

AB ORLEN LIETUVA

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

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OCCUPATIONAL HEALTH AND SAFETY PROCEDURE BDS-16 'OPERATION AND MAINTENANCE OF LIFT TRUCKS'

SECTION I GENERAL PROVISIONS

Purpose and Scope of Application

1. AB ORLEN Lietuva (hereinafter – the Company) Occupational Health and Safety Procedure BDS-1 'Operation and Maintenance of Lift Trucks' (hereinafter – the Procedure) defines the requirements for the operation and maintenance of lift trucks.

2. This Procedure shall apply to all employees of the Company and, where provided for in a contract concluded between the Contractor (hereinafter – the Contractor) and the Company, to the Contractor's employees whose activities are related to the use and maintenance of lift trucks as well as cargo transportation, loading and/or unloading operations using lift trucks on the Company's premises.

SECTION II REFERENCES

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

3.1. ORLEN S.A. Standard L1 'Requirements for motorized industrial forklifts'.

3.2. ORLEN S.A. Standard S7 T1 'Execution of transport works carried out with the use of powered industrial trucks with a mechanical lifting system'.

3.3. LST EN ISO 3471:2008 'Earth-moving machinery - Roll-over protective structures - Laboratory tests and performance requirements'.

3.4. LST EN ISO 3449:2009 'Earth-moving machinery - Falling-object protective structures - Laboratory tests and performance requirements'.

SECTION III TERMS AND DEFINITIONS

4. Terms and definitions:

Roll-over protective structure (ROPS) – a structure compliance with the requirements of LST EN ISO 3471:2008, designed to protect the operator of a cab-equipped lift truck in the event of a rollover. ROPS consists of load-bearing structural members mounted to the lift truck frame, designed to provide sufficient clearance space to protect the operator from injury in the event of a rollover.

Falling object protective structure (FOPS) – a structure compliant with the requirements of LST EN ISO 3449:2009, designed to protect the operator of a cab-equipped lift truck from falling objects. The structure may be integrated into the cab or installed as a separate protective frame.

Inspection log – a document used by lift truck operators to keep a record of truck inspections and to certify that such inspections have been carried out (Annex 2 to Occupational Health and Safety Procedure BDS-4 'Maintenance of Work Equipment' (hereinafter – OHS Procedure BDS-4)).

Electric lift truck with a fixed operator platform (hereinafter – **lift truck with platform**)

– an electrically powered warehouse handling vehicle used for handling palletized loads and equipped with a fixed operator platform for the worker (Fig. 1).



Fig. 1. Example of an electric lift truck with a fixed operator platform

Electrical pedestrian-controlled lift truck (hereinafter – **pedestrian lift truck**) – an electrically powered warehouse handling vehicle equipped with a tiller (articulated control handle), operated by a worker walking alongside the truck (Fig. 2).



Fig. 2. Example of an electric pedestrian-controlled lift truck

Cab-equipped lift truck – a specialized machine powered by an internal combustion engine or an electric motor, designed for lifting, lowering, and transporting various loads (Fig. 3).



Fig. 3. Example of a cab-equipped lift truck

Lift truck – a cab-equipped lift truck, a lift truck with a fixed operator platform, or a pedestrian-controlled lift truck.

Lift Truck Supervisor – a manager of the Company or the Contractor responsible for ensuring safe operation of lift trucks.

Lift truck operator – an employee of the Company or Contractor who has been trained in lift truck operation and has been formally authorized by an administrative document to operator a lift truck for the performance of work tasks.

Blue spot – a blue visual warning light that projects a warning light beam in front of and behind the lift truck, alerting employees to the presence of a lift truck in operation (Fig. 4).

Red zone – red light lines projected onto the surface around the lift truck, indicating a protected safety zone that employees are prohibited from entering during lift truck operation (Fig. 4).



Fig. 4. Example blue spot and red zone.

SECTION IV EMPLOYEE RESPONSIBILITIES

5. Lift Truck Supervisor shall:

5.1. Ensure that lift trucks are inspected, tested, and marked in accordance with the requirements of OHS Procedure BDS-4.

5.2. Organize the necessary training for lift truck operators.

5.3. Ensure that lift trucks purchased and used by the Company are accompanied by a European Community (EC) Declaration of Conformity, are CE-marked, have supporting compliance documentation, and are supplied with the manufacturer's operating and maintenance instructions in Lithuanian or another language understood by lift truck operators.

5.4. Ensure that lift trucks are not used if inspections have not been carried out or if inspections have determined that the lift trucks are unfit for safe operation.

5.5. Ensure that work involving lift trucks is properly controlled and that lift truck operators comply with the requirements set out in this Procedure.

6. Lift truck operators shall:

6.1. Use the lift truck only for its intended purpose, in accordance with the manufacturer's instructions and the methods specified in this Procedure.

6.2. Inspect the lift truck daily before use in accordance with the manufacturer's instructions and the requirements of this Procedure, and record the inspection results in the inspection log.

6.3. If a lift truck is found during inspection to be non-compliant with safety requirements, or if it breaks down or is otherwise damaged during work, inform the Lift Truck Supervisor, mark the lift truck in accordance with Annex 6 to OHS Procedure BDS-4, and not use the lift truck for work.

SECTION V THE MAIN RISK FACTORS

7. The main risk factors that may cause injury or harm to the health of lift truck operators during load transportation, loading and/or unloading operations include:

- Poisoning caused by internal combustion engine exhaust fumes;
- Exposure to electric current (electric shock);
- Noise exposure;
- Truck tip-over or rollover;

- Falling loads;
- Falls of workers.

SECTION VI GENERAL REQUIREMENTS

8. Each lift truck shall be CE-marked and accompanied by a European Community (EC) Declaration of Conformity, relevant compliance documentation, and the manufacturer's operating and maintenance instructions in Lithuanian or another language understood by lift truck operators.

9. Each lift truck shall be fitted with a manufacturer's identification plate indicating the name of the manufacturer or supplier, the type/model of the lift truck, the year of manufacture, the serial number, the rated lifting capacity, and the unladen weight of the lift truck (the unladen weight of a lift truck is approximately two times its rated lifting capacity).

10. Any modification of lift trucks without the manufacturer's written consent is prohibited.

11. Each cab-equipped lift truck and lift truck with a fixed operator platform shall be equipped with:

- An audible warning device (horn);
- A rear-view mirror (except for lift trucks with a platform);
- An audible reverse warning alarm;
- Rotating warning beacons, where lift trucks are operated outdoors;
- A speed limiter set to 5 km/h indoors and 10 km/h outdoors. Where lift truck operation takes place both indoors and outdoors during work, the speed shall be limited to 5 km/h;
- A speed-limiting system restricting travel speed to 2 km/h when operating with forks raised above 0.3 m.

12. Each electric pedestrian-controlled lift truck shall be equipped with:

- An emergency stop device (emergency stop button);
- A travel-inhibition device preventing movement when the tiller control handle is in the vertical position;
- An automatic brake that engages when the operator releases the control handle;
- A speed limiter set to 5 km/h.

13. All newly acquired lift trucks and all lift trucks used by the Company from 2029 onwards shall be equipped with:

- Seat belts with a visual warning system indicating an unfastened seat belt and/or an interlock system preventing truck movement when the seat belt is not fastened;
- A forward- and rear-projected blue spot;
- Red zone or another technical solution marking a protective zone of at least 2 meters around cab-equipped lift trucks operating indoors;
- For cab-equipped lift trucks with a ROPS where there is a risk of rollover (e.g. when operating on ramps, inclines, etc.), and a FOPS to protect the operator from falling objects.

14. Electric lift trucks shall be equipped with non-polluting batteries (e.g. lithium-ion, gel, or equivalent).

15. The total weight of a lift truck consists of its unladen weight and the weight of the load. This total weight shall be taken into account when operating on different types of road surfaces.

16. Lift trucks with a lift height exceeding 2,000 mm shall be marked with the warning sign 'DO NOT STAND UNDER FORKS!' (Fig. 5).

17. When entering or exiting a cab-equipped lift truck, operators shall use the designated handholds and steps, maintain three points of contact, and shall not hold onto the lift truck's control levers or steering wheel. After entering the lift truck, operators shall fasten the seat belt and close the cab door. During operation, operators are prohibited from extending their head, arms, legs, or any other part of the body outside the lift truck cab.



Fig. 5 Warning sign: 'DO NOT STAND UNDER FORKS!'

18. To prevent lift truck tip-over, loads shall be lifted in accordance with the load center of gravity diagram (Fig. 6). It is prohibited to lift loads if the lift truck is not positioned horizontally or if the ground surface is not sufficiently stable.

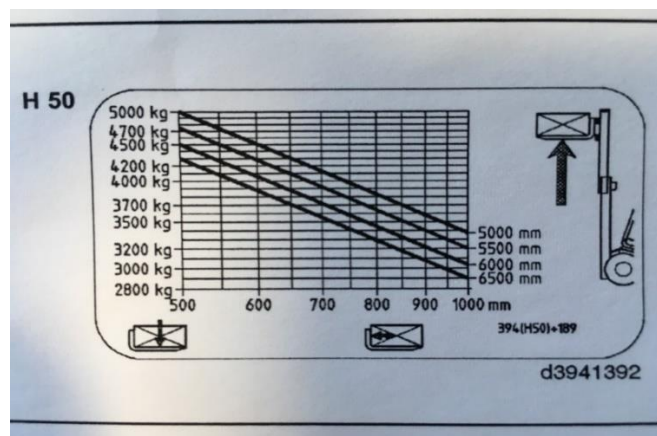


Fig. 6 Example of a load center of gravity diagram.

19. If a lift truck begins to tip over:

- Do not attempt to jump out;
- Hold on firmly and remain inside the lift truck cab;
- Do not unfasten the seat belt;
- Hold firmly onto the handholds provided inside the cab;
- Lean in the direction opposite to the direction of the tip-over.

SECTION VII REQUIREMENTS FOR LIFT TRUCK VISUAL INSPECTION AND CHECKS

20. Before the start of work each day, the lift truck operator shall carry out a daily technical inspection of the lift truck and make an appropriate entry in the inspection log.

21. A periodic lift truck inspection shall be carried out at least once per quarter, and the inspection results shall be documented in an inspection report.

22. Following completion of the lift truck inspection, a clearly legible inspection label shall be affixed to the lift truck, indicating the lift truck identification number and the validity of the inspection (year and month), in accordance with Annex 5 to OHS Instruction BDS-4. The lift truck may be used until the beginning of the month indicated on the inspection label.

23. Lift truck inspections and checks shall be performed in accordance with the scope specified in Annex 1 to this Procedure.

24. If deficiencies are identified during a lift truck inspection or check, the lift truck shall not be used until the deficiencies have been corrected.

CHAPTER VIII REQUIREMENTS FOR LOAD HANDLING OPERATIONS

25. At the loading or storage location, the lift truck shall be positioned perpendicular to the loading or storage area at a distance greater than the length of the forks. When picking up a load from a ramp, the lift truck shall be positioned at least 1 m from the edge of the ramp.

26. When performing loading or unloading operations from racking shelves at the first or higher racking levels, the aisle in which the lift truck is operating shall be secured with barriers and marked with warning signs prohibiting employees and other lift trucks from entering the hazardous area.

27. The load shall be picked up in such a way that its center of gravity is as close as possible to the rear of the forks, thereby minimizing the load center distance (load moment arm).

28. The load shall be evenly distributed over both fork tines. The forks shall be centered under the load and spread apart as far as possible.

29. The load may only be picked up with the mast tilted forward, and lifted only after the mast has been tilted backward.

30. When picking up a load, its center of gravity shall be aligned with the longitudinal axis of the lift truck, and the load shall not overhang the forks by more than one-third of the fork length. When lifting large loads that do not fit on standard-length forks, fork extensions shall be used, and the load shall be properly secured.

31. Load transportation may begin only once the load is securely and evenly positioned on the lift truck and lifted approximately 30 cm above the ground. The lift truck shall start moving slowly and smoothly.

32. The following is prohibited when lifting loads:

32.1. Allowing unauthorized persons without appropriate load-slinger certification to strap or attach loads;

32.2. Using equipment not designed for lifting instead of approved lifting accessories;

32.3. Lifting loads that are unstable or placed in unsuitable or overfilled containers; 32.4. Lifting load units without proper securing using appropriate means (e.g. wrapping film, lashing straps, strapping bands);

32.5. Lifting loads exceeding the rated lifting capacity of the lift truck;

32.6. Lifting loads that are covered with soil, construction debris, frozen to the ground, or otherwise trapped;

32.7. Lifting a load using only one fork tine;

32.8. Lifting or transporting loads where the center of gravity is located at the tips of the forks;

32.9. Lifting or transporting compressed gas cylinders or flammable or toxic liquids in glass containers without special devices (containers or pallets). When transporting such materials, warning signals (orange beacons) shall be activated;

32.10. Persons standing under a lifted load, raised forks, or any other load-handling or lifting attachment;

32.11. Loading or unloading vehicles while people are present in the vehicle body or cab.

SECTION IX REQUIREMENTS FOR LOAD TRANSPORTATION

33. Travel routes and aisles shall not be obstructed by vehicles, empty pallets, or the lift truck itself. Areas designated for loading and unloading shall be level, with a slope not exceeding 5 degrees. Work in cluttered or obstructed areas is prohibited. In winter, loading and unloading areas shall be regularly cleared of snow and ice and treated with sand or salt.

34. During hours of darkness, work areas shall be adequately illuminated. Work in unlit areas is prohibited. Where floodlights are used, they shall be positioned so as not to dazzle workers.

35. When driving down ramps or platforms, lift truck operators shall travel in reverse in order to prevent load drop or lift truck tip-over.

36. When transporting a load, the dimensions of the load, the condition of the travel surface, and weather conditions shall be assessed, and a safe travel speed shall be selected; however, the

speed shall not exceed 5 km/h indoors and 10 km/h outdoors.

37. When transporting loads that obstruct the operator's view of the travel path, the lift truck shall be driven in reverse. In such cases, the lift truck shall be operated at minimum speed.

38. When transporting suspended loads on the forks, the travel speed shall be maintained at a level that prevents load swinging and the need for sudden braking.

39. Loads that obstruct visibility may be transported up an incline only in reverse or with the assistance of an assigned accompanying worker.

40. When travelling near areas where people may be present or through gates, the operator shall ensure that no pedestrians or other obstacles are present, reduce speed, activate the audible warning signal, and maintain a safe distance of at least 2 m between the lift truck and pedestrians.

41. When passing through gates, the minimum clearance between the edge of the lift truck or load and the gate shall be at least 300 mm on each side, and the minimum clearance between the load or the highest point of the lift truck and the upper gate lintel shall be at least 200 mm.

42. The following is prohibited when transporting loads:

42.1. Entering or exiting the lift truck before it has come to a complete stop;

42.2. Operating the lift truck without wearing a seat belt;

42.3. Transporting persons on lift truck steps, forks, pallets, loads, or in the lift truck cab where the cab is not designed for passenger transport;

42.4. Raising or lowering the load carriage while the lift truck is in motion;

42.5. Pushing other vehicles with the lift truck;

42.6. Driving closer than 1 m to the edge of ramps, pits, shafts, or openings;

42.7. Pushing or moving objects with the fork tines;

42.8. Turning the lift truck on a sloped surface;

42.9. Lifting, lowering, or tilting the load while the lift truck is moving;

42.10. Transporting loads whose center of gravity is located at the tips of the forks;

42.11. Increasing the rated lifting capacity of a lift truck by using additional counterweights.

SECTION X REQUIREMENTS FOR UNLOADING OPERATIONS

43. When lifting or lowering a load near a wall, stack or racking, the lift truck operator shall ensure that no persons are present between the load, structure, and the lift truck.

44. At the unloading location, pallets shall be placed in advance to allow the forks to be freely withdrawn from beneath the load.

45. When placing the load, the lift truck operator shall raise the forks at least 20 cm above the shelf, racking, or load stack onto which the load is to be placed.

46. After placing the load, the lift truck operator shall ensure that the load is stable and protected against falling or tipping over.

47. Loads shall be stacked in such a way that travel routes and pedestrian walkways remain clear. Stacking loads near excavated trenches, pits, or slopes, and obstructing electrical panels, travel routes, emergency exits, or fire-fighting equipment is prohibited.

48. When stacking loads, the height of the stack in open areas shall not exceed three times the width of the stack, and in enclosed areas shall not exceed four times the width of the stack.

49. Upon completion of work, the lift truck shall be parked so as not to endanger other traffic participants or employees, and the operator shall:

49.1. Ensure that travel routes and emergency exits are not obstructed;

49.2. Lower the fork tines to the floor;

49.3. Tilt the mast slightly forward to release tension from the chains;

49.4. Disengage the drive;

49.5. Apply the parking brake and, on inclines, use wheel chocks;

49.6. Remove the ignition key;

49.7. Not leave the lift truck unattended with a raised load.

SECTION XI. REQUIREMENTS FOR MAINTENANCE OF ELECTRIC LIFT TRUCK BATTERIES

50. When the battery charge level drops to 20%, the battery shall be recharged. Operating a lift truck with a nearly discharged battery may cause overheating of other electrical components, most commonly the traction motor and the control unit.

51. The electrolyte level shall be checked before and after each charging cycle, as the reduction in the amount of distilled water in the battery causes the active plates to overheat and become brittle, which may result in irreversible battery damage. If a reduced electrolyte level is detected, the Lift Truck Supervisor shall be informed.

52. Before disconnecting the charging cable, the operator shall check the light indicator light to make sure that the charging cycle has been fully completed.

53. During battery charging, connection or disconnection of the battery or the charger shall be carried out only when the battery charger is switched off.

54. During battery charging, the surface of the battery compartments shall be kept open and unobstructed to ensure adequate ventilation.

55. The use of open flame or hot work is prohibited in the battery charging room during charging.

56. Battery charging shall only be carried out with the room exhaust ventilation system stitched on.

SECTION XII. EMPLOYEE TRAINING

57. Employees of the Company who organize, plan, or control load transportation, loading, and/or unloading operations performed using lift trucks shall be instructed and tested in accordance with the Company's Employee Indoctrination Procedure.

58. Operators of cab-equipped lift trucks of the Company and its Contractors shall hold a Category B driving license or a tractor operator's license, have completed non-formal training for internal combustion and electric lift truck operators and possess documents confirming such training, be familiar with the manufacturer's operating and maintenance instructions for the lift truck assigned to them, and have passed a test in accordance with this Procedure.

SECTION XIII FINAL PROVISIONS

59. The Director of Quality, Labour Safety, and Environmental Control shall be responsible for organizing periodic reviews of this Procedure and updating it as required.

SECTION XIV ANNEXES

Annex 1. Scope of lift truck inspections and checks

Prepared by
Occupational Safety Regulation Manager

Scope of Inspection and Checks for Cab-Equipped Lift Trucks and Lift Trucks with a Fixed Operator Platform

Item No.	Inspection / check item	Description of inspection / check
1.	Steering mechanism and drive system	Tested by driving forwards and backwards
2.	Control and lifting systems	Mast, forks, fork carriers, locking pins, and tilt mechanism are secure, move smoothly and show no signs of damage.
3.	Brakes	Tested by driving forwards and backwards For internal combustion engine lift trucks, parking brake check: with the parking brake engaged, attempt to drive forward (if operating correctly, the engine should stall).
4.	Lights (including warning lights)	Check for correct operation and adjustment; inspect for damaged covers or lenses.
5.	Indicators	Check for correct operation and technical condition
6.	Audible warning alarm	Test the horn and lifting system; ensure the audible signal is clearly heard.
7.	Structural condition of the lift truck	No visible damage affecting the functionality of the lift truck.
8.	Warning signs and markings	Verify the legibility of warning labels and ensure there are no unauthorized labels or stickers.
9.	Tyre condition	Visual inspection of tyre condition and tread wear.
10.	Fluid leaks	Visual inspection for any visible fluid leaks.
11.	Seat belts (applicable to cab-equipped lift trucks)	Check correct operation, technical condition, and absence of damage.
12.	Mirrors (applicable to cab-equipped lift trucks)	Check technical condition and ensure mirror surfaces are undamaged.

Scope of Inspection and Checks for Electric Pedestrian-Controlled Lift Trucks

Item No.	Inspection / check item	Description of inspection / check
1.	Brake	The brake engages automatically when the operator releases the control handle.
2.	Control system	Tested by driving in all directions.
3.	Lifting system	Mast (if fitted), forks, fork carriers, locking pins, and tilt mechanism are secure, move smoothly and show no signs of damage.
4.	Structural condition of the lift truck	No visible damage affecting the functionality of the lift truck.