in the Instruction and, after they sign off the Instruction in RAP, enter the date of works, the number of Workers, sign off and issue hard copy of the Instruction to the Work Manager;

7.3. Before equipment depressurization (unsealing) works, tag out all depressurization (unsealing) points (sample tag is provided in OHS Procedure BDS-6/1 *Equipment Depressurization Works*) and show these points to the Work Manager;

7.4. Before hot works, if any tie-ins are planned, together with the Work Coordinator mark tie-in points with special tags (sample tag is provided in OHS Procedure BDS-7 *Hot Works*), enter Instruction registration number on the tag and sign it to confirm that the equipment is duly prepared for hot works, show these tie-in points to the Work Manager and, if so specified in the Instruction, participate together with the Work Manager in performing the first tie-in;

7.5. If alarm systems are installed at/nearby the place of hot or depressurization works, notify the dispatcher of Mažeikiai Fire and Rescue Board for Protection of Facilities (phone number 3004) that activation of the alarm during the works is possible and specify a contact person who in case of actual activation of alarm would inform the dispatcher whether the hazard is real;

7.6. Control hazardous works in progress and suspend them (withdrawing the Instruction) if they are executed unsafely or become unsafe due to the changed conditions. Report the suspension of works to Work Executor and/or Work Manager;

7.7. After completion of works under the Instruction, check if the site/place of works is orderly and only if yes, close the Instruction in RAP indicating the reason of closing (closed - work finished; to be continued - work not finished; to be re-issued - change in the scope of work, change of responsible persons);

7.8. After completion of hot works under the issued Instruction, evaluate the hazard of ignition and if the risk of such hazard exists, set and arrange the watch of the place of work.

**8. Work Coordinator shall:**

8.1. In RAP initiate the creation of Instruction: enter the location, description of works, equipment (including tag number), company (contractor), contract number, subcontractor (if any);

8.2. Before the Instruction is issued, review OHS requirements, safety measures set in the Instruction and, if needed, select additional and notify Instruction Issuer accordingly and sign off in RAP;

8.3. If any tie-ins are planned, before the start of hot works together with the Authorizing Person mark tie-in points with special tags of established form, sign the tags to confirm that the tie-in points have been marked correctly and show these points to the Work Manager. If so specified in the Instruction, participate together with the Authorizing Person in performing the first tie-in;

8.4. Coordinate the execution of the works and, depending on the danger of the work performed, control the course of works at frequency of own judgment.

**9. Work Manager shall:**

9.1. Contact Work Coordinator to agree on works to be performed, including their date, time, and place;

9.2. Before the start of works, request Instruction Issuer to issue respective work Instruction;

9.3. For the performance of earthwork (according to OHS Procedure BDS-31 *Earthwork*) submit to Instruction Issuer a copy of signed engineering network locate sheet and excerpt of engineering network plan;

9.4. Review OHS requirements, safety measures set in the Instruction and, if needed, select additional and notify Instruction Issuer accordingly and sign off in RAP;

9.5. For execution of works assign Work Executor, Workers and, if required, Attendants/Watchers of adequate qualification and trained to administer first aid, put the first and last names of the Workers, Attendants/Watchers in RAP program or in the hard-copy Instruction, indicate the assigned Work Executor in the hard-copy Instruction;

9.6. Identify the risks that may arise in the course of works, pre-plan safety measures and fill in the RI Card;

9.7. Before the start of hazardous work, familiarize himself with requirements and safety measures specified in the Instruction, indoctrinate the Work Executor, Workers and Entry Attendants / Fire Watchers on works to be performed, their sequence, safe methods of work, workplace air measurement readings, required PPE, fire safety and other protective equipment,

9.8. Perform LMR analysis and make sure the Workers understand that all worksite risks are under control and the required preventive measures have been implemented;

9.9. Make sure that the Workers and Entry Attendants / Fire Watchers do not start any work before the Instruction is issued, they are indoctrinated and sign RI Card;

9.10. Before starting hazardous works, fence off the area as prescribed by the Company's OHS Procedure BDS-20 'Barriers';

9.11. Ensure compliance by the Workers (Attendants/Watchers) with the requirements of OHS legal acts of the Republic of Lithuania and the Company;

9.12. If depressurization (unsealing) works are planned, familiarize himself, Work Executor and the Workers with the depressurization points, and make sure that no depressurization works are performed if depressurization points have no tags;

9.13. Appoint a Fire Watcher if fire watch is required by the Instruction. Fire Watcher may be appointed to watch several hot work places at the same time if such places are located close to each other and it is reasonably possible to keep such places under proper watch.

9.14. Appoint Entry Attendant for supervision of works in confined spaces. A larger number of Entry Attendants shall be planned in case an Entry Attendant is not able to watch all the employees that have entered the confined space and/or in case employees enter/exit the confined space through several entries. Provide Entry Attendants with the same PPE as confined space Workers;

9.15. Provide the Workers and the workplace with personal protection, fire safety and other equipment (respiratory protection, tools made from non-sparking metal, fire extinguisher, fire blanket, gas analyzer, etc.) specified in the Instruction;

9.16. Ensure that equipment, machinery, devices, tools used for the works are in good technical condition and have operation and maintenance manuals, are checked and, if required, tested according to the requirements of normative OHS legal acts of the Republic of Lithuania and the Company, that the Workers are indoctrinated and, if required, trained to operate them according to such manuals and comply with them;

9.17. Prior entering a confined space, define a rescue and evacuation procedure, communication methods (rope signals, hand signals, etc.), devices (radio communication equipment, whistles, etc.) as well as frequency of communication between Workers and Attendant. Make sure that the confined space is not entered by Workers in numbers that can jeopardize their safety and health;

9.18. Ensure that no tie-in operations are started if:

9.18.1. Tie-in points do not have tags of established form;

9.18.2. Work Coordinator and Authorizing Person are absent in the place of works when their presence is prescribed by the Instruction;

9.19. Make sure that the Instruction and RI Card are always held in the place of hazardous work;

9.20. Make sure that the work site is always in proper order, i.e. free of waste and irrelevant items and required materials stored orderly, etc.;

9.21. After completion of works under the Instruction, check if the site/place of works is orderly and only if yes, confirm this signing off in RAP.

**10. Work Executor shall:**

10.1. Before the start of hazardous work, familiarize himself with requirements and safety measures specified in the Instruction and sign the hard copy of the Instruction;

10.2. Control hazardous works in progress and suspend them if they are executed unsafely or become unsafe due to the changed conditions. Report the suspension of works to Work Manager;

10.3. During the performance of hazardous works, continuously be present at work site. In case of necessity to leave, the works have to be suspended and the Workers taken to a safe area;

10.4. Upon completion of works under the Instruction, organize the work site cleanup and upon completion the cleanup, inform Work Manager accordingly.

**11. Workers shall:**

11.1. Commence works only after getting familiar with potential worksite hazards, obtaining all required mandatory PPE as well as PPE, other equipment specified in the Instruction and RI Card (fire blanket, mechanical ventilator, warning barrier tape, etc.), being indoctrinated by the Work Manager and giving positive answers in LMRA checklist and getting satisfied that all required safety measures have been implemented and all hazards are under control after signing the Instruction and RI Card;

11.2. Perform works indicated in the Instruction only, and comply with requirements set forth in the Instruction and RI Card;

11.3. Refrain from any work if no Work Executor or Attendant / Watcher (when appointed) is present at on site;

11.4. Discontinue the work immediately if noticing any signs of possible danger, inadmissible working conditions, in case of emergency alarm, and/or if so instructed by the Attendant / Watcher;

11.5. Always maintain the work site in proper order, i.e. keep it free from any irrelevant items, store/keep materials required for works properly, etc.

**V. REQUIREMENTS FOR ISSUING HAZARDOUS WORK INSTRUCTION**

12. Hazardous works within the territory of the Power House shall be allowed only under Instruction issued in RAP as prescribed by this Procedure. Use of hard copy of Instruction is allowed exclusively in the cases when RAP program is not operational. When a hard copy is used, the Instruction shall be registered in the Hazardous Work Logbook of the respective organizational unit. The paper form of the Instruction and the form of the Hazardous Work Logbook shall be established by the Occupational and Process Safety Control Department.

13. Instruction shall be issued separately for each specific location, i.e. unit (e.g. tower, vessel, piping, etc.) or specific territory (e.g. for repair of steel structures, access platforms, installation of new piping, etc.).

14. One copy of Instruction shall be printed out and handed over to Work Manager. Where the equipment under maintenance has been isolated from hazardous energy with EIDs in line with the requirements of OHS Procedure BDS-29 *Equipment Isolation*, a copy of EID Diagram must be attached to the Instruction handed over to the Work Manager. If it is not possible to show the boundaries of hot work area on the EID Diagram, or if EID List is not prepared, the boundaries of hot work area shall be shown on a diagram drawn on a separate sheet. Such diagram must show the place of work, sampling points, boundaries of area prepared for works, Instruction registration number and must be signed by Instruction Issuer.

15. If any of responsible persons who signed off the Instruction (i.e. Instruction Issuer, Authorizing Person, Work Coordinator, Work Manager and/or Work Executor) change during the validity of the Instruction, in such case works under such Instruction must be discontinued and Instruction has to be re-issued.

16. If works under the issued Instruction have not been completed and are to be continued next working day (shift), the Instruction for continuation of works must be signed off in RAP by the Authorizing Person and Work Coordinator.

17. Permit for hazardous works on process equipment (apparatus, vessel, piping, underground utilities) of other process unit and/or territory shall be issued by the Instruction Issuer of the organizational unit that operates respective equipment. If piping is within the area of another

organizational unit, the Instruction must be agreed with (signed off by) the manager of the unit where the works will be performed.

18. Instructions for hot works on newly constructed/installed utilities shall be issued by the Instruction Issuer of process unit in the area of which the works are to be performed. In such cases the Work Coordinator must organize the preparation of the area for hot works in accordance with the requirements of this Procedure.

## VI. REQUIREMENTS FOR EXECUTION OF WORKS UNDER ASSIGNMENTS

19. Works which do not require any technical upfront action for preparation of workplace may be performed under Assignments. The list of such works shall be approved with decree by the Head of Power Plant.

20. Assignments may be given only by persons entitled to issue Instructions. Assignments must be entered into the Logbook for Registration of Instructions and Assignment of Power Plant.

21. Assignment shall be given directly or by means of communications to Work Executor and shall be performed according to the requirements of the Rules [3.1].

22. Assignment is one-off and is effective only for the day of work performance. If the works have to continue, Assignment shall be documented and given anew.

## VII. EMPLOYEE TRAINING

23. Employees of the Company (Instruction Issuers, Authorizing Persons, Work Coordinators, Earthwork Coordinators, hereinafter collectively referred to as Responsible Persons) shall be allowed to exercise their functions after passing in ORACLE the relevant test assigned in accordance with the established procedure (test for Instruction Issuer, Authorizing Person, Work Coordinator and / or Earthwork Coordinator):

23.1. Instruction Issuers and Authorizing Persons responsible for the issue of hazardous work Instructions and control of works at Power Plant must pass test on the following OHS Procedures:

- BDS-14E *Issuing Hazardous Work E-Instructions*;
- BDS-5 *Cold Repair Works*;
- BDS-6/1 *Equipment Depressurization Works*;
- BDS-6/2 *Works in Confined Spaces*;
- BDS-7 *Hot Works*;
- BDS-31 *Earthworks* (questions prepared in view of the duties of Instruction Issuer during execution of earthworks).

23.2. Work Coordinators responsible for coordination of and control over the equipment depressurization, maintenance, hot works and works in confined spaces executed in Power Plant shall pass tests under OHS Procedures BDS-5, BDS-6/1, BDS-6/2, BDS-7, and BDS-14;

23.3. Work Coordinators shall be allowed passing the test for Earthwork Coordinator under OHS Procedure BDS-31 only upon passing the general test for Work Coordinator under the OHS Procedures listed in Par. 23.2 above.

23.4. Certified employees of the Company will be granted with respective rights in RAP and certification validity period shall be 12 months.

24. Contractor's employees (Work Managers, Earthwork Managers) shall be authorized to perform their duties after they pass respective computer test in ORACLE. For certified employees, a statement indicating the rights granted and the term of certification validity (max. 12 months) shall be issued and signed by the members of the Certification Commission.

25. OHS Procedures for employees of contractors (Work Managers, Earthwork Managers) under which the test shall be passed are listed in Annex 5 to Occupational Health and Safety Procedure for Contractors BDS-40.

26. Responsible Persons must prepare for test themselves or in specific established cases (e.g. before refinery turnarounds) shall be trained.

27. Persons in charge of air measurements of the Company must be trained how to operate portable gas analyzers and perform air measurements properly. Training shall be conducted

as prescribed by the Company's Employee Mandatory Training Rules in accordance with gas analyzer user program.

### **VIII. FINAL PROVISIONS**

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

### **IX. ANNEXES**

**Annex 1** – Risk Identification Card (form).

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Control and Prevention Group Manager  
Egidijus Luomanas



