

PUBLIC COMPANY ORLEN LIETUVA

APPROVED BY
Director of Quality, Labour Safety and
Environmental Control
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OCCUPATIONAL HEALTH AND SAFETY PROCEDURE BDS-6E ISSUING HAZARDOUS WORK E-PERMITS

I. GENERAL

Purpose and Scope of Application

1. Occupational Health and Safety Procedure BDS-6E *Issuing Hazardous Work E-Permits* (hereinafter, the Procedure) aims at defining the occupational health and safety (hereinafter, OHS) requirements for issue of electronic hazardous work permits at Public Company ORLEN Lietuva (hereinafter, the Company).

2. This Procedure shall apply to employees of the Company and contractors (to the extent required by a relevant contract concluded with the Company) involved in organizing, planning and/or performing hazardous works in the Company.

3. This Procedure shall not apply to hazardous works performed at the Power House whereas they are covered by OHS Procedure BDS-14E *Issuing Hazardous Work E-Instructions*.

II. REFERENCES

4. This Procedure has been prepared in consideration of the provisions of PKN ORLEN S.A. Standard S1 *Permits to perform hazardous work (including fire hazards)*.

III. TERMS, DEFINITIONS AND ABBREVIATIONS

5. Terms and their definitions:

Personal protective equipment (or PPE) – any equipment, or any accessory thereof, held or worn by an employee to protect against or minimize exposure to risks and/or hazards that may cause danger to the safety and health of an employee.

Computer program RAP(or RAP) – computer program designed to issue hazardous work permits electronically.

Hazardous works – works performed in compliance with the Company's OHS Procedures: BDS-5 *Maintenance Works*, BDS-6/1 *Equipment Depressurization Works*, BDS-6/2 *Work in Confined Spaces*, BDS-7 *Hot Works*, and BDS-31 *Earthworks*.

Hazardous work permit (Permit) – a document authorizing to carry out hazardous work.

Permit Issuer – when Permits are issued for process sites: manager of the Company's organizational unit operating the process facility (Head of Operations, Deputy Head of Operations, Head of Shop, Head of Section or other relevant manager), engineer of such organizational unit or shift-managing employee (Shift Supervisor, Senior Operator of Process Unit, etc.) assigned by the decree of manager of the Company's organizational unit operating the process facility who passed the test for Permit Issuers hereunder; when Permits are issued for administrative buildings, electrical and automation rooms, OSBL utilities and other territories of the Company except for the territories of process facilities: a person assigned by a decree or other formal document of the manager of the organizational unit in charge of the maintenance of respective equipment (e.g. Electrical Engineer,

Automation Engineer) and/or building (e.g. Civil Engineer) who passed the test for Permit Issuers hereunder. Permit Issuer may also exercise the functions of Work Coordinator.

Work Coordinator – an employee of the Company appointed by decree of the organizational unit manager for organizing, coordinating and exercising control over performance of hazardous works (employee of Maintenance Department, Investment Department or other organizational units of the Company) who passed the test for Work Coordinators hereunder.

Work Manager – a person assigned in writing by the contracting organization's manager to organize and control hazardous works, or an employee of the Company appointed for this purpose by decree of the Company's organizational unit manager and who passed the test for Work Managers hereunder.

Workers – employees executing hazardous works.

Attendants/Watchers – attendants (fire watchers or confined space entry attendants) appointed in accordance with the provisions set forth in OHS Procedure BDS-6/2 *Work in Confined Spaces* and OHS Procedure BDS-7 *Hot Works*.

Person in charge of air measurements – an officer of Mažeikiai Fire and Rescue Board for Protection of Facilities (hereinafter, FRB), duly trained and appointed by FRB to analyze air samples, or an employee of the Company's organizational unit duly trained for the said purpose and appointed by decree of the organizational unit manager.

Occupational risk identification card (RI Card) – a document (of the form established in Annex 1 hereto) which assists Work Manager in identifying the hazards that Workers may be exposed to and take measures to ensure the safety of works.

Last Minute Risk Analysis (LMRA) - analysis conducted before hazardous works in order to make sure the workers understand the assigned work, know possible hazards and have all mandatory PPE and other required means of work.

IV. DUTIES AND RESPONSIBILITIES OF EMPLOYEES

6. Permit Issuer shall:

6.1. On the basis of Permit created by Work Coordinator, perform the following actions in RAP PTW module required to build and issue the permit:

6.1.1. Enter the name of Permit according to the type of work as well as activities and conditions assigning respective icons;

6.1.2. Perform risk assessment for selected works – enter OHS measures required for safety of works and confirm (sign off) the risk assessment;

6.1.3. Select PPE items required for works and confirm the selection;

6.1.4. In case of depressurization (unsealing) works, works in confined spaces or hot works, upload workplace diagram;

6.1.5. Set and assign required measurements and, if escape, leak, release or emission of vapours or gases of hazardous chemical substances is likely, ensure continuous air monitoring in the place of works using portable gas analyzer;

6.1.6. Assign authorizations of other locations as needed;

6.1.7. Make sure that the equipment is isolated by EID from any existing or potential sources of hazardous energy in line with the requirements of OHS Procedure BDS-29 *Equipment Isolation* and associate the permit with respective EID List in RAP Isolations module or upload EID List if it was prepared outside RAP;

6.1.8. Mark the place of work in the map and lock the Permit.

6.2. Prior to issue of Permit:

6.2.1. Inform person in charge of air measurements of required ambient air analyses, points of sampling and PPE required for sampling;

6.2.2. Enter air analysis results into the Permit and sign off;

6.2.3. Make sure and confirm that existing conditions are suitable for works;

6.2.4. Confirm the selection of PPE;

6.2.5. Make sure and confirm that upfront preparations have been completed.

6.3. Before the start of works, familiarize Work Coordinator and Work Manager with requirements set in the Permit and, after they sign off the Permit in RAP, enter the date of works, the

number of Workers, approve and issue hard copy of the Permit and, when required, present the diagram to the Work Manager;

6.4. Before equipment depressurization (unsealing) works, tag out all depressurization (unsealing) points (sample tag is provided in OHS Procedure BDS-6/1 *Equipment Depressurization Works*) and show these points to the Work Manager;

6.5. Before hot works, if any tie-ins are planned, together with the Work Coordinator mark tie-in points with special tags (sample tag is provided in OHS Procedure BDS-7 *Hot Works*), enter Permit registration number on the tag and sign it to confirm that the equipment is duly prepared for hot works, show these tie-in points to the Work Manager and participate together with the Work Manager in performing the first tie-in;

6.6. If alarm systems are installed at/nearby the place of hot or depressurization works, notify the dispatcher of Mažeikiai Fire and Rescue Board for Protection of Facilities (phone number 3004) that activation of the alarm during the works is possible and specify a contact person who in case of actual activation of alarm would inform the dispatcher whether the hazard is real;

6.7. Control hazardous works in progress and suspend them (by withdrawing the Permit) if they are executed unsafely or become unsafe due to the changed conditions. Report the suspension of works to the Workers and/or Work Manager;

6.8. After completion of works under the Permit, check if the site/place of works is orderly and only if yes, close the Permit in RAP indicating the reason of closing (closed - work finished; to be continued - work not finished; to be re-issued - change in the scope of work, change of responsible persons);

6.9. After completion of hot works under the issued Permit, evaluate the hazard of ignition and if the risk of such hazard exists, set and arrange the watch of the place of work.

7. Work Coordinator shall:

7.1. In RAP initiate the creation of Permit: enter the location, description of works, equipment (including tag number), company (contractor), contract number, subcontractor (if any), start and end dates of works;

7.2. Before the Permit is issued, review OHS requirements, safety measures set in the Permit and, if needed, select additional and notify Permit Issuer accordingly and sign off in RAP;

7.3. If any tie-ins are planned, before the start of hot works together with the Permit Issuer mark tie-in points with special tags of established form, sign the tags to confirm that the tie-in points have been marked correctly and show these points to the Work Manager. Participate together with the Permit Issuer or Work Coordinator appointed by him in performing the first tie-in;

7.4. Coordinate the execution of the works and, depending on the danger of the work performed, control the course of works at frequency of own judgment.

8. Work Manager shall:

8.1. Contact Work Coordinator to agree the date, time and place of works and perform them;

8.2. Before the start of works, request Permit Issuer to issue respective work Permit;

8.3. For the performance of earthwork (according to OHS Procedure BDS-31 *Earthwork*) submit to the Permit Issuer a copy of signed engineering network locate sheet and excerpt of engineering network plan;

8.4. Review OHS requirements, safety measures set in the Permit and, if needed, select additional and notify Permit Issuer accordingly and sign off in RAP;

8.5. Appoint adequately qualified employees for execution of works who are trained to provide first aid;

8.6. Put the first and last names of the Workers and Attendants/Watchers on soft or hard copy of the Permit;

8.7. Identify the risks that may arise in the course of works, pre-plan safety measures and fill in the RI Card;

8.8. Ensure compliance by the Workers (Attendants/Watchers) with the requirements of OHS legal acts of the Republic of Lithuania and the Company;

8.9. Ensure that hazardous work area is fenced off in line with the requirements of OHS Procedure BDS-20 *Barriers*;

8.10. Ensure that equipment, machinery, devices, tools used for the works are in good technical condition and have operation and maintenance manuals, are checked and, if required, tested

according to the requirements of normative OHS legal acts of the Republic of Lithuania and the Company, that the Workers are indoctrinated and, if required, trained to operate them according to such manuals and comply with them;

8.11. Make sure that the work site is always in proper order, i.e. free of waste and irrelevant items, with tools and required materials stored orderly, etc.;

8.12. Instruct the Workers, against signature of the Permit and RI Card, on works to be performed, their sequence, safe methods of work, workplace air measurement readings, required mandatory and special PPE, fire safety and other protective equipment, perform LMR analysis and make sure the Workers understand that all worksite risks are under control and the required preventive measures have been implemented;

8.13. If depressurization (unsealing) works are planned (except for dismantling and assembly of depressurized equipment), familiarize himself and the Workers with the depressurization points, and make sure that no depressurization works are performed if depressurization points have no tags;

8.14. Appoint a Fire Watcher if so prescribed by the Permit. Fire Watcher may be appointed to watch several hot work places at the same time if such places are located close to each other and it is reasonably possible to keep such places under proper watch.

8.15. Appoint Entry Attendant for supervision of works in confined spaces. A larger number of Entry Attendants shall be planned in case an Entry Attendant is not able to watch all the employees that have entered the confined space and/or in case employees enter/exit the confined space through several entries. Provide Entry Attendants with the same personal protective equipment as confined space Workers;

8.16. Make sure that the Workers and Entry Attendants / Watchers do not start any work before the Permit is issued, they are indoctrinated and sign RI Card;

8.17. Provide the Workers and the workplace with personal protection, fire safety and other equipment (respiratory protection, tools made from non-sparking metal, fire extinguisher, fire blanket, gas analyzer, etc.) specified in the Permit;

8.18. Prior entering a confined space, define a rescue and evacuation procedure, communication methods (rope signals, hand signals, etc.), devices (radio communication equipment, whistles, etc.) as well as frequency of communication between Workers and Attendant;

8.19. Make sure that the confined space is not entered by Workers in numbers that can jeopardize their safety and health;

8.20. Ensure that no tie-in operations are started if the tie-in points do not have tags of established form and Work Coordinator and Permit Issuer or his appointed Work Supervisor are not present at the site of hot works;

8.21. Make sure the Permit and RI Card are available at the work site at all times;

8.22. Make sure that welding apparatuses and other mechanisms are disconnected from power supply sources and gas cylinders are closed during breaks, and after completion of the work, organize the site cleanup;

8.23. Upon completion of works specified in the Permit, before the expiry of Permit, organize the worksite cleanup, remove tags from tie-in or unsealing points (if hot or equipment unsealing work was performed) and inform Permit Issuer about completion of the work as well as confirm in RAP that the Permit is closed.

9. Workers shall:

9.1. Commence works only after getting familiar with potential worksite hazards, obtaining all required mandatory PPE as well as PPE and other equipment specified in the Permit and RI Card (fire blanket, mechanical ventilator, warning barrier tape, etc.), being indoctrinated by the 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 after signing the Permit and RI Card;

9.2. Perform works indicated in the Permit only, and comply with requirements set forth in the Permit and RI Card;

9.3. Refrain from any work if no Attendant/Watcher (when appointed) is present at the worksite;

9.4. Discontinue the work immediately if noticing any signs of possible danger, inadmissible working conditions, in case of emergency alarm, and/or if so instructed by the Attendant/Watcher or employee of organizational unit where the works are performed;

9.5. 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.

V. REQUIREMENTS FOR ISSUING HAZARDOUS WORK PERMITS

10. Hazardous works within the territory of the Company shall be allowed only under Permit issued in RAP program as prescribed by this Procedure. Hard copy of Permit is allowed exclusively in the cases when RAP program is not operational. When a hard copy is used, the Permit shall be registered in the Hazardous Work Logbook of the respective organizational unit. The paper form of the Permit and the form of the Hazardous Work Logbook shall be established by the Occupational Safety and Health Department.

11. Permit Issuer may issue permits only for those works that are carried out in the organizational unit operating respective process facility.

12. Permit shall be issued separately for each specific location, i.e. unit (e.g. tower, vessel, piping, etc.) or specific territory (e.g. for repair of steel structures, access platforms, installation of new piping, etc.).

13. One copy of Permit shall be printed out and handed over to Work Manager. Where the equipment under maintenance has been isolated from hazardous energy with EIDs in line with the requirements of OHS Procedure BDS-29 *Equipment Isolation*, a copy of EID Diagram must be attached to the Permit handed over to the Work Manager. If it is not possible to show the boundaries of hot work area on the EID Diagram, or if EID List is not prepared, the boundaries of hot work area shall be shown on a diagram drawn on a separate sheet. Such diagram must show the place of work, sampling points, boundaries of area prepared for works, Permit registration number and must be signed by the Permit Issuer.

14. If any of responsible persons who signed off the Permit (i.e. Permit Issuer, Work Coordinator and/or Work Manager) change during the validity of Permit, in such case works under such Permit must be discontinued and Permit has to be re-issued.

15. When, on the basis of order of General Director or Deputy General Director for Operations, process units are shut down for turnaround, maintenance, upgrade or implementation of investment projects, the organizational unit manager may, where deemed necessary, appoint process unit operators as Permit Issuers.

16. Permit for hazardous works on OSBL utilities and/or process equipment (apparatus, vessel, piping, underground utilities) of other process unit and/or territory shall be issued by the Permit Issuer of the organizational unit that operates respective utilities/equipment. If piping is within the area of another organizational unit, the Permit must be agreed against signature with the manager of the unit where the works will be performed.

17. Permits for hazardous works on newly constructed/installed OSBL utilities shall be issued by Permit Issuer of the organizational unit in the area of which the works are performed. In such cases upfront preparations of the territory for works shall be organized by Work Coordinator.

VI. EMPLOYEE TRAINING

18. Employees of the Company (Permit Issuers, Work Coordinators, Earthwork Coordinators, Work Managers, Earthwork Managers, hereinafter collectively referred to as Responsible Persons) shall be allowed to exercise their functions after passing in ORACLE the relevant test assigned in accordance with the established procedure (test for Permit Issuer, Work Coordinator, Earthwork Coordinator, Work Manager and/or Earthwork Manager):

18.1. Permit Issuers responsible for issuing Hazardous Work Permits and control over performance of the works shall pass the test on the following OHS Procedures for the works executed in Refinery and Pipelines and Terminal Operations Subdivision:

- BDS-5 *Cold Repair Works*;
- BDS-6 *Issuing Hazardous Work Permits*;
- BDS-6/1 *Equipment Depressurization Works*;

- BDS-6/2 *Work in Confined Spaces*;
- BDS-7 *Hot Works*;
- BDS-31 *Earthworks* (questions prepared in view of the duties of Permit Issuer in execution of earthworks).

18.2. Work Coordinators and/or Work Managers responsible for coordination of and control over the equipment depressurization, maintenance, hot works and works in confined spaces executed in Refinery and Pipelines and Terminal Operations Subdivision shall pass tests under OHS Procedures BDS-5, BDS-6, BDS-6/1, BDS-6/2, and BDS-7;

18.3. Work Coordinators and/or Work Managers shall be allowed passing the test for Earthwork Coordinator and/or Earthwork Manager under OHS Procedure BDS-31 only upon passing the general test for Work Coordinator and/or Work Manager under the OHS Procedures listed in Par. 18.2 above.

18.4. For certified Responsible Person a statement indicating the rights granted and the term of certification validity (max. 12 months) shall be issued and signed by the members of the Certification Commission.

19. Contractor's employees (Work Managers and/or Earthwork Managers) shall be authorized to perform their duties after they pass respective computer test in ORACLE. For certified employees, a statement indicating the rights granted and the term of certification validity (max. 12 months) shall be issued and signed by the members of the Certification Commission.

20. The list of OHS Procedures for employees of contractors (Work Managers and/or Earthwork Managers) under which the test for contractor's Work Manager and Earthwork Manager shall be passed is given in Annex 5 to Occupational Health and Safety Procedure for Contractors BDS-40.

21. Responsible Persons must prepare for test themselves or in specific established cases (e.g. before refinery turnarounds) shall be trained.

22. Persons in charge of air measurements of the Company must be trained how to operate portable gas analyzers and perform air measurements properly. Training shall be conducted as prescribed by the Company's Employee Mandatory Training Rules in accordance with gas analyzer user program.

VII. FINAL PROVISIONS

23. 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.

VIII. ANNEXES

Annex 1 – Sample form of Risk Identification Card

Prepared by
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(form)
RISK IDENTIFICATION CARD**Contractor:****Work Permit registration # and date:****Enter hazard abbreviation in column 'HAZARDS':**

F – fire/explosion

HS – hot surfaces

P – poisoning

N – noise

V – vibration

II – inadequate illumination

FTH – fall of things from height

FT – fall of things

ML – manual lifting of loads

FH – falling from height

E – hazard related to electricity

SS – slippery surfaces

TE – thermal environment

UET – hazard related to use
of equipment and toolsM – hazard related to use of
materialsMLL – mechanical lifting of
loads

Other hazards (enter potential hazards and abbreviations):

OPERATIONS (ACTIONS)	HAZARDS	SAFETY EQUIPMENT (MEASURES)

Work Manager _____
(full name, signature)

[illegible]