



Public Company ORLEN Lietuva

OCCUPATIONAL SAFETY AND HEALTH GUIDELINES FOR CONTRACTORS

0 Our goal is
accidents!



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Introduction

Welcome to Public Company ORLEN Lietuva (hereinafter, the Company). Please read the Guidelines and follow the requirements thereof.

The Company is classified as potentially hazardous facility, which may expose the environment and the population to particular risks and hazards in the event of emergency.

Key business areas of the Company include crude oil processing, trading in petroleum products, crude oil loading operations, and petroleum product transportation by pipelines.

The present Guidelines contain the key requirements of occupational health and safety (hereinafter, OHS) for contracting organizations (hereinafter, the Contractors) laid down on the basis of OHS procedures of the Company. The Guidelines shall be used as an additional learning tool; however, they do not replace the effective OHS procedures and other applicable documents of the Company. OHS Procedures applicable by the Company to its Contractors are available at:

<https://www.orientlietuva.lt/EN/ForBusiness/DocumentsForContractors/Pages/Occupational-Safety-and-Health-Documents.aspx>

Occupational health and safety is the priority area in the Company; therefore, all employees are required to unconditionally comply with the established OHS requirements.



'Safety First' Program

Occupational health and safety is the priority area in the Company. 'Safety First' Program introduced by the Company in 2012 aims at ensuring the highest level of occupational health and safety in the Company.

The Company's long-lasting and consistent efforts are aimed at turning safe work into a fashion, raising awareness of employees and encouraging them to pursue high standards of occupational safety and health. The same approach is expected from our contractors working in the Company.

In any area of our business, safety was and will always remain the first!



Passes for Entry to Production Area

Passes for employees of the Company' contractors, subcontractors, also freight and special vehicles are issued on reasonable grounds only, subject to prior **presentation of a written request** (no later than a week in advance).

Forms of such requests are available in **Annexes 6 and Annex 7 to the Company's Pass System Regulations**.

To obtain permit for entering the Company's facilities under protection, individuals are obliged to acquaint themselves with the **requirements of conduct** established in the Pass System Regulations, as well as pass the relevant **OHS indoctrination**.

Persons obtaining the right of access to the facilities under protection receive **electromagnetic ID badges**.

Every holder of such ID badge must **scan** the badge while entering all areas and facilities of the Company in the places, where the badge readers are available.

Persons entering and exiting the facilities under protection, also staying in such facilities of the Company must present, upon request by security staff, their **ID badge**, vehicle entry pass (if entered by vehicle) and **personal identification document**.

ID badges must be **returned to Pass Office immediately**¹ upon their expiry or as soon as the relevant works under the concluded contracts are completed.

Safety induction

All contractors shall, before the commencement of the work and periodically, at least **once per 24 months**, must undergo **OHS induction**.

Introductory indoctrinations are held in **Pass Office every business day starting 8.30 AM**. Indoctrinations may be conducted in Lithuanian, English, Polish, and Russian languages.

During indoctrination, employees are **familiarized** with the key occupational health and safety requirements applicable by the Company for the assigned works, get acquainted with the information on existing and potential hazards and risks at the Company as well as on actions to be taken by employees in case of accidents and emergencies, also any other requirements to be observed by the employees.



¹ For more information refer to Pass System Regulations

Certification of Contractor' Work Managers

Work Managers assigned must have a university or equivalent technical degree or other technical education with managerial experience of two years at least, or Work Manager' experience in the Company of more than 5 years, regardless of the education.

Work Managers must be **assigned by a formal document issued by the executive manager of Contractor**, with a copy of such document presented to Occupational and Process Safety Control Department of the Company.

Contractor' **Work Managers** shall, before commencement of the work and periodically, at least **once in 12 months**, are **required to pass a test for Work Manager**.

Work Managers, depending on **the place and type of the work**, may be assigned for:

- Works in the Refinery, and Pipelines and Terminal Operations Subdivision;
- Works in the Power Plant;
- Earthworks.

Certification of Work Managers is conducted through passing the test from the **procedures listed in Annex 5 to OHS Procedure for Contractors BDS-40**. Their knowledge is considered adequate if the percentage of correct answers is **80 %** at least.²



² For more information refer to OHS Procedure for Contractors BDS-40

Contractor' Readiness to Commence Works

Prior to commencement of the works, Contractors **shall prepare and present** the following documents to Occupational and Process Safety Department of the Company:

- **Declaration of Conformity with OHS Regulations** (Annex 3 to Occupational Health and Safety Procedure for Contractors BDS-40).
- **Occupational Health and Safety Plan** for execution of particular works.
- **Waste Management Plan** prepared in line with the Company' Rules on Waste Management.
- After preparation of the required documents, Contractor shall fill in **the Statement of Preparedness** (Annex 2 to OHS Procedure for Contractors BDS-40), and obtain approvals of Control and Prevention Group Manager of the Company's Occupational and Process Safety Control Department, Environmental Control Manager (or employees substituting them) as well as approval of Work Coordinator (signatures on the Statement) which shall mean that the documents required for execution of particular works have been duly prepared by the Contractor.

Occupational Health and Safety Plan is required in the following cases:

- For works involving the risk of **fall** from height or into depth, hazard of **downfall or sinking**;
- For works which involve slopes exceeding 1.5 m in height and **excavations exceeding 1.5 m** in depth;
- For **demolition of buildings and structures**, also for works in buildings with serious structural defects;
- For **installation and demounting** of heaters, towers, heat exchangers and other equipment of **large dimensions** (over 6 m in length) and weight (over 5 t);

- For works involving usage of 1 ton or larger quantity of **hazardous substance** or preparation (mixture);
- For works involving **asbestos** disposal;
- For works close to **high voltage** grid (cables).

Occupational Health and Safety Plan shall meet the requirements of **Annex 4** to OHS Procedure for Contractors BDS-40.

If, pursuant to the requirements set in Construction Technical Regulations, Contractor is under the obligation to **develop the construction technology design**, Occupational Health and Safety Plan is not required.

Occupational Health and Safety Plan / Construction Technology Design shall be **agreed** by Contractor with the Work Coordinator assigned for particular works by the Company as well as with an employee from Control and Prevention Group of the Company's Occupational and Process Safety Control Department.

Contractor' **Work Managers** assigned for execution of and control over the works **must**, against signature, **familiarize themselves** as well as **introduce** the employees to be involved in the works (work executors, workers and attendants) with the requirements set in Occupational Health and Safety Plan / Construction Technology Design, and ensure compliance with such requirements during execution of the works.³

³ For more information refer to OHS Procedure for Contractors BDS-40

Motivation System for Contractors in OHS Area

The Company has established and applies the **Motivation System for Contractors** in Occupational Health and Safety Area to motivate contracting organizations working in the Company as well as Contractor' employees to work safely for achieving the best possible occupational health and safety performance results.

The following indicators apply to the Contractor performance assessment:

- **Accident rate** – an indicator representing the number of accidents at work with involvement of Contractor' employees during the reference period.
- **Incident rate** – an indicator representing the number of incidents that occurred during the reference period through misconduct on the part of Contractor' employees.
- **Violation rate** – an indicator representing the number of violations recorded with respect to Contractor' employees during the reference period.
- **Hazard reporting rate** – an indicator representing the number of hazard reports given by Contractor' employees during the reference period.

At the end of the current year' reference period, the performance results are aggregated and the **winner** is announced with award of the 'Safest Contractor' diploma and other awards.⁴



⁴ For more information refer to Regulations on Motivation System for Contractors in Occupational Health and Safety Area

Health

Contractors must ensure that **all their employees**, according to the procedure established by the applicable legislation of the Republic of Lithuania, **undergo medical examination** in view of hazardous and/or harmful factors of the working environment, which they can be exposed to while executing the assigned works and/or providing services at the Company.

Contractors must hold the documents proving such health examination.



Measures of Prohibition

Smoking in the territory of the Company as well as any actions that may generate sparks or flame are **prohibited**.



Smoking is allowed only in the places specially designated and intended for this purpose.



Entry under the influence of drugs or alcohol, or consumption of the same in the territory of the Company is **prohibited**.



Bringing any weapons, ammunition, explosives as well as alcoholic beverages or narcotic drugs into the territory of the Company is **prohibited**.



Taking photos or videos in the territory of the Company is **prohibited**.⁵



Individuals having infringed such requirements will be **ordered to leave** the territory of the Company, and deprived of their permits and ID badges.

⁵ For more information refer to Occupational Health and Safety Introductory Procedure BDS-1

Traffic in the territory of Refinery

Requirements for vehicle drivers:

- **Vehicular** entrance into the territory of the Company is allowed exclusively with a **permit issued for this purpose**.
- In addition to the standard **traffic regulations** and road signs, internal road marking is also applied at the Company and shall be observed.
- Do not exceed the speed limits and always obey traffic rules. Speed limit in the **territory of the Company** is **40 km/hour**.

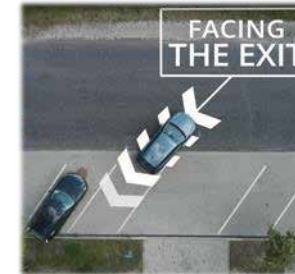


- Speed limit to be observed in the **territory of process facilities** is **20 km/h**.



- Vehicles may **stop and park** only where **not prohibited** (no signs prohibiting stopping and parking).
- While driving during daylight hours, switch the **low beam headlights** or other daytime **running lights on**.

- Vehicles must be **parked reverse (facing the exit)**. This will enable prompt leaving from the hazardous area in case of fire, explosion or release of hazardous substances.



Requirements for pedestrians:

- Walk **on sidewalks or pathways on the right side**. If there is no sidewalk, pathway or roadside, pedestrians **may walk in one line along the roadway side**.
- **Walk** in no hurry watching for obstacles, do not talk on the phone, do not carry items that obstruct the view and ability to see the obstacles, and choose adequate load to be carried.
- **If slippery**, do not keep your hands in pockets, and leave at least one hand free to keep the balance. Slow down and walk in smaller steps, try to walk flat-footed with your center of gravity over your feet to help maintain balance. Leaning forward slightly may help protecting the head if slipped.
- **Do not step out** from behind a parked vehicle without making sure there are no other vehicles approaching.
- **Cross the roads and railways** only in places intended for this purpose, upon making sure that no train or motor vehicle is approaching either from the left or right.

- **Do not go under, or between railcars.** To get on the other side of a train, bypass it or wait until the train drives away.

Requirements for persons using bicycles:

- Wear high visibility jacket and safety helmet fastened.



- **Drive** the bicycle with adequate brakes and a horn or bell. Bicycle must be fitted with red rear reflector, orange side reflectors or other reflecting elements fixed to the spokes of each wheel.
- If **at dark** or poor visibility, front white light and rear red light on a bicycle must be on.
- Use hand signals for **turning** and **overtaking**.
- Give an audible warning of approach when **overtaking pedestrians**.
- **Ride** on the roadside in the direction of traffic and, if the roadside is not suitable for cycling, go on the right traffic lane keeping as close as possible to its right side.
- **Cycling in winter** on roads covered with snow or ice is **prohibited**.⁶

⁶ For more information refer to Occupational Health and Safety Introductory Procedure BDS-1

Personal Protective Equipment

Every Contractor' employee entering and staying in hazardous areas of the Company must wear/hold the **PPE prescribed by OHS signs** (e.g. safety helmet, goggles, protective clothing, safety footwear, ear and respiratory protection equipment).



Safety **helmet** must be worn with its **helmet strap fastened**.

If an employee **wears prescription glasses, protective goggles over prescription glasses must be worn**. Do not wear protective glasses with tinted lenses in poorly lit places or in the dark.

In the territories of the Company with potentially explosive atmosphere (entries into such territories are marked with Ex signs 'Warning! Potentially explosive atmosphere!'), **Contractor' employees shall use the following mandatory personal protective equipment (PPE):**

- Flame-retardant, antistatic work clothing suitable for use in potentially explosive atmospheres,

- Safety helmet with a chin strap,
- Safety goggles,
- Safety footwear,
- Hearing protection,
- Escape gas mask for emergency evacuation from the area of chemical contamination.
- Other PPE must be selected and used depending on the specifics and character of the work performed as well as in view of the risks present at work place.

In places designated with safety sign 'Hearing Protection Required' (where noise level varies from **80 dB(A) to 85 dB(A)**, personal hearing protection (ear plugs or muffs) is **recommended**.

In places designated with this safety sign (where noise level is **over 85 dB(A)**) personal hearing protection is a **must**.



All PPE must meet the requirements prescribed by EN standards, **bear CE marking**, provide for adequate protection against harmful, hazardous factors of the working environment, without exposure to greater risks for health and safety of employees, meet ergonomic requirements and health condition of an employee, be suitable (adequately selected and fitted) to an employee, shall not be used after expiry of their validity period prescribed by the manufacturer, must have records of the completed inspections at the intervals prescribed by the manufacturer, be in proper technical condition and clean.⁷

⁷ For more information refer to OHS Procedure for Contractors BDS-40

Use of Portable Gas Analyzers

Contractor' employees entering and/or executing works in the areas of explosion hazard (**EX zones**), **must have and use portable gas analyzers** designated for personal protection against possible chemical contamination (e.g. hydrogen sulphide, carbon monoxide, ammonia, lower explosive limit of combustible gases) of the working environment.

Requirements for Use of Gas Analyzers:

- A single gas analyzer **to measure LEL of combustible gases, oxygen concentration and hydrogen sulfide concentration in the ambient air** shall be sufficient for a group of Contractor' employees working together in a single location and **performing unsealing or hot works, or works in a confined space**.
- A single gas analyzer **to measure the hydrogen sulphide concentration in the ambient air** shall be sufficient for a group of Contractor' employees working together in a single location and **performing cold repair works**.
- **Gas analyzer** shall always be **turned on**, with its operation as well as **readings** continuously **monitored**.
- **If alarm of gas analyzer activates** and the work environment becomes hazardous, an employee must suspend the works immediately, switch the power supply off, leave the hazardous area perpendicularly to the direction of wind, and notify employees of the relevant process unit.
-

Requirements for Inspection and Use of Gas Analyzers:

- Metrological verification of gas analyzers in line with the requirements of the applicable legislation of the Republic of Lithuania shall take place **at least every 6 months**.

- Gas analyzers with no sticker showing the effective date of inspection **cannot be used**.
- Before measurements, gas analyzer must be turned on by the user in a clean work environment, reset as well as bump test performed, if so prescribed by the relevant manual.
- **Use** of gas analyzers with visible damages and/or malfunctions is **prohibited**.
- User of gas analyzer shall **make sure that work equipment or personal protective equipment does not cover air suction inlet as well as audible and visual alarms of the analyzer**.
- **Charging** the battery of gas analyzer in a potentially explosive atmosphere is **prohibited**.
- If a **gas analyzer** gets into water/dirt, falls from the height over 1 m on a hard surface, or shows incorrect readings, it must be **subject to ad hoc inspection (bump test)**.⁸



⁸ For more information refer to OHS Procedure BDS-12 Use of Portable Gas Analyzers

Hazardous Works

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

BDS-5. Cold repair works include the works, which do not involve equipment depressurization works, works in confined spaces, hot works, and earthworks.

Cold repair works include:

- Disassembly and reassembly of depressurized equipment;
- Cleaning, washing, flushing of depressurized equipment;
- scaffolding works;
- thermal insulating works;
- non-destructive testing of steel structures;
- territory concreting works;
- connection to the grid of manual electrical tools, devices and torches as well as portable lamps of non-ex-proof design;
- other works involving the use of mechanical and battery-powered instruments and tools where sparks are not generated, that are not attributed to hot works.



Issuing Hazardous Work Permits

BDS-6/1. Equipment depressurization works – equipment dismantling works (e.g., opening of pipeline flanges, vessel manholes, valves, vents, removing of gaskets, installing blinds, etc.) by depressurizing the confined space inside such equipment that contained, contains or may contain substances of different temperatures, pressures and state (e.g., petroleum products, water, steam, etc.).

BDS-6/2. Confined space – space, which is large enough and so configured that an employee can bodily enter and perform the work, but has limited or restricted means for entry or exit and is not designed for continuous employee occupancy. Confined spaces include towers, reactors, vessels, heaters, wells, tanks, pits of the depth of two meters and more, etc.

BDS-7. Hot works – electric welding, gas arc welding, metal gas cutting, mechanical and thermal treatment works, blowtorch works and any other works performed in any place of the Company where open flame is used, sparks are generated, or materials are heated up to the temperatures likely to result in ignition.

BDS-31. Earthwork – excavation and piling of earth in connection with an engineering operations or underground works performed using earthmoving machines (excavators, bulldozers, pneumatic hammers, wedge hammers, earth drilling equipment, etc.), or manual digging.

Prior to commencing any hazardous work (cold repairs, equipment depressurization, hot works, earthworks and works in confined spaces), Contractor **must obtain a relevant work permit or instruction**, if works are performed in the territory of Power Plant.

Hazardous work permits or instructions are **issued in e-form** using computer program RAP. Actions to obtain a hazardous work permit or instruction:

- **Prior to commencing the work**, Work Manager shall contact a permit issuer for issue of the relevant permit or instruction.
- **Work Manager shall review OHS requirements and safety measures** set in the permit or instruction and, if needed, select additional measures as well as notify the permit issuer accordingly and **sign off in RAP**.

Risk Level	1	2	3	4
Ugnis	0	0	0	0
Eksplozija	0	0	0	0
Toksiški medžiagos	0	0	0	0
Užteršimas	0	0	0	0
Kitos pavojingos medžiagos	0	0	0	0




- Prior to commencing the work, Work Manager must **fill in the occupational risk identification card**, which specifies the risks related to specific work, and prescribes personal and collective protection equipment to be used by employees.
- Appoint adequately qualified employees **for execution of works** who are trained to provide first aid.

- **Work Manager** must **provide** employees with the required protective equipment and brief on the work to be performed.
- **Employees must sign** both the Work Permit and the risk identification (RI) card.
- **Worksite** must be always maintained in good order. Any irrelevant items must be removed and those needed kept in proper order.
- **Work Manager** shall make sure that welding apparatuses and other mechanisms are disconnected from power supply sources and gas cylinders are closed during breaks.

Upon completion of works specified in the Permit, before the expiry of the Permit, Work Manager must organize the worksite cleanup and inform the permit issuer about completion of the work as well as **confirm in RAP that the Permit is closed.**⁹

Return ^

Required Signatures

 Work Manager
 Sign 

Reason

Change of Crew/Work Manager v

Change of Crew/Work Manager
 End of Work Period - work to continue
 Scope of work changes - permit requires updated risk assessment
 Work Complete - permit to be closed

⁹ For more information refer to OHS Procedure BDS-6E and BDS-14E Issuing Hazardous Work E-Permits

Equipment Isolation

Energy isolating devices (hereinafter, EIDs) – mechanical devices that physically prevent the transmission or release of energy (a manually operated valve, blind, electric switches, etc.).

Work Manager shall:

- **Lock** (using the lock of blue color) and **tag the group lock box** on isolated equipment for which the **Work Manager** holds a work permit/assignment.
- **Lock** (using **additional** lock) and tag the group lock box of isolated confined vessel when entry to confined vessel is permitted under Sheet of Approvals for Work in Confined Space.
- **Following completion of repairs, remove his/her lock as well as tag off** the lock box.

Work Manager must **keep the key** of EID lock until the **end of the maintenance activities**. If the key is lost, or if Work Manager fails to report the end of the works and remove the lock from the group lock box, penalties shall be applied to Contractor.¹⁰



¹⁰ For more information refer to OHS Procedure BDS-29 Equipment Isolation

Cold Repair Works

- **If any use of dangerous chemicals is intended**, follow the requirements of the relevant Safety Data Sheets.
- **While using work tools** (mechanisms, equipment, instruments) observe the requirements specified in the user and maintenance manuals and use the PPE indicated therein.
- **For use of wrenches**, they must be checked for mechanical damages.
- **Wrenches** used in potentially explosive atmospheres **must be made of non-ferrous non-sparking metal alloys** (chromium-vanadium, chromium-molybdenum, etc.).
- Work Manager shall always be present at the site during **hydraulic testing of equipment**. In order avoid injuries in case of rupture, it is forbidden to stand in front of flanges or other joints. Do not exceed the permitted pressure.
- Where **radiographic** tests are performed, fence off the dangerous area with a warning barrier tape, put signs 'WARNING – RADIOACTIVE MATERIALS!' and 'DO NOT ENTER!'. Prevent any unauthorized access to restricted area for the entire duration of the test.
- Where **high-pressure cleaning equipment is** used, fence off the dangerous area with panels to protect uninvolved employees.¹¹

¹¹ For more information refer to OHS Procedure BDS-5 Cold Repair Works

Equipment Depressurization Works

Preparatory measures:

- Before the work, **the equipment must be isolated with valves** from the existing or potential sources of hazardous energy.
- **Pressure** in the depressurized equipment **shall be reduced** to atmospheric pressure.
- **All hazardous substances** present in the equipment **must be removed**.
- The equipment must be **cooled down to a temperature below 40°C**.
- The hazard area must be free from any sources of ignition (no hot works in progress, machinery with internal combustion engines, temporary electrical connections, etc.).

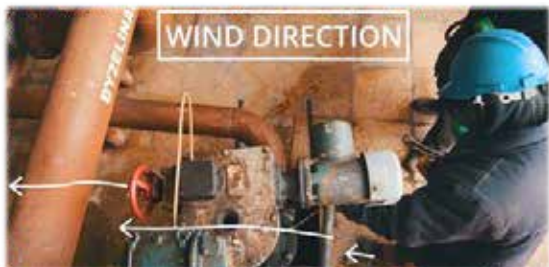


Depressurization points must be tagged.

Requirements during Works:

- **Work Manager must** familiarize himself and the workers with the depressurization points, and make sure that no depressurization works are performed if depressurization points have no tags.
- **Use gas analyzer for workplace air control** to measure hydrogen sulphide, oxygen and LEL levels.

- Execution of hot works and **use of spark-generating tools are prohibited.**
- Depressurized equipment (e.g., flanged connections) must be treated as if it contains **pressure.**
- Flanges must be depressurized by the worker **with his back turned to the wind**; first of all, studs located furthest must be loosened.



- If **hazardous chemicals** or their vapours **may escape, leak, be released or emitted** during depressurization works, the relevant means for collecting and preventing release on the platforms of process units, soil or sewage must be ensured.
- In case of possible **contact with corrosive materials** (acid or alkali) during depressurization, an emergency shower and eyewash station must be installed within a distance of max. 50 meters. In case no stationary emergency washing equipment is available within the said distance, other alternatives (e.g., portable washing equipment, container with water, water hose, etc.) must be provided.
- Prior to **transferring the equipment** to other organizational units for maintenance, the equipment must be depressurized and prepared (washed, cleaned, steamed, etc.) by removing all hazardous substances (flammable, toxic, noxious, corrosive, etc.).¹²

¹² For more information refer to OHS Procedure BDS-6/1 Equipment Depressurization Works

Works in Confined Spaces

Preparatory measures:

- Confined space **must be isolated** from any existing or potential sources of hazardous energy.
- **All petroleum products** or other chemical substances **must be removed** from the confined space to reduce their concentrations down to the established limits:
 - ✓ **Oxygen concentration** in the air is not less than **19.5 % and not higher than 23.5 %.**
 - ✓ Concentrations of **harmful substances** that may be present in confined space **do not exceed long-term exposure limits.**
 - ✓ Concentrations of **explosive substances** in the confined space are **0% of LEL.**
 - ✓ **Confined space is free from oil products,** deposits and other impurities, which could release harmful chemical substances if moved.
- It is allowed to enter the confined space when **temperature** there is **not higher than 40 °C.**
- A warning sign '**Caution! Entry with permit only**' must be placed in a visible place near each **open** entry into confined space (manhole, hatch, door or alike).

Requirements during Works:

- Depending on the nature of the work performed, effective **ventilation** (natural or mechanical) must be provided to ensure that the air in the confined space always complies with the established requirements.
- When selecting a **location for ventilator**, it is essential that the ventilator is far enough from any potential sources of gas that could be drawn into the confined space. Ventilator is positioned to blow air into the bottom of the confined space.

- A sufficient number of entry attendants must be present on site during the work to ensure **monitoring** of all manways used by workers.
- **Continuous air monitoring** must be ensured while working in a confined space **using a gas analyzer** for continuous analysis of the selected parameters of work environment, with audible warning of deviations from the values set.
- Total **light intensity** in a confined space must be **at least 50 lx**.
- **CO₂ fire extinguisher** must be at the place of hot works in the **confined space**. It is prohibited to use powder extinguishers in confined spaces.
- Worker entering the confined space **must wear safety harness and have signal/rescue rope attached**. One end of signal/rescue rope is attached to the safety harness on the employee's back, the other end – to a fixed support outside the confined space. If several workers work within the same level of confined space, one signal/rescue rope is sufficient to rescue a worker when needed. In such case, one end of the rope must be next to the workers, the other end shall be attached to a fixed support outside the confined space.
- If rescue plan provides for retrieval **through the top opening of confined space**, lifting equipment (tripod, hoist, etc.) must be installed above the opening, or there must be a sufficient number of standby employees ready to retrieve the workers from the confined space.



Duties of Entry Attendant:

- **Stay outside the confined space** (near the entry point or in some other place that is best to watch the workers) all the time while workers are inside the confined space;
- **Count** and always know **the number of workers** inside the confined space and fill the Register for confined space entry/exit time.
- **Maintain communication** with the workers and monitor their actions.
- Instruct the workers to **evacuate from confined space**:
 - ✓ upon noticing **any inadmissible working conditions** (other than specified in permit).
 - ✓ after noticing any signs of **abnormal behavior** (symptoms of weakness and fatigue, attempts to remove face mask, etc.);
 - ✓ after noticing any danger **outside the confined space** that can put at risk the workers inside the equipment.
 - ✓ **in case of** fire, emergency or any other incident, emergency alarm or activated gas analyzer.
 - ✓ when Attendant himself **cannot** carry his duties properly and safely.

Not perform any other actions that may impair the performance of direct duties – control and safeguard the workers in the confined space.

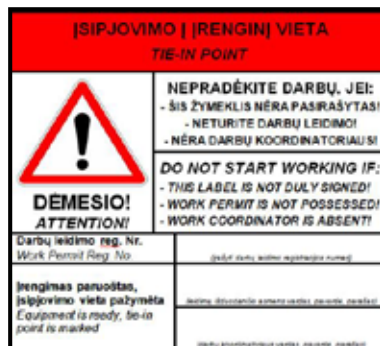
Entry Attendants may not enter the confined space during rescue works.¹³

¹³ For more information refer to OHS Procedure BDS-6/2 Work in Confined Spaces

Hot Works

Preparatory measures:

- Before hot works, the equipment **must be isolated**, using energy isolating devices, from the existing or potential sources of hazardous energy.
- Prior to hot works, toxic and hazardous (in terms of explosion and fire) substances as well as residues of flammable products and/or sediments must be **removed** from repaired equipment.
- **Hot works are allowed** when the concentration of substances hazardous in terms of explosion inside the prepared equipment and ambient air **does not exceed 5% of LEL**, and **the concentration of oxygen in the ambient air is minimum 19.5% to the maximum of 23.5%**.
- **Tie-in points must be marked with tags of established form.**



- All flammable and combustible substances/materials **must be removed** from the area of hot works (**within the radius of at least 11 m around the site of hot works**).
- Otherwise, they must be **reliably covered with fire blankets**, metal shields, covered with sand, watered or otherwise protected against ignition.

- **Gutters/ducts, channel outlets, wells and any other sewage (wastewater) facilities** located within the radius of at least 11 m around the hot work site **shall be closed tight and covered with a sand layer of at least 10 cm** or sealed up using special means designated for this purpose.

Requirements during Works:

- Each **site of hot works must be equipped** with primary firefighting equipment in good condition, in particular **powder or CO₂ fire extinguishers** (containing minimum 6 kg of extinguishing medium in powder fire extinguishers, and 5 kg in CO₂ fire extinguishers), and optionally with a fire blanket.
- If hazardous vapours or gases may escape, leak, be released or emitted during hot works, **continuous air monitoring using gas analyzer must be ensured at the work site.**
- If **sparking** occurs during hot works, precautions (flameproof blankets, metal shields, etc.) shall be taken to protect people, equipment, power cables, etc. against falling sparks.
- If gas or vapors of dangerous chemical substances may be released during equipment depressurization works, it is **prohibited to perform hot works and depressurization works** in the same area at the same time.

Gas Welding and Cutting

Fire Watcher must:

- Prior to hot works, visually check if primary firefighting equipment is in good technical condition and ready for use.
- Wear a high visibility vest.
- **Be present at the site of hot works all the time and monitor the performed works.**
- Stay as close as possible (within a safe distance) to the places posing ignition hazard.
- Keep fire extinguishers and other primary firefighting equipment within easy reach for immediate access in case of fire.
- Take care no flammable substances are kept on the site.
- Immediately terminate hot works in case of release of hazardous (harmful, flammable, highly flammable) substances, fire, accident at work, or any other incident.¹⁴



- Gas cylinders must be reliably **secured** in the upright position.
- Gas cylinders must be **protected** against mechanical damage, weld splashes, corrosive gases or fluids.
- Before starting any gas welding or cutting operations, it is essential to **check** proper condition of all torches, hoses, regulators, gauges, gas cylinders, i.e. check for any presence of mechanical damage, also to check all connections and equipment for leak-tightness and absence of any oils or other materials.
- **Ensure** that pressure in oxygen cylinder is higher than that in the flammable gas cylinder.
- **The distance** between the place of welding/cutting (torch) and flammable gas & oxygen cylinders must be at least **5 meters**.
- The **length of hoses** used for gas welding and cutting shall **be up to 30 meters** and made up from not more than three interconnected segments.
- To identify any hazards related to the contents of gas cylinders, the top spherical part of the cylinder must be **painted** in appropriate color: for oxygen – white, acetylene – maroon, LPG – red, argon – dark green.
- **Hoses** used for gas welding and cutting shall be **tested and designated** with the date of their next inspection.
- **Regulators and pressure gauges** shall be used solely for the gases and pressures for which they are designed. They must be tested and in good condition.¹⁵

¹⁴ For more information refer to OHS Procedure BDS-7 Hot Works

¹⁵ For more information refer to OHS Procedure BDS-32 Gas Welding and Cutting

Earthworks

For excavations of less than 0.5 m in depth, the work shall not be classified as earthwork.

- **Fill out the engineering network locate sheet** (hereinafter, Locate Sheet), have such agreed by Work Coordinator, and present it to Project Engineering Group of the Company's Investment Department.
- Submit the copy of the **signed Locate Sheet** and the excerpt from the engineering network plan to the permit issuer.
- If the excavation site contains underground engineering networks, arrange for **test pitting** at the points specified by the manager of engineering network servicing unit and/or Head of Electrical and Automation Department.
- Before earthwork, appropriate **systems protecting against cave-ins** and ensuring the safety of workers must be provided.
- **Permit for works in confined spaces** is required for entering excavations in excess of **2 meters**.
- Design safe **access** and exit to/out of the excavations (ladders, steps formed of soil, etc.).
- **All items located on the excavation edge** that could pose a hazard by falling or rolling into excavations must be removed or properly secured.
- Stones, loose rocks and soil posing danger to employees must be removed from **bank slopes** or appropriate precautions must be provided to prevent such materials from rolling down.
- **It is prohibited** to place soil after excavation as well as other materials and tools closer than 1 meter from the excavation edge.

- **All side slopes must be protected** against displacement (slips) using **adequate means** (panels, supports, etc.).
- **Employees are not allowed to work in excavations** with accumulated or accumulating water, unless adequate precautions have been taken to protect employees against the hazards posed by water accumulation.
- **For excavations** (trenches) wider than 0.8 meter, it is required to install at least 1-meter wide catwalks with protective handrails.
- If workers have to enter excavations **deeper than 2 meters**, Work Manager must, prior to the work and where needed during a shift, perform daily inspections of excavations, the area around excavations and protection systems against cave-ins and complete an **Earthwork Daily Inspection Report**.
- In case of potential emergency, or in the event of any doubt as to whether it is safe to continue the work, also if any new engineering networks are detected, explosives, archaeological and other finds are unearthed, to immediately **suspend the work** and report the case to the permit issuer, Work Coordinator and Project Engineering Group of the Company's Investment Department.¹⁶



Work at height

Work at height – any work performed over one meter above the ground/floor level where the risk of falling down from the height exists, unless fall protection equipment is used.

Requirements for scaffold use:

- **Prior to using the scaffolds, make sure that:**
 - ✓ the scaffolds have a **scaffold inspection card** attached;
 - ✓ The card has an indication of the **scaffold bearing load**.
 - ✓ Not more than 10 days passed from the scaffold installation or **periodic inspection**.
 - ✓ If the scaffold **inspection card** has indications 'Dangerous places marked', 'Use fall protection equipment', the employee working on the scaffolds shall use full-body harnesses and fasten them to ensure fall protection.
 - ✓ If any electric tools are going to be used on scaffolds, arrangements for **scaffold grounding** shall be made.



- **Do not use any additional loads on scaffolds** (e.g., winches suspended on a scaffold structure for rigging of a repaired pipeline, various hoists to lift materials onto a working platform, etc.), unless agreed upon with the scaffolding company.
- Even if the scaffold inspection card allowing works on the scaffold is present, **check the scaffold for good condition and reliability**.
- **Do not reassemble the scaffold structure** and do not remove any structural elements.
- If the access to a working platform is fitted with a lockable door/hatch, close and lock the door upon climbing onto the work platform.
- No small items such as nuts, screws, tools, etc. that obstruct movement shall be left on the scaffold platforms. Bolts, nuts and other small items shall be kept in boxes, bags.

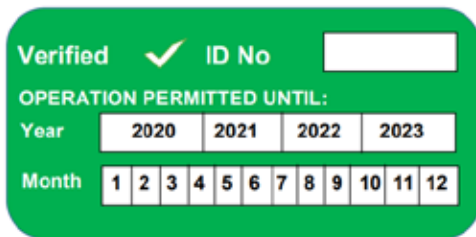


Requirements for use of ladders:

Use of ladders for work at height is allowed only when the use of any other safer equipment would be unreasonable due to low risk and short duration of use.

- Portable ladders must be clean, placed on an even, horizontal, firm and stable surface.

- **Ladders must be inspected and have a label** with the indication of ladder ID number and the date of the next inspection.



- Single-piece ladders must have anti-slip tips and be fastened before use, protrude at least 1 meter over the landing area, and lean at an angle of 65°–75°.
- An employee working on a single-piece ladder at the height of over 1 m above the surface on which the ladder has been placed shall use personal fall protection equipment.
- The employee ascending or descending a ladder shall be facing the ladder and hold a firm grip maintaining a **three-point contact**, i.e. both feet and one hand, or two hands and one foot, keeping hands free.



- Work on ladders is allowed for maximum 30 minutes. If the work has to take more than 30 minutes, staff rotation is required or ladders with working platforms shall be used.

Mobile elevating work platforms

Mobile elevating work platforms (hereinafter, MWP) shall be operated and people shall be lifted by trained and certified operator following the procedure established by MWP owner.

Employee working on the work platform shall:

- Act as instructed by MWP Work Manager and MWP operator.
- Enter/exit the work platform only in designated access points.
- Upon entering the work platform, immediately fasten the lanyard to the designated anchoring point. It is prohibited to fasten the lanyard to the building structures or other objects located outside the work platform;
- It is prohibited to step on the guard rails of the lifted work platform and other structures, relocate lifted work platform by using physical force, climb over from the work platform to the building structures or other objects, use elevations, ladders and other similar means, throw tools, materials and other items from the work platform;
- If MWP is operated from the control panel on the work platform, stop the platform after it is lifted about 0.2–0.3 m high, according to the instructions given by operator, and make sure that breaks or hydraulic devices are functioning properly;



Personal fall protection equipment:

Personal fall protection equipment (hereinafter, PFPE) is the system designed for work positioning/travel restraint or for arresting fall from height. The key elements of this system include full-body harnesses (1), fall arrest equipment (self-retracting life-line, energy absorber, etc.) (2), connectors (snap hooks (3) and hooks (4)), and ropes (5).



Employees working on the scaffolds, where inspection card has 'Use fall protection equipment' inscription, also on 1 m and longer single-piece portable ladder, on MWP, on the roofs and other elevated surfaces, when there is a risk of fall from height, shall use work restraint PFPE.

Work positioning PFPE may be used only by specially trained employees holding a certificate from the training institution.¹⁷

¹⁷ For more information refer to OHS Procedure BDS-11 Work at Height

Operation of Lifting Cranes

Lifting crane (or crane) - a type of lifting machine that can be used to lift and move the loads suspended on a hook or on any other device for grabbing and lifting loads.

- For lifting crane operations, **Crane Supervisor**, i.e. a person certified as crane operations supervisor, must be assigned.
- Crane Supervisor must prepare the crane setup, load **rigging and lifting schemes** and familiarize riggers, signalers and crane operator with the same.
- **No lifting works in the absence of lifting plans** or work method statement may be commenced.
- Crane operation zone must be **fenced-off** with a warning barrier tape and marked with warning signs.
- **Crane Supervisor must ensure** that no unauthorized persons stay in the crane operation area during lifting operations.
- For lifting operations, Crane Supervisor must assign trained and certified **riggers** and **signaler**, who shall maintain communication (by radio or hand signals) with crane operator and precisely direct the load.
- Signaler must wear a high **visibility vest**.
- Lifted load may be **put down only on the specially prepared location** to ensure it stays in place securely and does not fall, turn over, or slide off.
- It is prohibited to operate a crane when **weather conditions** differ those set in the crane operation documents.¹⁸

¹⁸ For more information refer to OHS Procedure BDS-33 Operation and Servicing of Lifting Cranes

Work with Asbestos

Work with asbestos – any work (including demolition of buildings with asbestos containing structures, warehousing, transportation, utilization and disposal of asbestos) when the worker is or may be exposed to asbestos or asbestos containing materials.

For the works involving asbestos **Contractor must ensure** compliance with the following:

- Requirements set forth in Occupational Safety and Health Plan;
- Requirements established in OHS Procedure BDS-26 Work with Asbestos; Requirements established in the applicable legislation of the Republic of Lithuania and other OHS procedures of the Company.¹⁹



¹⁹ For more information refer to OHS Procedure BDS-26 Work with Asbestos

High-Risk Works

High-risk works – repair works at extreme, non-standard conditions using methods other than those provided in OHS Procedures of the Company applicable to hazardous works (maintenance of units, unsealing, hot works and works in confined spaces).

Such **high-risk works may include**: tie-in (hot tapping) into operating equipment using drilling (milling) machine; repair of partly prepared (not steamed-out) pipeline using special plugs (cameras); installation of clamps on operating pipelines, which contain, as operating fluid, the flammable liquids or gases, steam or superheated water of pressure above 0.5 bar and operating temperature above 110 °C; entry into and work in confined spaces in nitrogen environment; replacement of safety valves on operating equipment in the absence of duplicating valves.

- Prior to the commencement of high-risk work, **Work Manager must familiarize with and introduce the workers** to the high-risk works as well as organizational and technical measures for safe performance of high-risk works as specified in Risk Management Group (RMG) Minutes;
- Work Manager shall ensure that a **copy of RMG Minutes is attached to Work Permit** and kept at the worksite during the entire performance of high-risk works;
- **Work Manager shall maintain a continuous presence at the worksite** and ensure observance of all measures set in RMG Minutes;
- Work Manager shall **suspend high-risk works** if they are performed in unsafe manner or their performance becomes unsafe, or if measures provided for in RMG Minutes are not observed.²⁰

²⁰ For more information refer to OHS Procedure BDS-27 High-Risk Works

Barriers

Places where employee is under the risk of injury must be fenced off with warning barrier tapes or rigid safety barriers.

Places of **long-term hazards** (over one shift), which are left unattended and are not under control must be fenced off with **rigid safety barriers**.

- Warning barrier tapes must be fixed in the **height of 90-120 cm** from the ground.



- Warning **barrier tapes must be continuous**, and clearly visible.
- Warning barrier tapes must be **fixed** to special stands.
- Prevention** of unauthorized entry to the fenced area must be ensured.
- If walkways and/or roads are located within the fenced-off area, respective **bypasses** for people and vehicles must be arranged.
- In darkness, barriers on walkways and/or roads must have clearly visible **signal lights** ensuring good visibility of barriers and protecting people and vehicles from accidental contact.

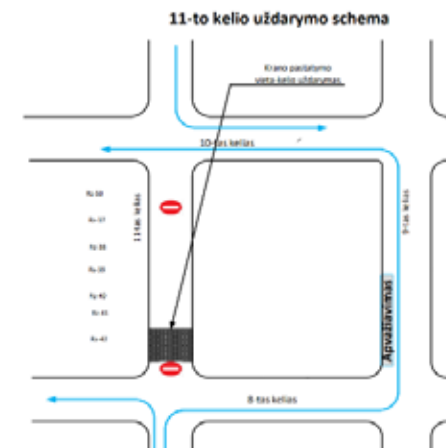
- Barriers must have** clearly visible **identification tag** specifying the name of contractor, or the barrier itself must have an inscription showing the name and/or logo of contractor.



Requirements for Road Closure:

When **road closure** is required for works, road closure initiator shall fill in the Request specifying the reason of closing as well as indicating the contractor who will execute works, the period of road closure (to/from - date and time), Work Manager in charge of works (position, full name, phone number), and shall draw a relevant road closure diagram.

Road closure diagram must show the road to be closed together



with adjacent and bypass roads, their numbers, location of temporary road signs, and the site of works.

Request with road closure diagram must be agreed with and registered in Occupational and Process Safety Control Department.

When roads need to be closed for execution of works, **Work Manager must** organize the installation of temporary road signs before the start of works and removal of the same after completion of works.

For road closure, the road signs indicated in Traffic Rules shall be used.²¹



Maintenance of Work Equipment

Work equipment – devices and mechanisms used to do work.

Devices include portable electrical, battery-powered and pneumatic tools (drills, screwdrivers, grinders, etc.), portable tools with internal combustion engines (string trimmers, chain saws, etc.), as well as workshop equipment (metal processing machinery, different purpose presses, etc.). The frequency of their **verification** must be **once a year at least**.

Mechanisms include forklifts and telescopic forklifts, excavators, electricity generators, air compressors, and other mobile mechanisms. The frequency of their **verification** must be **once a quarter at least**.

After inspection of the work equipment, a clearly visible verification **tag** shall be **attached** to the equipment with specified work equipment identification number and validity of verification (year and month).

Carefully read the operation and maintenance manual **before using the equipment**, conduct visual inspection and make sure the equipment is not damaged and safe to use. Use working equipment for its intended purpose only, observing the methods and requirements set forth in its operation manual.²²



²¹ For more information refer to OHS Procedure BDS-20 Barriers

²² For more information refer to OHS Procedure BDS-4 Maintenance of Work Equipment

Use of Electrical Equipment and Tools

The following must be checked **before each use** of powered mechanisms, electrical equipment or tools:

- ✓ If voltage and frequency are in line with the power network parameters;
- ✓ If work tools such as drills, abrasive discs and other tools have been securely fitted in place;
- ✓ if cables and plugs are in good condition (visual inspection);
- ✓ if grounding devices are in good condition;

Once a year at least measure the insulation **resistance** of powered mechanisms, manually operated electrical equipment, tools, portable luminaires, grounding transformers, windings of frequency converters, differential current protections, power cables and wires as well as check the operation of trip devices.



Manually operated electrical equipment and tools must have tags (labels) attached to their body with inventory or identification numbers and next inspection date, whereas grounding and isolating transformers, frequency converters and differential current protection devices must have labels with inventory or identification numbers, upcoming insulation resistance test or inspection dates.

Electrical equipment **connecting wires and cables must be protected** against accidental mechanical damage. Wires and cables should never come into direct contact with hot, wet or oily surfaces and sharp edges.

Cables to confined vessels, tanks and process units must enter through openings that are not used by workers for entering such vessels, tanks and process units; where such openings are not available, additional protections (conduits, additional cable fasteners at the top of the opening, warning posters, etc.) should be applied to avoid any cable damage.

Contractors must ensure that **cables** running from the Company's power distribution panel to the workplace **are properly secured to the existing structures, do not block pathways and roads, and are protected against any possible mechanical damage.** Cables **above pathways** must be elevated to a height of **2.5 meters at least**, and **5 meters at least above roads.**²³



²³ For more information refer to Operating Procedure BE-2 for Electrified Mechanisms, Manually Operated Electrical Equipment and Tools, Domestic Electric Appliances and Portable Lights

Vehicle Access to Hazard Areas

Hazard area – area (territory) designated with the warning sign ‘Danger Explosive Atmosphere’, restrictive road sign ‘303. No entry for motor vehicles’ and additional sign ‘Ex-zone, entry with special permit only’.

The vehicle may enter the hazard area exclusively with a **permit issued for this purpose**.

Before entering the hazard area, a vehicle driver shall **affix** a duly issued permit **to the windscreen of the vehicle**, and keep it there for the entire presence of the vehicle in the hazard area.

Emergency flashers or flashing light **shall be on** while entering and staying in the hazard area.

Speed limit of **20 km/h must be observed**.

It is prohibited to obstruct fire hydrants and access roads to fire hydrants, also to park vehicles closer than 2 meters to or behind the hydrants.

Leave the hazard area after completion of works.²⁴

²⁴ For more information refer to OHS Procedure BDS-10 Use of Vehicles

Refueling

Requirements during refueling:

- Refueling site **must be enclosed** with a warning barrier tape.
- Refueling site **must be equipped with primary firefighting equipment**: carbon dioxide or powder fire extinguisher and absorbent (sand or any other material used for this purposes) to collect minor fuel spills.
- Refueling site **paving** shall not absorb accidental fuel spills.
- Portable (mobile) **refueling units** or fuel storage and refueling containers shall be used for the refueling of work equipment.
- Refueling from **plastic container**, which is not intended for the storage of fuel and which may generate electrostatic discharge is **forbidden**.
- 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.
- **During refueling operations**, it is **prohibited to perform hot works**, use any spark-generating devices (such as cell phones, photo cameras, etc.) within a radius of 11 meters at least around the refueling site.
- **Engines of work equipment** (excl. refueling unit) during refueling operations must be shut down.
- Filling operations during thunderstorm **are prohibited**.
- Overfilling the tanks of work equipment **is prohibited**.
- Refueling operations **if fuel leakage is noticed** must be immediately discontinued.



- **After refueling is completed**, hoses and nozzles must be extracted from the opening of work equipment fuel tank only when fuel is fully released.
- 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 Rules on Waste Management.

Additional Requirements for Refueling in the Territory of Process Units:

- Refueling of work equipment in the **territory of process units** with potentially explosive atmosphere is subject to prior obtaining of a **permit for unsealing works**.
- **Grounding** in the territory of process units with potentially explosive atmosphere must be visually **inspected** by operational electrical employee (on duty).²⁵

Use of Hazardous Substances

Prior to starting any work that involves handling of hazardous substances and mixtures, also storage thereof, **read and follow** the relevant **safety data sheet** of a particular hazardous substance or mixture.



Packaging of hazardous substances and mixtures **must be labeled in Lithuanian language**.

If, in the course of the work, it is necessary to place hazardous substance in packaging **other than the original packaging of the manufacturer**, the new packaging (container) **must be selected** in accordance with the information given in the safety data sheet for such substance, and shall be **appropriately labeled**.²⁶



²⁶ For more information refer to OHS Procedure BDS-17 Warehousing and Use of Hazardous Substances and Mixtures

Obligations of Contractor' Staff

OHS specialists of the Company shall be entitled to perform OHS inspections of Contractor within the Company, and to **audit** Contractor in its company as well as request Contractor's managers and employees to observe requirements established in OHS Procedures of the Company, OHS legislation effective in the Republic of Lithuania, and any other applicable OHS regulations.

Whenever employees of contractors violate occupational health and safety requirements, **OHS specialists of ORLEN Lietuva are entitled to suspend their work**. Work will be also immediately suspended in case of any hazard to health or life of people as well as property or processes/operations of the refinery.

In case of **violation** of occupational health and safety requirements, the **penalty** in the amount established in the contract concluded with the Company shall be imposed on Contractor.²⁷

Actions to be taken in case of an accident or emergency

Employees shall immediately report all occupational accidents, fires, unexpected release of hazardous substances, damage to the Company's equipment, also near-misses occurred in their worksite to the Dispatcher of the Company's Production Control Department by phone **3333 or +370 443 93333**, and the head of organizational unit where the facility they work at is located, as well as to the issuer of permit/instruction or any assigned contact person.

If works are executed in Būtingė Terminal, all incidents/accidents must be reported to Shift Supervisor of Terminal Operations Group by phone +370 443 93459 or +370 686 78112.

Contractor's employees shall provide first aid to the injured, arrange for meeting of emergency rescue services, and indicate the place of incident.²⁸



²⁷ For more information refer to OHS Procedure for Contractors BDS-40 and AB ORLEN Lietuva General Terms and Conditions of Contracts

²⁸ For more information refer to OHS Procedure for Contractors BDS-40

Emergencies

Civil protection alarms (external sirens and internal sirens-loudspeakers) are used in the Company for warning and informing the employees about emergencies (situations resulting from emergency event which may pose an imminent considerable hazard to the life or health of employees, property and the environment, or cause employees' death or injury, or cause any other damage) in the Company.

Pulsating sound - warning which means that employees must turn on wired-radio outlets immediately, or listen through internal sirens-loudspeakers to the civil protection signal transmittal and verbal announcement about the situation and further actions to be taken;




Continuous sound - warning to notify employees of the urge to evacuate to the evacuation points. Evacuation from the evacuation points and the territory of the Company is performed as instructed by Operations Center of the Company.²⁹



Wishing you safe work!



²⁹ For more information refer to OHS Procedure for Contractors BDS-40

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