

# PUBLIC COMPANY ORLEN LIETUVA

APPROVED BY  
Director of Quality, Labour Safety  
and Environmental Control

25 January 2019  
Order No TV1(1.2-1)-55

## OCCUPATIONAL HEALTH AND SAFETY PROCEDURE BDS-20 BARRIERS

### I. GENERAL PROVISIONS

#### Purpose and Scope of Application

1. The purpose of Occupational Health and Safety (OHS) Procedure BDS-20 *Barriers* (hereinafter – Procedure) is to establish requirements for warning and protection of employees against potential dangers, closing of roads using barriers and temporary road signs at Public Company ORLEN Lietuva (hereinafter – the Company).

2. This Procedure shall apply to each employee of the Company as well as to each employee of contracting organization (hereinafter – contractor), if respective works fall within the scope of contract concluded with the Company, who performs works within the territory of the Company.

### II. TERMS AND DEFINITIONS

3. Terms used herein are defined as follows:

**Work manager** – manager in charge for organization and control of works performed by the workers, assigned as prescribed by the Company's OHS Procedure BDS-5 *Works Without Unsealing*, OHS Procedure BDS-6/1 *Equipment Depressurization and Maintenance Works*, OHS Procedure BDS-6/2 *Works in Confines Spaces*, OHS Procedure BDS-7 *Hot Works*, and OHS Procedure BDS-31 *Earthworks*.

**Warning barrier tapes** – brightly coloured (e.g. red, yellow, red/white, black/yellow, etc.) special plastic tapes without or with warning inscriptions (e.g. STOP, CAUTION, DO NOT ENTER, etc.).

**Road closure initiator** – Company's employee assigned to organize road closure for execution of works (e.g. road trenching, crane lifting operations, repair of road paving, etc.).

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

### III. RESPONSIBILITIES OF EMPLOYEES

4. **In fencing off dangerous places, work manager and/or manager of organizational unit of the Company shall:**

4.1. Make sure dangerous places are properly fenced off and, as soon as no longer required, safety barriers are removed;

4.2. Make sure, as long as any danger or risk exists in the fenced off territory, safety barriers remain continuous and orderly.

5. **In closure of roads for execution of works:**

5.1. **Road closure initiator shall:**

5.1.1. Fill out Request to Close the Road with road closure diagram (hereinafter – Request, Annex 1 hereto);

5.1.2. Present a copy of Request to work manager and inform him about temporary road signs to be installed.

5.2. **Work Manager shall** organize installation of temporary road signs before the start of works and removal of the same after completion of works.

#### **IV. GENERAL REQUIREMENTS FOR BARRIERS**

6. Places where employee is under the risk of injury (e.g. places with risk of fall, tripping, slipping or other injury, sites of hot works, equipment depressurization works, earthworks, works at height, lifting operations, areas where materials, equipment or other objects are stored, etc.) must be fenced off with warning barrier tapes or rigid safety barriers.

7. Places where dangers exist for maximum one shift, are clearly visible and controlled (e.g. temporary place of work, slippery area, temporary storage or place where materials are loaded/unloaded, etc.) are normally fenced off with warning barrier tapes and places where dangers exist for more than one shift, are left unattended and uncontrolled (e.g. sites of demolition works transferred to contractor against Statement-Permit for Civil Construction/Installation Works, unattended trenches, etc.) must be fenced off with rigid safety barriers.

8. If fenced-off area contains walkways and/or roads, respective bypasses for people and vehicles must be provisioned and arranged.

9. When sites of works at height and/or crane lifting operations are fenced off, 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.

10. 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.

11. 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.

12. 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.

#### **V. REQUIREMENTS FOR WARNING BARRIER TAPES**

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

14. 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.

15. 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**

16. 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

17. When it is required to close the road for works, road closure initiator shall fill out 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.

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

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

20. Road closure must be reported by Occupational and Process Safety Control Department (by e-mail with copies of registered Requests enclosed) to:

- road closure initiator;
- in crude refinery – Dispatcher of Production Control Department, Service Administration Specialist of Service Administration Group of Business Support Department, UAB ORLEN Apsauga, Mažeikiai Fire and Rescue Board for Protection of Facilities, first aid service of UAB Medikvita;
- in Būtingė Terminal – Control Room of Būtingė Terminal, UAB ORLEN Apsauga and Mažeikiai Fire and Rescue Board for Protection of Facilities;
- in Biržai and Joniškis Oil Transshipment Stations – Dispatcher of Main Pipelines Service Group and UAB ORLEN Apsauga.

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

21.1. 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;

21.2. 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

22. 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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Document owner  
Director of Quality, Labour Safety and Environmental Control  
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## REQUEST TO CLOSE THE ROAD

\_\_\_\_\_ No \_\_\_\_\_  
Juodeikiai Village, 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 enclosed \_\_\_\_\_  
(fill in: on the other side of page or separate sheet)

Road closure initiator \_\_\_\_\_  
(position, full name and signature)

### AGREED WITH

Occupational and Process Safety Control Department \_\_\_\_\_  
(position, full name and signature)