

1. PURPOSE

The purpose of this Technical Standard is to normalize the principles of safety supervision when implementing projects involving borehole mining of salt and underground storage of hydrocarbons without tanks.

2. APPLICATION

This Standard applies to the principles of safety supervision used by Upstream Companies when relevant works are performed.

3. DEFINITIONS

Job Safety Analysis (JSA) – one of risk-assessment methods, identifying hazards and their potential effects, and indicating solutions to enable their prevention or reduction when performing work.

HSE Plan – the principal document and an agreement between the Client and the Contractor, regulating safety issues during the implementation of a project, including OHS supervision and inspection. The procedures referred to in the HSE Plan regulate the scope of a mutually agreed HSE system when implementing a project.

Unscheduled inspections – ad-hoc preventive inspections and checks related to the supervised locations and worksites, conducted to ensure that OHS regulations are complied with in the workplace, including while performing particularly hazardous work. Unscheduled inspections are carried out as frequently as required for given activities, nature of work and risks involved. The Company (Client) decides on the recommended frequency and scope of such inspections.

Safety walks/tours – preventive inspections on the premises conducted by a team, i.e. with the participation of management, technical and/or OHS/QHSE representatives or site safety officers, in order to improve the overall safety culture. The lineup of a team conducting a safety tour depends on the objective, scope and principles of such procedures in use at the Company. Safety tours are an essential component of each inspection. In view of the possibility of direct interaction with employees performing their official duties, the ultimate objective is to raise awareness of the importance of human factor in work-related accidents. The following is mandatory during a safety tour:

- Presence of an inspector
- Communication with staff performing work at their workstations, allowing them to identify current hazards and use relevant risk-mitigating methods,
- Identification and registration of any irregularities or violations observed.

After each safety tour it is crucial to document the findings in a report, and then to record and account for any follow-up actions planned. Safety tours must be organized according to the time schedule agreed with the Company, ensuring participation of management representatives at various levels.

Safety inspections – are carried out e.g. to assess the Contractor by the Client. They involve verification of the key safety issues and are held at the Contractor's or in the location of the Contractor's activities, based on a review of documents/records and a safety tour with the Contractor. Safety inspections must be held according to the guidelines in force at the Company in question.

Other targeted inspections – are conducted as and when necessary and are focused on specific areas or hazards, aiming at verification of relevant OHS issues, such as the use of personal protection equipment and collective protection measures, proper storage, organization of welfare amenities, site facilities, and storage and handling hazardous substances. Such inspections can also concern housekeeping and work organization.

Plant Operations Manager / Mining Operations Manager (POM/MOM) – an appropriately qualified manager in charge of plant/mining facility operations.

Particularly hazardous work – work which involves a higher risk of accident than in the case of other activities due to its specific nature, materials used or local conditions. The employer is responsible for defining, maintaining and updating an inventory of particularly hazardous work performed at the workplace.

QHSE – an area of prevention combining supervision of personal safety, health and environmental protection, the condition of machines and equipment, and compliance with regulations and instructions regarding storage and handling of hazardous substances.

Client – a natural or legal entity, or an organization without legal personality, ordering specific work to be performed under a written contract with a contractor. For the purposes of this Technical Standard, such terms as the Client, Contracting Authority, and the Company shall have the same meaning and may be used interchangeably.

Contractor – a natural or legal entity, or an organization without legal personality, performing specific work under an order or a written contract. This shall include any persons and entities performing ordered/contracted work on behalf of the Contractor, irrespective of the legal relationship of such persons or entities with the Contractor. The Contractor is responsible for ensuring that their subcontractors comply with any safety principles approved and accepted for implementation.

4. SCOPE

This Technical Standard applies to the purpose and scope of control and inspection measures effected by OHS/QHSE service personnel or any other authorized personnel of ORLEN Group Upstream Companies.

5. EXCLUSIONS

This Standard does not apply to the administrative Companies of the Upstream segment.

6. RESPONSIBILITIES

6.1. The Company Management is responsible for implementing the provisions of this Technical Standard in their internal legal regulations;

6.2. The management personnel of the organizational units of ORLEN Group Upstream Companies OHS services is responsible for putting this Technical Standard into practice.

6.3. The areas responsible for the performance of works under these guidelines are obliged to strictly comply with them.

7. REQUIREMENTS

7.1. Organizing inspections to be conducted by OHS/QHSE Service personnel or other authorized competent ORLEN Upstream staff during the implementation of projects related to mining works.

7.1.1. This Technical Standard concerns supervision of the compliance with occupational health and safety principles when Contractors are performing work, as well as visits by the Client's and the Contractor's HSE staff. Management staff of relevant organizational units are also required to participate in such visits within their respective areas of responsibility. Depending on the regulations applicable in a given Company, members of higher-level management are also involved in such visits, safety tours or inspections.

7.1.2. The area of the drill site and the mining facility (mine or underground storage site) are the premises of the Mining Facility and as such are subject to the Geology and Mining Law (and its secondary legislation). This means that personnel with appropriate qualifications are responsible for the organization of work and its supervision there. The law regulates the professional relationships, rules of reporting and principles for carrying out activities in such areas.

7.1.3. The coordination of activities connected with the preparation and implementation of inspections of relevant facilities is done by the organizational unit responsible for OHS/QHSE or other authorized personnel.

On the basis of their knowledge of drilling works schedules and plans related to investment projects involving relevant facilities, they do the following:

- Discharge their official duties as defined in the Regulation regarding occupational health and safety services.
- Develop time schedules for safety audits, tours and inspections, in line with the current plan of works that require safety supervision.
- Keep records of completed safety audits, tours and inspections according to the templates specified by the Company.
- Immediately notify the heads of organizational units and external companies when any irregularities are found that require correction.
- If any irregularities or faults concern a Contractor, the Contractor shall undertake and document actions to correct them according to the Company's principles.
- When a security violation is observed, the person who notices it must respond in such a way as to limit or eliminate the threat and stop the action causing the violation. The head of the organizational unit where the violation is observed must undertake any necessary temporary/long-term measures to limit the threat and reduce it to an acceptable level.
- Remedial measures and activities taken in response to any irregularities or violation observed shall be monitored and confirmed according to the adopted system.
- Supervision of OHS/QHSE service activities as regards ensuring safe working conditions is conducted by the Plant Operations Manager/Mining Operations Manager, or an appropriately qualified person appointed by the Manager.

7.2. Types of inspection activities carried out by OHS/QHSE service personnel or other authorized competent personnel:

7.2.1. There are five types of inspection activities carried out by OHS/QHSE services or other authorized competent personnel during works performed by Contractors:

- **OHS/QHSE inspections** – an obligatory report is required to document on-going supervision of the Contractor's compliance with safe working principles.
- **Safety Tours** – according to the principles set by the Company. The recommended duration of a Safety Tour depends on its goal and the location. A Safety Tour can make a part or stage of an OHS/QHSE Inspection. The Company is to specify the principles of conducting Safety Tours based on Technical Standard ST M1 T2. Regarding this Standard, a Safety Tour requires the definition of its objective(s), the use of checklists and documenting both the course and the recommendations given, according to the rules of reporting applied by the Company.

The OHS/QHSE inspection checklist to use with Contractors should include at least the following as regards:

Documents:

- a) Checking the personnel's medical fitness certificates for work in their respective positions;
- b) Checking that the personnel have undergone relevant OHS training for the work to be performed;
- c) Checking that the personnel has current and valid authorizations relevant to the work to be performed;

Compliance with OHS regulations (during a Safety Tour):

- d) Use of protective clothing, footwear and PPE relevant to the type of work;
- e) Preparation, provision of equipment and evaluation of behavior of the personnel at work in terms of safety;
- f) Assessment of the principles of execution of work performed under hazardous work permits, and of the correctness of such permits;
- g) Verification of the scaffolding inspection documents (and a scaffolding tag if applicable) by technical supervisor before putting it to use;
- h) General condition and appearance of the service yard and marking of all likely obstacles for vehicular and pedestrian traffic; marking and condition of circulation routes for vehicles and people;
- i) General condition and appearance of machines and equipment (incl. maintenance inspections), operators' licences, preparation and manner of execution of lifting and load handling operations;
- j) Equipment and safety of the workstations on the shop floor, in workshops and back rooms;
- k) Safe working principles regarding transportation activities and the movement of material handling equipment;
- l) Organization, protection and marking of storage areas, especially for hazardous and spillable substances. Provision of appropriate measures for disposal/neutralization of spilled/leaked products;
- m) Principles of traffic organization and access for vehicles used on the premises (incl. loading and unloading);
- n) Principles of materials storage on the premises;
- o) Principles of working with electrical installations and equipment;
- p) Safety principles for working at heights;
- q) Fire safety and emergency escape signage;
- r) Checking first aid kits;
- s) Checking if the personnel has been acquainted with mining facility operation documents;

- t) Checking the lighting at the inspected location;
 - u) Work rooms, housekeeping, condition of welfare rooms and hygiene facilities.
- **Housekeeping Inspections** – their frequency for the facilities is determined by the Company. They can apply to any facility in use. A Housekeeping Inspection should end with a note with findings and comments, following which corrective actions are undertaken. These inspections can be performed as part of the other audits and inspections.
 - **Other targeted inspections** – performed as and when necessary. They can involve verification of a document (e.g. final inspection of a drill site before drilling works begin).
 - **QHSE Audit – a comprehensive work safety assessment at the Contractor's** – carried out in line with the OHS/Fire Safety assessment guidelines developed for Supplier Evaluation (until ST M2 T1 is implemented at the Company; thereafter the qualification will change automatically with no need for a procedural change).

The checks and inspections listed in 7.2.1 also apply to staff communication and awareness enhancing measures.

7.2.2. Each member of the OHS/QHSE service or another authorized competent person, having drawn up a record of the inspection in the form adopted by the Company (it can be a report with photographic evidence attached), will distribute it in the manner agreed by the Company.

7.2.3.A designated OHS/QHSE officer, or another authorized competent person, notifies immediately heads of organizational units and Contractors of any irregularities found.

7.2.4.The rectification process is planned and monitored and its participants are kept informed about the progress.

7.3. The Company will develop a program for planned audits and inspections to be implemented by the OHS/QHSE Service personnel, or other authorized competent persons duly qualified/trained in OHS/QHSE; the program will include – among other things:

- a) a time schedule in at least quarters, divided into thematic areas/facilities (depending on the nature of work to be performed);
- b) templates of documents related to the issues to be verified (checklists) and rules for the identification of observations and their reporting;
- c) tools for recording the audits/inspections and for monitoring of the process of removing observations made during the inspections.

7.4. The program will be presented to representatives of the facilities concerned. Once they have accepted it, each inspection will have to be handled by the facility staff in line with the principles and regulations applicable at the Company.

8. RELATED STANDARDS

Safety standards:

M1: Leadership and the Role of Management Staff in Developing a Safety System
M2: Subcontractor Management.

Technical Standards:

ST M1 T2: Safety Reviews
ST M1 T3: Management of Personal and Process Safety Metrics in ORLEN Group
ST M2 T1: Safety Classification and Supervision of External Companies Operating at the Facility or Providing Services to ORLEN Group Companies.
ST M21 T4: OHS Service Inspections

9. RECOMMENDATIONS

Not identified.

10. GOOD PRACTICES

Not identified.

11. APPENDIX

The following appendixes show some templates of documents used to make audit/inspection records described in this Standard. The Company makes relevant notes in Quarterly Reports and the list may be an optional checklist.

Appendix No. 1:

CHECKLIST (short version)

SAFETY WALK – Areas (example)

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1. **Organizational unit:** _____
2. **Place and type of work:** _____
3. **Date:** _____

#	ISSUES FOR ASSESSMENT/ QUESTIONS/SELECTED REQUIREMENTS	RESULT			COMMENTS / DETAILED DESCRIPTION OF HAZARD, DEFECT OR NON-CONFORMITY
		YES	NO	N/A ¹	
PRODUCTION OR OPERATION AREA					
1	Are power supply cables of electrical equipment protected against mechanical damage?				
2	Have the personnel (contractual employees, non-employees) been given the OHS/Fire Safety training required by the Organizational Unit?				
3	Do the staff use appropriate protective clothing, safety footwear and PPE for the hazards that occur at the workplace when performing work?				
4	Does the Contractor have a valid written Hazardous Work Permit?				
5	Do the staff use the required protections specified in the Hazardous Work Permit?				
6	Is there on-going supervision of particularly hazardous work?				
7	Is the particularly hazardous work performed in compliance with the written permit?				
7	Was the scaffolding inspected and a certificate issued before it was put into use? Is there an appropriate scaffolding tag?				
8	Is there traffic management signage in the required places at the Unit, compliant with traffic regulations, in good working order and clear?				
9	Are the road and yard surfaces free of damage				

	that might pose traffic hazards?				
10	Are there safeguards (handrails, canopies etc.) and hazardous zone signage (openings and other hazardous areas) in place?				
11	Are the workstations at height and their access and walkways protected by means of safety railings? Is the fall protection railing made according to the requirements and regulations of ORLEN Group in this respect?				
12	Are the trench walls appropriately stabilized by shoring or battering?				
13	Are there safe access points to the excavations, spaced at intervals of max. 20 m?				
14	Are the stockrooms/storage areas kept tidy?				
II. TECHNICAL ADMINISTRATION AREA					
1	The questions from Part III of this Checklist, and additionally e.g.:				
2	Are the extension cords designed for outdoor use (min. IP44 protection rating)?				
3	Is the insulation of electrical cables intact?				
4	Are the electrical cables routed so as not to cause a tripping hazard for the personnel at work?				
5	Are there health and safety instructions for the operation and maintenance of machines and equipment and are they readily available for use?				
6	Are the machines and equipment in use marked with appropriate safety signs and colours?				
7	Are the machines and equipment provided with appropriate protection devices and warning signals (visual, acoustic)?				

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8	Are the machines, equipment, tool and ladders in good working order?				
9	Are the chemical substances kept in their original containers/packaging, in properly marked places and are they properly stored?				
10	Are the safety data sheets for hazardous substances available to the personnel?				
III. ADMINISTRATION AREA					
1	Do the employees or contractors move around designated circulation routes (inside the buildings and on the premises)?				
2	Do the employees or contractors hold to the handrails when using the stairs?				
3	Are the main breaker switches properly marked and undamaged?				
4	Is there maximum load shown on shelves/racks?				
5	Is the maximum load on shelves/racks respected?				
6	Are the instructions applicable to the Unit available to the employees?				
7	Are the emergency exits and escape routes clearly marked and unobstructed?				
8	Are the workstations and circulation routes unobstructed?				
9	Are the doors properly marked with signs (e.g. 'Caution: door' or 'Open slowly')?				
10	Are the ascending/descending passageways (e.g. stairs) marked with appropriate signs, e.g. 'Use handrail', and compliant with the guidelines?				

11	Are the surfaces of floors, stairs, doors and handrails kept in the required state of repair?				
12	Are the surfaces of floors and stairs level, non-slippery and free from obstructions?				Please note if there are any spills, cables, foreign objects and unnecessary materials that might pose a slipping or tripping hazard.
13	Are the chemical substances (cleaning products) kept in their original packaging, in properly marked places and are they properly stored?				
14	Are the safety data sheets for hazardous substances available to the personnel?				
15	Are the work rooms and hygiene and sanitary facilities kept clean and tidy?				
16	Is the condition of o the machines, office and other equipment in line with safety requirements?				
17	Is the fire-fighting equipment available and is it properly marked and valid?				
18	Is there a first aid kit available, properly marked and in the required quantity?				
19	Are the stockrooms/storage areas kept tidy?				

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Comments and further recommendations:

1.
2. The Checklist is an optional enclosure to Monthly Reports which document the OHS area and are sent to the relevant organizational units, whereas the guidelines are communicated to the Contractors.
3. SOLINO S.A. Safety Clause includes a Non-Compliance Report (Contractor penalty report).

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1. PURPOSE

1.1. Specification of the requirements of ORLEN Group Upstream companies regarding contractor management.

2. APPLICATION

ORLEN Group Upstream companies.

3. DEFINITIONS

- 3.1. **Drilling works** – operations and activities carried out when constructing a borehole, e.g.: running in and pulling out a drill string, cutting through a rock with drilling equipment, borehole casing and cementing, geophysical logging, drill sampling etc.
- 3.2. **Drill site** – an area where the drilling rig, auxiliary equipment and structures necessary for the construction of a borehole are located.
- 3.3. **Drilling rig** – a set of equipment, devices and mechanisms necessary for the construction of a borehole.
- 3.4. **Plant Operations Manager (POM; Mining – MOM)** – a member of the mining operations management appropriately qualified to operate the plant and qualified by the Mining Authority to perform the duties of the MOM and appointed for the position by the employer.
- 3.5. **Site Safety Manager** – an individual performing duties according to Art. 2808 of the Labour Code, and any other person with a OHS training certificate for persons in charge of employees.
Inspectors working on the premises of mining facilities (whether on behalf of the Client or a Contractor) are required to have been trained in OHS by an entity authorized by the relevant mining authority to give OHS training to personnel performing work during the operation of a mining facility. This applies to managerial, supervisory and monitoring personnel (see Art. 122, Cl. 4 and 5 of the Law – Dz.U. of 2023, Item 633, as amended) and became effective on 28 October 2024. Regarding a mining facility where work is carried out at the same time by a number of contractors, the Site Safety Manager can be the Contractor's drilling works manager or a person appointed by such a manager, having the required training certificates, authorizations and qualifications.
- 3.6. **Particularly hazardous work** – work which involves a higher risk of accident than in the case of other activities due to its specific nature, materials used or local conditions, as well as any other work considered to be particularly hazardous by the MOM. The employer is responsible for defining, maintaining and updating an inventory of particularly hazardous work performed at the workplace.
- 3.7. **Job Safety Analysis (JSA)** – a method of hazard identification and control (which includes organizational, technical and personal protection measures) making an integral part of written permits/work orders. Information on the correct and safe performance of work, as well as

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potential hazards and means of mitigating the associated risk, may form part of the induction training for Company's own employees and Contractor's personnel briefing conducted by a supervisor.

- 3.8. **Client** – the ORLEN Group Company which commissions specific work under a written contract/agreement with the Contractor. For the purposes of this Standard, such terms as the Client, Contracting Authority, and the Company shall have the same meaning and may be used interchangeably.
- 3.9. **Contractor** – a natural or legal entity, or an organization without legal personality, performing specific work under an order or a written contract/agreement. This shall include any persons and entities performing ordered/contracted work on behalf of the Contractor, irrespective of the legal relationship of such persons or entities with the Contractor (e.g. subcontractors). The Contractor is responsible for ensuring that their subcontractors comply with any safety principles approved and accepted for implementation.
- 3.10. **Contract / Order** – an agreement made by the Client with one or more Contractors for the provision of work, services or supplies against payment.

4. SCOPE

This Standard applies to the requirements for Companies when managing Contractors at the following four stages:

- 1.1. Planning – activities undertaken prior to the conclusion of an agreement/contract with the contractor/subcontractor,
- 1.2. Contracting,
- 1.3. Implementation,
- 1.4. Closure and evaluation of the contract and supplier performance.

Any work performed on the premises and for ORLEN Group Upstream Companies must be compliant with the law, Group standards and internal regulations of the relevant Company for which the work is performed.

The requirements stated in this document supplement and extend those established by the applicable law. At any time, the Company may specify stricter requirements than those provided for in the applicable law or the ORLEN Group standards.

5. EXCLUSIONS

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- 1.2. If national legal requirements are more restrictive than this Standard, such national laws shall apply.
- 1.3. The provisions of this Standard do not apply to services rendered by Contractors where the safety risk is negligible, such as: Consulting and other business services: administrative, legal, tax, accounting and related to the provision of intellectual capital.

6. RESPONSIBILITIES

- 6.1. The Company Management is responsible for implementing the provisions of this Technical Standard in their internal legal regulations;
- 6.2. The management is responsible for implementing this Standard for use.

7. REQUIREMENTS

- 7.1. Planning – selection of the contractor prior to the conclusion of a contract for works related to the operation of the Mining Facility.
- 7.1.1. The process should begin with the definition of work safety requirements for the scope of the service to be provided. A set of specific requirements will make an integral part of the contract, e.g. as an annex. Prior to the conclusion of a contract the Company is required to verify the Contractor in terms of applied safety standards and/or an implemented safety management system to be used in the performance of the works. The method of preliminary qualification of a new Contractor can be e.g. a questionnaire related to the occupational health and safety issues identified as essential for the Client.
- 7.1.2. A relevant unit identifies the need to engage a Contractor and, following approval from the manager, sends enquiries/requests for quotation to potential contractors. The Company's OHS/QHSE Services may be involved in the tendering procedure, if the relevant Director decides so. The decision on whether a project requires such action is made based on the internal rules in force at the Company. Thus, an OHS/QHSE Clause may be included in the agreement/contract with the Contractor, identifying the Company OHS/QHSE regulations that must be observed by the Contractor when performing the works and the consequences of non-compliance.

7.2. Contracting and order preparation

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7.2.1. The department which concludes the contract/agreement on behalf of the Company must make sure that recommended occupational safety provisions are included. These may form an annex to the contract/agreement.

7.3. Implementation - organization of work and supervision of its correct execution

7.3.1. Any work performed on the premises and for ORLEN Group Upstream Companies must be compliant with the law and internal standards of the relevant Company.

7.3.2. The Contractor is required to get know the Contractor's requirements regarding safe execution of work and acknowledge it in a manner established by the Company.

7.3.3. Contractors performing – within the scope of their professional activity – any commissioned work under investment or repair projects during the operation of the Company's Mining Facility are to meet specific requirements regarding the qualification of their supervisory personnel which follow from the regulations applicable to Companies operating under the Polish law.

7.3.1.1. The Director of the District Mining Authority (OUG) must be notified of the commencement and the planned end of the works to be performed by the contractors during the operation of the Mining Facility. Notifications of completion required by the Construction Law are submitted under a separate procedure. Notification is done through the Mining Operations Manager, stating the following:

- a. Company name,
- b. Type and scope of work,
- c. Names of the supervisory personnel of the Contractor and of the Mining Facility, including their professional and mining qualifications.

7.3.1.2. Regarding activities carried out on offshore drilling platforms such a notification takes place before commencement, stating the time and duration expected by the external contractors. During drilling works weekly progress reports are sent to the District Mining Authority. When performing extraction/production activities this applies only to jobs that require prior design and approval by the District Mining Authority.

7.3.1.3. Whenever a contractor undertakes work for the Mining Facility, their works coordinator must be named in the contract and approved by the MOM.

7.3.1.4. The Client provides training/instruction to the Contractor's personnel within the scope and on terms specified in the relevant department/division's requirements, including but not limited to:

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- a. Maintaining order and discipline at work,
- b. Safe operation regulations,
- c. Potential risks and hazards,
- d. Accident and hazard reporting,
- e. Communication and alerting,
- f. Emergency evacuation,
- g. Communication of accidents and incidents (near misses) at work,
- h. Explosion safety, including the use of detectors when carrying work and the proper choice of tools,
- i. Rules resulting from hydrogen sulfide exposure hazard (i.e. the use of sensors, emergency escape respirators, protection measures), depending on the nature of work.

Compliance with this requirement must be documented in writing according to the regulations in force at the relevant Company.

7.3.1.5. When carrying work the Contractors are obliged to:

- a. Strictly observe the regulations of the Geology and Mining Law and its secondary legislation;
- b. Be familiar with the Mining Operations Plan within the scope of the contracted work, and with applicable specific mining regulations,
- c. Keep a register of personnel staying on the premises of the Company Mining Facility;
- d. Notify the Client of any hazards related to the work carried out by the Contractor under the relevant contract/agreement;
- e. Immediately notify, depending on the location and type of performed work, the competent operations supervisor of the Client's or the person supervising the Contractor's work of any hazards related to the work;
- f. Ensure supervision and coordination by duly qualified personnel whose competence has been confirmed by a mining authority, or personnel holding other necessary special licences or authorizations;
- g. Provide a list of personnel assigned to carry out and manage the works, including their relevant qualifications and licences, and to update the list whenever new personnel or subcontractors are employed or replaced;
- h. Notify the authorized supervisor of the Client of the expected time of entry on the premises of the Mining Facility, giving sufficient notice;
- i. Obtain a copy of the Request for Entry to the Mining Facility (Offshore: platform assignment/delegation notice);

7.3.1.6. The authorized supervisor is required to keep a register of contractors with names, number of people and man-hours worked. Works carried out during the operation of the Mining Facility are inspected and supervised by the Company's Mining Operations Manager and any managerial and supervisory personnel with relevant special qualifications and competences;

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7.3.1.7. Contractor's representatives are to protect the Company's assets against damage and the Company's personnel against accidents at work and occupational diseases that might result from the contracted work.

- 7.4. Considering that safety issues are the Client's priority, any breach or violation of the agreed rules in this regard, to any extent or degree, including of the Contractor's obligations arising from applicable laws, shall give rise to penalties as provided for in the relevant contract or according to the Safety Clause attached to the contract. Before commencing work all personnel to provide services to the Client on behalf of the Contractor are obliged get acquainted with OHS instructions and procedures related to the contracted work and made available to them.
- 7.5. Each Contractor (subcontractor) is obliged to perform a risk assessment for the safety of the job (e.g. JSA) relevant to the type of work assigned under a relevant contract. Such an analysis should be performed considering the planned method of working and preventive measures foreseen to control the hazards. The resulting document must contain specific technical and organizational solutions available to the Contractor or intended to be implemented when performing the work.
- 7.5.1. The Company may define the scope of specialized jobs for which work will be performed under the contract according to the Contractor's terms and conditions. All work must performed in compliance with the law and under supervision of the Client who authorizes the Contractor to carry out the work according to established and accepted principles.
- 7.5.2. The results of the risk assessment/JSA are essential for the correct preparation of a permit for particularly hazardous work and an HASP and/or SWI to be approved by the Site Manager, if developing an HASP is stipulated by law.
- 7.5.3. For any hazardous and particularly hazardous work a relevant written order or permit must be issued, supported by a hazard assessment document (preferably JSA). The analysis should include details of the following (among other things):
- method of safe performance, including the identification of related hazards and protection/control measures;
 - whether all risks and hazards involved in the job are considered in the permit,
 - whether there have been any accidents/near misses or breakdowns/emergencies in the type of work to be performed;
 - whether the job is a complex one and involves increased risk or needs to be performed by a number of subcontractors and thus requires coordination;
 - whether the personnel are properly experienced in the type of work;
 - whether new equipment or methods will be applied that have not been yet documented in written procedures and/or instructions.

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- 7.5.4. The Contractor needs to be given consent of the Mining Operations Manager/Operations Director to use own procedures to particularly hazardous work, and to allow the personnel appointed to perform certain functions while such work is carried out. It is acceptable that – in the case of instructions given by the Contractor – the coordinating or approving function be performed by authorized employees of the Client.
- 7.5.5. For particularly hazardous work the Contractor/Subcontractor shall develop Safe Working Instructions (SWI) and an Health and Safety Plan (HASP), as long as these are required by law for the relevant work. The purpose of SWI is to plan and prepare the working process in a manner that ensures safe performance. The document is to include all material safety aspects, i.e. regarding technical, organizational and human resources.
- 7.5.6. Any particularly hazardous work that requires a permit shall be:
- performed under direct supervision of a mining operations supervisor (or a person with relevant offshore qualifications in the case of drilling platforms),
 - preceded by a safety review of the jobsite and equipment, to be performed by a mining operations supervisor,
 - preceded by a briefing of the relevant personnel on the correct and safe manner of working, any possible risks and hazards and measures to control them,
 - preceded by selecting the appropriate personal and collective protection equipment.
- 7.5.7. The Company is to develop the rules of preparing, issuing and distributing hazardous work permits.
- 7.5.8. Particularly hazardous work is carried out on the basis of a permit issued by the Mining Operations Manager or – if agreed by the MOM – by a member of the management staff and supervision of the Mining Facility.
- 7.5.9. If so decided by the Company, long-term permits can be issued specifying a list of hazards identified at the time of site handover.
- 7.5.10. The Company develops templates for hazardous work permits. One of the elements of a permit is a list of personnel to perform work on a given day with a confirmation of their participation in a briefing before the job during which the content of the permit and scope of authorization is explained. Such a list makes an integral part of the permit and is completed by the Contractor and returned with a copy at the end of the job.

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7.5.11. The Company makes sure that the permit system requires making all and any arrangements necessary with all required signatures of duly authorized representatives of the Client before a hazardous work permit can be issued to the Contractor.

7.5.12. The validity of a hazardous work permit is limited by a single working shift subject to the principles in force at the Company. Depending on the Company's internal regulations, long-term permits may also be issued.

7.5.13. All documents related to the safe performance of work must be submitted to the Client before the project is commenced and must be approved by the Client in terms of safety and the declared compliance must be verified by the supervisors during execution.

7.5.14. Contractors must have all the documents required by law, including in particular:

- Certificate of an OHS training required by law (general induction, specific workplace safety training depending on the position and role). Personnel managing employees must have completed a regular training for this role.
- Medical certificate of no contraindications to work in a given position (statement of fitness for work),
- Certificates or statements required for the type of work assigned,
- Acknowledgment of an occupational risk assessment report that takes into account the conditions of working on the premises and at the facilities of the Company,
- Any required qualifications confirmed in a certificate, as well as authorizations and skills required for the job,
- Managing and supervising personnel are to have completed OHS training given by an entity authorized by the relevant mining authority to give OHS training to personnel performing work during the operation of a mining facility.

Before commencing work, the Contractor shall submit a statement confirming possession of the documents referred to in 7.5.14. The documents must be available for viewing on demand and their validity dates must agree with the duration of the contract / be updated when the relevant authorization is renewed, and the documents must be available for immediate verification.

7.5.15. The supervisor representing the Contractor shall ensure on-going supervision of its personnel and the work.

7.5.16. Where the Contractor's own equipment or machines are necessary for the work, these may be permitted on the following conditions:

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- The Contractor shall declare in writing that the equipment, tools and accessories are fully operational and in good working order, conform to health and safety requirements and will be operated by qualified personnel.
- Their completeness and fitness for the type of contracted work (according to the technology and methodology presented in the documents) will be evaluated.
- When requested by the Client, the Contractor should produce test or inspection certificates confirming that the equipment is suitable for safe performance of the job.

7.5.17. Particular requirements regarding the Contractor's use of equipment:

Electrical and power tools must be fully operational, in good working order and with valid inspection/test certificates;

Instruments and equipment used for control and measurement activities, in particular as regards acceptance tests and measurements, or performance tests of power systems, must have valid metrological verification certificates;

- If incorrect operation or misuse of machines and equipment is observed, the Contractor shall be solely liable for the consequences and for any threats or hazard thus caused;
- The Contractor shall secure the equipment used against accidental flow of energy, using the LOTO (lockout/tagout) system. Details available from the Client;
- The Contractor shall isolate and mark the worksite in a manner that ensures safety of people who may be exposed to the hazards related to the work.

7.5.18. In the event of a breakdown or failure of the Contractor's equipment, machines or vehicles, the Contractor shall remove these from the site for repair at a workshop. In special circumstances, if a temporary repair or simple maintenance of the equipment is required, the Contractor shall seek the Mining Operations Manager's consent before proceeding. In such a case the repair or maintenance work is to be performed by an authorized person and it requires arrangement and establishment of applicable safety procedures. The work shall be carried out under the supervision of a Client's employee;

7.5.19. Routine repairs and other activities connected with ongoing operation and maintenance of the Contractor's equipment may only be carried out by personnel with due authorization and necessary competences for such activities to ensure correct performance.

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7.6. When carrying out hazardous work the Contractor is to provide:

- personnel assigned for continuous and direct supervision of the work carried out by persons with appropriate qualifications;
- personnel assigned to provide first aid;
- personnel assigned to carry out firefighting and evacuation at the worksite, as well as access to the equipment required for such actions;
- supervision and consultation on occupational safety issues by qualified OHS service or by personnel with appropriate qualifications and training. All employees and other persons to be involved in the works must be covered by such supervision. There should be at least one health and safety officer/supervisor per 50 members of the Contractor's personnel on site. In the case of smaller groups the safety of work can be supervised by a member of such a group who has a valid periodic training certificate for supervising personnel;
- personnel that is fully capable of carrying out assigned jobs and appropriately qualified and authorized. The capability of performing work and the qualifications shall be documented for each person separately, taking into account their position and the scope of assigned work. The documents shall be available for viewing on request and their validity shall cover the duration of the contract/be updated when the authorization is renewed.

7.7. Meetings and inspections

7.7.1. The Contractor is required to:

- participate in meetings related to the safety of contracted work, held on the Client's premises and at the facilities;
- communicate any comments and doubts regarding safety of the work to the personnel responsible for supervision, appointed by the Company, or to the OHS service;

7.7.2. On the Company premises and at the facilities, the Client's authorized service or external entities conduct inspections of safety and working conditions. The Contractor is obliged to co-operate when such inspections are conducted and to promptly remove or rectify any irregularities found. If a hazard or risk cannot be removed immediately, appropriate preventive measures must be undertaken to reduce the risk and avoid injuries.

7.7.3. If a safety inspection reveals significant non-compliance or breach of safety rules, or the irregularities persist, the Contractor shall be notified in writing or by e-mail of the issues identified, once they have been documented. The Contractor shall be then required to remove or rectify the irregularities and to notify the Company of the results in a report stating the causes of the issues, recommendations and actions undertaken to avoid recurrence.

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- 7.7.4. Should any irregularities occur that constitute a gross violation of safety rules, posing a risk of accident that could result in injury, or represent a serious breach of law, the Company reserves the right to take action in the form of an immediate removal of the person responsible from the worksite (Company premises) or to impose a financial penalty on the Contractor according to the applicable Company Schedule of Penalties.
- 7.7.5. The Company reserves the right to discuss the issue with the manager of the Contractor's entity in order to communicate its opinion, evaluation and the scope of non-compliance, possible consequences and extent of penalties foreseen. The objective is to obtain the Contractor's top management's commitment to urgently implement corrective actions for elimination of such negligence and prevention of any future violation or non-compliance.
- 7.8. Protective clothing and personal protection equipment (PPE).
- 7.8.1. The Company is to define the required characteristics of personal protection equipment to be used when performing work by the Contractor for the Company/on the Company's premises;
- 7.8.2. The Contractor is obliged to provide its personnel with protective clothing, safety footwear and PPE appropriate for the identified hazards and risks (according to the health hazard evaluation / Job Safety Analysis / internal instructions and guidelines or Safe Working Instructions);
- 7.8.3. The personal protection equipment, clothing and footwear must be provided both to personnel carrying out the work and their assistants / attendants / other persons exposed to the hazards while the work is carried out. This obligation applies to everyone irrespective of the type of work or purpose of their presence on site. The Mining Operations Manager will not allow anyone to perform the job without the required PPE.
- 7.8.4. The PPE used shall:
- comply with the requirements of the safety standards defined by the Client;
 - carry a CE mark and be compliant with the relevant protection level for the given PPE;
 - carry the Contractor's logo;
 - be used within its expiry date / shelf life as specified by the manufacturer;
 - have the relevant documents confirming the inspections/tests carried out as specified by the manufacturer;
 - be in good working order;
 - be kept clean and easy to verify its characteristics;
 - (in the case of safety helmets) be in the colours compliant with the internal rules in use at the Client's facilities.

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7.8.5 Handling chemical substances/mixtures.

1. The Contractor using hazardous substances and/or mixtures:
 - shall provide their current list to the Client;
 - shall instruct the Contractor's personnel with the rules for handling such substances and mixtures as per requirements specified in their Safety Data Sheets, where the substances/mixtures pose hazards, and shall equip the personnel with appropriate protection;
 - shall store the substances/mixtures in places agreed with the Client, properly marked and secured against entering the environment and shall prevent unauthorized persons from accessing them;
 - shall provide appropriate means of neutralization/disposal of any leaks/spills of such substances and mixtures.

7.9. Procedure in the event of an accident or emergency during the work performed by the Contractor

7.9.1. The Contractor is obliged to notify the Company of every accident or emergency that occurs on the Company premises and during the work carried out for the Company.

7.9.2. At the Company's request the Contractor shall:

- provide the Client with all available information about the event;
- secure the location of the accident/emergency to enable identification of its cause and course;
- provide the Client with information about the result of the relevant investigation;
- inform the assigned representatives of the Company about preventive measures specified as a result of the investigation that – in the Contractor's belief – will prevent similar events in the future;
develop an in-depth analysis of the event using a method of the Contractor's choice, to include HOT (Human, Organizational and Technical) factors and e.g. ETA (Event Tree Analysis) according to the methodology accepted by ORLEN Group Companies; make the above-mentioned analysis available to the Company, which will use it to develop a set of conclusions in the form of Lessons Learned and forward them to the other ORLEN Group Upstream Companies.
- The Company may have this developed by the Contractor, reserving the right to modify the content.

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- 7.9.3. The Company shall verify implementation of the preventive measures specified for the emergency event or accident that occurred during the work performed by or for the Company on its premises.
- 7.9.4. Any electrical equipment and power tools used by the Contractor must comply with the applicable standards, have a CE mark or equivalent for application within the EU, and must not be identified as “domestic appliances/for home use” in its instruction manuals. Any equipment that does not meet the above requirements must be assessed/tested in a documented manner for compliance with the relevant EU directives.
- 7.9.5. All vehicles and equipment to be used must have all required documents authorizing their operation and use by the Contractors.
- 7.10. Before a new job or if the working conditions of a current job should change, an LMRA (Last Minute Risk Analysis) must be performed.
In particular, the Contractor is obliged to carry out analysis in the following circumstances:
- when a change order is given,
 - when any extraordinary/unusual work is ordered,
 - at briefings.
- 7.11. When a change order is communicated by the Client, the scope of work completed and the progress of work must be documented.
- 7.12. Contract termination and performance evaluation:
- 7.12.1. The Contractor is obliged to leave the site in the condition agreed with the Client who will hold an inspection of the works on site upon completion according to the terms and conditions of the relevant Contract. The final inspection must be done before the Contractor leaves the site. Essentially, the Contractor is to clean up the worksite in order to leave it in a non-deteriorated state compared to its original condition before the commencement of work. The state of the worksite at the time of completion and handover back to the Client will be confirmed in writing.

8. RELATED STANDARDS

8.1 Selected Safety Standards:

- M2 Contractor Management;
- S1 Hazardous Work Permits (incl. Hot Works);
- S4 Working at Height;
- S5 Earthworks Safety;

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S7 Adaptation of Machines and Equipment for Safe Operation in Working Environments.

8.2 Selected Technical Standards:

ST M2 T1 Qualification and Supervision of External Companies

ST M2 T3 Safety at Contractor's Site Facilities;

ST M2 T6 Refueling of Vehicles;

ST P1 T1 Organization of Local Storage Areas;

ST S7 T4 Working with Power Tools;

ST S7 T7 Using Electrical Equipment;

ST S7 T8 Storage and Handling Industrial Gas Cylinders.

9. RECOMMENDATIONS

Implementation of the guidelines specified in the Safety Clause and Contractor's Guidelines.

10. GOOD PRACTICES

None specified.

11. APPENDIX

N/A.

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1. PURPOSE

- 1.1. The purpose of this Standard is to classify and harmonize management of particularly hazardous work, including in terms of fire hazard, in the Upstream segment companies of the ORLEN Group.
- 1.2. This Standard concerns setting general guidelines for the organization, supervision, documentation and execution of particularly hazardous work at ORLEN Group Upstream companies. The documents that regulate the issues addressed herein on the Company level are the relevant Internal Organizational Acts (IOA), e.g. regulations, procedures or instructions that expand and elaborate on the requirements of the Standard.

2. APPLICATION

ORLEN Group Upstream Companies, their personnel and contractors performing work for them under written orders/permits.

3. DEFINITIONS

Job Safety Analysis - one of risk-assessment methods which makes it possible to identify hazards and their potential effects, and indicates solutions enabling their elimination or control.

Attendant – a person assisting while hazardous/particularly hazardous work is performed, prepared to respond in emergency, conduct evacuation of the people at work and being in possession of personal protection equipment enabling safe intervention on site.

Internal Organizational Acts (IAO) – internal documents of the company, adapting the requirements of the given standard to their operational objectives (e.g. procedure, instructions, directive, rule, order etc.).

LMRA (Last Minute Risk Analysis) – a risk-assessment method applied immediately before a job is commenced and intended to verify the understanding of the working method and the knowledge of the worksite, current/inherent hazards and necessary preventive measures. The use of LMRA is verified in the form of an interview with the personnel performing work, conducted by supervisors according to the JSA.

Work order/permit – written document providing the basis for the execution of particularly hazardous work. Due to the possibly interchangeable use of the terms “order” (e.g. for work on power installations/power generation facilities) and “permit” (e.g. for hazardous or other work), in this Standard both terms shall be equivalent.

Particularly hazardous work – work entailing a risk of serious threat to human health or life, or work performed in adverse conditions. Particularly hazardous operating work (including on power equipment) can be found on the list of particularly hazardous work in use at the Company.

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Contractor – a natural or legal entity, or an organizational unit without legal entity, which concluded an agreement/contract and performs work ordered and entrusted by the company, e.g. a repair and renovation company or a service company performing work under a contract or job order. The Contractor carries out particularly hazardous work under their own procedures upon approval of the Mining Operations Manager / Operations Director and their acceptance of the personnel authorized to perform specific roles.

Ordering / Approving Officer – an authorized person, appointed by the employer to issue written orders and holding a valid supervisor's qualification certificate, relevant to the scope of authorization.

Coordinator – an authorized person, appointed by the Ordering Officer to coordinate the work specified in the written order connected with the operation of power equipment, or to conduct repair or installation work, holding a valid supervisor's qualification certificate, relevant to the scope of authorization.

Authorizing / Issuing Officer – an authorized person, appointed by the Ordering Officer and designated by the employer to undertake activities connected with authorizing operational work, or other required by the Company, consisting in the preparation, handover and demobilization of the worksite and completion of work, holding a valid operator's qualification certificate, relevant to the scope of authorization.

Team Leader – an authorized person, appointed by the Ordering Officer to lead a team and having professional skills within the scope of performed work, as well as a valid operator's qualification certificate, relevant to the scope of authorization.

Site Safety Manager – an authorized person, appointed by the employer to supervise all employees working on the same site, in terms of occupational health and safety. A Site Safety Manager is appointed in a situation where personnel engaged by different employers are working in the same place at the same time.

The ordering, authorizing, coordinating, team leading and safety managing functions listed above can be performed by authorized employees of the Company or people hired by the Company to carry out particularly hazardous work. The validity of authorization may not be longer than the time limits set by the Company.

Long-term Permit – a permit issued for longer than the duration of a single shift.

Single Permit – one-off permits/orders for hazardous and other types of work, including for vehicle entry onto the premises, issued for the duration of a single shift.

4. SCOPE

This Standard applies to:

- 4.1. The scope of authorization as regards written permits/orders,
- 4.2. The requirements for written permits/orders,
- 4.3. The requirements for documents applicable to written permits.

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5. EXCLUSIONS

5.1. The following is allowed without a permit:

- Activities related to the saving of human life and health, and the natural environment,
- Protecting/securing (by authorized personnel) property from damage,
- Operating and maintaining power equipment by authorized and/or qualified personnel as required according to the operation and maintenance manuals for the relevant equipment/machines/technical installations.

5.2. If national legal requirements are more restrictive than this Standard, such national laws shall apply.

5.3. The scope of this Standard does not apply to permits for work specified by the Company but not included in the list of particularly hazardous work.

6. RESPONSIBILITIES

6.1. The Company Management is responsible for implementing the provisions of this Technical Standard in their internal legal regulations;

6.2. The management is responsible for implementing this Standard for use.

7. REQUIREMENTS

7.1. Particularly hazardous work / work subject to written permits or orders

7.1.1. The Company develops and updates a list of particularly hazardous work types as part of guidelines/instructions, according to the applicable legal and internal requirements.

7.1.2. The legal basis for such a list of particularly hazardous work is provided by e.g. general OHS regulations, the Geology and Mining Law, the Energy Law with the competence of the Mining Operations Manager regarding the specification of particularly hazardous work types.

7.1.3. The Company shall monitor the composition of work parties appointed to carry out particularly hazardous work.

7.2. Types of written permits

7.2.1. The manner in which written permits are obtained, including templates of any required forms, should be specified in the relevant Internal Organizational Act (IOA) applicable to the Company. The IOA may contain templates of different written permits/orders used by the given Company.

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7.3. Scope of authorization in written permits/orders

- 7.3.1. The manner in which written permits/orders are obtained, including templates of any required forms, should be specified in an instruction/guidelines developed for the given Company.
- 7.3.2. The Company shall define the terms and conditions of issuing permits and the officers required to be involved in the process, along with their scope of authorization.
- 7.3.3. The Company shall define the job titles and responsibilities of the persons involved in the process of issuing permits and their implementation.
- 7.3.4. The functions of an Ordering Officer, Authorizing Officer, Coordinator, Team Leader and Site Safety Manager can be performed by authorized employees of the Company or people hired by the Company to carry out particularly hazardous work.
- 7.3.5. All the personnel performing these functions in particularly hazardous work must have all the necessary qualifications and authorization as required by the applicable laws.
- 7.3.6. The roles of the above-mentioned officers shall be detailed in instructions or IOAs in force at the Company.
- 7.3.7. In the Upstream Segment, the Contractor is allowed to issue a permit/order as long as it complies with the rules of the Company. Such a permit/order must be agreed with and approved by the Mining Operations Manager or another duly authorized person.
- 7.3.8. A hazardous work permit may not be implemented until all the required signatures are affixed on it.
- 7.3.9. All the personnel involved in the performance of hazardous work must be familiar with the principles for carrying out hazardous work covered by the permit/order, safety precautions and measures resulting from the type of work, and actions to take in emergency.

7.4. Requirements for permits/orders, preparation and execution of work

- 7.4.1. For any particularly hazardous work a Job Safety Analysis must be carried out to identify risks and hazards and to establish applicable measures to control them, according to the principles in use at the Company.
- 7.4.2. Personnel performing particularly hazardous work must be acquainted with the issued permit/order in a documented manner.
- 7.4.3. The personal protection equipment (PPE) to be used must be consistent with the written permit/order.
- 7.4.4. Personnel performing hazardous work must stop it in the event of a threat or hazard that prevents its safe performance or makes it impossible to continue. In such circumstances the person directly supervising the work must be promptly notified. This also applies to a situation where any member(s) of the personnel performing hazardous work does not use the

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required PPE or carries out the work in a manner contrary to that declared or in breach of the agreed safety rules.

- 7.4.5. Each safety breach described in 7.4.4. shall be reported to the supervision personnel of the facility, depending on the severity and impact of the breach, in order to avoid recurrence.
- 7.4.6. No personnel shall suffer any adverse consequences for stopping work or leaving the dangerous area in the above-described circumstances and shall retain the right to remuneration for the time.
- 7.4.7. If any undesirable event should occur, disrupting the course of work (e.g. fire, alarm, etc.) the work must be stopped immediately and the personnel involved in the hazardous work must follow the emergency messages and instructions/orders of the persons in charge of rescue/fire-fighting operation.
- 7.4.8. The work may not be resumed until the relevant supervisor states that the hazardous conditions have been eliminated and the work can be performed safely. If the supervisor does not handle the matter correctly, employees may escalate the issue to a higher-ranking superior or to the organizational unit responsible for OHS. An employee has the right to have any safety-related doubts cleared in a manner established at the Company.
- 7.4.9. Discontinuing work due to adverse conditions, e.g. weather, shall end the validity of the relevant permit.
- 7.4.10. Before any work can be commenced in the area where potentially explosive atmosphere may occur, or in confined spaces, the persons in charge shall verify in person if the required risk-mitigating measures are in place or other relevant requirements of the permit/order are complied with (e.g. testing the composition of potentially explosive atmosphere). The findings must be documented. Personnel should be informed about the results of atmospheric testing where required.
- 7.4.11. Any change in the material scope of work means that the implementation of the permit/order must be discontinued, a new risk assessment must be carried out and a decision regarding a new written permit/order must be made, as appropriate.
- 7.4.12. If the safety conditions change or if there is a need to replace any of the designated officers in charge of supervision or personnel assigned to the performance of work, the relevant permit becomes invalid and a new written permit/order shall be issued.
- 7.4.13. Personnel performing particularly hazardous work shall conduct risk assessment: LMRA, JSA or another as used by the Company, before each new job or in the event of change in the conditions of the work.
- 7.4.14. A system of supervising particularly hazardous work must be in place to ensure supervision of safe performance and correctness of the work and to eliminate the risk of any adverse effects of one type of work on another one, carried out in the vicinity.

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- 7.4.15. The Company is obliged to provide supervision and consultation on occupational safety issues by qualified OHS service or by personnel with appropriate qualifications and training.
- 7.4.16. In the case of hazardous work performed continuously, the persons in charge shall discuss the current situation when changing shifts, in a manner established at the Company. If working conditions should change, they shall initiate the procedure of issuing new permits/orders.
- 7.4.17. In emergency situations and other circumstances increasing the risk or hazard, as well as when the working personnel do not comply with the new conditions as provided for in the issued permit/order/JSA, the supervisor shall be obliged to stop the work at once.
- 7.4.18. The completion of work means that it has been inspected and accepted and the written permit/order is closed. The Company shall define the terms and conditions of extending the validity of hazardous work permits.

7.5. Requirements for documents applicable to written permits/orders

- 7.5.1. The document of written permit/order for particularly hazardous work is developed by the Companies according to their internal instructions.
- 7.5.2. Each written particularly hazardous work permit/order must include a Job Safety Analysis carried out by the Contractor or persons specified in the internal instructions of the Company.
- 7.5.3. The JSA shall include the following mandatory elements:
- Description of the job, method and stages of execution,
 - Hazard identification,
 - Risk assessment (a risk matrix of the Company's choice),
 - Selection of protection measures and safeguards (collective protection equipment, personal protection equipment, technical and organizational measures, fire protection measures).
- 7.5.4. Insofar as the facility uses a safe energy isolation system (LOTO), the permit/order must specify the relevant Lockout/Tagout actions to undertake.
- 7.5.5. The written permit/order must include references to relevant safe working instructions (if applicable and required).
- 7.5.6. Keeping records and storing of the written permits/orders must follow the relevant internal regulations of the Company.

8. RELATED STANDARDS

S1 Standard	Hazardous Work Permits
S2 Standard	Isolating Energy Sources

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S3 Standard	Working in Confined Spaces
S4 Standard	Working at Height
S5 Standard	Earthworks Safety
S9 Standard	Hazardous Substance Measurements (toxicity, explosiveness, oxygen content)

And any ensuing or related technical standards which detail requirements for safe performance of relevant hazardous work.

9. RECOMMENDATIONS

When issuing a permit it is essential to agree with the contractor on safe working conditions in the current circumstances. Any possible interactions with other activities carried out at the same time and location must be also identified.

Two or more hazardous jobs should not be performed at the same place and time. If any such activity involving the same facility or line is to take place, it must be coordinated and may only be undertaken after a risk assessment taking into account the mutual impact of these jobs and the possible consequences.

Any work on power or process utility networks that may disturb the functioning of other process units may require – depending on the procedures in use at the Company – a special procedure for single (one-off) permits. If the hazardous work is to cover electrical networks or power equipment, other permits shall be required that result from specific trade requirements. In the case of hazardous work on electrical equipment, besides trade-specific permits, a notice to proceed is also used.

10. GOOD PRACTICES

N/A.

11. APPENDIX

N/A.



ST M7 U1	Preparatory work		
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1. PURPOSE

- 1.1. Definition of the principles of safe performance of preparatory work connected with on-shore drilling operations. In particular, this applies to the construction of the drill yard, access roads, bedding for the drilling rig, cellar, and the maintenance of the drill site during operation, as well as dismantling work, removal of temporary site facilities and reinstatement.
- 1.2. Insofar as the scope comprises hazardous work, such work should be classified and performed according to the internal regulations of the Company, in compliance with the adopted Safety and Technical Standards of the ORLEN Group.

2. APPLICATION

- 2.1. ORLEN Group Upstream companies.

3. DEFINITIONS

- 3.1. **Preparatory work, Phase I** – preparation of the site for drilling works, site demobilization, auxiliary works and other activities, in particular: clearing of trees, soil stripping, levelling, constructing ditches and ponds, subsoil compacting, slabbing, membrane installation, cellar foundation work, constructing an access point from a public road.
- 3.2. **Preparatory work, Phase II** – connected with drill site maintenance during the execution of a project/job, and in particular: providing water supply for domestic use, collecting, separating and removing solid and liquid domestic waste, thaw water, keeping the access road and yard passable and in good state of repair during drilling works.
- 3.3. **Cleanup and reinstatement work, Phase III** – activities consisting in the reinstatement of the original state of the area, in particular: dismantling of the drill yard and facilities, removing the geomembrane and bedding sand, backfilling, topsoiling, as well as finishing works at the borehole, i.e. wellhead painting, fencing, marking, constructing a permanent access road and service yard.
- 3.4. **Drilling works** – operations and activities carried out when constructing a borehole, e.g.: running in and pulling out a drill string, cutting through a rock with drilling equipment, borehole casing and cementing, geophysical logging, examining rock layers etc.
- 3.5. **Drill site** – an area where the drilling rig, auxiliary equipment and structures necessary for the construction of a borehole are located.
- 3.6. **Drilling rig** – a set of equipment, devices and mechanisms necessary for the construction of a borehole.
- 3.7. **Cellar** – an excavation, usually protected with a precast concrete ring. Its bottom is lined with levelling screed (or a watertight membrane) and the cellar is located next to the projected borehole to enable guiding of the drill string.
- 3.8. **Production wellhead (assembly)** – the equipment mounted on a casing hanger, closing the borehole. It is a protection against uncontrollable escape of hydrocarbons from the borehole.
- 3.9. **Wellhead zone** – a fenced-off and marked area around the wellhead assembly. Depending on the specific type of the borehole, there may be a risk of explosion and/or hydrogen sulfide exposure.



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- 3.10. **Paving** – laying reinforced / composite pavement panels or other slabs to form the pavement of the drill site.
- 3.11. **Geomembrane** – film laid under the pavement to protect the soil against contamination from drilling works.
- 3.12. **Particularly hazardous work** – work which involves a higher risk of accident than in the case of other activities due to its specific nature, materials used or local conditions. The employer is responsible for defining, maintaining and updating an inventory of particularly hazardous work occurring at the workplace.

The Company defines the types of hazardous work that require written permits in their Internal Organizational Acts (IOA).

- 3.13. **Job Safety Analysis (JSA)** – a method of hazard identification and control (which includes organizational, technical and personal protection measures) making an integral part of written permits/work orders. Subject to the Company's rules, information on the correct and safe performance of work, as well as potential hazards and means of mitigating the associated risk, may form part of the induction training for Company's own employees and Contractor's personnel briefing conducted by a supervisor.
- 3.14. **Site Manager** – a participant in the construction process who manages all works on site in order to ensure that these are performed in compliance with the applicable law and the approved building plans and specifications, operation schedule, and applicable regulations and standards.
- 3.15. **Client** – a natural or legal entity, or an organization without legal personality, ordering specific work to be performed under a written contract with a Contractor. May also be referred as the Contracting Authority.
- 3.16. **Contractor** – a natural or legal entity, or an organization without legal personality, performing specific work under an order or a written contract.
- 3.17. **Subcontractor** – a natural or legal entity performing work ordered by the Contractor. Subcontractors are covered by the safety management system of the Client, applicable to the project implemented by the Contractor and fall under the responsibility of the Contractor.

4. SCOPE

- 4.1. The scope of this Technical Standard concerns general terms and conditions, principles, recommendations and guidelines related to personal safety during the different phases of Preparatory Work for activities connected with on-shore borehole drilling operations and supporting activities.

5. EXCLUSIONS

- 5.1. This Standard does not cover any detailed principles of safe performance of individual activities inherent in Preparatory work (e.g. lifting, earthworks, off-shore processes) but only general principles and requirements that contractors are to observe when performing work. Detailed provisions regarding safe performance of such other activities are specified in



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national regulations, ORLEN Group standards and regulations of individual ORLEN Companies, as well as in the HASP and/or SWI submitted by the Contractor, if required.

- 5.2. The Standard does not cover any detailed working practices related to preparation and execution of drilling works or exploitation of mineral deposits, that are specified in the Company internal documents.
- 5.3. Insofar as the scope addressed in this Standard is regulated by state laws and regulations, industry standards or other regulations applicable at national level, these shall prevail. The Company may implement more restrictive requirements than provided for in the regulations in force.

6. RESPONSIBILITIES

- 6.1. The Company Management is responsible for implementing the provisions of this Technical Standard in their internal legal regulations;
- 6.2. The management is responsible for implementing this Standard for use.

7. GENERAL REQUIREMENTS FOR PREPARATORY WORK CONTRACTORS

7.1. Appointing preparatory work process agents

- 7.1.1. On the part of the Client: personnel supervising the performance of contractual provisions and client's representatives on the site where preparatory work is to be carried out.
- 7.1.2. On the part of the Contractor: Contractor's supervisors performing contractual provisions at the management level and Contractor's/Subcontractor's representatives to manage and/or coordinate work on the site.
- 7.1.2.1. The Contractor's representative on the site is required to:
- fulfil their duties and obligations arising from the law,
 - fulfil their duties and obligations arising from the contract and Client's regulations, as well as to supervise their employees and work.

7.2. Organization of preparatory work – prerequisites

- 7.2.1. The construction of access roads to the site and drill yard shall enable safe movement of transport vehicles.
- 7.2.2. In the event of heavy rainfall work shall be stopped and the ground shall be brought to optimum moisture level so that work can be resumed with the required load bearing capacity. Subsidence of paving slabs must be avoided and if it should occur, appropriate repair must be carried out promptly.
- 7.2.3. In order to ensure safety of work, the location of the borehole should be determined taking into account information regarding any buried power lines and telecommunication installations, oil and gas pipelines, the condition of existing access roads and bridges, the depth of the groundwater table, the location of catchment areas, landslides, the level of soil compaction etc.
- 7.2.4. The obtained information must be considered when planning site works, developing the layout plan, as well as planning and executing preparatory work.



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7.2.5. If drilling is planned in the vicinity of buildings and structures the distance from such areas must be considered in terms of compliance with the applicable standards of noise, vibration, light pollution and other effects, potentially hazardous or disturbing to the environment, according to the applicable regulations.

7.2.6. The Client's representative shall agree with the Contractor's representative, prior to the commencement of work, the terms and conditions of working together, procedures, supervision and communication as regards occupational health and safety, process safety and fire safety.

7.3. Site supervision and the role of site safety manager

7.3.1. The Contractor shall ensure supervision of work carried out on site and shall ensure the presence and supervision by a Site Manager.

7.3.2. Where personnel engaged by other employers are carrying out activities in the same place as the Contractor's personnel, the Contractor undertakes to cooperate with such employers as regards OHS, process and fire safety matters.

7.3.3. Unless agreed otherwise, the Site Manager shall fulfil the role of Site Safety Manager for all contractors (and their subcontractors) operating on the site where the preparatory work is carried out. If necessary, the Contractor's representative shall agree with the Client's representative on the need to appoint a Site Safety Manager from among the OHS personnel of the contractors and subcontractors carrying work on site.

7.4. Health and Safety Plan (HASP) and Safe Working Instructions (SWI)

7.4.1. The Contractor of construction works (Site Manager) is obliged to implement appropriate measures to reduce occupational risk and to draw up a Health and Safety Plan (HASP), if required by applicable regulations, and/or Safe Working Instructions (SWI) for the work according to the applicable requirements of the construction law.

7.4.2. The SWI must be consistent with the scope of preparatory work. In particular, it shall include:

- construction site development plan, including a layout plan of the taken-over site with the location of e.g. welfare facilities and other mandatory areas connected with the development of drill site during preparatory work,
- principles of work organization, list of officers/persons in charge involved in the execution of work on the part of the Client and Contractor, including their phone numbers and e-mail addresses,
- loading and unloading of pavement slabs and bulky elements,
- paving work and related activities at the drill yard and access roads,
- earthworks,
- work with heavy construction machinery (excavators, rollers, cranes etc.),
- work at height,
- lifting and hoisting activities, including the correct use of accessory devices (slings, lifting beams, hooks, ropes etc.),
- concreting and reinforcing work,
- *work involving chemical substances,



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- *work related to tree felling and clearing,
- *work in the vicinity of near-borehole zones, Ex-zones and toxic hazard zones,
- *work in the vicinity of HV lines or active telecommunication lines.
(*if present)

7.5. Securing the site of preparatory work

- 7.5.1. Before commencing work, the Contractor shall place a site identification board compliant with the regulations of the construction law.
- 7.5.2. Depending on the phase of work, the Contractor shall organize and secure the area of preparatory work (e.g. by providing lighting, fencing, identifying danger and hazard zones, safety marking) and shall maintain the site in good order, as required for the safety of all personnel authorized to be on site, according to the applicable requirements of the Construction Law and Geology and Mining Law.

7.6. Site induction and safety meetings

- 7.6.1. The Contractor's representative on site is responsible for training all their personnel before commencing work, and third-party personnel before accessing the site, in particular as regards the following:
- Safety rules resulting from applicable regulations,
 - Results of occupational risk assessment, i.e. information about risks, hazards and protection measures required for carrying the entrusted work,
 - Content of the HASP and/or SWI,
 - Any additional requirements resulting from the contract and safety and fire prevention principles adopted by the Company, Environmental protection and good working practices applicable to the location.
- 7.6.2. The Contractor's, Subcontractors' and Client's personnel present on site when the work is carried out are obliged to participate in Safety Meetings held by the Contractor's Representative at the beginning of each day of work. Such meetings shall include in particular:
- Discussing the activities carried out during the previous shift and briefing on further activities on site, including particularly hazardous work,
 - Reminding the personnel of applicable safety rules,
 - Discussing key issues and matters regarding OHS, fire safety and environmental protection.

7.7. Rules for site entry/exit and personnel identification

- 7.7.1. The Contractor shall keep and update a personnel register and shall make it available to the Client's representatives for inspection.
- 7.7.2. Each employee of the Contractor should have a visible Contractor's logo or company name on their workwear or protective clothing/safety helmet, along with their full name.
- 7.7.3. The Contractor shall mark the site with warning signs (WARNING: CONSTRUCTION SITE). AUTHORIZED PERSONNEL ONLY

7.8. Safety training, fitness for work and personnel qualifications



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- 7.8.1. Work may only be carried out by personnel with relevant qualifications and authorizations, holding the following documents:
- Certificate of competency or another document proving that they are qualified for the job,
 - Valid certificate of OHS training,
 - Medical statement of fitness for work, valid for the duration of the watch/shift.
- 7.8.2. If so requested by the Client, the Contractor shall promptly produce the above-referred documents and any other documents, statements, declarations or schedules as agreed in the contract.

7.9. Clothing, footwear and personal protection equipment

- 7.9.1. The Contractor shall provide instruction on the use of workwear, footwear and personal protection equipment (CE marked) as required for the type of work, and shall ensure strict observance of this requirement in compliance with the law and rules applicable on the site.
- 7.9.2. It is the Contractor's responsibility to ensure and enforce the use of appropriate work/protective clothing, footwear, personal and collective protection equipment (according to the type of work and existing or potential risks/hazards).
- 7.9.3. The Contractor is obliged to ensure that respiratory protection equipment, appropriate to the kind of hazard, is used in particular when handling or using loose chemical substances and mixtures, forming dust.
- 7.9.4. The Contractor shall place a board in front of the site entrance indicating that protective workwear, footwear and equipment must be used.
- 7.9.5. The kinds of personal protection equipment recommended for use are shown in the table below.

	safety helmet providing protection from falling objects and accidental impact, to be worn in all types of work
	ear protectors required when working on equipment and in places where excessive noise is present
	safety glasses/goggles/face shields providing protection of the eyes from foreign objects or hazardous substance/mixture, required e.g. when maintaining process equipment, cleaning tanks, grinding, drilling with hand tools or bench drills, oil, liquid gas and sulfide filling etc.
	respiratory protection equipment and masks
	workwear providing protection from slipping, hitting and crushing injuries, to be appropriately selected for the type of work
	
	
	



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work clothing and gloves providing protection from dirt, adverse weather, hazardous substances/mixtures and protecting the skin from grazing and other damage

safety harness with a shock absorber kit, or with a safety lanyard for supported work



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7.10. Provision of operational equipment, meeting requirements

7.10.1.

- Certificates of approval and inspection issued by the Office of Technical Inspection (UDT) for lifting and hoisting equipment, construction machines and pressure vessels,
- Register of slings subject to documented inspections and issued with valid quality certificates/approvals, without visible wear (abrasion, cut marks, kinks) or chemical stains,
- List of power tools with valid electrical inspection records,

7.10.2. If so requested by the Client, the Contractor shall produce documents confirming that the equipment meets the above-listed requirements.

7.11. Assurance of the safe use of machines and equipment

7.11.1. The Contractor is obliged to provide appropriate solutions for marking and securing machines, equipment and systems against accidental operation by unauthorized personnel or release of hazardous energy (e.g. LOTO system). This applies especially to power transmission and pressure systems and equipment.

7.11.2. The construction machines and equipment to be used must have valid inspection certificates according to the system in use by the Contractor, fully operational safety systems, i.e. guards, emergency lockout systems, visual and audible warning systems and signals, which must be used when carrying out work.

7.11.3. All electrical tools, appliances and extension cords used on site must be in good working order and appropriately marked with the latest service inspection date.

7.11.4. Construction work may only be carried out after dark if adequate lighting conditions are provided, ensuring safe performance.

7.11.5. Inoperative equipment must be removed from the site. In specific cases the Contractor shall agree with the Client's representative on the scope and manner of repair of faulty/broken equipment.

7.12. Handling chemical substances and mixtures

7.12.1. The Contractor shall develop and keep a register of chemical substances and mixtures classified as posing a threat to human health and life, or the environment, when used in the course of work. If so requested by the Client, the Contractor shall submit such a register for inspection.

7.12.2. The Contractor shall keep a set of current material safety data sheets for the chemical substances and mixtures used, with a list of their personnel's signatures acknowledging their awareness of the content.

7.12.3. The Contractor is obliged to provide equipment for removing leaks and spills, effects of a potential release of hazardous chemical substances, and for restoring the site to its original condition, as well as for disposing of any resulting waste, e.g. oil leaked from a machine or vehicle.



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7.13. Vehicle traffic on site

- 7.13.1. In the area where preparatory work is carried out vehicles may only be parked in designated places and in manner specified by the Client's representative. The preferred position of the vehicle is towards the exit.
- 7.13.2. Vehicle traffic on site must be coordinated. Every vehicle and machine in motion when working must be marked with warning lights on.
- 7.13.3. The Contractor, subject to the progress of work, shall mark the parking area and any zones of restricted or prohibited vehicle access.

7.14. Particularly hazardous work and Job Safety Analysis (JSA)

- 7.14.1. Personnel may only be admitted to perform particularly hazardous work on the basis of a written Particularly Hazardous Work Permit / Order. The Contractor shall provide that a duly authorized and trained person to issue such Permits/Orders is available during each shift.
- 7.14.2. The Contractor is obliged to keep a register of particularly hazardous work to be carried out by 2 people and provide documented instruction/briefing prior to carrying out such work.
- 7.14.3. Personnel of all contractors and entities involved in particularly hazardous work are obliged to participate in a safety briefing concerning potential risks and hazards (based on the relevant JSA) and the correct and safe performance of such work, including allocation of specific tasks to named individuals and sequencing the activities.
- 7.14.4. The Contractor is obliged to perform a Job Safety Analysis (JSA) for each particularly hazardous work to be carried out on site. If the conditions of the work should change, the Contractor shall update the relevant JSA accordingly.
- 7.14.5. Prior to each particularly hazardous work the Contractor shall discuss the JSA with the personnel assigned for the job and shall document the fact.
- 7.14.6. If so requested by the Client, the Contractor shall submit the relevant documents for inspection.

7.15. Fire safety measures

- 7.15.1. The Contractor shall ensure fire protection of performed work to include, in particular, portable firefighting equipment (at least 30 m from the location of hot works) according to the applicable regulations and contractual provisions.
- 7.15.2. The Contractor shall be responsible for making sure that hot works are carried out by duly authorized and qualified personnel only, if so required by law, and in compliance with applicable laws.
- 7.15.3. The Contractor shall designate and mark the assembly point for fire or other emergency evacuation or threat.
- 7.15.4. The Contractor shall designate smoking areas according to applicable laws.



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7.15.5. The Client shall have the right to check the location and distribution of portable firefighting equipment, the validity of its inspection (e.g. fire-extinguisher inspection tags) and inspection reports produced by the Contractor, as well as the correct signage for the location of firefighting equipment (according to the plan).

7.16. Provision of first aid to the personnel

7.16.1. The Contractor shall provide their personnel with an efficient first aid system for the duration of preparatory work, in particular by:

- designating first aid stations and making them available,
- designating first aid personnel and making them available during each shift,
- equipping the first aid stations with first-aid kits and communication devices. Dressing materials should be provided in the form of a standard portable first-aid kit to enable aid to be administered at the scene of accident,
- The Contractor shall get advised about the availability of local medical assistance (advanced aid) and find out the time required by an emergency medical service team to arrive on site.

7.17. Provision of staff facilities

7.17.1. The Contractor shall provide portable buildings/modules to be used as site offices and shelters in adverse weather conditions.

7.17.2. The Contractor shall provide hygiene facilities, incl. portable toilets, and their regular maintenance.

7.18. Emergency and evacuation procedures

7.18.1. The Contractor shall develop an Emergency Response Plan (ERP) and communicate it to their own personnel and subcontractors. The scope of such communication shall be adopted to the area of responsibility of individual members of personnel.

7.18.2. The ERP shall cover in particular:

- Procedures to be followed in the case of an accident at work,
- Procedures to be followed in the case of fire,
- Procedures to be followed in the case of a leak or spill,
- Emergency communication system (to include Client notification),
- List of contacts, agreed with the Client.

7.18.3. The Contractor shall be responsible for ensuring that emergency assembly points are clearly designated and marked and the escape routes clear.

7.18.4. The Contractor shall place a clearly visible board with telephone numbers of the services and authorities to notify in the case of accident or emergency.

7.18.5. Following an emergency, accident or near miss on site, the Contractor's Representative for the location shall provide the Client – as soon as possible – with a report on the causes and both undertaken and planned action, as well as to provide the Client with any required information on the causes and circumstances of the event.

7.19. Emergency suspension of work – rights and obligations



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7.19.1. The Contractor and their personnel are obliged to stop work and leave the hazardous area if the prevailing conditions are incompatible with OHS regulations and pose a direct threat life or health of the personnel and third parties, and to:

- notify the Client's representative of the event immediately,
- pay special attention to the prevention of subsequent events that might be caused by such suspension of work and secure the worksite as far as required,
- be ready to resume work as soon as the threat or hazard is removed.

7.20. Waste management and environmental protection

7.20.1. On site, the Contractor is obliged to follow the rules defined by the Client's representative as regards selective waste collection and storage at designated places and in appropriate containers for glass, plastic, paper and mixed waste.

7.20.2. The Contractor is obliged to carry out work in such a manner as to prevent environmental damages, and undertake measures to prevent any adverse environmental impact on site and within its range of influence.

7.20.3. If so requested by the Client, the Contractor shall promptly submit documents evidencing appropriate disposal/neutralization of waste (Waste Transfer Note and Waste Record).

7.21. Building a safety culture and accident prevention

7.21.1. The Contractor shall implement a program to raise employee safety awareness the idea of which is to build a safety culture, prevent accidents and reduce losses by:

- reporting safe and unsafe working conditions/personnel behavior and near misses,
- suggesting ideas for safety improvement.

7.21.2. The Contractor may use the Client's scheme in this respect or their own if consistent with the Client's.

8. RELATED STANDARDS

8.1. Safety standards:

- S1 Hazardous Work Permits,
- S4 Safe Working at Height,
- S5 Earthworks Safety.

8.2. Technical Standards:

- ST S4 T3 Temporary Work at Height,
- ST S6 T1 Reporting Incidents,
- ST S7 T4 Handling Power Tools,
- ST S7 T7 Working with Electrical Equipment;
- ST M2 T6 Refueling Tanks of Special Work Equipment.



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9. RECOMMENDATIONS

- 9.1. The Contractor shall ensure a system for the identification of personnel present in the working area/on site/drill site that enables the determination of the number of individuals affected by an emergency (e.g. T-cards or another tracking system).
- 9.2. The Contractor shall carry out health hazard evaluation regarding the work to be performed on the premises of ORLEN S.A. facilities prior to commencement of such work, and shall document this according to the requirements of the state regulations and ORLEN Capital Group Companies standards.

10. GOOD PRACTICES

None specified.

11. APPENDIX

Appendix No. 1 – Preparatory Work Checklist.



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Appendix No. 1:

OHS CHECKLIST FOR PREPARATORY AND REINSTATEMENT WORK

Contractor's name and address:	
Location of work:	
Work type/Phase:	
Project Owner/Client:	
Contractor's Representative:	
Inspector:	
Date:	

I. INSPECTION OF OHS DOCUMENTS BEFORE AUTHORIZING THE CONTRACTOR TO PERFORM PREPARATORY WORK

#	SCOPE OF INSPECTION	Y/N, NA*	COMMENTS
1.	MEDICAL EXAMINATIONS, OHS TRAINING, QUALIFICATIONS AND HHE		
1.1.	Do the personnel have valid medical statements of fitness for the job/position?		
1.2.	Do the personnel have valid occupational health and safety training certificates?		
1.3.	Do the personnel have valid qualifications/authorizations regarding operation and maintenance of equipment used at work?		
1.4.	Has a Health Hazard Evaluation been made for the positions within the worksite?		
1.5.	Have the personnel been acquainted with the occupational risks present on the worksite?		
2.	HASP, SWI, OHS INSTRUCTIONS		
2.1.	Is there a Health and Safety Plan for the project?		
2.2.	Are there Safe Working Instructions for the project?		
2.3.	Is the scope of the SWI compliant with the scope of preparatory work?		
2.4.	Does the Contractor have safety instructions for the machines, tools and processes used at work?		
3.	PARTICULARLY HAZARDOUS WORK AND JSA		
3.1.	Is there a register of particularly hazardous work types and is it known?		
3.2.	Is there a register of work to be performed by 2 people and is it known?		
3.3.	Is a particularly hazardous work permit/order issuing procedure in place?		
3.4.	Is a JSA procedure for particularly hazardous work in place?		
4.	PROTECTIVE CLOTHING AND PERSONAL PROTECTION EQUIPMENT (PPE)		
4.1.	Does the Contractor provide protective clothing, footwear and PPE for		



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	the positions/jobs within the worksite? (allocation chart)		
4.2.	Are regular inspections of PPE carried out (if required)? (e.g. PPE for working at height)		
4.3.	Is there an allocation/replacement interval specified by the Contractor for protective clothing and PPE? (allocation chart)		
5.	MACHINES AND LIFTING GEAR		
5.1.	Does the equipment (e.g. excavators, bulldozers, rollers) have: - all the required approvals for use?		
5.2.	Do the operators have all the required authorizations and qualifications?		
5.3.	Is the hoisting and lifting gear: - identified and listed? - checked?		
6.	HAZARDOUS CHEMICAL SUBSTANCES AND MIXTURES		
6.1.	Does the Contractor keep a register of chemical substances/mixtures?		
6.2.	Are there SDS for all chemical substances/mixtures available in languages understood by personnel?		
6.3.	Have the personnel been acquainted with the SDS?		
7.	ADDITIONAL SCOPE OF INSPECTION		
7.1.			
7.2.			
7.3.			
*Y – yes, N – no, NA – not applicable			

Inspector’s notes and conclusions:

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II. OHS INSPECTION ON THE SITE OF PREPARATORY WORK

#	SCOPE OF INSPECTION	Y/N , NA*	COMMENTS
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1.	ACCESS, MOVEMENT AND SITE MANAGEMENT	
1.1.	Is there a construction site board at the entrance to the site?	
1.2.	Is access on site controlled and secured against unauthorized persons?	
1.3.	Is the parking area and restricted areas separated and marked?	
1.4.	Is there a personnel tracking system in place?	
1.5.	Are construction materials stored in a safe manner?	
1.6.	Are the danger zones on site secured and marked according to the regulations? (e.g. excavations, temporary openings, areas with falling objects etc.)	
1.7.	Is the personnel provided with welfare rooms/facilities (e.g. modular shelters, welfare units)?	
1.8.	Are there hygiene facilities? (e.g. portable toilets)	
2.	SUPERVISION OF CONSTRUCTION WORK	
2.1.	Was a site manager or another person in charge of supervising work available during the inspection?	
2.2.	Is there a safety manager appointed for the site in the case of work carried out by different contractors/entities simultaneously?	
3.	SITE INDUCTION, SAFETY MEETINGS	
3.1.	Are site induction briefings conducted for employees and third-party personnel?	
3.2.	Are safety meetings conducted for the personnel before work is started?	
3.3.	Are records kept of the site induction briefings and safety meetings?	
4.	PARTICULARLY HAZARDOUS WORK AND JSA	
4.1.	Is any particularly hazardous work performed on site?	
4.2.	Are permits issued for particularly hazardous work?	
4.3.	Are there documented briefings/tool-box talks before undertaking particularly hazardous work?	
4.4.	Are there documents available to evidence that a JSA was carried out for particularly hazardous work?	
5.	PROTECTIVE CLOTHING AND PERSONAL PROTECTION EQUIPMENT (PPE)	
5.1.	Does the Contractor provide protective clothing and footwear and PPE to their employees and other personnel performing work for the Contractor? ?	
5.2.	Is protective clothing, footwear, personal and collective protection equipment appropriate for the type of work undertaken and CE marked?	
5.3.	In the case of PPE, e.g. safety helmet, is it in good state of repair (without damages) and is the expiry date valid?	
5.4.	Is there a safety noticeboard in front of the site entrance, requiring the use of PPE while on site?	



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5.5.	Is the Contractor's workwear or safety helmet marked with the name or logo of the Contractor?		
6.	SAFE USE OF MACHINES AND EQUIPMENT		
6.1.	Is there a list of equipment and tools in use available on site?		
6.2.	Are the power tools in use subject to regular inspection?		
6.3.	Is the owner identified on the tools and extension cords and do they have inspection marks?		
6.4.	Is the equipment in use in good working order? (complete covers and guards, no cracks and damage etc.)		
6.5.	Are power supply cables of electrical equipment protected against mechanical damage?		
6.6.	Are connections of electrical equipment to portable distribution boxes/boards made correctly and safely?		
6.7.	Is there a LOTO system in place? <i>(Are there tags and locks, such as padlocks, safety cables, clamps?)</i>		
6.8.	Are current OHS instructions for the machines and equipment in use available on site?		
7.	LIFTING AND HOISTING OPERATIONS, MACHINES AND GEAR		
7.1.	Are the machines equipped with functional safety systems? - Complete and effective covers and guards? - Warning lights? - Acoustic signaling?		
7.2.	Are there lifting and hoisting gear approval certificates available on site?		
7.3.	Is the hoisting and lifting gear free of visible marks of wear and tear? (chaffing, cuts, kink marks)		
7.4.	Is loading and unloading carried out under supervision of a foreman?		
7.5.	Is the guiding of paving slabs carried out with supporting tools/devices (rods, pulleys) or tag lines?		
7.6.	Is the site appropriately marked and secured, if located at public roads and generally accessible areas?		
7.7.	Are paving components appropriately and safely stored?		
8.	EARTHWORKS – EXCAVATIONS		
8.1.	Are the earth-moving machines (bulldozer, excavators, rollers) equipped with functional safety systems? (guards/covers, warning lights and acoustic warning devices)		
8.2.	Is work in excavations carried out under supervision? (at least 2 people)		
8.3.	Are the trench walls appropriately stabilized by shoring or battering?		
8.4.	Are there safe access points to worksites in excavations, spaced at intervals of max. 20 m?		
8.5.	Is excavated material correctly stockpiled?		



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8.6.	Are the zones around earthworks secured against unauthorized access?		
9.	HAZARDOUS CHEMICAL SUBSTANCES AND MIXTURES		
9.1.	Are all chemical substances/mixtures stored in properly marked/labelled containers intended for this purpose?		
9.2.	Is the personnel equipped with appropriate PPE to work with hazardous substances and mixtures?		
9.3.	Is there a spill kit (or equivalent) available?		
10.	FIRE SAFETY		
10.1.	Is the portable fire-fighting equipment distributed on site as required?		
10.2.	Is the fire-fighting equipment subject to regular inspections?		
10.3.	Is there an emergency assembly point designated in case of fire or another threat?		
10.4.	Are there established rules for performing hot works?		
10.5.	Are there designated and properly marked smoking areas?		
11.	FIRST AID AND EMERGENCY PROCEDURES		
11.1.	Is there an Emergency Response Plan available on site?		
11.2.	Is first-aid equipment (e.g. first-aid kit cases) properly distributed on site?		
11.3.	Are there at least 2 persons trained in first aid available during each shift?		
11.4.	Are there first aid instructions in the first-aid kit/case?		
11.5.	Is there a clearly visible board on site with telephone numbers of the services and authorities to notify in the case of accident or emergency?		
11.6.	Has there been any accidents or emergencies reported to the Client since the work commenced?		
12.	ENVIRONMENTAL PROTECTION AND WASTE MANAGEMENT		
12.1.	Are there waste properly marked containers/bins for selective waste collection on site?		
12.2.	Are the waste containers leak-proof enough to prevent contamination of the place of storage?		
12.3.	Does the contractor keep a register of waste and can prove its disposal (e.g. Waste Records and Waste Transfer Notes)		
13.	BUILDING A SAFETY CULTURE AND ACCIDENT PREVENTION		
13.1.	Does the contractor undertake efforts to build a culture of safety and accident prevention?		
13.2.	Can the employees report safe and unsafe working conditions and behavior on site and is it documented?		
13.3.	Are corrective and remedial measures taken with regard to employees' observations and are the employees properly informed?		



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Conclusions and preventive recommendations:

#	Recommendation	Responsible party*	Time limit/deadline
1.			
3.			
4.			
5.			

*Person/entity responsible for the implementation of the recommendation and obliged to notify the Client and the Inspector of completion.

III. Inspector's comments:

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IV. Appendices:

1. Photographic records

....., *date:*

.....
Inspector's signature

Distribution list:

- Contractor (1 copy)
- Client (1 copy)
- ORLEN Capital Group OHS and Prevention Coordination Department (1 copy to file)

ST S8 U1

Organization of trainings perfecting emergency situations response.

Prepared by:
One Safety for Upstream Project Team

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1. PURPOSE

1.1. The aim of the standard is to unify the principles of organizing trainings improving actions related to responding to emergency situations.

1.2. The standard provides guidelines as to the scope of internal regulations applicable in the Upstream segment companies of the ORLEN Capital Group. The documents regulating the issues discussed at the level of the Companies are Instructions or other Internal Organizational Acts (IAO), which constitute an expansion and specification of the requirements in the subject of the standard.

2. APPLICATION

The subject of the standard applies to the Upstream segment companies of the ORLEN Capital Group conducting upstream drilling or extraction work and their employees.

3. DEFINITIONS

Emergency response trainings - practicing response scenarios to identified emergency situations that may occur during drilling or mining operations.

4. SCOPE

The standard covers requirements for:

- 4.1. Planning exercises to respond to emergency situations;
- 4.2. Conducting the aforementioned exercises;
- 4.3. Analyses of the exercises conducted.

5. EXCLUSIONS

- 5.1 Where national legal requirements are more restrictive than this standard, they shall prevail.
- 5.2 Crisis management and response to hazards arising from emergency situations are not covered by this standard.

6. RESPONSIBILITIES

- 6.1. The Company's Management Board is responsible for implementing the provisions of the standard into internal regulations for the purposes of application.
- 6.2. Management is responsible for implementing the standard for application.

7. REQUIREMENTS

7.1. Requirements for planning rescue exercises

7.1.1. Each company carrying out well drilling work (exploration) or exploiting a deposit (production) shall organise planned exercises in case of emergency situations.

7.1.2. Unless otherwise provided for in the regulations, the Company specifies minimum requirements regarding the number / frequency of exercises organized at the drilling rig location during the execution of a drilling task or a task related to the exploitation of a deposit.

7.1.3. Companies identify threats that require response exercises. These include:

- a) Eruption;
- b) H₂S gas leak;
- c) Ignition or fire;
- d) Leakage of a substance causing environmental pollution;
- e) Accident requiring medical assistance or evacuation of the injured person.
- f) Other emergency situations resulting from local hazards related to drilling operations in a given area.

7.1.4. Companies establish minimum requirements for forces and resources necessary to conduct emergency response exercises;

7.1.5. In terms of defining the purpose of the exercise, the Company will determine measurable criteria and principles for its evaluation (e.g. time and effectiveness of implementation of the tasks planned during the exercise);

7.1.6. Planning and conducting exercises should include, as a minimum, the evacuation of workers to a safe location in the event of a fire or other local hazard;

7.2. Requirements for the implementation of exercises

7.2.1. Each Company conducts exercises in accordance with prepared schedules and with a frequency ensuring verification of the readiness and competence of all employees involved in the implementation of the task.

7.2.2. Assessment of the correctness of the exercise includes its observation, photographic documentation, assessment of the participants' actions and the time of implementation of the planned activities.

7.2.3. Assessments of conducted exercises should be made by competent persons, not directly involved in the implementation of the activities that are the subject of the exercise.

7.2.4. In the scope of offshore Companies (works on drilling platforms), exercises are carried out every two weeks in accordance with maritime regulations (fire, man overboard, evacuation, etc.). A record of these exercises is in the Platform Logbook and Daily Report. Comments after the exercises are discussed at a meeting organized after the exercises.

7.2.4.1. For rescue exercises involving the Rescue Station of Borehole Mining (RSGO), a protocol is prepared in accordance with the template applicable in the RSGO.

7.2.4.2. For fire and evacuation exercises onshore, a report on the exercises is prepared in the template adopted by the Company.

7.2.4.3. For exercises on land, their scenario and assumptions are prepared. For exercises on offshore drilling rigs, the requirements concerning them are specified in the regulations.

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7.3. Requirements for reporting and drawing conclusions from conducted exercises.

7.3.1. The exercises should be concluded with a report containing information on:

- a) Type and threat situation that the exercise concerned;
- b) Type of drilling rig and name of the borehole/location;
- c) Date and time of the exercise;
- d) Responsible supervisor and number of people participating in the exercise;
- e) Description of the action taken – situation/threat that the exercise concerned and decisions made, actions taken and their effects.

7.3.2. The exercise summary should include information on the achieved effects and response times to the assigned tasks. The conclusions resulting from the descriptions of activities should indicate those that require refinement, as well as the need to disseminate information on the effects of the exercise.

7.3.3. The conclusions drawn should be used in the organisation of subsequent exercises.

7.3.4. For the offshore drilling platforms the above information is included in the Logbook and Platform Report.

8. RELATED STANDARDS

Safety Standard S 8 "Organization of exercises to improve rescue operations".

9. RECOMMENDATIONS

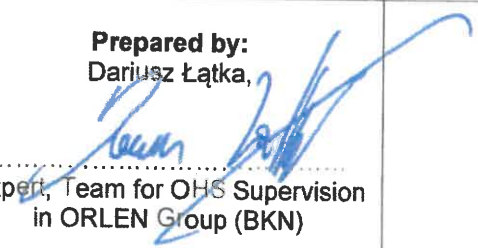

None.

10. GOOD PRACTICES

None reported

11. ATTACHMENTS

None

<p>Prepared by: Dariusz Łątka,</p>  <p>..... Expert, Team for OHS Supervision in ORLEN Group (BKN)</p>		<p>Approved by: Łukasz Agaciński</p>  <p>..... Director, Department for OHS Prevention Coordination in ORLEN Group (PBK)</p>
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