

PUBLIC COMPANY ORLEN LIETUVA

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

20 November 2024
Order No TV1(1.2-1)-2024-0503

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 (OHS) between Public Company ORLEN Lietuva (hereinafter, the Company) and contracting organizations 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 (hereinafter, Contractors).

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 employees of Contractors performing works and/or providing services in the Company.

II. REFERENCES

3. This Procedure has been developed in line with 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. Technical Regulation for Construction STR 1.06.01:2016 'Construction works. Construction supervision' approved by the Minister of Environment of the Republic of Lithuania

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

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

3.5. Rules for Safe Operation of Electric Facilities approved by the Minister of Energy of the Republic of Lithuania;

3.6. Safety Rules for Operation of Heating 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. ORLEN S.A. Standard M2 - Contractor management;

3.9. 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 subcontractors planned to outsource by them, all Contractors participating in tenders for works and/or services in the Company shall fill in the Occupational Safety and Health Questionnaire on Contractor and its Subcontractors (Annex 1 hereto) and present such questionnaire 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:

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

6. The Contractor must:

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

6.2. Assign responsible persons (Work Managers, 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 all employees pass introductory OHS indoctrination in Occupational and Process Safety Control Department of the Company according to procedure established herein;

6.5. Conduct site induction of its employees, 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 assigned for cold repair works, equipment unsealing (depressurization) works, hot works, 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 may be exposed to while doing assigned work and/or services at the Company and hold respective health examination documents;

6.9. Have a sufficiency of and use working means specified in Annex 9 hereto 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 (inspection/verification or test reports) proving the above as well as appropriate inspection marking/labels. All means of work used by the Contractor must be easily identifiable, i.e. labeled with Contractor's company logo or tagged 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 must

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 cannot 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 audible 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 for arrangement of temporary portable premises;

6.14. Prior to commencing works, prepare documents indicated in Par. 36 hereof and obtain confirmation of preparedness to start contractual works, i.e. approved Statement of Preparedness by Contractor to Start Contractual Works in Public Company ORLEN LIETUVA (hereinafter, Statement of Preparedness, Annex 2 hereto);

6.15. Perform works in compliance with requirements for the issue of permits/instructions to work 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 Safety and Health Department (hereinafter, OHS 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 Assigned by Contractor

8. For the period of execution of works Contractor, pursuant to Model Regulations of Safety and Health Services of Undertakings [3.3], shall assign required number of OHS Specialists, in any case at least one OHS Specialist per fifty workers.

9. Contractor who is going to use portable premises (site containers/trailers) in the Company's territory shall assign person(s) responsible for operation and fire safety of such premises.

10. Prior to commencement of electrical works (i.e. works which require electrical engineering qualification) on operated power facilities of the Company (premises of power installations, transformer substations, cable racks, etc.), the Contractor shall provide the person in charge of electrical sector of respective organizational unit of the Company with a copy of certificate issued by 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 on Occupational Safety and Health Mutual Responsibility Limits [3.5] with such responsible person. Only after such arrangements, employee in charge of electrical sector of respective organizational unit of the Company by his/her regulatory document shall issue permit to work on power installations of the Company.

11. 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.

12. Contractor who is going to perform other than electrical engineering works at power installations or their safety zones shall assign a supervisor with at least medium electrical safety category (MC) to perform the functions defined in the Safety Rules for Operation of Electric Equipment [3.5].

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

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

Introductory indoctrination of Contractor's employees

15. All Contractor's employees shall, before starting work and periodically at least once in 24 months, undergo introductory OHS indoctrination at **OHS Department** of the Company.

16. 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.

17. After indoctrination, 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

18. Work Manager assigned by the 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 must be assigned with formal document issued by the executive manager of Contractor and copy of such document must be presented to OHS Department of the Company.

19. Before starting work and periodically at least once in 12 months, Contractor's Work Managers shall be required to pass a test for Work Manager. OHS Procedures of the Company which are included into the test for Work Manager are listed in Annex 5 hereto.

20. 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.

21. Results of certification of Contractor's Work Managers shall be documented in the form of Occupational Health and Safety Certification Statement.

Requirements for personal protection equipment

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

22.1. 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 (anti-static and suitable for use in potentially explosive atmospheres). Name of Contractor's company and/or its logo must be shown on work clothing;

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

22.3. Safety goggles as per requirements established in standard EN 166. Workers shall wear face shields when cutting, grinding, working with high-pressure washing equipment or performing similar work where there is a risk of face injury due to exposure to flying metal objects or liquid splashes; during welding works, welders must wear welding face shield with helmet;

22.4. Safety footwear, 3-rated, as per EN ISO 20345.

23. 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.

24. 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 House, 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:

24.1. 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;

24.2. Escape gas masks must be kept in portable premises (containers/trailers) located in the worksite of employees or near it.

24.3. 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;

24.4. 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 (depressurization) work, work in confined spaces). In such cases, the filter must be removed from the vacuum packing and tightly attached to personal full-face mask. 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 (filter expires in 6 months after the date of unpacking) or no longer fits for purpose;

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

25. Contractor's employees present in and/or performing works in the territories of Operations Subdivision No 1, Operations Subdivision No 2, Operations Subdivision No 3, Power House, 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) (with the exclusion of Contractor's employees who provide services (such as, for example, indoor cleaning, potable water delivery, vending machine servicing, etc.) in control rooms of process facilities) shall be provided with portable gas analyzers for personal protection against possible chemical contamination of the working environment:

25.1. 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;

25.2. 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 hydrogen sulphide concentration in the ambient air;

25.3. Gas analyzer must stay always switched on, its operation and readings monitored;

25.4. If audible alarm of gas analyzer activates and the working environment becomes hazardous, the employees shall immediately discontinue the work, switch power supply of equipment off, leave the hazardous area perpendicularly to the direction of wind, and notify the staff of the process unit;



Fig. 1 - Ex sign

26. Other PPE (hearing, respiratory, fall protection, etc.) shall be selected and used according to the nature and specifics of performed works and occupational risk factors.

27. 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

28. 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

29. OHS Specialists of the Company shall be entitled to perform OHS inspections of Contractor within the Company and to audit Contractor ex situ 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.

30. Upon identification of OHS violation by the 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.

31. OHS Specialist of the Company may request Contractor's Work Manager to suspend works in the following cases:

31.1. When Contractor's employee(s) have not been trained on safe working procedures (do not have certificates, qualification required for respective works and/or operation of potentially hazardous equipment, etc.);

31.2. When work tools/equipment used are in poor technical condition and/or improper for executed work (e.g. have not been verified and/or inspected as required, or are not designed for potentially explosive atmospheres. etc.);

31.3. In case of an emergency – hazard;

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

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

31.6. In other cases of exposure to harmful and/or hazardous factor in working environment (e.g. likelihood of health damage by exposure to chemical and/or physical hazards, etc.).

32. 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.

33. 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

34. 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 TO WORK

Contractor's preparedness to start work

35. Prior to commencement of the works at the Company, Contractors shall prepare and present the following documents to OHS Department of the Company:

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

35.2. OHS Plan for the execution of works indicated in Par. 41 hereof (containing content provided in Annex 4 hereto). If, pursuant to the requirements set in Construction Technical Regulation [3.2], the Contractor is under obligation to develop method statement for construction, then a separate OHS Plan shall not be required;

35.3. Waste Management Plan developed according to the Company's Rules on Waste Management agreed with the head of the Company's organizational unit where works will be performed by the Contractor, with Work Coordinator, and Environmental Manager of the Company.

36. Contractor shall not be required to prepare documents listed in Par. 356 if works under the contract concluded with the Company shall be performed by it outside the territory of the Company.

37. After preparation of required documents specified in Par. 35 hereof, the Contractor shall fill in the Statement of Preparedness (Annex 2 hereto) and collect the signatures of Occupational Safety and Health Manager, Environmental Manager (or employees substituting them) as well as Work Coordinator which shall mean that the documents prescribed by Par. 35 hereof for execution of contractual works have been duly prepared by the Contractor.

38. The Contractor who performs works and/or provides services in the Company under contracts with the Company on continuous or periodic basis and has prepared all documents listed in Par. 35 hereof may obtain the Statement of Preparedness for the entirety of its works/services for a period of three years. If new contract for analogous works/services is concluded with the Contractor who has Statement of Preparedness issued 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 OHS Department. In such cases, documents referred to in Par. 35 (excluding referred to in Par. 35.3) do not need to be re-issued for the new contract. Once registered, the registered copies of Notification on new contract with ORLEN Lietuva shall be presented by the Company's OHS 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, the Contractor must reissue the documents listed in Par. 35 and re-obtain the Statement of Preparedness as prescribed by Par. 37 hereof.

39. If Contractor further 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.

40. Statements of Preparedness and Information on Subcontractors submitted by the Contractor shall be registered by OHS Department of the Company and registered copies shall be provided to the Contractor and Work Coordinator.

OHS Plan

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

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

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

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

41.4. 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);

41.5. For works involving usage of 1 ton or larger quantity of hazardous substance or preparation (mixture);

41.6. For asbestos disposal works;

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

42. OHS Plan/Method Statement for Construction shall be agreed by Contractor with the Work Coordinator assigned by the Company for Contractor's work as well as with an employee from OHS Department.

43. Contractor's Work Managers assigned for execution of and control over the works must familiarize themselves and employees to be involved in the works (work executors, workers, entry attendants, fire watchers) with the requirements set in OHS Plan/Method Statement for

Construction against signature and ensure compliance with such requirements during execution of the works.

System of permits/instructions to work

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 a permit/instruction to work pursuant to the procedure of issue of permits/instructions to work established in the following OHS Procedures of the Company:

- OHS Procedure BDS-6E 'Issuing Hazardous Work E-Permits' (applicable to hazardous works in all 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);

OHS 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 for issue of electronic permits/instructions to work until such malfunctions are fixed, the Contractor shall be issued with hard-copy permits/instructions to work in accordance.

46. For works at the Company's power installations the Contractor shall obtain an instruction to work at power installations [3.5] and, in addition, a permit or instruction for works referred to in Par. 45 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, the 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 within a prepared territory (newly built or non-operated facilities), respective facility or group of facilities together with the site required for civil construction and/or installation works may be transferred to the Contractor against Statement-Permit for Civil Construction/Installation Works (hereinafter, Statement-Permit, Annex 6 hereof).

49. In the Statement-Permit, all measures required for the preparation of the site and safety and health of workers for the entire period of works must be specified. Statement-Permit shall specify requirements including but not limited to:

- 49.1. The enclosure of the site;
- 49.2. Designation of the site;
- 49.3. Arrangement of walkways and driveways;
- 49.4. Issue of permits for hazardous work;
- 49.5. Layout and arrangement of the construction site, office and amenity containers, sanitary and hygiene premises, places for smoking, parking lots, material and waste storages, permanent places for hot works, cranes and other objects;
- 49.6. Assignment of responsible persons;
- 49.7. Briefing of staff;
- 49.8. Emergency notification and evacuation of staff;
- 49.9. Event reporting.

50. Statement-Permit shall be prepared by the Company's Project Manager, the 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).

53. The Contractor shall be responsible for the site transferred to it until the works are completed and the site is returned by it.

V. ACTIONS IN CASE OF ACCIDENT, INCIDENT OR EMERGENCY

54. 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 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.

55. 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 forces on duty (firefighters, first aid, security).

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

57. Contractor shall present a written Incident Report (Annex 7 hereto) to Occupational and Process Safety Control Department within 4 hours after the incident at the latest.

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

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

60. 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. EMERGENCY NOTIFICATION OF EMPLOYEES IN THE COMPANY

61. 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.

62. Civil protection alarms have two modes of sound with different meanings:

62.1. Pulsating sound of alarm alerts employees of a threat of an imminent or actual emergency, testing of warning system or executed drills. This sound means that employees must listen to civil protection signal and voice message transmitted via internal sirens-loudspeakers and act as instructed. If voice message via warning and notification system is transmitted in Lithuanian only and employee does not understand it, then employee must immediately contact the head of unit where works are performed or permit / instruction issuer or other assigned person for clarification.

62.2. Continuous sound of alarm alerts employees of a sudden unexpected danger in one of the objects (hazardous facility, office building) of the Company. This sound means that employees must immediately evacuate to assembly or evacuation points that are safe in terms of contamination, fire and explosion hazards, and wait for further instructions from Emergency Operations Center of the Company.

VII. FINAL PROVISIONS

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

VIII. ANNEXES

- Annex 1.** Occupational Safety and Health Questionnaire on Contractor and its Subcontractors.
 - 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.** Content of Occupational Health and Safety Plan.
 - 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 the premises of Contractor.
 - Annex 9.** Model list of OHS means to be held and used by Contractor for 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).
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Prepared by
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Egidijus Luomanas

PUBLIC COMPANY ORLEN LIETUVA

OCCUPATIONAL SAFETY AND HEALTH QUESTIONNAIRE ON CONTRACTOR
AND ITS SUBCONTRACTORS_____
(date of completion)

Contractor (name of company) _____

E-mail: _____ Tel.: _____

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 the Contractor and subcontractors it plans to outsource and will have an impact on the selection of winner. Please give accurate answers to all questions.

Item No	Question	Answer		Comments
		Yes	No	
1.	Does your company have an occupational health and safety management system in place?			<i>(if yes, please attach a copy of the certificate to this Questionnaire)</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> http://www.orlenlietuva.lt/EN/ForBusiness/DocumentsForContractors/Pages/Occupational-Safety-and-Health-Documents.aspx			
3.	Do you plan to outsource subcontractors for execution of works and/or provision of services?			<i>(if yes, please attach Occupational Safety and Health Questionnaires filled in by your subcontractors)</i>

Planned subcontractors:_____
(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 lost 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 Contractor's company _____
name surname, signature, tel.

Contractor's OHS Specialist _____
name surname, signature, tel.

(form) STATEMENT OF PREPAREDNESS BY CONTRACTOR TO START CONTRACTUAL WORKS AT PUBLIC COMPANY ORLEN LIETUVA				
_____ 20__ No _____ Juodeikiai Vil., Mažeikiai Distr. Municipality				
Contractor (name of company and contact details)				
Subcontractors (indicate names of subcontractors and their contact details or 'None', as the case may be)				
Work Description				
Contract No _____				
For execution of works from _____ to _____ (date) (date)				
ORLEN Lietuva responsible employee	Name Surname or personal stamp	Signature	Date	Comments
Occupational Safety and Health Manager				
Environmental Manager				
Work Coordinator				
<u>EXPLANATIONS:</u>				
In the section 'Work Description' enter all works to be executed at ORLEN Lietuva (e.g. heater / tower /heat exchanger / pipework demounting / installation / insulation / flushing / cleaning / demolition works, asbestos disposal works, scaffolding works, earthworks, etc.).				
All required signatures must be collected by the Contractor.				
If any required signature is absent, Contractor is not allowed starting 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 to work as prescribed by the Company.				

(form)

PUBLIC COMPANY ORLEN LIETUVA

DECLARATION OF CONFORMITY WITH OHS REGULATIONS

(date)

1. Contractor (name of company and contact details)
2. Work Description
3. OHS specialists/coordinators (name surname, contact details)
4. Work Managers (name surname, contact details)
5. Person responsible for the connection of Contractor's power equipment, electrified mechanisms and tools to the Company's power network (indicate name surname and contact details if you plan to use electrified mechanisms or tools)

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.

OHS ASSESMENT	Yes	Not applicable
7. General requirements	X	X
7.1. Do you 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 all requirements prescribed 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 chin straps, eye/face, hearing protection, 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 sufficient number of portable gas analyzers to cover all places of work 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, work devices and tools 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		

OHS ASSESMENT	Yes	Not applicable
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?		
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 unsealing (depressurization), cold repair, hot works, earthworks, works in confined spaces) at the Refinery and/or Pipelines and Terminal Operations Subdivision that are subject to the system of written permits:		
8.1. Have you familiarized yourself with the Company's OHS Procedure BDS-6E 'Issuing Hazardous Work E-Permits' and can ensure compliance with its requirements?		
8.2. 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 unsealing (depressurization), cold repair, hot works, earthworks, works in confined spaces) at Power House that are subject to the system of written permits:		
9.1. Have you familiarized yourself with the Company's OHS Procedure BDS-14E 'Issuing Hazardous Work E-Instructions' and can ensure compliance with its requirements?		
9.2. 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. Have you familiarized yourself with OHS Procedure BDS-5 (Cold Repair Works) of the Company and can ensure compliance with its requirements if you are going to perform cold repair works?		
11. If you are going to perform equipment unsealing (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) designed for potentially explosive atmospheres?		
11.4. Do you have respiratory protection equipment that complies with EN standards and bears CE marking?		
11.5. If you are going to perform unsealing (depressurization) 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		

OHS ASSESMENT	Yes	Not applicable
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:		
12.1. Have you familiarized yourself with the Company's OHS Procedure BDS-6/2 (Work 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 CO2 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 place 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 the Company's OHS Procedure BDS-10 (Use of Vehicles) 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 (certificates, etc.) proving this?		
15.4. Do you have fall protection equipment (harnesses and other) which complies with EN standards, bears CE marking and has been 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 forklifts, lift trucks for the movement, loading and/or unloading of goods, have you familiarized yourself with the Company's OHS Procedure BDS-16 (Operation and		

OHS ASSESMENT	Yes	Not applicable
Maintenance of Lift Trucks) and can ensure compliance with its requirements?		
17. If you are going to use hazardous substances and/or mixtures:		
17.1. Have you familiarized yourself with the Company's Procedure BDS-17 (Warehousing and Use of Hazardous Substances and Mixtures) and can ensure compliance with its requirements?		
17.2. Do you have valid safety data sheets for all substances and/or mixtures that are going to be used?		
17.3. Are your employees who are going to use/handle substances and/or mixtures familiarized with respective safety data sheets?		
17.4. Do your employees have personal protection equipment specified in the safety data sheets of hazardous substances and/or mixtures?		
18. If you are going to use rubber hoses intended to convey oil products, steam, water, air and other media, have you familiarized yourself with the Company's OHS Procedure BDS-19 (Use of Rubber Hoses) and can ensure compliance with its requirements?		
19. If you are going to perform works with asbestos:		
19.1. Have you familiarized yourself with the Company's OHS Procedure BDS-26 (Work with Asbestos) and can ensure compliance with its requirements?		
19.2. 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?		
20. If you are going to perform earth works:		
20.1. Have you familiarized yourself with the Company's OHS Procedure BDS-31 (Earthworks) and can ensure compliance with its requirements?		
20.2. Do you have appropriate road signs stipulated in Traffic Regulations of the Republic of Lithuania, which must be placed in vehicle traffic areas subject to earth works?		
20.3. Do you have means to fence off excavation pits (trenches)?		
20.4. Do you have means to reinforce banks of excavation pits (trenches)?		
21. If you are going to operate lifting cranes:		
21.1. Have you familiarized yourself with the Company's OHS Procedure BDS-33 (Operation of Lifting Cranes) and can ensure compliance with its requirements?		
21.2. 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?		
21.3. 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?		
21.4. 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?		

OHS ASSESMENT	Yes	Not applicable
21.5. If you are going to perform lifting works, have your crane supervisors and riggers been appropriately trained and hold valid certificates?		

Contractor's manager

_____ name surname, signature, tel.

Contractor's OHS Specialist

_____ name surname, signature, tel.

**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 places 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. Prior to commencement of works, Contractor's Work Managers who are assigned for equipment depressurization (unsealing), cold repair, hot works and/or works in confined spaces and who are going to sign respective permits to work in the 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 Work 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 (Work in Confined Spaces);
- OHS Procedure BDS-7 (Hot Works);
- OHS Procedure BDS-9 (Refueling);
- OHS Procedure BDS-10 (Use of Vehicles);
- OHS Procedure BDS-11 (Work at Height);
- OHS Procedure BDS-12 (Use of Portable Gas Analyzers or Detectors);
- OHS Procedure BDS-17 (Warehousing and Use of Hazardous Substances and Mixtures);
- 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. Prior to commencement of works, Contractor's Work Managers who are assigned for equipment depressurization (unsealing), cold repair works, hot works and/or works in confined spaces and who are going to sign respective instructions for hazardous works at the Power House shall be required to pass computer test from the following procedures:

- Introductory OHS Procedure BDS-1;
- OHS Procedures BDS-4 (Maintenance of Work Equipment);
- OHS Procedure BDS-5 (Cold Repair Works);
- OHS Procedure BDS-6/1 (Equipment Depressurization Works);
- OHS Procedure BDS-6/2 (Work in Confined Spaces);
- OHS Procedure BDS-7 (Hot Works);
- OHS Procedure BDS-9 (Refueling);
- OHS Procedure BDS-10 (Use of Vehicles);
- OHS Procedure BDS-11 (Work at Height);
- OHS Procedure BDS-12 (Use of Portable Gas Analyzers or Detectors);
- OHS Procedure BDS-14E (Issuing Hazardous Work E-Instructions);
- OHS Procedure BDS-17 (Warehousing and Use of Hazardous Substances and Mixtures);
- 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 who already passed a test from procedures listed in Par. 1 above, prior to commencement of works at the Power House must additionally pass test from OHS Procedure BDS-14E (Issuing Hazardous Work E-Instructions).

4. If Contractor is going to execute earth work, its Work Manager 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 or Par. 2 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 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

(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

_____ o'clock

1. Date and time of the incident: _____ around _____ o'clock
2. Name Surname, date of birth and job position of the injured person _____

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 THE PREMISES OF CONTRACTOR

I. Terms and Definitions

Contractor's premises (Premises) – premises transferred to the Contractor by the Company on lease or other basis and/or portable premises placed and used by the Contractor in the territory of the Company for execution of works under the contract.

Leased Premises – office, amenity, workshop, garage and/or storage premises owned by the Company and transferred to the Contractor for a specified period of time on a paid lease, loan for use, contract or other basis.

Portable Premises – office, amenity, storage trailers/containers placed in the territory of the Company and used by the Contractor. Office, amenity trailers/containers intended for the staff to change, eat or rest, to keep personal belongings, equipped with standard office and domestic furniture and appliances such as computers, printers, heaters, microwave ovens, kettles, etc. Storage trailers/containers intended for the storage of materials, tools, instruments of the Contractor and execution of occasional minor works.

II. General requirements for the use of Premises

1. Premises must be:
 - 1.1. Suited and used according to their purpose and nature of work to be carried out, comply with OHS and fire safety requirements laid down herein and legislation of the Republic of Lithuania;
 - 1.2. Orderly and clean with walking surfaces (floors) being stable, slip-resistant, scratch-resistant and easy to clean;
 - 1.3. Fitted with equipment, appliances and supplies that are in good technical order, fully operable, safe and fit for use;
 - 1.4. Furnished with first aid kits. First aid kits must be kept in a clearly visible and easily accessible place designated with sign 'First Aid Kit' (sign must be placed at the entry into Premises and inside near the place where first aid kit is kept). The number of first aid kits must be selected according to the nature of the work and the number of workers;
 - 1.5. Furnished with active fire safety equipment: smoke detectors, fire extinguishers (minimum quantity of extinguishing substance in fire extinguisher – 4 kg (l), ABC class) and flameproof cloths. At least 2 meter free access to extinguishers from all sides must be ensured. Minimum number of fire extinguishers is determined according to the General Fire Safety Regulations;
 - 1.6. Equipped with sanitary facilities, heating, ventilation and electrical systems. Temperature in premises must be maintained according to the nature of work and in line with hygiene standards.
2. Contractor shall maintain the Premises and the area Premises are located at clean and tidy itself or shall outsource cleaning services as required.
3. Contractor shall be responsible for proper handling of waste generated by it in accordance with the Company's Rules on Waste Management;
4. Smoking (including electronic cigarettes) is prohibited within the Company, including buildings and other structures. Smoking within the Company is allowed only in premises or places duly equipped and intended for this purpose and marked as 'Place for Smoking'.
5. Arrangement of new places for smoking require approval of the head of respective organizational unit and Occupational and Process Safety Control Manager of the Company. Such approval (signature with details) shall be placed on the layout of the arrangement of place for smoking prepared by the Contractor. Such layout must be registered with OHS Department of the Company and shall be effective for the period indicated in the layout.
6. Hot work is allowed in the Premises only after the permit for hot works is obtained or in permanent places of hot works arranged as prescribed by the Company.
7. The user of the Premises shall properly store materials, equipment, tools, spare parts and other tangible assets for internal use (hereinafter, Inventory):

7.1. Warehousing (storage) of Inventory must comply with the manufacturer's requirements and observing the labeling on packaging of goods, and following the established procedure as well as ensuring that no excessive loads are put on shelves. Small items should be stored in boxes of the size corresponding to the dimensions of shelves;

7.2. Chemicals must be stored in accordance with the requirements indicated in the manufacturer's safety data sheet;

7.3. The racks shall bear an indication of the maximum rack load capacity and the load capacity of every shelf.

7.4. The following requirements shall be observed in storage of gas cylinders:

7.5. Gas cylinders must be stored reliably secured in the upright position;

7.6. Gas cylinders must be stored in a well-ventilated covered area, preferably outdoors, on a flat, dry surface, in the shade and under the roof. Maximum heating temperature of liquefied petroleum gas (LPG) cylinders may not exceed 45°C, acetylene cylinders – 40°C, and oxygen cylinders – 60° C;

7.7. Full and empty gas cylinders must be separated. Full and empty LPG cylinders shall be stored with blinds, while other cylinders shall be with protective covers provided by the manufacturer or with valve protection caps.

7.8. Gas cylinders containing different gases must be stored in containers intended for this purpose (e.g. for storage of flammable, inert, oxidizing, etc. gases);

7.9. Flammable gas cylinders may not be stored with cylinders of other gases;

7.10. Storage of other substances in the warehouse of gas cylinders, especially flammable substances such as fuel, oil, paints, corrosive liquids, is strictly prohibited;

7.11. Storage of LPG cylinders closer than five meters from other gas cylinders is prohibited. The distance may be reduced by installing a fireproof wall.

8. The Contractor, in agreement with the owner of the site, must provide suitable road surface to ensure safe traffic for people and vehicles. Walkways must be separated from driveways.

9. It is forbidden to leave live electrical devices and appliances in the Premises unattended and to operate self-made ones.

III. Requirements for the use of Leased Premises

10. The Company shall transfer the Premises owned by it to the Contractor by signing a lease, loan for use or other contract with the Contractor, on the basis of which the Contractor shall operate the Premises transferred to it in accordance with the terms and conditions specified in the contract.

11. Premises and assets shall be transferred against Handover and Acceptance Statement which shall make an integral part of the contract. In Handover and Acceptance Statement, the condition, all visible deficiencies and defects of the Premises and assets shall be documented.

12. Handover and Acceptance Statement must contain the following:

12.1. The names, unique and inventory numbers of the Premises and assets to be transferred, and other additional information (if any) identifying the premises and assets;

12.2. The area of the leased Premises, quantities of assets and the attached layouts of Premises;

12.3. Any defects and deficiencies of Premises and assets identified at the time of handover.

13. All Premises leased by the Contractor from the Company shall be marked in a clearly visible place (on the door/gate) with an information plate containing the following information: the name of the Contractor, the name and contact telephone number of person in charge of the site for contact in case of emergency at any time of the day or night.

IV. Requirements for the use of Portable Premises

14. Portable Premises may be installed in the facilities and sites of the Company only on the basis of valid contract between the Company and the Contractor for refurbishment, periodic, scheduled or routine repair, general, reconstruction, construction project, lease or loan for use or other contracts.

15. The location of Portable Premises must be agreed by the Contractor with the head of organizational unit which is the owner of respective site. Such agreement (signature with details) shall be placed on the layout of Portable Premises prepared by Contractor. Such layout shall be kept in Portable Premises throughout entire period of presence on the site within the Company. Depending on each individual case and circumstances, the head of organizational unit of the Company may establish more stringent requirements for the construction of Portable Premises than defined herein.

16. It is prohibited to place office/amenity containers in potentially explosive atmospheres and under main refinery piping and power cable racks.

17. Office/amenity containers should not be closer than 30 meters from process units, except for interconnecting refinery piping utilities. Minimum distance from interconnecting refinery utilities is 10 meters, from main road - 5 meters from the roadside. Signs/designations should not limit the visibility for the drivers on road. In order to ensure good visibility at junctions, it is forbidden to place Portable Premises within 15 meters of a junction.

18. Storage containers are allowed in potentially explosive atmospheres, but any work in them is prohibited.

19. A minimum distance of 4 meters shall be maintained between Portable Premises belonging to different Contractors.

20. The site of Portable Premises must have two zones - one for office/amenity containers and the other for storage containers.

21. Storage of materials, tools, and equipment in office/amenity containers is forbidden.

22. Portable Premises shall be clearly marked in a visible place with a yellow identification plate (Table 1) containing the following information: the name of the Contractor, the purpose of the Premise, the period of presence, fire and explosion hazard category (Table 2), name and contact telephone number of person responsible for fire safety to contact at any time of day or night in case of emergency, and email address.

Table 1.

Identification Plate for Portable Premises

(Contractor)	
Purpose	
Period of presence	
Explosion and fire hazard category	
Person responsible for fire safety (Name Surname)	
Contact details:	Tel.: E-mail:

Table 2

Explosion and fire risk categories

Category	Substances within the 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 vapours 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 vapour 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.

23. Portable Premises 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, the Contractor's person responsible for power equipment shall present insulation resistance measurement reports for the installations of Portable Premises.

24. External wall of Portable Premises must be equipped with inlet circuit breaker or plug connector for the connection of power supply.

25. Portable Premises must be equipped with differential current protectors – one for protection against fire ($\leq 300\text{mA}$) and the other – for protection of people against electricity exposure ($\leq 30\text{mA}$).

26. Portable Premises must have special ports for all inlet and outlet power cables. Doors, windows as well as any other openings with sharp edges which may damage the cables cannot be used for this purpose.

27. Portable Premises which are going to be connected to the power network of the Company as well as Portable Premises 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 to grounding installations of the Company.

28. Place of connection of grounding conductors of Portable Premises 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.

29. If in the location of Portable Premises there is no possibility to connect to the existing grounding installations of the Company or natural grounding, the 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.

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

**MODEL LIST OF OHS MEANS
TO BE HELD AND USED BY CONTRACTOR FOR 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 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). Places of hot works in confined space must be furnished with carbon dioxide fire extinguishers (5 kg) and fire blankets. 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. Safety 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 for all premises of the Contractor. Fire extinguishes and fire blankets for all premises of the Contractor plus first aid kit.
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 Vil., 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 for implementation	Deadline for completion

[photos]

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

(Form)			
NOTIFICATION ON NEW CONTRACT WITH ORLEN LIETUVA			
_____ 20__ No _____ Juodeikiai Vil., Mažeikiai Distr. Municipality			
Contractor (name of company and contact details)			
Statement on Preparedness by Contractor to Start Works at Public Company ORLEN Lietuva - Registration No _____			
New Contract No _____ for works in the period:			
from _____ to _____ (date) (date)			
Subcontractors (indicate names of subcontractors and their contact details 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.).			
ORLEN Lietuva responsible employee	Name Surname or personal stamp	Signature	Date
Occupational Safety and Health Manager			
Environmental Manager			
Work Coordinator			

