AB ORLEN LIETUVA

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

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OCCUPATIONAL HEALTH AND SAFETY PROCEDURE BDS-5 COLD REPAIR WORKS

CHAPTER I GENERAL

Purpose and Scope of Application

1. Occupational Health and Safety Procedure BDS-5 'Cold Repair Works' (hereinafter, the Procedure) defines occupational health and safety (OHS) requirements for execution of cold repair works at AB ORLEN Lietuva (hereinafter, the Company).

2. The Procedure shall apply to all employees of the Company and contractors (to the extent required by a relevant contract concluded with the Company) supervising and (or) performing cold repair works at the Company.

CHAPTER II TERMS AND DEFINITIONS

3. Terms and definitions used herein:

Equipment - any piece of equipment (vessel, pipeline, etc.) that may be dangerous to workers due to energy accumulated in it or supplied from other sources.

Cold repair works (**works**) – works which do not involve equipment depressurization (unsealing) works, entry into confined spaces, and hot works and which are not subject to the Company's OHS Procedure BDS-6/1 (Equipment Depressurization and Maintenance Works), OHS Procedure BDS-6/2 (Works in Confined Spaces), and OHS Procedure BDS-7 (Hot Works), for example:

- disassembly and reassembly of depressurized equipment, cleaning, washing;
- erecting and dismantling of scaffolding;
- thermal insulation works, non-destructive testing of steel structures;
- concreting works;
- unloading/loading of freights (materials, scaffolding, equipment, etc.) using lifting mechanisms (lifting cranes, forklifts, etc.);
- railway road and crossing maintenance works;
- grass mowing, bush cutting;
- repairs of manual electric equipment, tools, light fittings and portable lamps (hereinafter, temporary el. equipment) and their connection to power network;
- other works performed with the use of mechanical and battery-powered non-Ex instruments and tools where sparks are not generated, that are not attributed to hot works (e.g. using wrenches, hammers, battery-powered measuring devices and screwdrivers, etc.).

Other terms used herein shall be as defined in the Company's OHS Procedure BDS-6E (Issuing Hazardous Work E-Permits) and OHS Procedure BDS-14E (Issuing Hazardous Work E-Instructions). Cold works hereunder in the Refinery and Pipelines and Terminal Operations Subdivision shall require a Permit and in Power Plant shall require an Instruction.

CHAPTER III

MAIN REQUIREMENTS DURING WORK

4. Where wrenches are used:

4.1. Before use, check wrenches for mechanical damages. Use of wrenches with worn-out jaw, with metal cracks or dents is forbidden;

4.2. Wrench must fit the size of nut. It is forbidden to adjust wrenches putting metal plates between the jaw and nut, to try to make the wrench longer using another wrench, to use spanner or arm with attempt to increase the torque;

4.3. In order to have a good grip, the nut being adjusted should be fully within the jaws of the wrench;

4.4. Pull on a wrench slowly and steadily, avoid fast, jerky movements;

4.5. If the nut is rusted and stuck, use special rust removal agents. If special rust removal agent does not help to loosen the nut, inform Work Manager;

4.6. Wrenches used in potentially explosive atmospheres must be made of non-ferrous non-sparking metal alloys (chromium-vanadium, chromium-molybdenum, etc.).

5. When using hydraulic or pneumatic tools, do not exceed safe operational pressure of hoses, valves, pipes, filters and other connecting parts, which is specified in operation and maintenance manuals.

6. When using pneumatic tools, ensure that air supply does not exceed operational pressure of pneumatic tool established by the manufacturer or otherwise use pressure regulator.

7. Where hydraulic testing of equipment is performed:

7.1. Work Manager must be always present at the site during the test;

7.2. In order avoid injuries in case of rupture, it is forbidden to stand in front of flanges or other joints;

7.3. Make sure, before pressure increase, that no air is present in the tested equipment;

7.4. Do not exceed established allowable pressure;

7.5. Make sure that machines and devices used for the test are specially designated for the purpose and tested;

7.6. Use two pressure gauges at least, one at the highest and one at the lowest system point;

7.7. Make sure that all joints/couplings correspond to the test pressure;

7.8. Prevent unauthorized access to the site (fence it off, place special signs, assign attendant, etc.).

8. Where radiographic tests are performed:

8.1. Fence off dangerous area with warning barrier tape, put signs WARNING - RADIOACTIVE MATERIALS! and DO NOT ENTER!;

8.2. Prevent any unauthorized access to restricted area during entire duration of test.

9. Where high-pressure cleaning equipment is used, fence off dangerous area with panels to protect uninvolved employees.

10. Where hazardous substances are used, observe requirements specified in safety data sheets.

CHAPTER IV
EXECUTION OF WORKS WITHOUT PERMIT/INSTRUCTION

11. Execution of cold repair works without Permit/Instruction shall be allowed in the following cases:

11.1. For process unit operators, petroleum product operators, loading operators and other employees of the Company operating the process units;

11.2. For employees of the Company responsible for maintenance of structures, buildings, mechanical equipment (civil engineers, mechanical engineers, etc.) engaged in technical servicing;

11.3. For employees of the Company responsible for maintenance of electrical and automation equipment (electrical and automation engineers, electricians and other electrical technical staff) performing inspection, adjustment, control and any other technical maintenance of site instrumentation, automation and electrical equipment and for employees UAB ORLEN Service

Lietuva responsible for maintenance of automation equipment performing inspection, adjustment, control and any other technical maintenance of site instrumentation, automation and electrical equipment. Electrical technical staff executing these works must have the rights of operational or operational maintenance staff delegated by the decree of responsible employee of the Company;

11.4. For employees of the Company measuring equipment and piping with the use of electronic devices;

11.5. For contractor' employees performing measurements by using electronic devices under continuous supervision of the Company's work coordinator who must accordingly inform the manager of the process unit before the commencement of works and indicate the date, time and place of the works, the contractor and the work to be performed;

11.6. For contractor' employees who perform repair, maintenance and servicing works in territories and premises which do not have any potentially explosive atmospheres (e.g. grass mowing, bush cutting, premise and window cleaning, minor civil and finishing works, plumbing, air conditioning and other equipment maintenance and servicing works). Before proceeding with work, the contractor must agree the planned work and/or time verbally with the head of organizational unit (facility, shop, section, etc.) where works are to be performed.

11.7. For temporary connection of non-Ex electrical equipment to the power network in potentially explosive atmospheres.

12. Employees who perform repair, maintenance, servicing, tie-in works or measurements in potentially explosive atmospheres must have verified and functioning portable gas analyzers to monitor the concentration of explosive gases in the air. Analyzer must be always kept switched on and its functioning as well as readings monitored by an employee during work. In case of emergency alarm or gas analyzer activation, employee must immediately terminate all works, switch off equipment used, leave dangerous area and notify employees of the relevant process unit.

CHAPTER V
FINAL PROVISIONS

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

Prepared by
Occupational Safety Regulation Manager