

AB ORLEN LIETUVA

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

26 January, 2026,
Order No TV1(1.2-1)-2026-0041

OCCUPATIONAL HEALTH AND SAFETY PROCEDURE BDS-23 DISMANTLING WORK RESIDUE HYDROCRACKING UNIT

CHAPTER I GENERAL PROVISIONS

Purpose and Scope of Application

1. Occupational Health and Safety Procedure BDS-23 'Dismantling Work in the Residue Hydrocracking Unit' (hereinafter – the Procedure) outlines the occupational health and safety (hereinafter – OHS) requirements for the dismantling and removal of equipment from the Residue Hydrocracking Unit (hereinafter – RHCU) operated by AB ORLEN Lietuva (hereinafter – the Company).
2. This Procedure applies to all Company and Contractor employees involved in organizing, planning, and performing dismantling work in the RHCU.

CHAPTER II TERMS AND DEFINITIONS

3. Terms and definitions used herein:

Dismantling work (or **work**) – disassembly and removal activities during which equipment is not depressurized, no entry into confined spaces is performed, no hot work is carried out, and which are not subject to the Company's OHS Procedure BDS-6/1 'Equipment Depressurization Works', BDS-6/2 'Works in Confined Spaces', or BDS-7 'Hot Works'.

Work permit (or **permit**) – a document authorizing the performance of dismantling work in the RHCU. (The form is provided in Annex 1 to this Procedure.)

Permit Issuer – an employee who, in accordance with Company requirements, has passed the permit issuer qualification test, is familiar with the requirements of this Procedure, and is designated to organize and supervise dismantling work in the RHCU.

Work Coordinator – an employee who, in accordance with Company requirements, has passed the work coordinator qualification test, is familiar with the requirements of this Procedure, and is designated to organize and supervise dismantling work in the RHCU.

Work Manager – a representative of the Contractor (or a person authorized by the Contractor in writing) who is designated to organize and supervise dismantling work in the RHCU, possesses the necessary competence and knowledge, and has reviewed and passed the test for this Procedure.

Workers – employees performing dismantling work in the RHCU.

Last Minute Risk Analysis (LMRA) – an assessment carried out immediately before starting work to ensure that workers understand the assigned tasks, are aware of potential hazards, and have all mandatory personal protective equipment (PPE) and other required work equipment. The LMRA is part of the permit (Annex 1 to the Procedure).

CHAPTER III EMPLOYEE RESPONSIBILITIES WHEN PERFORMING WORK UNDER WORK PERMITS

4. Permit Issuer shall:

4.1. Upon receiving information from the Work Coordinator regarding the need to issue a work permit, as specified in Paragraph 5.1 of this Procedure, complete the permit in accordance with the permit-issuing requirements set out in this Procedure.

4.2. Before issuing the permit, ensure that the work to be performed will not pose a risk to other activities being carried out in the RHCU or to the employees working there, and authorize the start of work by signing the permit.

4.3. Record the work permit in the work permit log of the respective organizational unit. The form of the log is established by the Occupational Health and Safety Department.

4.4. During work execution, monitor the performance of the work according to the level of risk associated with the specific task.

4.5. Upon completion of the work performed under the issued permit, check that the worksite is properly cleaned and orderly, and confirm the proper condition of the worksite by signing the section 'Work completed, worksite clean' in both copies of the permit.

5. Work Coordinator shall:

5.1. Before the start of work, inform the Permit Issuer in writing (e.g., by e-mail or by signing the permit) and agree the need for a work permit. The information provided shall include the date, time, and location of the work, the Contractor performing the work, and the tasks to be carried out.

5.2. During work execution, coordinate the work and, depending on the level of risk associated with the tasks, monitor the performance of the work.

6. Work Manager shall:

6.1. Before starting the work, contact the Work Coordinator and agree on the date, time, location, scope, and sequence of the work, as well as the OHS measures to be applied during its execution.

6.2. Assign employees who are adequately qualified and trained in first aid to perform the work.

6.3. Instruct the workers on the tasks to be performed, the sequence of their execution, safe work methods, the obligations of workers set out in this Procedure, and the required PPE and other protective measures. The workers shall confirm the instruction by signing the second copy of the permit.

6.4. Before starting the work, perform an LMRA and ensure that the workers understand that all risks at the worksite are controlled and that the required preventive measures have been implemented.

6.5. Ensure that no work is started before the permit has been issued.

6.6. Ensure that the second copy of the permit is available at the worksite at all times.

6.7. Ensure that hazardous work area is fenced in accordance with the requirements of OHS Procedure BDS-20 'Barriers'.

6.8. Ensure that the equipment, devices, and tools used are in proper condition and have been inspected or tested in accordance with the occupational safety requirements established by the laws of the Republic of Lithuania and by the Company.

6.9. Ensure that the equipment, devices, and tools are used in compliance with the safe-use requirements specified by the manufacturer and/or in the Contractor's internal instructions.

6.10. Ensure that the worksite is kept orderly at all times, i.e., waste and unnecessary items are removed, and required materials are stored properly.

6.11. Upon completion of the work under the permit and before its expiry, organize the worksite cleanup, notify the Permit Issuer of the completion of the work, and confirm the proper condition of the worksite by signing the section 'Work completed, worksite clean' in both copies of the permit.

7. Workers shall commence work only after familiarizing themselves with potential hazards at the worksite, ensuring they have all required PPE and other protective equipment, receiving instruction from the Work Manager, completing the LMRA and confirming that all risks are controlled, and signing the second copy of the permit.

CHAPTER IV ISSUE OF PERMITS

8. A permit must be issued for dismantling work, except in the cases specified in Section V of this Procedure.

9. The permit shall be completed in two copies (both copies are considered originals).

10. The permit shall specify the Contractor performing the work, the location of the work (site or equipment name and tag number), the tasks to be performed, and the contact details (name, surname, and mobile phone number) of the Work Manager and the Work Coordinator. A layout of the prepared work area shall be attached to the permit, indicating the work location, the boundaries of the area prepared for work, the permit registration number, and it shall be signed by the Permit Issuer.

11. The permit shall specify its validity date and time, and shall bear the signatures of the Work Manager and the Permit Issuer. The date and time specified in the permit shall not exceed the end of the Permit Issuer's work shift.

12. The permit shall be registered in the work permit log, and its registration number and date shall be recorded in the permit.

13. The permit shall enter into force once it has been signed by both the Permit Issuer and the Work Manager.

14. The first copy of the permit shall be kept by the Permit Issuer at the designated permit-issuing location. The second copy shall be handed over to the Work Manager and shall be kept at the worksite throughout the execution of the work.

CHAPTER V WORK EXECUTION WITHOUT A PERMIT

15. Work may be performed without a permit for loading cargo (equipment, scaffolding, tools, etc.) onto transport vehicles and transporting it out of the RHCU area.

CHAPTER VI DOCUMENT RETENTION

16. After completion of the work, the first copy of the permit shall be kept for 30 (thirty) calendar days in Operations Subdivision No. 2, and the second copy shall be retained by the Contractor in accordance with its internal requirements.


CHAPTER VII FINAL PROVISIONS

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

VIII ANNEXES ANNEXES

Annex 1 – Work Permit Form

Prepared by:
Occupational Safety Regulation Manager
Egidijus Luomanas

	WORK PERMIT (for dismantling work in RHCU)	Permit reg. No.
		Reg. date:
Permit validity date: _____ Time: from ____ hrs to ____ hrs Location _____		
Contractor _____ Description of work _____		
Permit Issuer: _____ Work Coordinator: _____		
<div style="display: flex; justify-content: space-between;"> (name, surname, signature) (name, surname, signature*, mobile phone number) </div>		
<i>* - Signature is not required if Work Coordinator informed the Permit Issuer about the need to issue permit in some other written form (e-mail, etc.).</i>		
PRIMARY SAFETY REQUIREMENTS		
<ul style="list-style-type: none"> Fence the hazardous work area in accordance with the requirements of OHS Procedure BDS-20 'Barriers'. Keep the worksite clean and orderly at all times. Appoint only employees with the required qualifications and trained in first aid to perform the work. Use all required personal PPE, fire protection equipment, and other protective devices during the work. All equipment, devices, and tools used must be in proper condition, inspected and/or tested in accordance with applicable requirements, and used in accordance with the safe-use instructions provided by the manufacturer and/or valid internal instructions of the Contractor. Keep the issued permit at the worksite at all times. Stop work immediately if a hazardous situation is noticed, develops, or if an emergency alarm is activated. 		
LAST MINUTE RISK ANALYSIS		
Ask each worker to answer the following questions:	YES	NO
Do you know what work needs to be performed?		
Is all equipment suitable, safe, and functioning properly?		
Does each of you have the required PPE?		
Are the worksite and work environment safe?		
Do you know what to do in an emergency?		
Remember the ORLEN emergency phone number: +370 443 93333		
If you believe the risk is acceptable, indicate this by answering YES. If not, mark NO. If you answered NO to any question, you must not start work under any circumstances and must ask your Work Manager for clarification.		
I have been informed about the scope of work, hazards, and safety measures, and I confirm that the necessary preventive measures have been implemented to ensure safe work performance.		
Date	Name Surname	Position
Work Manager: _____ <div style="text-align: center; font-size: small;">(Name, surname, signature*, mobile phone number)</div>		
Work completed, worksite clean:	Work Manager: _____ <div style="text-align: center; font-size: small;">(signature)</div>	Permit Issuer: _____ <div style="text-align: center; font-size: small;">(signature)</div>