

PUBLIC COMPANY ORLEN LIETUVA

APPROVED BY
General Director

8 March 2018
Order No TV1(1.2-1)-91

OCCUPATIONAL SAFETY AND HEALTH PROCEDURE BDS-5 WORKS WITHOUT UNSEALING

I. GENERAL

Purpose and Scope of Application

1. The purpose of Occupational Safety and Health Procedure BDS-5 *Works Without Unsealing* (hereinafter – Procedure) is to establish occupational health and safety (OHS) requirements for works which do not involve unsealing of units and equipment performed in Public Company ORLEN Lietuva (hereinafter – the Company) process units, OSBL piping, security zones of main pipelines and nearby telecommunication networks.

2. This Procedure shall apply to every employee of the Company and contracting organization (hereinafter – contractor), if respective works fall within the scope of contract concluded with the Company, who arranges, plans and/or performs works without unsealing at the Company.

3. This Procedure shall not apply to works without unsealing performed at Power Plant and in electrical equipment premises/rooms where this type of work is subject to the Safety Rules for Operation of Heating Equipment and Safety Rules for Operation of Electrical Equipment as approved by the Minister of Energy of the Republic of Lithuania.

II. TERMS, ABBREVIATIONS AND DEFINITIONS

4. Terms used herein shall be defined as follows:

4.1. **Personal protection equipment (PPE)** – any equipment to be worn or held by an employee to be protected against hazards that may endanger his/her health and safety. Each employee must wear/carry PPE prescribed by OHS signs displayed at the entries to the territories of process units, buildings or any other facilities of the Company (safety helmet with a strap, safety goggles, protective work clothing, safety footwear, ear and respiratory protection equipment) and additional PPE selected according to the level of hazard posed by work operations.

4.2. **Occupational risk identification card (RI card)** – a document (in the form established in Annex 2 hereto) that helps work manager to identify hazards that workers can be exposed to and take measures to ensure the safety of works. Contractor may use any other form of RI card if it is pre-agreed with the Company's Occupational and Process Safety Control (OPSC) Department.

4.3. **Works without unsealing (works)** – works which do not involve equipment unsealing, can be done without shutdown of process units, do not require any additional preparatory operations and are not subject to the Company's OHS Procedure BDS-6/1 *Equipment Depressurization and Maintenance Works*, BDS-6/2 *Works in Confined Spaces*, BDS-7 *Hot Works*, and BDS-31 *Earthworks*, e.g. erection and removal of scaffolds, equipment insulation and painting works, non-destructive testing of metals, concreting, maintenance of heating stations, illumination systems and replacement of lamps, maintenance of electric heating systems, maintenance of electric motors and electrical drives, installation of new electrical equipment (cables, cabinets, etc.), maintenance of grounding equipment, installation and dismantling of temporary connections.

4.4. **Permit for works without unsealing (permit)** – a document of form provided in Annex 1 hereto authorizing to carry out works without unsealing.

4.5. **Work coordinator** – employee of the Company's organizational unit that initiates works without unsealing:

- an employee under the authority of Director of Maintenance who passed a test on this OHS Procure as prescribed by Employee Indoctrination Procedure and was appointed by the Deputy Director of Maintenance or Chief Mechanical Engineer to organize and coordinate works carried out during maintenance of static and rotating equipment/facilities, structures/buildings of respective organizational unit;

- Technology & Investment Department employee who passed a test on this OHS Procedure as prescribed by Employee Indoctrination Procedure and is appointed by the Director of Investment & Technology to organize and coordinate technical activities related to implemented projects.

When works without unsealing are initiated by managers of other organizational units, work coordinator shall be an employee of respective organizational unit initiating works without unsealing who has passed a test on this OHS Procedure as prescribed by the Employee Indoctrination Procedure and has been appointed by decree by the unit manager to organize and coordinate works without unsealing.

4.6. **Work manager** – a manager who has been appointed in writing by contractor for organizing and supervising works without unsealing, has passed a test for work managers in the OPSC Department according to OHS Procedure for Contractors BDS-40 and holds a valid work manager's certification card, or an employee who has been appointed by organizational unit manager and passed a test on this OHS Procedure as prescribed by Employee Indoctrination Procedure. When a Company employee is appointed as work manager, he is also required to carry out the duties of work coordinator.

4.7. **Workers** – Company's or contractor's employees who carry out works without unsealing.

4.8. **Work site** – a location (territory or process unit) within which works without unsealing are carried out.

4.9. **Permit issuer** – manager of organizational unit operating process facility (Head of Operations, Deputy Head of Operations, Head of Shop, Head of Unit, Head of Section or other relevant manager), engineer, senior process unit operators of that organizational unit appointed by decree by the manager of that organizational unit who have passed a test on this OHS Procedure as prescribed by Employee Indoctrination Procedure. When on the basis of order of the General Director or Deputy General Director for Operations process units are shut down for maintenance, upgrade or implementation of investment projects, organizational unit manager may, where deemed necessary, appoint process unit operators to issue permits. Permit issuer may issue permits only for works without unsealing that are carried out in organizational unit that operates respective process facility.

4.10. **Last minute risk analysis (LMRA)** – analysis conducted before works without unsealing in order to make sure the workers understand assigned work, are aware of potential

hazards and have all mandatory PPE and other required means of work. LMRA is an element of RI card (Annex 2 hereto).

4.11. **Process unit** – the entirety of indoor or outdoor installations, mechanisms, machinery, devices, apparatuses, instruments, and vessels erected or installed on supporting structures and foundations, and isolated or connected by pipelines.

III. DUTIES AND RESPONSIBILITIES OF EMPLOYEES

5. Work manager must:

5.1. Prior to commencing work, contact work coordinator and agree with him the date, time, place, scope and sequence of works, the appropriateness of tools and equipment that will be used for works as well as planned OHS measures;

5.2. Fill out the permit as prescribed by the present Procedure, enter the number of workers, sign it and present it to permit issuer. If the number of workers changes during the validity of permit, notify permit issuer accordingly;

5.3. Identify the risks that may arise in the course of works from equipment used, adverse weather conditions and other hazards, pre-plan safety measures and fill out RI card;

5.4. Make sure that work tools and equipment are appropriate, in good repair as well as inspected and tested in accordance with the OHS regulations of the Republic of Lithuania;

5.5. Appoint adequately qualified workers for execution of works. Workers must be trained to provide first aid to the injured;

5.6. Indoctrinate workers on works to be performed and their course, safe methods of work, required PPE and other protective equipment against signature in RI card;

5.7. Before works enclose hazardous work site as prescribed by the Company's OHS Procedure BDS-20 *Enclosures*;

5.8. Prior to work, perform LMR analysis and make sure the workers understand that all work-site risks are controlled and required preventive measures have been implemented;

5.9. Make sure the workers do not start any work before the permit is issued, they are indoctrinated and sign RI card;

5.10. Make sure the permit and RI card are available at the work site at all times;

5.11. Keep control over compliance by workers with the requirements established in RI card and other OHS procedures of the Company, ensure that safe work methods are applied, PPE and other protective equipment is used;

5.12. If works have to be executed at different altitudes of the same vertical, workplaces located at lower altitudes must be protected against potential fall of materials, parts and other items.

5.13. Make sure the work site is always maintained in proper order, i.e. keep it free from any irrelevant items, store and keep materials required for works properly, etc.;

5.14. Upon completion of works under the permit, before the expiry of permit, organize the worksite cleanup and notify permit issuer of completion of works and confirm that the site is clean by signing in section 'Work completed, work site clean' of the permit;

5.15. If permit is extended, make sure the scope and nature of works have not changed, indoctrinate newly appointed workers against signature in RI card and sign in the extension section of both counterparts of the permit.

6. Work coordinator must:

6.1. Prior to commencing work, coordinate with the work manager the date, time, place, scope and sequence of works, discuss tools, equipment, materials and other work means that will be used for works and OHS measures to be applied at work;

6.2. Inform permit issuer in writing (e.g., by email, entry in permit, etc.) about the need to issue/extend the permit specifying the date, time and place of works, contractor and works to be done;

6.3. Coordinate the course of works.

7. Permit issuer must:

7.1. Upon receipt of information from work coordinator about the need to issue/extend the permit according to Item 6.2 hereof and upon presentation of filled-out permit by work manager, check and make sure the work manager's certification card is not expired and the area of works is free from any emergency leaks or other hazards resulting from adjacent works;

7.2. Issue the permit signing it and allow starting the works;

7.3. Register the permit in the log of hazardous works performed in the unit (sample form is provided in Annex 3);

7.4. Upon completion of works under the permit, check if work site has been cleaned and is orderly and only then sign in section 'Work completed, work site clean' of both counterparts of permit. Permit issuer may assign duties specified in the present Item to an employee of process unit subordinate to him/her;

7.5. If permit has to be extended, before extending make sure that conditions at work site have not changed;

7.6. Sign in the extension section of both counterparts of the permit.

8. Workers must:

8.1. Commence works only after getting familiar with potential worksite hazards, obtaining PPE prescribed by OHS signs and RI card and other required safety equipment, being indoctrinated by 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 (by signing RI card);

8.2. Execute the works specified in the permit only, and comply with the requirements set in the RI card as well as in the Company's OHS Procedures. Unauthorized use of steam, water, air and other utilities in the unit without prior approval by the staff operating the unit is forbidden;

8.3. 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.

9. Manager of organizational unit that issued permit for work without unsealing must organize and ensure that works without unsealing are carried out following the requirements of this Procedure.

14. Any person who is subject to this Procedure must report any noticed irregularity, in particular unsafe execution of works without unsealing or potential risk of emergency, incident, occupational accident, etc. to permit issuer.

IV. ISSUE OF PERMIT FOR WORKS WITHOUT UNSEALING

15. A work permit must be issued for works without unsealing.

16. The permit is made in two counterparts (both are original).

17. The permit must include such details as the name of organizational unit where works will be performed, contractor, the site of works (territory or name and tag number of process unit, facility), works to be done, work manager's and work coordinator's contact details (name, surname and mobile phone number).

18. The permit shall include its expiry date and time, number of workers and shall bear work manager's and permit issuer's signatures. Date and time fixed in the permit must not extend beyond the end of permit issuer's work shift.

19. Permit shall be registered in the log of hazardous works maintained by respective organizational unit and registration number and date must be entered in the permit.

20. Permit enters into force after it is signed by the permit issuer and work manager.

21. Registered permit may be extended for a total of seven 12-hour shifts from the date of issue of permit provided that the nature of works and working conditions will remain the same. If work conditions or nature of works and/or work manager who received the permit change, a new permit must be issued and extended.

22. The first counterpart of permit shall be kept by permit issuer in control room or other fixed place of issue of permits, the second counterpart shall be handed over to work manager. This counterpart must be always kept at work site while performing works.

23. Permits shall not be required for employees of process units responsible for process control (operators of process units, oil product operators, loading operators etc.) as well as employees responsible for maintenance of structures, buildings, mechanical equipment (civil engineers, mechanical engineers, etc.), electrical and automation equipment (electrical and automation engineers, electricians and other electrical technical staff), daily or periodic equipment operation (adjustment, control, inspection, territory cleaning, etc.) or maintenance (inspection, adjustment, troubleshooting, etc. of instrumentation, automation and electrical equipment) works. Electrical technical staff that performs the works must be authorized by the decree of employee responsible for electrical section of the Company to work as operational or operational maintenance employees.

V. DOCUMENT CUSTODY

24. After completion of works, the first counterpart of permit shall be kept for 30 days in organizational unit which issued it.

25. The second counterpart of permit shall be kept by contractor.

26. Log of hazardous works shall be kept in respective organizational unit for the period of its validity and for 5 more years after its completion.

VI. EMPLOYEE TRAINING

27. Company employees (permit issuers, work coordinators, work managers and workers) are required to pass a test on this Procedure as required by the Company's Occupational Health and Safety Indoctrination Procedure.

28. Contractor's work managers are required to pass a test on this Procedure prior to commencing works in the Company and thereafter on a periodic basis at least every 12 months. After passing a test, work manager's certification card shall be issued to work manager containing the following information: employee's full name, organization and expiry date. During work without unsealing, contractor's work manager is required to keep this card at the worksite.

29. Contractor's staff (workers) shall be indoctrinated on requirements established herein according to procedure established in contractor's company.

VII. FINAL PROVISIONS

30. This Procedure sets only basic and minimum OHS requirements for works without unsealing therefore all employees involved in organizing and/or performing such works must take additional OHS measures if necessary to ensure the safety of workers.

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

Prepared by
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2018-02-15

Agreed with:
Director of Quality, Labour Safety and Environmental Control
Arkadiusz Pawlak

2018-

Public Company ORLEN Lietuva		PERMIT FOR WORKS WITHOUT UNSEALING			Permit reg. No. _____ Registration date _____	
Organizational unit _____				Place _____		
Contractor _____				Description of works _____		
Work manager _____ <small>(n., surname, mobile phone number)</small>			Work coordinator _____ <small>(n., surname, signature*, mobile phone number)</small>			
Permit valid		Number of workers	Work manager <small>(signature)</small>	Permit issuer <small>(n., surname, signature)</small>	Work completed, work site clean	
Date	Time <small>(from/to)</small>				Work manager <small>(signature)</small>	Work site inspected by <small>(n., surname, signature)</small>

* - signature is not required if work coordinator informed permit issuer about the need to issue/extend permit in some other written form (e-mail, etc.).

Before starting works, work manager must fill out risk identification (RI) card and conduct last minute risk analysis (LMRA).

Cutting line Cutting line Cutting line.....

Public Company ORLEN Lietuva		PERMIT FOR WORKS WITHOUT UNSEALING			Permit reg. No. _____ Registration date _____	
Organizational unit _____				Place _____		
Contractor _____				Description of works _____		
Work manager _____ <small>(n., surname, mobile phone number)</small>			Work coordinator _____ <small>(n., surname, signature*, mobile phone number)</small>			
Permit valid		Number of workers	Work manager <small>(signature)</small>	Permit issuer <small>(n., surname, signature)</small>	Work completed, work site clean	
Date	Time <small>(from/to)</small>				Work manager <small>(signature)</small>	Work site inspected by <small>(n., surname, signature)</small>

* - signature is not required if work coordinator informed permit issuer about the need to issue/extend permit in some other written form (e-mail, etc.).

Before starting works, work manager must fill out risk identification (RI) card and conduct last minute risk analysis (LMRA).

RISK IDENTIFICATION CARD
(form)

Contractor:																					
Work permit registration # and date:																					
<p>Enter hazard abbreviation in column 'HAZARDS':</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">F – fire/explosion</td> <td style="width: 33%;">FTH – fall of things from height</td> <td style="width: 33%;">UET – hazard related to use of equipment and tools</td> </tr> <tr> <td>HS – hot surfaces</td> <td>FT – fall of things</td> <td>M – hazard related to use of materials</td> </tr> <tr> <td>P – poisoning</td> <td>ML – manual lifting of loads</td> <td>MLL – mechanical lifting of loads</td> </tr> <tr> <td>N – noise</td> <td>FH – falling from height</td> <td></td> </tr> <tr> <td>V – vibration;</td> <td>E – hazard related to electricity</td> <td></td> </tr> <tr> <td>II – inadequate illumination</td> <td>SS – slippery surfaces</td> <td></td> </tr> <tr> <td></td> <td>TE – thermal environment</td> <td></td> </tr> </table> <p>Other hazards (enter potential hazards and abbreviations):</p>	F – fire/explosion	FTH – fall of things from height	UET – hazard related to use of equipment and tools	HS – hot surfaces	FT – fall of things	M – hazard related to use of materials	P – poisoning	ML – manual lifting of loads	MLL – mechanical lifting of loads	N – noise	FH – falling from height		V – vibration;	E – hazard related to electricity		II – inadequate illumination	SS – slippery surfaces			TE – thermal environment	
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II – inadequate illumination	SS – slippery surfaces																				
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OPERATIONS (ACTIONS)	HAZARDS	SAFETY EQUIPMENT

Work manager _____
(full name, signature)

(form)
Log of Hazardous Works

Work Permit Reg. No.	Date and time of issue	Hazardous work (WWU, MW, EDW, HW, WCS, EW)*	Start of Work			End of Work	
			Worksite (name of process unit or other facility, tag No.)	Contractor	Permit issuer (n., surname, signature)	Date and time of expiry of work permit	Permit issuer (n., surname, signature)

*WWU – works without unsealing, MW - maintenance works, EDW – equipment depressurization works, HW – hot works, WCS – works in confined space, EW – earthworks.