

PUBLIC COMPANY ORLEN LIETUVA

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

13 December 2023
Order No TV1(1.2-1)-2023-0563

OCCUPATIONAL HEALTH AND SAFETY PROCEDURE BDS-20 'BARRIERS'

I. GENERAL

Purpose and Scope of Application

1. The purpose of Occupational Health and Safety (OHS) Procedure BDS-20 *Barriers* (hereinafter, the Procedure) is to establish requirements for warning and protection of employees against potential hazards at Public Company ORLEN Lietuva (hereinafter, the Company).

2. This Procedure shall apply to employees of the Company who organize and perform the installation of safety barriers for hazards, organize the closure of the roads within the Company as well as to employees of contractors (to the extent required by a relevant contract concluded with the Company) involved in execution of hazardous work within the Company.

II. TERMS AND DEFINITIONS

3. Terms used herein are defined as follows:

Warning barrier tape – brightly colored (e.g. red, yellow, red/white, black/yellow, etc.) special plastic tape without or with warning inscription (e.g. STOP, CAUTION, DO NOT ENTER, etc.).

Rigid safety barrier – specially-made precast barrier consisting of typical metal or plastic elements and joints.

Road closure initiator – Work Coordinator who organizes road closure for execution of works (e.g. road trenching, crane lifting operations, repair of road paving, etc.).

Other terms used herein such as *hazardous work*, *Work Coordinator* and *Work Manager* are as defined in OHS Procedure BDS-6E *Issuing Hazardous Work E-Permits* and OHS Procedure BDS-14E *Issuing Hazardous Work E-Instructions*.

III. RESPONSIBILITIES OF EMPLOYEES

4. **Manager of organizational unit where a safety hazard has been identified shall:**

4.1. Organize the installation of safety barriers for places of hazard to health and safety of employees and removal of the same once the hazards become extinct as prescribed by the present Procedure.

5. **Road closure initiator shall:**

5.1. Fill out the Request to Close the Road with road closure diagram (hereinafter, the Request, attached hereto) and email it to Occupational and Process Safety Control Department (darbu.sauga@orlenlietuva.lt);

5.2. Present a copy of Request to Work Manager and inform him about temporary road signs to be installed.

6. **Work Manager shall:**

6.1. Organize the installation of barriers for places/sites of hazard work and removal of the same after hazardous work has been completed and hazards have become extinct as prescribed by the present Procedure;

6.2. When roads need to be closed for execution of works, organize the installation of temporary road signs before the start of works and removal of the same after completion of works.

IV. GENERAL REQUIREMENTS FOR BARRIERS

7. Places where employee is under the risk of injury (e.g. places with risk of fall, tripping, slipping or other injury, sites/places of hazardous work, areas where materials, equipment or other objects are stored, etc.) must be fenced off with warning barrier tapes or rigid safety barriers.

8. Places of short-term hazards (maximum one shift) which are clearly visible and are under control (e.g. temporary work place, temporary storage and/or unloading place) may be fenced off with warning barrier tapes.

9. Places of long-term hazards (over one shift), which are left unattended and are not under control (e.g. construction/demolition sites, unattended trenches, pits, etc.) must be fenced off with rigid safety barriers.

10. Places where access platforms, elements of safety handrails are temporarily removed or openings in access platforms are cut out for maintenance purposes must be immediately fenced off with rigid safety barriers.

11. If walkways and/or roads are located within the fenced-off area, respective bypasses for people and vehicles must be provisioned and arranged. When excavation goes through walkways, a trench crossing bridge 1 m wide at least with safety handrails must be installed or other safe walkways for people must be arranged.

12. When sites of works at height and/or crane lifting operations are fenced off, the risk of potential fall of objects from height must be taken into account and the limits of the zone of danger must be established. These sites must be fenced off according to the limits of the zone of danger established.

13. In darkness, barriers on walkways and/or roads must have clearly visible signal lights ensuring good visibility of barriers and protecting people and vehicles against accidental contact.

14. Barriers placed by contractor's staff must have clearly visible identification tag specifying the name of contractor or the barrier itself must have an inscription showing the name and/or logo of contractor.

15. Due to the risk of injury, intoxication or other harm, entry into the site(s) fenced off with warning barrier tapes or rigid safety barriers is prohibited. If needed, employee may enter fenced-off area only against verbal permission by the personnel working in it.

16. As long as any hazard or risk exists in the fenced off area, safety barriers must remain continuous and orderly.

V. REQUIREMENTS FOR WARNING BARRIER TAPES

17. Warning barrier tapes must be fixed in the height of 90-120 cm from the ground, must be continuous and clearly visible.

18. Warning barrier tapes must be fixed to special stands. In exceptional cases warning barrier tapes may be fixed to the structures of facilities if they are in required place.

19. To prevent unauthorized entry, bypasses for people and vehicles as well as additional means assuring security of fenced-off site must be provisioned and arranged (e.g. employee assigned to control the entry into fenced-off area, warning signs on all sides of fenced-off area, etc.).

VI. REQUIREMENTS FOR RIGID SAFETY BARRIERS

20. Rigid safety barriers must be marked with safety and health signs prohibiting unauthorized entry, warning of existing and/or potential dangers within the fenced-off area, showing

mandatory personal protective equipment and, if required, direction pointers showing the bypasses for people or vehicles.

VII. REQUIREMENTS FOR ROAD CLOSURE

21. When it is required to close the road for works, road closure initiator shall fill out the Request specifying the reason of closing, organizational unit of the Company or contractor who will execute works, term of road closure (to/from - date and time), Work Manager in charge of works (position, full name, phone number) and shall draw road closure diagram.

22. Road closure diagram must show the road to be closed together with adjacent and bypass roads, their numbers, location of temporary road signs and the site of works.

23. Request with road closure diagram must be agreed with and registered in Occupational and Process Safety Control Department.

24. Road closure shall be reported by Occupational and Process Safety Control Department employee (by e-mail with copies of registered Request enclosed) to:

- Road closure initiator;
- Dispatcher of Technological Process Control Group of Production Control Department of the Company;
- Service Administration Group Manager of Business Support Department of the Company;
- Mažeikiai Fire and Rescue Board for Protection of Facilities;
- ORLEN Apsauga, UAB;
- First aid service of Medikvita, UAB.

If work is not completed by the term indicated in the Request, it is allowed to extend the term of road closure. The reason and term of extension of road closure shall be reported by road closure initiator by e-mail to Occupational and Process Safety Control Department employee who shall further notify all services listed above accordingly.

25. For road closure the following road signs specified in Traffic Rules shall be used:

25.1. At intersections on all sides of the road closed respective signs Nos 613-615 'No through road ahead, on the right, on the left' and Nos 629-634 'Detour direction' indicating the direction of detour must be placed;

25.2. In the site of works on both sides of the closed section of road sign No 301 'No entry' and sign No 106 'Road work' must be placed.

VIII. FINAL PROVISIONS

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

Prepared by
Control and Prevention Group Manager
Egidijus Luomanas

REQUEST TO CLOSE THE ROAD

_____ No _____
Juodeikiai, Mažeikiai Distr. Municipality

I hereby request to close road No _____ section between road No _____ and road No _____

Reason of closing _____

Work Manager _____
(name of organizational unit of the Company or contractor, full name, position, phone number of work manager)

Closed from _____ (date and time)

Closed to _____ (date and time)

Road closure diagram _____
(indicate whether on reverse of the page or enclosed in a separate sheet)

Road closure initiator _____
(position, name surname and signature)

AGREED:

Occupational and Process Safety Control Department

(position, name surname and signature)