

PUBLIC COMPANY ORLEN LIETUVA

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

23 March 2023
Order No TV1(1.2-1)-2023-0129

OCCUPATIONAL HEALTH AND SAFETY PROCEDURE FOR CONTRACTORS BDS-40

I. GENERAL PROVISIONS

Purpose and scope of application

1. The purpose of Occupational Health and Safety Procedure for Contractors BDS-40 (hereinafter – Procedure) is to establish procedure of cooperation in the area of occupational health and safety between Public Company ORLEN Lietuva (hereinafter – the Company) and contracting organizations (hereinafter – Contractors) performing civil construction, repair, maintenance and other works and/or services in the Company's territory under the terms & conditions of contracts concluded with the Company.

2. This Procedure shall apply to all employees of the Company arranging, coordinating, supervising and/or controlling works performed and/or services provided by Contractors as well all managers of Contractor's employees who perform works and/or provide services in the Company.

II. REFERENCES

3. The Procedure has been developed with regard to effective revisions of the following documents:

3.1. Guidelines on Establishment of Workplaces on Construction Sites as approved by the Minister of Social Security and Labor of the Republic of Lithuania and the Minister of Environment of the Republic of Lithuania;

3.2. Safety and Health Regulations for Construction DT-5-00 approved by the Chief State Labor Inspector of the Republic of Lithuania;

3.3. Technical Regulation for Construction STR 1.06.01:2016 'Construction. Supervision of Construction' approved by the Minister of Environment of the Republic of Lithuania;

3.4. Model Regulations of Occupational Safety and Health Services of Enterprises approved by the Minister of Social Security and Labor and the Minister of Health of the Republic of Lithuania;

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

3.6. Safety Rules for Operation of Electric Equipment approved by the Minister of Energy of the Republic of Lithuania;

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

3.8. Safety Rules for Operation of Heating Equipment approved by the Minister of Energy of the Republic of Lithuania;

3.9. PKN ORLEN S.A. Standard M2 - Contractor management;

3.10. PKN ORLEN S.A. Guidelines S14 - Safety conditions for the contractor site facilities on premises owned or leased by a given ORLEN Group company.

III. GENERAL REQUIREMENTS

Evaluation of OHS status of Contractors

4. For the purpose of evaluation of occupational safety and health status of Contractors and their subcontractors, if any planned, all Contractors participating in tenders for works and/or services in the Company shall fill in OHS Questionnaire for Contractors and their subcontractors, if any, (Annex 1 hereto) and present it together with other documents requested by the Company.

Rights and obligations of Contractor

5. Contractor shall be liable for compliance with the requirements established in occupational health and safety (OHS) legislation effective in the Republic of Lithuania, OHS Procedures of the Company and any other applicable occupational safety and health regulations. OHS Procedures and other OHS documents applicable to Contractors are available at:

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

6. The Contractor shall:

6.1. Hold valid certificates, licenses and other documents required to execute respective works;

6.2. Assign responsible persons (work managers, work executors, OHS specialists, etc.) for the execution and control of works;

6.3. Assign properly trained, indoctrinated, and respectively certified employees only for the execution of works. Contractor must ensure its employees know how to provide first aid;

6.4. Ensure that its employees pass introductory OHS indoctrination in Occupational and Process Safety Control Department of the Company according to procedure established herein;

6.5. Indoctrinate its employees in worksite, i.e. familiarize with existing and potential hazards and risk factors, actions in case of emergency and accidents, OHS requirements applied in the Company for assigned work as well as any other requirements applicable to employees;

6.6. Ensure that its work managers and work executors assigned for depressurization, cold repair works, hot, earth works and/or works in confined spaces pass test for work managers according to procedure established herein. For specific short-term hazardous works and/or services (e.g. warranty maintenance and repair, internal and external diagnostics of equipment, etc.) Work Coordinator, i.e. an employee from the Company's organizational unit which initiated respective works/services (from Maintenance, Investment or other Department of the Company) who passed OHS test for work managers in accordance with Employee Indoctrination Procedure, may be assigned to act as Work Manager;

6.7. Provide its employees with personal protection equipment which complies with EN standards and bears CE marking;

6.8. Ensure that all its employees, according to procedure established in the legal acts of the Republic of Lithuania, undergo medical examination with regard to hazardous and/or harmful factors of the working environment which they can be exposed to while doing assigned work and/or services at the Company and hold respective health examination documents;

6.9. Have a sufficient quantity of working means specified in Annex 9 hereto. Contractor shall have and use these means for work at the Company.

6.10. Ensure that the equipment, devices, tools, gas cylinders and other means of work used have all the documentation necessary for their operation and are in good technical condition, have been checked or tested in accordance with the requirements of the applicable normative legal acts in force in the Republic of Lithuania and the Company's OHS Procedure BDS-4 (Maintenance of Working Equipment), have documents proving the above (inspection/verification or test reports) as well as appropriate inspection marking/labels. All means of work used by the Contractor shall be easily identified – have the Contractor's company logo or a tag with the Contractor's company name;

6.11. Ensure that the vehicles entering the territory of the Company are in proper technical condition and marked with the logo of the Contractor's company. In addition, a card showing the name of Contractor's company, driver's name, surname and mobile phone number shall be fixed on the vehicle in a clearly visible place. When in the Company's territory, traffic regulations and internal road marking applied at the Company shall be observed;

6.12. If total allowable weight of vehicle exceeds 3.5 tons or if the driver is not able to control the area behind the vehicle, reversing should be performed with hazard warning flashers on, at minimum possible speed, with someone's assistance and with utmost care watching the area behind the vehicle and person assisting through the side mirrors. It is recommended to have these vehicles equipped with sound reversing alarm to warn others that vehicle is moving in reverse. If vehicle is not equipped with such alarm, when moving in reverse, the driver must periodically push the horn of the vehicle to warn others.

6.13. Observe the requirements established in Annex 8 hereto while arranging temporary mobile premises;

6.14. Before the start of works at the Company, prepare the documents indicated in Par. 37 hereof and obtain the Statement of Preparedness for Works at Public Company ORLEN Lietuva (hereinafter – Statement of Preparedness, Annex 2 hereto);

6.15. Perform works in compliance with requirements for the issue of permits for works as established in OHS Procedures of the Company;

6.16. Report all accidents, fires, unexpected releases of harmful substances, damage of Company's equipment, near misses which occurred in Contractor's workplace to Occupational and Process Safety Control Department of the Company in the form provided in Annex 7 hereto.

7. Familiarize own subcontractor(s), if any, with the documents referred to in Par. 5 hereof, and make sure the subcontractor's work managers and employees comply with the requirements set in Par. 6 hereof.

Responsible persons to be assigned by Contractor

8. For the period of execution of works Contractor, pursuant to Model Regulations of Safety and Health Services of Undertakings [3.4], shall assign required number of OHS specialists, in any case at least one OHS specialist per fifty workers.

9. In cases prescribed by the Guidelines on Arranging of Workplaces on Construction Sites [3.1], Contractor shall assign construction safety and health coordinator for control of works.

10. Contractor who is going to use temporary mobile premises (containers, trailers) in the Company's territory shall assign person(s) responsible for operation of such premises and fire safety thereof.

11. Prior to the commencement of electrical engineering works (i.e. works for which electrical engineering qualification is required) in operated power facilities of the Company (premises of power installations, transformer substations, cable racks, etc.) Contractor shall provide the person responsible for power section of respective organizational unit of the Company with certificate issued by the National Energy Regulatory Council entitling to perform respective works as well as the list of electrical engineering staff with qualification category of each employee and sign the Statement of Occupational Safety and Health Mutual Responsibility Limits [3.6] with such responsible person. Only after such arrangements the person responsible for power section of respective organizational unit of the Company by his/her regulatory document shall execute permit for works in power installations of the Company.

12. Contractor who is going to use electrified mechanisms or tools shall assign a person responsible for technical condition of Contractor's electrical equipment, electrified mechanisms and tools, their reliable and safe operation, connection to/disconnection from the Company's power network.

13. Contractor who is going to perform other than electrical engineering works at power installations or safety zones thereof shall assign a supervisor with at least medium electrical safety category (MC) for performing of the functions provided for in the Safety Rules for Operation of Electric Equipment [3.6].

14. Contractor who is going to use potentially hazardous equipment (hereinafter – PHE) when performing works shall, for the purpose of operation of such equipment, assign duly trained, certified and holding relevant qualification certificates PHE supervision foremen, managers for works with PHE and employees operating (using) PHE.

15. Contractor who is going to perform depressurization, cold repair works, hot, earth works and/or works in confined spaces must assign required number of work managers and work executors as prescribed by this Procedure.

Introductory indoctrination of Contractor's employees

16. All Contractor's employees shall, before starting work and periodically – at least once in 24 months, undergo introductory OHS indoctrination at Occupational and Process Safety Control Department of the Company.

17. During indoctrination, employees shall be familiarized with main OHS requirements applied at the Company for works assigned to them, with existing, potential hazards and risks at the Company as well as actions to be taken by employees in case of accidents and emergencies, also any other requirements to be observed by the employees.

18. After indoctrination course, Contractor's employees shall have to pass a test to make sure they understood information presented to them properly. If employee passes the test, indoctrination passed shall be formalized according to OHS indoctrination procedure effective in the Company.

Assignment and certification of Contractor's work managers and work executors

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

20. Contractor's work managers and work executors shall, before starting work and periodically – at least once in 12 months, take a test for work manager. List of OHS Procedures of the Company which are included into the test for work manager is presented in Annex 5 hereto.

21. Knowledge is considered adequate, if the percentage of correct answers is at least 80. Employee is allowed to take three attempts. If employee fails pass the test on three attempts, it will be allowed to try again (maximum three attempts) after three months given for preparation.

22. Results of certification of Contractor's work managers shall be documented in the form of Protocol of Certification on Occupational Safety and Health and a card shall be issued to prove employee's qualification where the following information shall be specified: name of Contractor, employee's first and last name, date of issue and expiration. Work manager and work executors shall be required to have this card at the worksite at all times.

Requirements for personal protection equipment

23. In the territories of the Company where potentially explosive atmospheres exist (entries into such territories are marked with Ex signs "Warning! Potentially explosive atmosphere!") Contractor's employees shall use the following required personal protection equipment (PPE):

23.1. Work clothing which complies with requirements established in the general standard EN ISO 13688 (EN 340) as well as standards EN ISO 11612 (EN 531) (flame-resisting), EN 1149-5 (antistatic and suitable for use in potentially explosive atmospheres). Name of Contractor's company and/or its logo must be shown on work clothing;

23.2. Safety helmet which complies with requirements established in standard EN 397 with a strap. Name of Contractor's company and/or its logo and employee's name and surname must be shown on the front of helmet;

23.3. Safety goggles which comply with requirements established in standard EN 166. Workers shall wear face shields when cutting, grinding, working with high-pressure washing equipment or performing similar work if there is a risk of face injury due to exposure to flying metal objects or liquid splashes;

23.4. Safety footwear as per category 3 requirements of EN ISO 20345.

24. For works in office and amenity facilities, access roads, pedestrian walkways and other places where potentially explosive atmospheres do not exist, it is allowed to use work clothing which meets only requirements established in the general standard EN ISO 13688 (EN 340) while other PPE (safety helmets, safety goggles, footwear) must be compliant with requirements in Par. 23.2, 23.3, and 23.4 hereof.

25. Contractor's employees who are going to perform works in the territories of Operations Subdivision No 1, Operations Subdivision No 2, Operations Subdivision No 3, Power

Plant, Waste Water Treatment Shop, Petroleum Products Loading Shop, and Pipeline and Terminal Operations Subdivision shall be provided with escape gas masks for emergency evacuation from the area of chemical contamination:

25.1. Type of evacuation gas masks - full face masks with ABEK-P Class 2 gas and dust filters or evacuation respirators with ABEK Class 1 gas filters;

25.2. Escape gas masks must be kept in mobile premises (containers, trailers) located in the worksite of employees or near it;

25.3. In the territories of Elemental Sulfur Recovery Unit, Flare Section as well as Mechanical and Biological Treatment Section of Waste Water Treatment Shop (perimeter of these facilities is marked with sign 'Respiratory protection equipment must be held') the employees must carry escape gas masks along with them;

25.4. Contractor's employees provided with full-face masks with ABEK-P Class 2 gas and dust filters shall be allowed to use the escape gas masks for hazardous work (unsealing work, work in confined spaces). In such cases, the filters must be removed from the vacuum packings and tightly attached to personal full-face masks. To track the expiry date of the filters, each employee must write or place a sticker on the filter with the date of unpacking of the filter and replace the filter with a new one when it expires (the expiry date of the filter is 6 months from the date of unpacking of the filter) or when it is no longer fit for purpose;

25.5. Escape gas masks and filters must be used, stored and maintained as prescribed by manufacturer.

26. Contractor's employees performing works in the territories of Operations Subdivision No 1, Operations Subdivision No 2, Operations Subdivision No 3, Power Plant, Waste Water Treatment Shop, Petroleum Products Loading Shop, and Pipelines and Terminal Operations Subdivision where entrances and driveways have explosive atmosphere warning signs (Figure 1) shall be provided with portable gas analyzers for the personal protection against possible chemical contamination of the working environment:

26.1. For a group of contractor employees (e.g. a crew) working together in a single location and performing unsealing or hot works, or works in a confined space, it is sufficient to have a single gas analyzer to measure the lower explosive limit of combustible gases, oxygen concentration and hydrogen sulphide concentration in the ambient air;

26.2. For a group of contractor employees (e.g. a crew) working together in a single location and performing cold repair works, it is sufficient to have a single gas analyzer to measure the hydrogen sulphide concentration in the ambient air;

26.3. Gas analyzer shall always be turned on, its operation and readings monitored;

26.4. If the gas analyzer alarm sounds and the working environment becomes hazardous, the employees shall immediately discontinue the work, shut down the equipment, leave the hazardous area by moving perpendicular to the wind direction and notify the relevant process unit staff.



Fig. 1. Explosive atmosphere

27. Other PPE (for ear, respiratory protection, protection against falling, etc.) shall be selected and used according to the nature and specifics of performed works and occupational risk factors.

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

OHS inspections by Contractor

29. Contractor's OHS specialists and other responsible persons shall keep control over performed works. For elimination of OHS non-conformities and/or violations identified during worksite inspections proper measures ensuring occupational safety and health at worksites shall be provisioned and persons responsible for implementation of such measures shall be assigned.

OHS inspections by OHS specialists of the Company

30. OHS specialists of the Company shall be entitled to perform OHS inspections of Contractor within the Company and to audit Contractor in its company and 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.

31. Upon identification of OHS violation by Contractor, OHS specialist shall issue OHS Violation Report (form is provided in Annex 10 hereto) where the following information shall be specified: reference to OHS document which was violated and its specific provision (paragraph, item, etc.), measures and deadline for elimination of violation, and decision (if any) to suspend works.

32. OHS specialist of the Company may request Contractor's work manager to suspend works in the following cases:

32.1. When Contractor's employee(s) have not been trained on safe work (do not have certificates, qualification required for respective works and/or operation of potentially hazardous installations, etc.)

32.2. When means that are used for works are faulty and/or unsuitable for works (e.g. improperly, unsafely erected scaffolding, equipment used for works hasn't been inspected and/or tested as required or equipment is unsuitable for use in potentially explosive atmospheres, etc.);

32.3. In case of an emergency – hazard;

32.4. When works are performed in violation of established process regulations, operation manuals;

32.5. When works are performed without required protection equipment (e.g. for protection against fall from height, etc.) and/or when employee(s) do not have required personal protection equipment;

32.6. In other cases when the working environment is harmful and / or hazardous to health or life (e.g. likely damage from exposure to chemical and/or physical factors, etc.).

33. Contractor indicated in OHS Violation Report shall implement measures indicated in OHS Violation Report by the due date prescribed and notify Occupational and Process Safety Control Department of the Company accordingly. If works have been suspended due to OHS violation, it will be allowed to resume them only after OHS specialist of Occupational and Process Safety Control Department inspects and ascertains that all prescribed measures have been implemented.

34. In case of violation of OHS requirements, Contractor shall pay the Company a penalty in the amount established in the contract concluded between the Company and the Contractor.

Storage of OHS documents

35. In the premises arranged or occupied in the Company's territory by Contractor the latter shall keep all OHS documents required for safe execution of works (OHS Plan, On-Site Indoctrination Logbook, OHS procedures, safety data sheets of hazardous substances and/or mixtures, OHS inspection results, health examination documents, etc.).

IV. PERMITS FOR WORKS

Contractor's preparedness to start work

36. Prior to commencement of works in the Company, the Contractor shall prepare and present the following documents to Occupational and Process Safety Department of the Company:

36.1. Declaration of Conformity with OHS Regulations (Annex 3 hereto);

36.2. OHS Plan for the execution of works indicated in Par. 42 hereof (to be prepared according to the content of OHS Plan provided in Annex 4 hereto). OHS Plan must be agreed by the Contractor with Work Coordinator and OHS specialist of the Company. If, pursuant to the requirements set in Construction Technical Regulation [3.3], the Contractor is under obligation to develop construction technology, then a separate OHS Plan is not required;

36.3. Waste Management Plan prepared according to Waste Management Regulations of the Company and agreed with the head of the Company's organizational unit where the Contractor is going to perform works as well as Work Coordinator and Environmental Control Manager.

37. Contractor is not required to prepare documents listed in Par. 36 if works under contract concluded by the Company are performed by it outside the territory of the Company.

38. After preparation of documents listed in Par. 36 hereof, the Contractor shall fill in the Statement of Preparedness (Annex 2 hereto) and collect signatures on it from the Company's Occupational and Process Safety Control Department Control and Prevention Group Manager, Environmental Control Manager (or employee substituting him/her) and Work Coordinator which shall mean that documents listed in Par. 36 herein have been duly prepared for execution of works under contract concluded with the Company.

39. Contractor who performs works and/or provides services in the Company under contracts with the Company on continuous or periodic basis and who has prepared all documents listed in Par. 36 hereof may obtain the Statement of Preparedness for all its works/services for a period of three years. If new contract for analogous works/services is concluded with Contractor who has Statement of Preparedness issued to it for the period of three years, such Contractor before commencement of work under the new contract shall present a written Notification (Annex 11 hereto) to the Company's Occupational and Process Safety Control Department. In such cases, documents referred to in Par. 36 (excluding referred to in Par. 36.3) do not need to be re-issued for the new contract. Once registered, copies of Notification on New Contract shall be presented by the Company's Occupational and Process Safety Control Department to the Contractor and Work Coordinator. If contract concluded between the Contractor and the Company is valid for more than three years, after the expiry of Statement of Preparedness Contractor must prepare documents listed in Par. 36 and obtain the Statement again as prescribed by Par. 38 hereof.

40. If Contractor outsources some works/and or services from subcontractor(s), the Contractor must present Information on Subcontractors in the form provided in Annex 12 hereto to Occupational and Process Safety Control Department of the Company. Filled out form must be agreed with the Work Coordinator.

41. Statements of Preparedness and Information on Contractors submitted by Contractor shall be registered by Occupational and Process Safety Control Department of the Company and copies shall be provided to the Contractor and Work Coordinator.

OHS Plan

42. Contractor shall be required to prepare OHS Plan in the following cases:

42.1. For works which have the risk of fall from height or into depth, hazard of calve or sinking;

42.2. For works which involve slopes exceeding 1.5 meters in height and excavations exceeding 1.5 meters in depth;

42.3. For building/structure demolition works, also for works at buildings / structures of critical technical condition;

42.4. For installation/demounting of heaters, towers, heat exchangers and any other equipment of large dimensions (over 6 m in length) and weight (over 5 t);

42.5. For works when 1 ton or larger quantity of hazardous substance or preparation (mixture) is used;

42.6. For asbestos disposal works;

42.7. For works close to high voltage grid (cables).

43. OHS Plan shall be agreed by Contractor with the assigned Work Coordinator and Occupational and Process Safety Control Department Control and Prevention Group employee.

System of work permits and instructions

44. Prior to commencement of cold repair, unsealing, hot works, earth works and/or works in confined spaces (hereinafter – hazardous works) at the Company's facilities, Contractor shall obtain work permit / instruction pursuant to the procedure of issue of work permits / instructions established in the following OHS procedures of the Company:

- OHS Procedure BDS-6E 'Issuing Hazardous Work E-Permits' (applicable to hazardous works in all the Company's facilities, except for the Power House);

- OHS Procedure BDS-14E 'Issuing Hazardous Work E-Instructions' (applicable to hazardous works in the Company's Power House);

The occupational health and safety requirements for hazardous work are set out in the following OHS procedures of the Company:

- OHS Procedure BDS-5 'Cold Repair Works';

- OHS Procedure BDS-6/1 'Equipment Depressurization Works';

- OHS Procedure BDS-6/2 'Works in Confined Spaces';

- OHS Procedure BDS-7 'Hot Works';

- OHS Procedure BDS-31 'Earthworks'.

45. In the event of malfunction of the program of electronic work permits/instructions and until such malfunction has been rectified, Contractor shall be issued with a paper form of work permit/instruction in accordance with the following OHS Procedures of the Company:

- OHS Procedure BDS-6 'Issuing Hazardous Work Permits' (applicable to hazardous works in all the Company's facilities, except for the Power House);

- OHS Procedure BDS-14 'Hazardous Works at Power House' (applicable to hazardous works in the Company's Power House).

46. For works at the Company's power installations Contractor shall obtain an instruction to perform works at power installations [3.6] and, in addition, a permit or instructions for works referred to in Par. 44 hereof.

47. In case of difficulty for work manager to communicate with the issuer of permit/instruction and/or work coordinator due to language barrier, Contractor shall arrange the presence of an interpreter at the time of issue of permit/instruction.

Transfer of territory to Contractor

48. In case of long-lasting civil construction and/or installation works in a prepared territory (newly built or non-operated units), respective unit or group of units together with the site required for civil construction and/or installation works may be transferred to Contractor against Statement-Permit for Civil Construction/Installation Works (hereinafter – Statement-Permit, Annex 6 hereof).

49. In the Statement-Permit all measures required for preparation of the site and ensure safe and healthy conditions for workers for the entire period of works must be specified.

50. Statement-Permit shall be prepared by the Company's project manager, head of organizational unit where the site to be transferred to Contractor is located, and an authorized representative of the Contractor.

51. Statement-Permit must be agreed with organizational units of the Company related to construction works to be performed.

52. Statement-Permit shall be registered with Occupational and Process Safety Control Department of the Company (copies of Statement-Permit shall be provided by Occupational and Process Safety Control Department to all parties concerned).

V. ACTIONS IN CASE OF ACCIDENT, INCIDENT OR EMERGENCY

53. Contractor's employees shall immediately report all occupational accidents, fires, unexpected releases of hazardous substances, damage to the Company's equipment and near misses which occurred in their worksite (hereinafter – incidents) to the Dispatcher of Production

Control Department of the Company (hereinafter – the Company's Dispatcher) by phone 3333 (from a fixed-line network) or by phone +370 443 93333 (from any communication line), and to the head of organizational unit where the facility they work at is located, issuer of permit / instruction or any other assigned contact person. If works are executed in Būtingė Terminal, all incidents shall be reported to Shift Supervisor of Terminal Operations Group, tel.: +370 443 93459 or +370 686 78112; if works are performed in Biržai and Joniškis Oil Transshipment Stations – to Dispatcher of Main Pipelines Service Group, tel.: +370 443 93483 or +370 689 89845.

54. Upon receipt of notice on incident, Company's Dispatcher, Shift Supervisor of Terminal Operations Group or Dispatcher of Main Pipelines Service Group shall call out emergency rescue services (firefighters and ambulance) to the site of incident.

55. Contractor's employees shall provide first aid to the injured, organize the meeting of emergency rescue services and indicate the place of incident to them.

56. Contractor shall present a written report on an incident (Annex 7 hereto) to Occupational and Process Safety Control Department within 4 hours after the incident at the latest.

57. Occupational accidents in which Contractor's employee(s) were injured shall be investigated and documented by the Contractor in the presence of representative authorized by the Company in accordance with procedure prescribed by legal regulations.

58. After completion of investigation of accident which occurred in the territory of the Company, Contractor shall present accident investigation report and investigation material to Occupational and Process Safety Control Department of the Company.

59. After recovery of the injured, Contractor shall report the number of calendar days of sick leave by the injured to Occupational and Process Safety Control Department of the Company.

VI. INFORMATION OF EMPLOYEES ON EMERGENCIES IN THE COMPANY

60. 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 a sudden and grave hazard to the life or health of employees, also to property and the environment, or cause employees' death or injury, or likely to cause any other damage) in the Company.

61. Meanings of sound of civil protection alarm sirens used in the Company:

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

61.2. Steady sound - warning which means that employees must evacuate from the territory to evacuation points. Evacuation from the evacuation points and the territory of the Company shall be performed as instructed by Operations Center of the Company.

VII. FINAL PROVISIONS

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

VIII. ANNEXES

Annex 1. Occupational Safety and Health Questionnaire for Contractors and Subcontractors Intended to Hire by Them;

Annex 2. Statement of Preparedness by Contractor to Start Contractual Works at Public Company ORLEN Lietuva (form);

Annex 3. Declaration of Conformity with OHS Regulations (form);

Annex 4. Occupational Health and Safety Plan (content);

Annex 5. List of OHS Procedures of Public Company ORLEN Lietuva which are included into the test for Work Manager;

Annex 6. Statement-Permit for Civil Construction/Installation Works (form);

Annex 7. Incident Report (form);

Annex 8. Requirements for Temporary Containers;

Annex 9. Model list of OHS related work means which Contractor must have and use when performing works at the Company;

- Annex 10.** Occupational Safety and Health Violation Report (form);
- Annex 11.** Notification on New Contract with ORLEN LIETUVA (form);
- Annex 12.** Information on Subcontractors (form).

Prepared by
Control and Prevention Group Manager
Egidijus Luomanas

PUBLIC COMPANY ORLEN LIETUVA**OCCUPATIONAL SAFETY AND HEALTH QUESTIONNAIRE FOR CONTRACTORS AND
SUBCONTRACTORS INTENDED TO HIRE BY THEM**_____
(Date of completion)

Contractor's company _____

E-mail address _____ Phone No _____

This Questionnaire must be filled in by every Contractor invited to participate in the procurement process for execution of works and/or provision of services. Data from the Questionnaire will be used for assessing the occupational health and safety (OHS) status of contractors and subcontractors intended to hire by them, and will have an impact on the selection of winner. Please give accurate answers to all questions.

No	Question	Answer		Comments
		Yes	No	
1.	Does your company have an occupational health and safety management system in place?			<i>(if in place, please present a copy of the certificate together with this Questionnaire, e.g. ISO 45001)</i>
2.	Have you read and know the requirements laid down in OHS Procedures of Public Company ORLEN Lietuva and accept them? <i>OHS Procedures and other OHS documents applicable to contractors are available at:</i> https://www.orienlietuva.lt/EN/ForBusiness/DocumentsForContractors/Pages/Occupational-Safety-and-Health-Documents.aspx			
3.	Do you intend to hire subcontractors for execution of works and/or provision of services?			<i>(if intended, please Occupational Safety and Health Questionnaires filled in by subcontractors)</i>

Subcontractors to be hired:_____
(Subcontractor' company)_____
(Subcontractor' company)_____
(Subcontractor' company)_____
(Subcontractor' company)

Provide information on accidents at work within last three years (excluding current year) in your company:

		Year	Year	Year	Total*
		_____	_____	_____	
Man-hours worked	D _v				
Number of accidents at work	NA _{SK}				
Number of fatal accidents at work	MNA _{SK}				
Number of calendar days away from work due to accident at work	ND _{SK}				
Total Recordable Frequency Rate	NADR				
Total Severity Rate	NASR				

Frequency rate formula:

$$NADR = \frac{NA_{SK} \times 1\,000\,000}{D_v}$$

Severity rate formula:

$$NASR = \frac{ND_{SK}}{NA_{SK}}$$

*** - Frequency rate (NADR) and severity rate (NASR) cannot be summed up – they must be calculated according to formulas.**

Head of company (authorized person) _____
full name, signature, tel. No

Person responsible for occupational health and safety _____
full name, signature, tel. No

(form)				
STATEMENT OF PREPAREDNESS BY CONTRACTOR TO START CONTRACTUAL WORKS AT PUBLIC COMPANY ORLEN LIETUVA				
_____ 20__ No _____ Juodeikiai Vill., Mažeikiai Distr. Municipality				
Contractor (name of company and contact details)				
Subcontractors (indicate names of subcontractors or 'None', as the case may be)				
Work Description				
Contract No _____				
For execution of works from _____ to _____ (date) (date)				
Public Company ORLEN Lietuva responsible employee	Full name or personal stamp	Signature	Date	Notes
Occupational and Process Safety Control Department Control and Prevention Group Manager				
Environmental Control Manager				
Work Coordinator				
<u>EXPLANATIONS:</u>				
In the section 'Work Description' all works to be executed at Public Company ORLEN Lietuva (e.g. heater/tower/heat exchanger/pipework demounting, installation, insulation, flushing, cleaning, demolition works, asbestos removal works, scaffolding works, earthworks, etc.) must be specified.				
All required signatures to be collected by the contractor.				
If any required signature is absent, contractor cannot start its work.				
Once completed, original must be registered with and presented for keeping at Occupational and Process Safety Control Department.				
For execution of specific daily works (hot works, maintenance, depressurization works, etc.), contractor shall obtain separate permits/instructions for works as prescribed by the Company.				

PUBLIC COMPANY ORLEN LIETUVA

**DECLARATION OF CONFORMITY
WITH OHS REGULATIONS**

_____ (date)

(form)

1.	Name, address and contact details of Contractor
2.	Work description
3.	Full names and contact details of OHS specialists/coordinators
4.	Full names and contact details of work managers
5.	Full name and contact details of person responsible for the connection of Contractor's power equipment, electrified mechanisms and tools to the Company's power network <i>(please indicate if you plan to use electrified mechanisms or tools)</i>

6. In OHS assessment, put **X** in respective column: **YES** – when respective requirement applies, **Not applicable** – when respective requirement does not apply.

Abbreviations used:

Company – Public Company ORLEN Lietuva;

Refinery – crude oil refinery;

VTOP – Pipelines and Terminal Operations Subdivision;

PoHo – Power House.

OHS ASSESMENT	Yes	Not applicable
7. General requirements	 	
7.1. Does your company have all certificates, licenses and other documents required to execute respective works?		
7.2. Do your employees have sufficient competence and have been trained to perform these works?		
7.3. Do your employees have all certificates required for the work?		
7.4. Was OHS indoctrination conducted to your employees according to existing occupational hazards and occupational risk assessment results?		
7.5. Was OHS indoctrination conducted to your employees according to OHS procedures applied in the Company and are they ready to follow requirements established in these procedures?		
7.6. Was health examination conducted for your employees according to hazardous and/or harmful occupational factors which they can be exposed to while doing the assigned work?		
7.7. Are your employees provided with work clothing which complies with requirements established in the general standard EN ISO 13688 (EN 340) as well as standards EN ISO 11612 (EN 531) (flame-resisting), EN 1149-5 (antistatic and suitable for use in potentially explosive atmospheres) and bears CE marking if you are going to perform works in the territories of process units where potentially explosive atmospheres exist?		
7.8. Are your employees provided with work clothing which complies with requirements established in the general standard EN ISO 13688 (EN 340) and bears CE marking if you are going to perform works in locations where potentially explosive atmospheres do not exist?		
7.9. Are your employees provided with personal protection equipment (safety helmets with straps, eye/face, ear protection equipment, safety footwear) and does it comply with EN standard requirements and bears CE marking?		
7.10. Are your employees provided with escape gas masks with ABEK filters for emergency evacuation from the area of chemical contamination that comply with EN standard requirements and bear CE marking?		
7.11. Do you have the required number of portable gas analyzers to cover all the work sites in the territories of the Company's Operations Subdivisions No 1, 2, 3, Power House, Waste Water Treatment Shop, Petroleum Products Loading Shop and Pipelines and Terminal Operations Subdivision?		
7.12. Are your vehicles, equipment, devices and tools used for works in proper condition, inspected and/or tested under the effective OHS regulations of the Republic of Lithuania and bear all documents required for operation?		
7.13. Have you familiarized yourself with the Company's OHS Procedure BDS-4 (Maintenance of Working Equipment) and does your equipment and machinery which would be used for works at the Company have conformity declarations, CE marking and supporting documents, operation and maintenance manuals and comply with other requirements prescribed by OHS Procedure BDS-4, including accounting, inspection, testing and tagging?		
7.14. If you are going to use barriers and/or warning barrier tapes, have you familiarized yourself with the Company's OHS Procedure BDS-20 (Barriers) and can ensure compliance with its requirements?		

OHS ASSESMENT	Yes	Not applicable
7.15. If you are going to use electrified mechanisms or tools, have you familiarized yourself with Procedure for Temporary Powering of Electrical Equipment BE-16 and Operating Procedure for Electrical Mechanisms, Manually Operated Electrical Equipment and Tools, Domestic Electric Appliances and Portable Lights BE-2 of the Company and can ensure compliance with its requirements?		
8. If you are going to perform hazardous works (equipment depressurization, cold repair works, hot works, earthworks, works in confined spaces) at the Refinery and/or VTOP that are subject to the system of written permits:		
8.1. Have you familiarized yourself with the Company's OHS Procedure BDS-6 (Issue of Hazardous Work Permits) and can ensure compliance with its requirements?		
8.2. Have you familiarized yourself with the Company's OHS Procedure BDS-6E 'Issuing Hazardous Work E-Permits' and can ensure compliance with its requirements?		
8.3. Do you have portable gas analyzers for continuous monitoring of the concentration of explosive gases in the ambient air if so prescribed in the work permit?		
9. If you are going to perform hazardous works (equipment depressurization, cold repairs, hot works, earthworks, works in confined spaces) at the Power House that are subject to the system of written permits:		
9.1. Have you familiarized yourself with the Company's OHS Procedure BDS-14 (Hazardous Works at the Power House) and can ensure compliance with its requirements?		
9.2. Have you familiarized yourself with the Company's OHS Procedure BDS-14E 'Issuing Hazardous Work E-Instructions' and can ensure compliance with its requirements?		
9.3. Do you have portable gas analyzers for continuous monitoring of the concentration of explosive gases in the ambient air if so prescribed by the instruction?		
10. If you are going to perform cold repair works , have you familiarized yourself with OHS Procedure BDS-5 (Cold Repair Works) of the Company and can ensure compliance with its requirements?		
11. If you are going to perform equipment depressurization works:		
11.1. Have you familiarized yourself with the Company's OHS Procedure BDS-6/1 (Equipment Depressurization Works) and can ensure compliance with its requirements?		
11.2. Are your tools non-sparking?		
11.3. Are your work means (equipment and tools) suitable for use in potentially explosive atmosphere?		
11.4. Do you have respiratory protection equipment (masks, half masks) that complies with EN standards and bears CE marking?		
11.5. If you are going to perform unsealing works where there is a high risk of release of acute hazardous substances (hydrogen sulphide, sulphur dioxide, sodium hydroxide or nitrogen dioxide), are your employees provided with self-contained air breathing apparatuses with air supply (compressed air breathing apparatuses) that comply with standard EN 145 and have they been trained how to use them?		
12. If you are going to perform works in confined spaces:		

OHS ASSESMENT	Yes	Not applicable
12.1. Have you familiarized yourself with the Company's OHS Procedure BDS-6/2 (Works in Confined Spaces) and can ensure compliance with its requirements?		
12.2. If you are going to perform hot works in confined space, do you have at least 5 kg CO ₂ fire extinguisher per each place of hot works?		
12.3. If you are going to perform vessel (tank) cleaning works or works in sewage systems, are your employees provided with self-contained air breathing apparatuses with air supply (compressed air breathing apparatuses) that comply with standard EN 145 and have been trained how to use them?		
13. If you are going to perform hot works:		
13.1. Have you familiarized yourself with the Company's OHS Procedure BDS-7 (Hot Works) and can ensure compliance with its requirements?		
13.2. Do you have a powder or carbon dioxide extinguisher (minimum quantity of extinguishing agent for powder extinguisher – 6 kg, for carbon dioxide extinguisher – 5 kg) for each site of hot works?		
13.3. Have your fire extinguishers been inspected, tested and are not expired?		
13.4. Do you have sufficient amount of flame-proof blankets (minimum dimensions 3mx3m with fastening strips at edges to ensure easy fastening to the structure) to prevent the fall of sparks down onto below levels?		
13.5. Are the hoses used for gas welding/cutting inspected every 6 months and do you have a valid inspection report?		
14. If your vehicles are going to enter hazardous areas of the Company and will be used there , have you familiarized yourself with OHS Procedure BDS-10 (Use of Vehicles) of the Company and can ensure compliance with its requirements?		
15. If you are going to perform works at height:		
15.1. Have you familiarized yourself with the Company's OHS Procedure BDS-11 (Work at Height) and can ensure compliance with its requirements?		
15.2. Is the scaffolding erected by your company certified, complies with applicable EN standards, bears manufacturer's certificate, user manual and typical designs of erection?		
15.3. Have your employees who erect, change and/or take down scaffolds been trained for such work and hold documents proving this (certificates, etc.)?		
15.4. If you are going to perform works at height, do you have equipment for protection against fall (harnesses and other) which complies with EN standards, bears CE marking and is inspected?		
15.5. If you are going to use ladders for the execution of works, do your portable ladders comply with EN 131-1 and EN 131-2 standards, bear CE marking and have manufacturer's user manual?		
16. If you are going to use hazardous substances and/or mixtures:		
16.1. Have you familiarized yourself with the Company's Procedure for Storage and Handling of Hazardous Chemical Substances and Mixtures BDS-17 and can ensure compliance with its requirements?		
16.2. Do you have valid safety data sheets for all substances and/or mixtures that are going to be used?		

OHS ASSESMENT	Yes	Not applicable
16.3. Are your employees who are going to use/handle substances and/or mixtures familiarized with respective safety data sheets?		
16.4. Do your employees have personal protection equipment specified in the safety data sheets of hazardous substances and/or mixtures?		
17. If you are going to perform works with asbestos:		
17.1. Have you familiarized yourself with the Company's OHS Procedure BDS-26 (Work with Asbestos) and can ensure compliance with its requirements?		
17.2. If you are going to perform the disposal of asbestos or materials containing asbestos, do your employees have dust resistant disposable coveralls, respiratory protective equipment with P3 particulate filters and panoramic safety goggles for eye protection against asbestos dust?		
18. If you are going to perform earth works:		
18.1. Have you familiarized yourself with the Company's OHS Procedure BDS-31 (Earthworks) and can ensure compliance with its requirements?		
18.2. Do you have appropriate road signs stipulated in the road traffic regulations of the Republic of Lithuania, which must be placed in vehicle traffic areas subject to earth works?		
18.3. Do you have resources/means suitable to fence off excavation pits (trenches)?		
18.4. Do you have resources/means to reinforce banks of excavation pits (trenches)?		
19. If you are going to operate lifting cranes:		
19.1. Have you familiarized yourself with the Company's OHS Procedure BDS-33 (Operation of Lifting Cranes) and can ensure compliance with its requirements?		
19.2. If you are going to use your own crane, is it clearly marked with its type (make), registration number, lifting capacity and last/next inspection dates?		
19.3. If you are going to use your own crane, was it technically inspected and do you have an authorized expert's statement (inspection report) on its suitability for use?		
19.4. If you are going to use your own crane, does your crane operator hold a valid crane operator certificate with the indicated type of crane s/he is allowed to operate?		
19.5. If you are going to perform any lifting works, have your crane supervisors and riggers been appropriately trained and hold valid certificates?		

Contractor's manager_____

full name, signature, telephone number**Contractor's OHS specialist**_____

full name, signature, telephone number

**PUBLIC COMPANY ORLEN LIETUVA
OCCUPATIONAL HEALTH AND SAFETY PLAN**

- 1. Declaration of Conformity with OHS Regulations (Annex 3 to BDS-40).**
- 2. Preparation of construction site/work area** (locations of temporary amenity, sanitary, hygiene, first-aid and other facilities required for employees).
- 3. Risk assessment** (identification of potential hazards and risk mitigation and/or prevention measures).
- 4. Work techniques and specific OHS requirements for works (other than described in the Company's OHS Procedures).**
- 5. Work coordination** (procedure for coordination of works performed on the same site by two or more contractors, crews).
- 6. Emergency action plan** (procedure of evacuation from confined spaces, excavation pits and other dangerous sites in case of worksite accident/emergency).
- 7. List of chemical substances that are going to be used and material safety data sheets.**

**LIST OF OHS PROCEDURES OF PUBLIC COMPANY ORLEN LIETUVA
WHICH ARE INCLUDED INTO THE TEST FOR WORK MANAGER**

1. Contractor's work managers who are assigned for maintenance, hot works, unit unsealing, earth works and/or works in confined spaces and who are going to sign respective permits for works prior to commencement of works in Crude Oil Refinery and Pipelines and terminal Operations Subdivision shall be required to pass computer test from the following procedures:

- Introductory OHS Procedure BDS-1;
- OHS Procedures BDS-4 (Maintenance of Working Equipment),
- OHS Procedure BDS-5 (Cold Repair Works);
- OHS Procedure BDS-6E (Issuing Hazardous Work E-Permits);
- OHS Procedure BDS-6/1 (Equipment Depressurization Works);
- OHS Procedure BDS-6/2 (Works in Confined Space);
- OHS Procedure BDS-7 (Hot Works);
- OHS Procedure BDS-9 (Refueling);
- OHS Procedure BDS-10 (Use of Vehicles);
- OHS Procedure BDS-11 (Works at Height);
- OHS Procedure BDS-12 (Use of Portable Gas Analyzers or Detectors);
- Procedure for Storage and Handling of Hazardous Chemical Substances and Preparations BDS-17;
- OHS Procedure BDS-19 (Use of Rubber Hoses);
- OHS Procedure BDS-20 (Barriers);
- OHS Procedure BDS-29 (Equipment Isolation);
- OHS Procedure BDS-32 (Gas Welding and Cutting);
- OHS Procedure BDS-33 (Operation of Lifting Cranes).

2. Contractor's Work Managers and work executors who are assigned for equipment depressurization (unsealing) and maintenance works, hot works and/or works in confined spaces and who are going to sign respective instructions for hazardous works at the Power House prior to commencement of works shall be required to pass computer test from the following procedures:

- Introductory OHS Procedure BDS-1;
- OHS Procedures BDS-4 (Maintenance of Working Equipment);
- OHS Procedure BDS-5 (Cold Repair Works);
- OHS Procedure BDS-6E (Issuing Hazardous Work E-Permits);
- OHS Procedure BDS-6/1 (Equipment Depressurization Works);
- OHS Procedure BDS-6/2 (Works in Confined Space);
- OHS Procedure BDS-7 (Hot Works);
- OHS Procedure BDS-9 (Refueling);
- OHS Procedure BDS-10 (Use of Vehicles);
- OHS Procedure BDS-11 (Works at Height);
- OHS Procedure BDS-12 (Use of Portable Gas Analyzers or Detectors);
- OHS Procedure BDS-14E (Issuing Hazardous Work E-Instructions);
- Procedure for Storage and Handling of Hazardous Chemical Substances and Preparations BDS-17;
- OHS Procedure BDS-19 (Use of Rubber Hoses);
- OHS Procedure BDS-20 (Barriers);
- OHS Procedure BDS-29 (Equipment Isolation);
- OHS Procedure BDS-32 (Gas Welding and Cutting);
- OHS Procedure BDS-33 (Operation of Lifting Cranes).

3. Work managers, work executors who pass test from procedures listed in Par. 1 above must additionally pass test from OHS Procedure BDS-14 (Issuing Hazardous Work E-Instructions) before commencement of works at the Power House.

4. If Contractor is going to execute excavation works, its work manager, work executor shall be required to pass additional test from OHS Procedure BDS-31 (Earthworks). Work manager will be

allowed to take test on earthwork only after general test for work managers from procedures listed in Par. 1, Par. 3 above is passed.

5. In exclusive cases, depending on the character of hazardous work to be performed by the Contractor, upon written request by the Contractor agreed with the employee of the Company assigned as work coordinator and OHS Specialist of the Company work manager, work executor shall be allowed to take a test only from those OHS procedures of the Company that apply to work assigned to the Contractor.

(form)

STATEMENT-PERMIT FOR CIVIL CONSTRUCTION/INSTALLATION WORKS

_____ No _____

Name of facility _____**Contractor** _____
(name and address of Contractor)**is assigned with the following site/territory:** _____
(site/territory limits by coordinates or other reference)**for the execution of the following works:** _____
(description of works)**Start of preparations** _____ 20____, **end** _____ 20____**LIST OF SAFETY MEASURES TO BE APPLIED DURING PREPARATIONS FOR WORKS**

Item No.	Description	Deadline	Responsible (specify either 'Owner' or 'Contractor')

Start of works _____ 20____, **end** _____ 20____**LIST OF SAFETY MEASURES REQUIRED FOR THE PERIOD OF WORKS**

Item No.	Description	Deadline	Responsible (specify either 'Owner' or 'Contractor')

Signed by:**General Contractor's manager****Public Company ORLEN Lietuva representatives**

Deputy Director of Maintenance

Occupational and Process Safety Control Manager

Head of Operations Subdivision/Shop

Head of Unit/Section

(specimen form)

Information to be presented by Contractor to Occupational and Process Safety Control Department within 4 hours after the incident (fire, explosion, release of hazardous substances, occupational accident)

INCIDENT REPORT

_____ 20__ ____ o'clock

1. Date and time of the incident: _____ 20_ around _____ o'clock

2. Full name, date of birth and job position of the injured _____

3. Contractor _____

4. Exact place of incident _____

5. Type of injuries and first aid provided _____

6. Circumstances and preliminary causes of incident _____

7. Preliminary consequences of incident _____

8. Rescue services notified and directly involved in rescue operations and provision of first aid

9. External institutions that have been reported about the incident _____

10. Other additional information (e.g. actions performed for the protection of the place of incident)

11. Reported by _____

(position, name, surname, signature)

REQUIREMENTS FOR TEMPORARY CONTAINERS

Terms and Definitions

Office/amenity container – temporary portable premises intended for administrative and daily needs of Contractors, including but not limited to preparation of documents, catering and rest and equipped with standard office and domestic appliances such as computers, printers, heaters, teakettles and alike.

Storage container – temporary portable premises intended for the storage of materials, tools, instruments of Contractors and execution of occasional minor works.

Requirements

1. It is prohibited to place office/amenity containers in potentially explosive atmospheres and under main (interconnecting) piping and power cable racks.

2. Office/amenity containers should not be closer than 30 meters from process units, except for interconnecting piping. Minimum distance from interconnecting piping - 10 meters.

3. Storage containers can be constructed in potentially explosive atmospheres if their equipment or equipment contained in them meets requirements applicable for equipment operated in potentially explosive atmospheres or works performed in them do not pose any explosion hazards.

4. Office/amenity container must be fitted with first aid kit. First aid kit must be kept in a clearly visible and easily accessible place (entry into container and place where first aid kit is kept must be marked with first aid sign). If several containers are close to each other, it is sufficient to have first aid kit in one of them.

5. Every office/amenity container and/or storage container must have identification plate (Table 1) fixed in a readily visible place showing the following information: name of Contractor (company), intended purpose of container, period for which the container is constructed, category in terms of fire and explosion hazard (Table 2), full name, telephone number and e-mail address of person responsible for fire safety of container.

6. Every container must be furnished with active fire equipment: smoke detectors, fire extinguishers (minimum quantity of extinguishing substance in fire extinguisher – 4 kg (l), ABC class) and flameproof cloths.

Table 1

Container Identification Plate

(Contractor)	
Purpose of container	
Period of presence	
Explosion and fire hazard category	
Person responsible for fire safety (full name)	
Contact details:	Phone: E-mail:

Table 2

Explosion and fire risk categories

Category	Description of substances located within premises or used in technological process
A _{sg}	Extremely flammable gases, flammable, highly flammable and extremely flammable liquids with flash point not exceeding 28°C and used in quantities which at ignition of explosive mixtures of vapors or gases with air in the premises produce a blast overpressure over 5 kPa. Substances which explode or combust in contact with water, oxygen or each other, and used in quantities which at explosion in the premises produce a blast overpressure over 5 kPa.
B _{sg}	Flammable dust or fiber, flammable and highly flammable liquids with flash point equal to or above 28°C, flammable liquids heated to their flash point or above it, flammable liquids which in case of accident may generate explosive aerosols, and used in quantities which at ignition of explosive mixtures of dust or vapor with air in the premises produce a blast overpressure over 5 kPa.
C _g	Flammable and highly flammable liquids, flammable and hardly flammable solids (including dust and fiber); substances which combust only in contact with water, oxygen or each other, if premises are not attributable to categories A _{sg} and B _{sg} , and used in quantities which produce fire loads equal to or above 42 MJ/sq. m.
D _g	Hot, heated, molten inflammable substances; substances which when handled radiate heat, generate sparks or flame; flammable gas, liquids and solids which are used as fuel or are disposed of in incineration.
E _g	Inflammable substances or premises where fire loads are below 42 MJ/sq. m.

7. Containers shall be connected to the power network of the Company according to Procedure for Temporary Powering of Electrical Equipment BE-16. Together with request for connection Contractor's person responsible for power equipment shall present container installation insulation resistance measurement reports.

8. External wall of container must be equipped with inlet circuit breaker or plug connector for the connection of power supply.

9. Containers must be equipped with differential current protectors – one for protection against fire ($\leq 300\text{mA}$) and one – for protection of people against el. power exposure ($\leq 30\text{mA}$).

10. Container must be fitted with special ports for all inlet and outlet power cables. Door, window openings as well as any other ports with sharp brims which can lead to the damage of cables shall not be used for this purpose.

11. Containers which are going to be connected to power network of the Company as well as containers where power equipment is going to be used (e.g. flashlights, power distribution panels are going to be constructed, el. welding apparatuses are going to be used, transit cables are going to be laid, etc.) shall be grounded by the connection thereof to grounding devices of the Company.

12. Place of connection of grounding conductors of the containers shall be indicated by Electrical Engineer of Maintenance Department who organizes the supervision of electrical equipment of respective facility. Grounding and protective conductors shall be connected with bolts, bonds and alike. Unauthorized connection to grounding devices of the Company by welding temporary protective conductors shall be forbidden.

13. If in the location of container there's no possibility to connect to the existing grounding device of the Company or neutral grounding device, Contractor shall install temporary grounding device and together with request for connection shall present grounding device resistance measurement reports as well as inspection reports for the joints between grounding devices and grounded elements. Drawing (sketch) of the temporary grounding device shall be agreed with Electrical Engineer of Maintenance Department of the Company who organizes the supervision of electrical equipment of respective facility and Senior Civil Specialist of Mechanical Department.

14. Operational electrical employee (on duty), prior to connecting the container to power network of the Company, shall perform transfer resistance (impedance) measurements of connecting joints.

15. It is forbidden to leave live power receivers in the container unattended and to operate self-made ones.

16. Location of container shall be agreed by Contractor with the head of organizational unit where the container is going to be constructed. The note of such agreement (endorsement) shall be placed on the scheme of construction of container prepared by Contractor. Such scheme shall be kept in the container throughout the whole period of its presence within the Company.

17. Depending on each individual case and circumstances, the head of organizational unit shall be entitled to establish more stringent requirements for the construction of containers.

MODEL LIST OF OHS RELATED WORK MEANS WHICH CONTRACTOR MUST HAVE AND USE WHEN PERFORMING WORKS AT THE COMPANY

1. Warning barrier tapes.
2. Barrier tape poles.
3. Rigid safety barriers.
4. Boxes for tools, small items (bolts, nuts, etc.).
5. Work means for unsealing works:
 - 5.1. Work tools suitable (as specified in operation manual provided by manufacturer) for potentially explosive atmospheres (made from non-sparking metals or coated with nonferrous metal);
 - 5.2. Respiratory protection equipment (masks or half-masks) with ABEK type gas filters (Class 1 or 2).
6. Fire blanket (fire retardant cloth) to prevent falling of sparks onto people, equipment, electric cables, etc. during hot works.
7. Fire extinguishers for each place of hot works (powder fire extinguishers containing minimum 6 kg of extinguishing medium are recommended).
Carbon dioxide fire extinguisher (powder fire extinguishers containing minimum 5 kg) and a fire blanket for place of hot works in a confined space. Use of powder fire extinguishers in confined spaces is prohibited.
8. Gas analyzers for continuous monitoring of the concentration of explosive gases in the ambient air.
9. Means to lift and fasten electric cables, to protect electric cables against mechanical impacts.
10. Personal protective equipment. Each Contractor's employee shall be provided with:
 - 10.1. Fire retardant, anti-static work clothes suitable for potentially explosive atmospheres;
 - 10.2. Safety helmet with a chin strap;
 - 10.3. Safety glasses (goggles);
 - 10.4. Safe footwear;
 - 10.5. Hearing protection equipment;
 - 10.6. Escape gas mask for emergency evacuation from the area of chemical contamination.
11. Personal protective equipment against falls from height.
12. Safety harnesses and lifelines for work in confined spaces.
13. High visibility safety vests for fire watchers for hot works and entry attendants for works in confined spaces (additionally - sound devices, e.g. whistles, to draw the attention of workers), for signalers and riggers for crane lifting operations.
14. Identification plates on each office/amenity and/or storage container.
Fire extinguishers and fire blankets for each container and additionally first aid kit for each office/amenity container.
15. Logos with the name of Contractor's company on vehicles. A card showing the name of Contractor's company, driver's name, surname and mobile phone number fixed on the vehicle in a clearly visible place.
16. Stickers with the name of Contractor's company (logo) and full name of employee on the front of safety helmet.
17. OHS signs (e.g., 'Hearing Protectors Required' for sites where operated work equipment produces noise exceeding the established 85 dB(A) limit).

**PUBLIC COMPANY ORLEN LIETUVA
OCCUPATIONAL HEALTH AND SAFETY VIOLATION REPORT**

_____ 20 ____ No ____
Juodeikiai Village, Mažeikiai Distr. Municipality

Violation identified on (date and time) _____
Violation identified at (place) _____
Full name of the employee who violated requirements _____
Job title of the employee who violated requirements _____
Name of Contractor _____

Description of violation	Violated document and its provision	Penalty (EUR)	Corrective actions	Responsible	Deadline

Photos

Violation identified by _____
(position, full name and signature)

(Form)			
NOTIFICATION ON NEW CONTRACT WITH ORLEN LIETUVA			
_____ 20__ No _____ Juodeikiai Vill., Mažeikiai Distr. Municipality			
Contractor (name of company, contact details)			
Statement on Preparedness for Works at Public Company ORLEN Lietuva, Registration No _____.			
New Contract No _____ for works: from _____ to _____ <small>(date) (date)</small>			
Subcontractors (indicate names of subcontractors or 'None', as the case may be)			
Brief description of works under the new contract (e.g. heater/tower/heat exchanger/pipework demounting/installation/insulation/flushing/cleaning/demolition works, asbestos removal works, scaffolding works, earthworks, etc.).			
Public Company ORLEN Lietuva responsible employees	Full name or personal stamp	Signature	Date
Occupational and Process Safety Control Department Control and Prevention Group Manager			
Environmental Control Manager			
Work Coordinator			

**PUBLIC COMPANY ORLEN LIETUVA
INFORMATION ON SUBCONTRACTORS**

_____ 20__ No _____
Juodeikiai Vill., Mažeikiai Distr. Municipality

(Form)
Name, address and contact details of Contractor
Work description
Names, addresses and contact details of subcontractors
Full names and contact details of work managers of subcontractors

Contractor's manager _____
full name, signature, telephone number

AGREED WITH

**Public Company ORLEN Lietuva
Work Coordinator** _____
full name, signature, telephone number