

PUBLIC COMPANY ORLEN LIETUVA

APPROVED BY
Director of Quality, Labour Safety
and Environmental Control

5 November 2024
Order No. TV1(1.2-1)-2024-0483

OCCUPATIONAL HEALTH AND SAFETY PROCEDURE BDS-9 REFUELING

I. GENERAL PROVISIONS

Purpose and Scope of Application

1. The purpose of Occupational Health and Safety Procedure BDS-9 'Refueling' (hereinafter – Procedure) is to establish occupational safety and health requirements applicable to the filling of fuel tanks of motor vehicles or other work means with internal combustion engines (hereinafter – work means) powered with liquid petroleum products (gasoline, diesel, etc.), excluding liquefied petroleum gas and pressurized natural gas (hereinafter – fuel), in the territory of Public Company ORLEN Lietuva (hereinafter – Company).

2. The requirements established in this Procedure shall apply to the Company's employees and, where so provided in a contract for works/services concluded between a contracting organization (hereinafter – the Contractor) and the Company, to the Contractor's employees who arrange, supervise, control and/or perform refueling of fuel tanks of work means/machinery in the territory of the Company.

3. Requirements established herein shall not apply to the refueling of grass mowers, brush cutters, chain saws and other manual work means within the territory of the Company. Refueling of these work means shall be performed with the observation of requirements established in manufacturer's user manuals outside the areas where potentially explosive atmospheres are present.

II. REFERENCES

4. The Procedure has been drafted with account of the following documents:

4.1. General Fire Safety Regulations approved by the Director of Fire and Rescue Department under the Ministry of Interior;

4.2. General Rules for the Installation of Electrical Equipment approved by the Minister of Energy of the Republic of Lithuania.

III. REQUIREMENTS FOR THE SITE OF REFUELING

5. Refueling site must be enclosed with a warning barrier tape according to requirements established in the Company's Occupational Health and Safety Procedure BDS-20 'Barriers'.

6. Refueling site must be equipped with primary fire-fighting equipment: carbon dioxide or powder fire-extinguisher (containing at least 6 kg of extinguishing agent) and absorbent (sand or any other material used for this purposes) to collect minor fuel spills.

7. The paving of refueling site shall not absorb accidental fuel spills.

IV. REQUIREMENTS FOR REFUELING EQUIPMENT

8. Portable (mobile) refueling units or fuel storage and refueling containers shall be used for the refueling of work means.

9. Portable (mobile) refueling units shall be used as prescribed by the manufacturer.

10. Refueling from plastic containers which are not intended for the storage of fuel and which may generate electrostatic discharge is forbidden.

11. Rubber hoses or any other hoses manufactured from non-conductive materials used for refueling must be fitted with integral grounding; nozzles of hoses must not generate any sparks.

V. REQUIREMENTS DURING REFUELING

12. During refueling operations, grounding conductors of work means and portable refueling units must be attached to the protective grounding device as prescribed by the General Rules for the Installation of Electrical Equipment [4.2]. According to these Rules, natural protective grounding units may be used (metal or reinforced concrete structures which have required contact with ground, metal hydrotechnical structures and installations, water supply and any other metal pipelines laid in the ground, except for combustible liquid and gas pipelines).

13. During refueling operations, it is prohibited to perform hot works, use any devices which may generate sparks (such as cell phones, photo cameras, etc.) within a radius of no less than 11 meters around the refueling site.

14. Engines of work means (excluding refueling unit) during refueling operations must be shut down.

15. During refueling operations, all employees must wear fire-resistant, antistatic clothing suitable for potentially explosive atmospheres, chemical-resistant gloves, safety goggles, safety footwear, and safety helmets when needed (a helmet must be worn with the helmet strap fastened).

16. The following is prohibited:

16.1. To perform filling operations during thunderstorm (lightning or thunder);

16.2. To perform refueling operations if fuel leakage is noticed. In case of fuel leakage, refueling operations must be terminated immediately;

16.3. To overfill the tanks of work means.

17. After refueling is completed, hoses and nozzles must be extracted from the opening of fuel tank of work means only when fuel is fully released from them.

18. Sand or special sorbent must be used to absorb accidental spills of fuel. Contaminated sand and cleanup means must be placed in tight metal boxes or polythene bags and removed from refueling site as prescribed by the Company's Waste Management Regulations.

VI. ADDITIONAL REQUIREMENTS FOR REFUELING WITHIN PROCESS UNITS

19. In territories of process units where potentially explosive atmospheres are present, refueling of work equipment is allowed only against a permit / instruction for unsealing (depressurization) works obtained pursuant to the Company's Occupational Health and Safety Procedure BDS-6E 'Issuing Hazardous Work E-Permits' (for refueling in the territories of Refinery and Pipelines and Terminal Operations Subdivision) and BDS-14E 'Issuing Hazardous Work E-Instructions' (for refueling in the territories of Power House).

20. Within the territory of process units where potentially explosive atmospheres are present connection of grounding must be visually inspected by operational electrical employee (on duty) who is in charge of operational servicing of el. facilities of the Company. If the grounding is adequate, on the hard-copy permit / instruction for unsealing (depressurization) works such employee must indicate 'Grounding is adequate', place his/her full name and sign. It is not allowed to proceed with refueling if operational electrical employee's entry in permit on inspection of grounding is absent.

VII. FINAL PROVISIONS

21. 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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