

Guidelines for Particularly Hazardous Work

Standard terms and definitions:

- Long-term Permit – a permit issued for investment/renovation projects lasting longer than 30 days (issued for a period not exceeding the term specified in the relevant contract). A Long-term Permit for Contractors is issued without prejudice to specific one-off instructions given by the persons indicated in the Permit on a daily basis. The permit template, making an appendix to the Regulation, is an integral part of the SWI.
- Single Permit – a permit/order for hazardous work, including electrical works, issued for the duration of one working shift with possible extension – in writing – by another shift, where completing the work exceeds the one shift, e.g. from the 1st shift to the 2nd one, and continuity is required for the task to be finished; a Single Permit made using the template in Appendix No. 1 may be granted to a Contractor where the duration of the work does not exceed 30 days.
- Power & Electrical Works Order is comprised in Section XI.3 of the Hazardous Work Permit (Appendix No. 1); the person issuing a permit for working on power generation equipment must hold a relevant inspection qualification.
- Emergency Evacuation Kit: a set of tools and equipment to ensure immediate and safe evacuation of an injured person from the work site. The scope and type of equipment and measures shall be specified in a relevant Safe Work Instruction or a job procedure.
- Job Safety Analysis (JSA) – a documented procedure analysing specific hazards related to the job (task) and recommending appropriate precautions and control measures to be implemented in order to ensure safe performance of the job or task. Obligatory components of a JSA shall include: description of the job, hazard identification, risk assessment, selection of controls and safety precautions (collective protection measures, personal protection equipment, organisational measures), description of the working method (Safe Work Instruction/Procedure, HASP for the types of work specified in the regulations).
- Attendant – a person assisting in hazardous works
- Safe Work Instruction (SWI) – a document developed by the Contractor assigned for the work, containing detailed safe performance procedures, including particularly hazardous activities and sites. It explains the way of performing the job, specifies safety precautions and control measures related to the performance, as well as procedures and actions to take in emergency situations.
- Contractor's Supervisor – person managing the personnel within the scope of the Long-term Permit or the Single Permit in the case of Contractors whose activities are limited to 30 days. He or she shall have a valid certificate of completed periodic health and safety training, at least for leaders/supervisors. The Contractor's Supervisor may act as an Attendant.
- The Issuer's Supervisor – a person who checks from time to time the correctness of the work performed under a Single Permit and is temporarily assigned to the work site.
- Applicant – the person who initiates a permit issuing procedure.
- Health and Safety Plan (HASP) – Health and Safety Plans are developed for each specific project/work site. It is the site manager's responsibility to draw up or provide a site HASP before the project commences. The purpose of HASP is to identify potential hazards at the work site. It has to be issued to all coordinators named in the relevant agreement.

- Emergency Response Plan – contains a detailed description of technical and organisational measures to be applied in case of emergency or accident; it is included in the provisions of the HASP and/or SWI.
- Particularly Hazardous Work – work entailing a risk of serious injury that might result in disability or death. The Company defines which activities are classified as particularly hazardous work. This kind of work is performed under special permits.
- Work in confined spaces – work performed in any space meeting each of the following three criteria at the same time: where its size and arrangement enables a person to go inside and perform the assigned tasks; where the entry is through a hatch/manhole or a small-size opening or is otherwise restricted (e.g. tanks, containers, ducts, channels, wells, inspection chambers, inside of any technical equipment etc.); where it is not designed for continuous presence of any personnel.
- Work with hazardous materials – this includes in particular work with chemical substances and compounds classified as hazardous according to applicable regulations on chemical substances and compounds.
- Work at height – work performed on a surface at a height of at least 1.0 m above the floor or ground; work at height does not include working on a surface, regardless of its height, if the surface: is enclosed on all sides by means of solid walls or walls with windows, with a height of at least 1.5 m; is furnished with other permanent structures or devices protecting personnel from falling.
- Work on power equipment and systems – work with equipment, systems and networks used in technical processes designed for generation, transmission, processing, distribution, storage and use of energy or fuels; this type of work requires completion of the Works Order section in the Single Permit.
- Earthworks – any disturbance of the soil below the depth of 1 m.
- Hot works – work involving fire hazards which may give rise to a direct risk of fire or explosion.

II. No permit is required for the following:

1. Health and life-saving activities (emergency and crisis situations),
2. Work carried out by personnel qualified and/or authorised to operate a plant, installation or facility on a permanent basis under a safe job procedure/operation manual which details the way such work is to be performed.

III. Appendix No. 4 contains a list of types of Particularly Hazardous Work.

IV. Types of written permits:

Single Permit (Appendix No. 1) – intended mainly for Company employees, but the template may be used for Contractors undertaking minor and temporary jobs whose scope described in the SWI involves Particularly Hazardous Work.

b) Long-term Permit for Investment/Renovation Projects (Appendix No. 2) – a long-term permit **does not** release the Contractor from the obligation to keep a record of particularly hazardous work carried out under a Single Permit (daily), using a template provided by the Client/Project Owner (Appendix No. 2), if the relevant Long-term Permit has been correctly completed and approved (Long-

term permits shall be treated as supplementary in the case of projects lasting longer than 30 days), and in this kind of work:

- Single Permits must be issued at all times in accordance with the content of the Long-term Permit, which shall be treated only as a simple form of approval of the scope of Particularly Hazardous Work,
- It is acceptable to carry out work under the Contractor's permit provided it contains all the guidelines listed in Appendix No. 2 and it has been approved in the relevant SWI,
- It is prohibited to carry out work without a correct and complete Single Permit (daily).

V. Competences related to written permits

Each person issuing a permit must have valid medical certificate for the scope of duties and obligations performed, a valid OHS training certificate for personnel in charge of workers, and – in the case of the operation of a mining facility – appropriate qualifications specified in Appendix No. 3.

VI. Requirements related to written permits

1. Regarding any type of particularly hazardous work a risk assessment must be carried out for the working environment before the work is undertaken; the person assigned to supervise the work is responsible for carrying out such assessment. The potential risks and hazards must be listed in Sect. VI of Appendix No. 1 – Single Permit.
2. Before work can be commenced, the personnel in charge have to check the site to verify that any risk-mitigating measures are in place and that any other relevant requirements of the permit are complied with (e.g. testing for potentially explosive atmosphere - the analytical part only, if applicable). The findings must be reported. Workers should be informed about the results of atmospheric testing at the location of the planned work and such information must be available to them. The permit must specify the requirements for continuous or repeated testing.
3. The permit must bear the required signatures of all designated responsible persons.
4. Any change to the material scope of work means the work must be discontinued, a new risk assessment must be carried out and the permit must be adopted to the new circumstances, as appropriate.
5. The permit becomes invalid if safety conditions or any of the designated persons in charge of supervision or performance of the work should change.
6. Personnel carrying out particularly hazardous work are required to analyse the working conditions at the work site if these have changed and before undertaking a new job.
7. Depending on the level of risk, a decision has to be made regarding the kind of supervision. The supervision can be continuous or periodic. The Client/Employer is required to provide OHS and Fire Safety supervision and consultancy to Contractors of work, in particular including hot works.
8. In the case of continuous work, the persons in charge discuss the situation when communicating the change and – based on the applicable principles and job procedures – initiate the issue of new permits/orders or their extension, as applicable.
9. If an assessment of risks and hazards inherent in particularly hazardous work demonstrates that non-standard risk control measures must be undertaken, a team may be set up before a permit is

issued to identify and assess the proposed risk control measures, e.g. as regards hot works in hazardous zones (Ex).

VII. Requirements for documentation of written permits

1. The Company draws up the document authorising particularly hazardous work in the form of a permit to work.
2. For any permit for particularly hazardous work a Job Safety Analysis (JSA) must be developed by the Contractor and it should be included in the Safe Work Instruction (SWI). Performing work in an emergency situation requires a risk assessment as regards risk and hazard identification / developing a method statement and specifying measures to control or eliminate safety risks, and its results must be included in the risk and hazard section of the permit.
3. The SWI / HASP should include a scenario for possible emergencies that may occur while carrying out particularly hazardous work, and emergency procedures to follow in such cases.
4. Any permits, including written works orders, must be numbered in a sequence and stored for at least 30 days in a place that is appropriate to the Issuer, thus making a record of such permits. This also applies to any permits issued but not used (cancelled).

LONG-TERM PERMIT
(3 copies required)

No.
for investment/renovation works performed under Contract No.
or Order No.

for

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(contractor's name)

I. Permit validity (not longer than the term of contract/period specified in the order)

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II. Type of work covered by the Long-term Permit

- | | |
|--|--|
| <input type="checkbox"/> Working with naked flames | <input type="checkbox"/> Working inside manholes/inspection chambers |
| <input type="checkbox"/> Welding operations outside rooms designated/equipped | <input type="checkbox"/> Working at height (above 1 m) |
| <input type="checkbox"/> Working inside dangerous enclosed spaces, fire boxes, liquid or gaseous fuel tanks | <input type="checkbox"/> Groundworks at a depth below 1 m |
| <input type="checkbox"/> Opening drained/discharged appliances, pipelines and equipment | <input type="checkbox"/> Working with hazardous materials |
| <input type="checkbox"/> Working with power equipment | <input type="checkbox"/> Pressure testing |
| <input type="checkbox"/> Work involving erection, movement and dismantling of drilling and other rigs or masts, and other extra-large equipment, including workover rigs | <input type="checkbox"/> Working in potentially explosive areas (Ex zones) |
| | <input type="checkbox"/> Other |
- | |
|--|
| |
| |
| |

NOTE: If the type of work changes a new permit must be applied for.

III. Working in Ex-zones associated with the operation of a mining facility and with handling power generation/transmission equipment requires additional oral or written authorisation given by the Department Manager or another designated person.

The parties to the investment project/task agreed on the following method of notification (e.g. by phone, text message (SMS), e-mail):

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IV. List of agreed and approved instructions and documents specifying the type of work to be performed (e.g. HASP, SWI, job procedures, risk assessments)

V. Principles of inspection and coordination of the works (e.g. assigning permanent supervisors, attendants, OHS coordinators)

VI. I am familiar with the provisions and requirements specified in this Permit and I will strictly comply with them

Name of the Contractor's representative designated to supervise the works (such a person must have a valid OHS training certificate for managers/supervisors) – it is allowed to appoint more than 1 person if the project/type of works is complex and may involve shift work; in the case of working on power equipment, a relevant inspection qualification is required	
Date and signature	

VII. Have the formalities regarding planned commencement of works been complied with? (if required)

- Site handover document specifying the location of the works to be performed and site facilities
- Safe Work Instruction (in the case of work performed on the premises of a mining facility an approval of the document by the Mining Operations Manager is required)
- Health and Safety Plan (required if the construction works are scheduled to last longer than 30 working days and involve at least 20 personnel at the same time, or the labour intensity of the works is expected to exceed 500 man-days)
- Risk assessment of the job/task (can make an attachment to the SWI)
- Traffic management plan (if the works are to be carried out on circulation paths intersecting roads used by the Project Owner/Client or other contractors)
- Construction plan – if subcontractors are engaged.

VIII. Approvals

Accepted (Contractor)	Job Coordinator specified in the Contract/Order	Department Manager or Deputy Manager	MOM (if working at an operating mining facility)
First name and surname			
Date and signature			

Distribution list:

- 1) Contractor
- 2) User
- 3) Project documentation (project manager or a designated representative of the project area)

PERMIT* 1
Single Permit for the Contractor of Particularly Hazardous Work
No.

The type of work must be consistent with the Long-term Permit
(if the type of work changes a new permit must be applied for)

issued under Long-term Permit

No.

To:

(Contractor's supervisor, e.g. manager, foreman)

Type of work

- I.
- Working with naked flames
 - Welding operations outside rooms/areas designated and equipped for this purpose
 - Working inside dangerous enclosed spaces, fire boxes, liquid or gaseous fuel tanks
 - Opening drained/discharged appliances, pipelines and equipment
 - Working with power equipment
 - Work involving erection, movement and dismantling of drilling and other rigs or masts, and other extra-large equipment, including workover rigs
 - Working inside manholes/inspection chambers
 - Working at height (above 1 m)
 - Groundworks at a depth below 1 m
 - Working with hazardous materials
 - Pressure testing
 - Working in potentially explosive areas (Ex zones)
 - Other:

II. **Valid on** **from** **to**

Extended* (if required) to on

*Extension by 1 working day is allowed

.....
(signature of the person approving work if extension required)

III. **Location of work (detailed)**

¹ Permit is approved and kept by the Contractor only; the Client/Project Owner has the right to inspect the permit in order to verify that it has been correctly issued and complies with the works programme/construction schedule and the relevant Long-term Permit.

IV. Type and scope of work *(detailed)*

Scope of work _____

Equipment used _____

V. Number of personnel performing work: people (complete Section IX.5)

VI. Existing and expected hazards *(provide details)*

Types (nature) of hazard _____

Procedure(s) to follow if the hazard occurs _____

Emergency assembly point _____

VII. Preparation of the work site *(provide details)*

	YES / NO			YES / NO	
• Draining/venting	<input type="checkbox"/>	<input type="checkbox"/>	• LV switching on/off	<input type="checkbox"/>	<input type="checkbox"/>
• Compressed air purge	<input type="checkbox"/>	<input type="checkbox"/>	• Road/circulation route closure	<input type="checkbox"/>	<input type="checkbox"/>
• Blanking off	<input type="checkbox"/>	<input type="checkbox"/>	• Scaffolding	<input type="checkbox"/>	<input type="checkbox"/>
• Disinfection/neutralisation	<input type="checkbox"/>	<input type="checkbox"/>	• Provision of lighting	<input type="checkbox"/>	<input type="checkbox"/>
• Cleaning	<input type="checkbox"/>	<input type="checkbox"/>	• Insulation removal	<input type="checkbox"/>	<input type="checkbox"/>
• Fresh air supply	<input type="checkbox"/>	<input type="checkbox"/>	• Safety fencing	<input type="checkbox"/>	<input type="checkbox"/>
• MV/HV switching on/off	<input type="checkbox"/>	<input type="checkbox"/>	• Securing flammable materials	<input type="checkbox"/>	<input type="checkbox"/>
• First aid station:					
• Other:					

VIII. Protection of adjoining area *(provide details)*

	YES / NO			YES / NO	
• Protection against sparking	<input type="checkbox"/>	<input type="checkbox"/>	• Protection of drains and gullies within 20 m	<input type="checkbox"/>	<input type="checkbox"/>
• Fencing off the area	<input type="checkbox"/>	<input type="checkbox"/>	• Water spraying	<input type="checkbox"/>	<input type="checkbox"/>
• Warning and safety signs	<input type="checkbox"/>	<input type="checkbox"/>	• Rail and road traffic closure	<input type="checkbox"/>	<input type="checkbox"/>
• Provision of screens/curtains	<input type="checkbox"/>	<input type="checkbox"/>	• Designation of safety hazard area provider	<input type="checkbox"/>	<input type="checkbox"/>
• Excavation shoring	<input type="checkbox"/>	<input type="checkbox"/>			
• Other:					

IX. Protective measures

1. Safeguarding

Not required continuous temporary **if YES:**

a) How often?

b) By who? (name and position/job title)

2. Protective equipment and clothing – **standard workwear and footwear (antistatic in Ex zones), safety helmet, splash goggles or visor, safety gloves.**

- Protective clothing type: _____
- | | | |
|---|--|--|
| <input type="checkbox"/> Dust mask | <input type="checkbox"/> Ear protectors | <input type="checkbox"/> Rope lanyard |
| <input type="checkbox"/> Gas mask | <input type="checkbox"/> Safety harness | <input type="checkbox"/> Fresh air respirator |
| <input type="checkbox"/> Airtight goggles | <input type="checkbox"/> Fall arrestor | <input type="checkbox"/> Acoustic warning device |
| <input type="checkbox"/> Face shield | <input type="checkbox"/> Shock absorbing lanyard | <input type="checkbox"/> Breathing apparatus |

Other _____

3. Fire protection – portable firefighting equipment

not required

Portable fire extinguisher:

- CO2 (min. 5 kg) pcs
 Dry powder (min. 6 kg) pcs

Fire trolley:

- CO2
 Dry powder

Additional equipment:

- Fireproof blanket
 Sprinkler/water spray
 Other:

4. Concentration measurement (required in Ex zones, closed containers, manholes etc., for welding in places/rooms not intended for such work)

not required

- Explosiveness* Oxygen content Toxicity* Temperature

max. 60 min before commencing work and every hours during the work

According to the recommendation of ORLEN S.A. it is **strictly required** to use explosion hazard and toxic gas (H2S, CO) detectors. **Ongoing calibration of the devices is a must!**

* **Detection device type:** _____

5. Requirements

YES / NO

Obligatory (work must not be undertaken without a YES)

- | | | |
|---|--------------------------|--------------------------|
| • User's authorisation for the work listed in Section III of the Long-term Permit | <input type="checkbox"/> | <input type="checkbox"/> |
| • OHS training and qualification of supervising personnel | <input type="checkbox"/> | <input type="checkbox"/> |
| • Safety briefing of the personnel listed in Section V as regards assignation to specific work, sequence of activities and designation of elementary OHS requirements for the work/activities to be performed | <input type="checkbox"/> | <input type="checkbox"/> |
| • Other _____ | | |

X. Arrangements

not required

Agreed with _____

regarding _____

(Attachments allowed)

XI. Personnel involved:

1. **Supervisor – I have read and will comply with the provisions above**

(to be signed by the person who will supervise the team/crew performing particularly hazardous work) (if the work extends from Shift 1 to the next, enter the name of the second - subsequent supervisor)

First name and surname	Signature (legible)

Additional approvals and signatures (if required):

2. **Concentration measurement (atmosphere testing in hazardous/Ex zones)²**

not required required

First name and surname	Supervisor's signature (legible)
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3. **Working with power equipment³**

not required required

Additional Work Order subject to relevant training of the team/crew accepting the work (person in charge of the team/crew is to provide a list of personnel accepting the WO)

(confirmation by a qualified person)

First name and surname, licence no.

.....

Signature (legible) of the person in charge

APPROVED

(holder of a valid OHS training certificate for managers/supervisors, authorised to give permits on behalf of the Contractor and named in the Long-term Permit issued by the Client/Project Owner)

XII.

.....
Date

.....
Stamp and signature

XIII. Inspection upon completion of work (to be done by the Supervisor)

An inspection of the location (area of work) has been performed.

Findings:

XIV. Completion declaration. The work was completed at (time):

.....
Supervisor's legible signature

.....
Approver's legible signature (person named in the Long-term Permit)

² Notification of the Client/Project Owner's facility user/department manager required – as applicable to the relevant system/unit

TYPES OF PARTICULARLY HAZARDOUS WORK

1. Work at height¹.
2. Construction, demolition, renovation and assembly work performed without shutting down the facility or its part.
3. Construction work involving heavy machinery.
4. Work in excavations more than 1 m deep.
5. Welding operations outside rooms/areas designated and equipped for this purpose.
6. Work in containers, tanks, pits, ducts, inside technical equipment and in other dangerous enclosed spaces.
7. Work involving hazardous materials, including hot works and work performed in hazardous zones (Ex zones).
8. Work carried out near unprotected energised power generation and transmission equipment or their parts.
9. Work at de-energised power generation or transmission equipment if so grounded that any part of earthing cannot be seen from the place of work.
10. Work in excavations involving maintenance or repair of heat supply pipelines.
11. Work at power line crossings where the line is or may become live.
12. Maintenance, repair or assembly work at liquid and gaseous fuel unloading equipment and systems.
13. Work involving erection, movement and dismantling of drilling and other rigs and masts, as well as other extra-large equipment, including workover rigs.
14. Work involving leak testing and pipeline strength testing.
15. Any other work considered and authorised by the Mining Operations Manager; if so required, the operations manager of a borehole mining facility shall authorise hazardous work, including particularly hazardous work, as well as ordinary activities which might cause serious risks if combined with others, pursuant to Art. 26.1 of the Regulation of the Minister of Economy of 25 April 2014 on specific requirements for the operation of mining facilities extracting minerals through boreholes (Dz.U. 2014, Item 812, as amended).

¹ According to the Regulation, work at height is work performed on a surface at a height of at least 1.0 m above the floor or ground level. Work at height does not include working on a surface, regardless of its height, if the surface:
- is enclosed on all sides by means of solid walls or walls with windows, with a height of at least 1.5 m;
- is furnished with other permanent structures or devices protecting the worker from a fall from height.