



MEMO FOR CONTRACTORS OCCUPATIONAL HEALTH AND SAFETY REQUIREMENTS AT PUBLIC COMPANY ORLEN LIETUVA

Safety is a top priority of ORLEN Lietuva! By our commitment and consistency we aim to make safety a universally binding standard, to keep our employees informed on all potential threats and pursue for zero accidents as the only acceptable statistics. And this we also insist upon from our contractors. In any area of our business occupational safety's first!

COOPERATION

Procedure of cooperation in the area of occupational safety and health (OHS) between Public Company ORLEN Lietuva (hereinafter the Company) and Contractors is established in Occupational Health and Safety Procedure for Contractors BDS-40. First, read requirements prescribed by this Procedure.

OHS PROCEDURES APPLICABLE TO CONTRACTORS

Company's OHS Procedures applicable to Contractors are available at:

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

REQUIREMENTS FOR CONTRACTOR PRIOR TO WORK

Prior to proceeding with works under contract concluded with the Company, Contractor must prepare and present the following documents to Occupational and Process Safety Control (OPSC) Department of the Company:

Statement of Preparedness by Contractor to Start Contractual Works (see Annex 2 to BDS-40);

Declaration of Conformity with OHS Regulations by Contractor (see Annex 3 to BDS-40);

Information on Subcontractors (see Annex 4 to BDS-40);

OHS Plan for the execution of works indicated in Paragraph 42 of BDS-40 (see Annex 5 to BDS-40);

Waste Management Plan (see Rules on Waste Management).

TRAINING OF CONTRACTOR'S STAFF

INTRODUCTORY INDOCTRINATION

Prior to work, all Contractor's employees must take introductory indoctrination.

Indoctrination is carried out every working day at 8:30 AM in administrative building No.2 (in front of the main entrance to the Company's territory), office 117.

All attendees must present personal identification document.

After indoctrination, Contractor's employees will have to pass test to make sure they have understood information presented to them properly. Introductory indoctrination passed remains valid for 2 years.

NOTE: Before mobilization of its employees for introductory indoctrination, Contractor must present Requisition for Passes and Access (ID) Badges for Entry into Security-Protected Facilities in advance (see ORLEN Lietuva Pass System Regulations).

CERTIFICATION OF CONTRACTOR'S WORK MANAGERS

In order to proceed with hot works, unit unsealing and maintenance works, works which do not involve equipment unsealing, works in confined spaces and/or earth works, Contractor must by its written regulatory document (to be updated every 12 months) assign work managers and present this document to OPSC Department of the Company. Contractor's work managers assigned for maintenance, hot works, unit unsealing or works in confined spaces must pass computer test from the following OHS Procedures: BDS-1, BDS-4, BDS-5, BDS-6/1, BDS-6/2, BDS-7, BDS-9, BDS-10, BDS-11, BDS-12, BDS-17, BDS-19, BDS-20, BDS-27, BDS-29, BDS-32 ir BDS-33.

If Contractor is going to execute excavation works, its work manager must pass additional test from OHS Procedure BDS- 31. Work manager will be allowed to take test on earthwork only after test work manager.

Work managers pass tests in OPSC Department on working days at **10:30 AM**.

Those who pass test successfully, get work manager's and/or earthwork manager's certification card which must be carried along in the place of work and presented before the issue of permit for works. Work manager's and/or earthwork manager's certification remains effective for one year.

In case of any questions, please call +370-443-92231.

REQUIREMENTS FOR CONTRACTOR DURING WORKS

Before any work at the Company, Contractor is required to obtain a work permit as prescribed by the following OHS Procedures of the Company: BDS-5, BDS-6/1, BDS-6/2, BDS-7, BDS-31.

Before the start of works under issued work permit, Contractor must evaluate hazards likely to rise in the course of works, pre-plan measures (equipment) for safe working and fill in **occupational risk identification card**.

Ensure compliance by work executors with the requirements established in the permit and other OHS Procedures of the Company, application of safe work methods for execution of works, use of personal and collective protection equipment.

EMERGENCY PROCEDURES

In case of fire, occupational accident or any other incident immediately terminate work and report to Production Control Department Dispatcher, tel.: **+370 443 93333**.