

Date of printing: 26. 6. 2025



Scope of validity:

ORLEN Unipetrol RPA s.r.o. (without branches)

SAFETY RULES FOR EMPLOYEES OF OTHER ORGANISATIONS

Approved by: Executive director
Valid from: 28/04/2025
Document administrator: ORLEN Unipetrol RPA s.r.o. – Management Systems Department
Prepared by: ORLEN Unipetrol RPA s.r.o. - Safety and Risk Prevention Department – Ing. Miroslav Nálepka
English version prepared by: External translation services

The document is in the property of ORLEN Unipetrol RPA s.r.o.
Distribution of copies outside the company is prohibited, except when provided to external entities for the purpose of tender procedures and in order to meet the contractual obligations.
A printed copy is an uncontrolled document.

List of changes

Change No.	Page No.		Subject changed	Valid from	Approved by (position, signature)
	Deleted	Added			
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Notice: The change management of this document is carried out according to Directive 821.

Table of Contents

1	Purpose	5
2	Scope of Validity	5
3	Terms, definitions and abbreviations	5
4	Safety rules for employees of external organisations	8
4.1	Basic safety requirements	8
4.2	Basic safety rules (Life-Saving Rules)	10
4.3	Activities prohibited in the premises	11
4.4	Implementation of activities	12
4.5	Movement and driving in the area	17
4.6	Movement of persons in production plants	20
4.7	Incidents, reporting and investigation of causes	21
4.8	Working injury	21
4.9	Education and trainings	22
4.10	Environment	24
4.11	Inspection	28
5	Responsibility	29
6	List of related documents	29
7	Separate annexes	30
Annex A	Sample "Training of contractors"	31
Annex B	Rules for placing container facility	32
Annex C	Basic rules of conduct when alarm is sounded by the siren	33
Annex D	Excavation works – Kralupy	34
Annex D.1	Requirements	34
Annex D.2	Form	36
Annex E	Work on electrical equipment and work with el. equipment – Refinery Units	38

Annex E.1	Requirements	38
Annex E.2	Request form.....	40

1 Purpose

The Directive defines rules on occupational health and safety, fire protection, major accidents prevention, safety of the transport of dangerous goods (hereinafter “safety”), protection of premises and environmental protection applicable to ORLEN Unipetrol RPA s.r.o. premises and areas under its management.

2 Scope of Validity

The Document is valid in the following marked companies/branches:

- ORLEN Unipetrol RPA s.r.o. BENZINA, odštěpný závod
 POLYMER INSTITUTE BRNO, odštěpný závod

This revision replaces Directive 402 “Safety rules for employees of external organisations”, 9th revision from 18/11/2022.

The Directive is addressed to all natural persons / self-employed natural persons / legal persons of other organisations which:

- legally abstain or perform work for the Company on the basis of the relevant contract or one-off order;
- have any object (workplace) or land (area) rented or owned by the company in its production facilities or premises under its administration, and use it for their business activities.

Accessibility of the Directive to other persons is ensured via the Internet:

<https://www.unipetrolrpa.cz/en/ServicesandChempark/ChemparkZaluzi/BindingRegulationsandInformation/Pages/default.aspx>

3 Terms, definitions and abbreviations

Emergency information system	- a set of documents, elements and devices enabling persons to be informed and to give instructions on possible further activities in the event of an undesirable emergency
Premises Chempark Záluží	- Company premises in Litvínov, Záluží, i.e. basic plant, petrochemicals, low-temperature warehouses, wastewater treatment plant, dispatch center and other continuous fenced and non-fenced areas outside the fenced area e.g. warehouses and landfills owned, used or managed by the company
Area of chemical production Kralupy nad Vltavou (ACHVK)	- The territory under the administration of SYNTHOS Kralupy a.s., including SDS and SKP
Premises	- For the purposes of this Directive Area Chempark Záluží and Area of Chemical Production Kralupy nad Vltavou, including SDS, SKP and UARKO
Other organisation	- Contractor, tenant, owner of the building / object on the premises
Tenant	- A natural or legal person using the leased object in the manner specified in the contract or using the leased object
Dangerous goods	- Substances and articles which are excluded for carriage under the ADR / RID or which are permitted to be transported under the conditions specified in these regulations (in the company conditions they are hazardous chemicals, preparations and hazardous waste authorised for carriage according to ADR / RID)
Department	- The delimited portion of a block or facility, bounded by designated boundaries according to a circuit or territory plan with ORLEN Unipetrol RPA s.r.o. outside the fenced area

Professionally qualified person for risk prevention tasks	- A person with professional qualifications who meets the requirements of Section 10(1) of Act No. 309/2006 Coll., which regulates additional requirements for occupational health and safety in employment relationships, as well as ensuring occupational health and safety during activities or service provision outside employment relationships (Act on Ensuring Further Conditions for Occupational Health and Safety)
Professionally qualified person in fire protection	- A person with professional qualifications who meets the requirements of Section 11(1) of Act No. 133/1985 Coll., on Fire Protection, as amended
Protective equipment	- Mechanical, electrical, electronic or other similar equipment designed to ensure the safety and security of life and health of persons
Accident at work	- Any damage to health or death that has been caused to the person affected by the accident, irrespective of his or her will, due to the short, sudden and violent influence of external influences during or in connection with the work tasks
Company premises	- Production and non-production premises owned by ORLEN Unipetrol RPA s.r.o.
Reflective vest	- High visibility safety element designed for the protection of users and meeting European standards (832701) EN ISO 13688 and (832820) EN ISO 20471, protection class 2 or 3
Contractor	- A representative of a department that has entered into an appropriate commercial contract with another organisation or a representative of a department for which another organisation carries out its activities under that contract
Company	- ORLEN Unipetrol RPA s.r.o. based in Litvínov and Kralupy nad Vltavou and Kolín
Employee/employees of other organisations	- Employees of other organisations, their suppliers and subcontractors of services and work, visitors, self-employed persons, etc.)
Owner	- Legal/natural person who has a long-term lease of land ORLEN Unipetrol RPA s.r.o. or easement from ORLEN Unipetrol a.s. owned building/object that is built on this property. It is the owner outside ORLEN Unipetrol RPA s.r.o.
Production facility / equipment	- Premises of production units, JEKO, JESL and logistics units.
AC	- Tank truck
ADR	- European Agreement concerning the international carriage of dangerous goods by road
HSE	- Health and Safety
BA	- Security agency, contractually ensuring the protection of the premises
COTAS	- Control system for filling of tank trucks
WWTP	- Waste water treatment plant
DCS	- Distributed stability control
DOK-SYSTEM	- Comprehensive system for the management of binding internal regulations (workflow and repository).
DPPO	- Fire Prevention Department
HZSP	- Fire Department
ISPOP	- Integrated System of Reporting Obligations
JEKO	- ECO unit

JESL	- Energy services unit
Contractor	- The tenderer selected to carry out the order
LSR	- Basic safety rules (Life Saving Rules)
MU (emergency)	- An undesirable event, limited in time and space, resulting in endangering or harming the health or life of persons, property, the environment, the working environment, reputation.
NL (chemicals)	- The selected chemical, which, alone or in admixture with another substance, exhibits one or more hazardous properties classified under the Chemicals Act which, on the basis of these properties and quantities, could endanger or damage the health or life of persons, living organisms, the environment or property. In terms of Act No. 254/2001 Coll. The Water Act, as amended, also includes hazardous substances as hazardous substances
OSBAR	- Department of Building and Site Management
PPE	- Personal protection equipment
OORV	- Production Operations Management Department
OZIP	- Department of Environment
FP	- Fire protection
PZH	- Prevention of major accidents
RID	- Regulations for the International Carriage of Dangerous Goods by Rail
UARKO	- Kolín Site Section
UBEZ	- Safety Department
UKOB	- Security Department
VTVHO	- Water Management production team
ŽP	- Environment

4 Safety rules for employees of external organisations

4.1 Basic safety requirements

4.1.1 Management of activities

4.1.1.1 Other organisations are obliged to ensure occupational health and safety, environmental protection and to perform work in accordance with the provisions of generally binding legal regulations and other regulations, technical standards and relevant business contracts concluded with the company. All persons who are aware of another organisation on the premises are treated as employees of that organisation (visits, subcontractors, self-employed persons, etc.). Other organisations are fully responsible for their activities, including demonstrable delegation of obligations and requirements under this Directive and related documentation.

Note:

CSN or their parts, which contain technical requirements for products and equipment operated on site or put into operation and technical and organisational measures to ensure safety at work, are binding in full for setting minimum basic technical and safety requirements (this does not concern the quality of chemical products and test analytical methods).

4.1.1.2 Other organisations are obliged to ensure that all activities are managed through demonstrably responsible persons and that they are organised and carried out in a manner that also protects other persons moving within the premises. Before commencing work, they are obliged to submit to the contractor the structure of their subcontracts (number and activities). The first level of subcontracting is permitted for work for the Company. Other possible levels are subject to approval by the contractor and safety department.

4.1.1.3 In the case of work for the company, each working group / crew will have a designated manager / foreman (a trained recipient of a work permit or other authorised person) who is assigned to manage the working group during work activities and is present at the workplace execution of works. Furthermore, they are obliged to ensure that each of these groups, if they are made up of members of a nationality other than Czech or Slovak, will be supervised by an employee of the contractor who will speak Czech or Slovak and thus provide them with the necessary transfer of information with regard to specified requirements.

4.1.1.4 In the case of carrying out work for the company, a professionally authorised person in risk prevention to address safety issues and a professionally qualified person in the field of fire protection must be identified. Professionally qualified persons for risk prevention must be provided in sufficient numbers according to Table 1. These qualified persons must be knowledgeable of the safety standards applicable within the company, as well as relevant legislative and normative requirements.

Table 1.

Number of employees of other organisations (performing work for the company)	Number of professionally qualified persons for risk prevention
1-50	at least 1
51-100	at least 2
101-200	at least 3
201-400	at least 4
etc.	At least one additional qualified person for every subsequent 200 employees of another organisation.

Professionally authorised persons are obliged to participate in all forms of education and training of implemented companies, including verification of their knowledge and participate in joint inspections (by mutual agreement) of planned companies. Furthermore, they must conduct physical inspections at workplaces (construction sites, projects, work fronts, etc.) at regular intervals and keep records of these inspections. These records must be presented by the professionally qualified person for risk prevention to an

UBEZ employee upon request for review. If repeated violations of occupational health and safety (OHS) rules occur at the contractor's workplaces, UBEZ will set the frequency of inspections and require the presence of the professionally qualified person for risk prevention at the given workplace.

4.1.1.5 Other organisations are also required to:

- inform the company without delay in a demonstrable manner of any deficiencies and defects found in workplaces and leased premises, which are not within their competence to remedy under contract or generally applicable regulations,
- respect the safety and emergency information system in the premises, i.e. information and safety tables, radio broadcasts, siren signals, the sound system of the premises, instructions of operating personnel, control and rescue units, etc.,
- consult with HSE department (email: BOZP@orlenunipetrol.cz) in relation to rented or used buildings / premises on the extent and manner of its integration into the company's emergency system in terms of PZH,
- inform in advance HSE department in writing (email: BOZP@orlenunipetrol.cz) if it will handle carcinogens, mutagens, reproductive toxicants at its workplaces or work with its own ionising radiation sources on its premises and notify it of the termination of these activities,
- ensure that workers who enter or enter the controlled zones with carcinogenic occurrence are properly acquainted with the measures laid down for work in the controlled zone (information will be requested from the head of the relevant department), ensure that records of the time spent by its employees in the controlled area are kept in accordance with the requirements of the relevant legislation,
- ensure that their employees undergo a test (examination) for the presence of alcohol or other addictive substances, organised and provided by designated employees of the company or BA employees,
- restore the workplace (construction site) to its original state after the termination of the activity and to hand it over to the contractual partner via the handover protocol or work permit,
- ensure that its workers at the Chempark Záluží site use breathing equipment in accordance with Directive 422 "Respiratory Service",
- ensure that work procedures are developed and hazards identified for the activities performed, and the risks to human life and health can be assessed from them,
- ensure that fire supervision (specified in the work permit) is performed by a person designated in advance with written rights and obligations to the nature of the work.

4.1.2 Equipment and identification

4.1.2.1 Other organisations undertake to operate only such machinery and equipment that complies with the generally applicable laws, regulations and organisational and management standards of the Company for the purposes for which they are technically competent and in accordance with the conditions set out by the manufacturer and technical standards and in a design appropriate to their location/use.

4.1.2.2 Other organisations are also required to:

- maintain order and cleanliness in their buildings, workplaces (construction sites), to guard or otherwise secure the said buildings and property,
- place a properly filled Fire Alarm Directive in the vicinity of the telephone (the Fire Alarm Directive for the Litvínov, Kralupy nad Vltavou and Kolín sites is shown in Annex B),
- ensure at its own expense (unless otherwise stipulated in the relevant contract) the provision of basic hygiene requirements (toilets, dressing rooms, rest rooms, washrooms, drinking water sources, etc.). These premises must comply with legislative and normative requirements,
- ensure permanently free access to all material means of fire protection and fire safety equipment (to outdoor offtake points and permanently free access for mobile fire equipment).

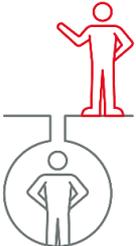
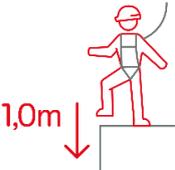
4.1.2.3 All vehicles and equipment (containers, cells, switchboards, welding kits) will be marked with the logo or name of the owner (other organisation) or the organisation that uses them for the activity (in the case of leases).

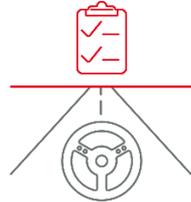
4.1.2.4 The rules for the placement of mobile cells, containers, etc. are set out in Annex C to this Directive.

4.1.2.5 Employees of other organisations must be visibly marked with the name surname and name of the organisation (e.g. work clothes).

4.2 Basic safety rules (Life-Saving Rules)

In order to eliminate fatal or other serious work-related injuries and damage to the Company, the LSR below applies. For each rule, there are examples of violations, which are not a definitive list and are only indicative and always depend on the assessment of the specific situation.

<p>1.</p> 	<p>Always execute works based on valid Permit to Work.</p> <p><u>Violation:</u></p> <p>Permit to Work is not at the workplace!</p> <p>Permit to Work has not been issued; works are executed without a permit!</p>
<p>2.</p> 	<p>Always execute works on properly secured equipment.</p> <p><u>Violation:</u></p> <p>Failure to secure sources of energy and media that may affect the workplace!</p>
<p>3.</p> 	<p>Always execute works in hazardous areas in a safe manner.</p> <p><u>Violation:</u></p> <p>Work in hazardous areas on the contrary with processed risk analysis!</p> <p>Works in a metal vessel with the electrical equipment or lighting with a voltage over 50 V without isolating transformer or other current protection!</p> <p>Works without supervision at the entrance!</p> <p>Failure to perform required monitoring of the air!</p>
<p>4.</p> 	<p>Works at height above 1 m and above free depth must be always executed using collective or personal fall protection.</p> <p><u>Violation:</u></p> <p>Works/movement without fall protection at the height above 1 m of the surrounding terrain or above free depth!</p>
<p>5.</p> 	<p>Always perform lifting works safely.</p> <p><u>Violation:</u></p> <p>Movement under the suspended load!</p> <p>Using bases at structures of underground utilities!</p> <p>Using hooks without latches!</p> <p>Using damaged slings for lifting!</p> <p>Unmarked or otherwise unprotected operational area of the crane during works!</p> <p>Slinging of loads by a person without relevant qualification!</p>

<p>6.</p> 	<p>Ban of smoking in the whole company premises except for designated places.</p> <p><u>Violation:</u> Smoking outside the places marked "Smoking allowed" or "Smoking area"!</p>
<p>7.</p> 	<p>Prohibition of entry and work under the influence of alcohol or other additive substances.</p> <p><u>Violation:</u> Work or entry to the premises under the influence of alcohol or other additive substances!</p>
<p>8.</p> 	<p>Obey traffic rules when driving.</p> <p><u>Violation:</u> Driver of the motor vehicle and transported person must be buckled up if the seat belt is a part of the seat! Driver cannot hold in a hand a cell phone or other talk or recording device when driving! Exceeding of the maximum speed limit at premises roads!</p>

4.3 Activities prohibited in the premises

- use alcoholic beverages and abuse other addictive substances within the Company's premises and premises owned by them, to enter these premises under their influence,
- smoke outside the designated areas marked "Smoking allowed" (the ban also applies in the cabin of a motor vehicle and in places where work with fire is permitted according to the valid permit) and also in places where smoking is also exposed to non-smokers; the use of the so-called "electronic cigarette" is also considered smoking,
- use open fire without a valid permit (the ban also applies in the cabin of a motor vehicle),
- bring lighters and other objects capable of igniting into areas marked by the warning notice "No Wearing Lighters" without the appropriate work permit;
- use electrical appliances without prior written permission,
- use electrical heat appliances in vehicle cabins,
- carry out any manipulation on the equipment without permission;
- store disassembled or other material in the area of through roads and roads, within 3m of hydrants and water shut-off valves, on sewer and valve shafts and in the space under pipeline and energy bridges and on cable routes,
leave the material in elevated workplaces without securing it against falling,
- lean objects on parts of production equipment, handrails or other shaky objects,
- film and photograph without the prior written consent of UKOB and without ensuring local conditions for this activity (e.g. work permit, company employee supervision, etc.),
- exceed the load-bearing capacity of floors, slatted floors, scaffolding and other structures,
- leave the holes or recesses (if the grate panel in the floor, cover above the duct, sump, mounting hole, etc.) had to be removed during work, without any security or permanent supervision, even when work is interrupted.

- enter or lay hands behind safety fences or covers when the machine (equipment) is not stationary and properly secured against accidental start-up;
- enter the conveyor belts if they are not at rest and properly secured against accidental lowering;
- drop any objects or material from a height, unless otherwise specified by a working (technological) process or other document,
- use electronic devices (mobile phones, portable radios, camcorders, cameras, etc.) in designated areas of the potentially explosive atmosphere, including devices intended for these areas, without appropriate work permit,
- use private devices that reduce the sound sensitivity of the environment (e.g. headphones connected to mobile phones and music players)
- use means other than the means provided to increase the working position or to climb to the elevated workplace;
- store, transport and move objects without being secured against falling or sliding;
- walk and work under suspended loads or stay in dangerous vicinity,
- pour oil products, thinners, paints, volatile substances, oils and other harmful substances as defined by the Water Act into the sewer system or rock environment,
- carry out cleaning (e.g. with pressurised water, air, or with a hammer, scraper, brush, etc.) without using suitable eye protection,
- clean body parts with compressed air or pressurised water,
- wash and clean clothing items and other textiles in any flammable liquids,
- place or hang personal equipment and belongings on machines and other production equipment,
- grind / cut with an angle grinder without using a face shield,
- step into puddles of liquids below the production facility or in open terrain, unless the nature of the substance is obvious to employees, and the employees are not provided with appropriate personal protective equipment,
- leave loose food debris away from closable waste containers,
- use liquids (cleaning, disinfecting, thinners, etc.) in other than original packaging,
- when refilling operational fluids, these fluids must not be stored in food-grade containers (especially PET bottles).
- breed, feed and bring or bring animals,
- use of above-ground fire hydrants for non-fire purposes without the written permission of VTVHO.
- operate mobile machinery on unpaved surfaces without prior written approval and specification of conditions from the underground utilities managers.

4.4 Implementation of activities

4.4.1 Risks to health and safety

4.4.1.1 Risk assessment of other organisations

Tenants and owners of premises on the Company's premises are obliged to inform the Company and UBEZ (email: BOZP@orlenunipetrol.cz) in writing about any risks arising from the nature of their activities that may endanger the safety and health of persons who are legally moving and staying in the area. The manner, scope and form of providing written information on the risks arising from the activities of other organisations performing work for the Company is stipulated in the relevant business contract.

Before each work, executives of other organisations will carry out a risk assessment in terms of the work performed, including the potential threat to other people in the work area. They shall be demonstrably acquainted with all work of the person concerned. These risks and their elimination are brought to the attention of the person coordinating the activities.

4.4.1.2 Risk assessment of the company

The risks and measures of the company are passed on to other organisations electronically, through concluded contractual relations and through the work permit procedure. This is:

- the binding guidelines „General risks arising from the nature and nature of dangerous chemicals, mechanical, thermal and other impacts of the company's production and individual production sections“ (contractual annex + [link](#)),
- the binding guidelines „Risks arising from carrying out work activities and measures taken to minimise or eliminate them ([link](#))“,
- Risks that relate to a specific installation and its immediate condition at a particular time (permit management of works).

4.4.2 Personal protection equipment (PPE)

4.4.2.1 In addition to personal protective equipment resulting from the risks of a particular work, employees of other organisations are obliged to use the following basic PPE in the company's production premises:

- non-flammable / antistatic work clothing (the material must be non-flammable in terms of its physical and chemical properties – impregnation adjustments, etc. are inadmissible),
- safety helmet color-coded according to individual groups of employees of other organisations according to the documentation specified in Article 4.4.2.2., equipped with a chin strap (with more than two-point attachment),
- safety goggles with side protection of the eye,
- protective work gloves,
- protective antistatic safety shoes,
- escape mask protecting against effects of hydrogen sulphide, ammonia – in designated zones,
- hearing protection in standby position.

4.4.2.2 In non-production areas of UARKO classified as non-explosive risk zones, non-flammable/antistatic work clothes may be replaced by a complete set of work clothes (trousers and jacket, or coveralls, insulated winter coat) with reflective elements, made of 100% cotton. More detailed specifications of PPE and conditions for setting exceptions to the above standard are given in the document „General risks arising from the nature and nature of dangerous chemicals, mechanical, thermal and other impacts of the company's production and individual production sections“ ([link](#)).

4.4.3 Conditions for carrying out the activities

4.4.3.1 Work may not be commenced without the fulfilment of the requirements for ensuring OHS and fire safety when carrying out work on production equipment, buildings and land owned by ORLEN Unipetrol RPA s.r.o. The essential requirements are set out in Directive 465 “Work Permit”, for Refinery Units these are set out in Directive 435 “Work Permit”, or in MPŘ-08 “Work Permits” in the case of UARKO.

4.4.3.2 Other requirements are specified in the related documentation, in particular Directive 429 “Working in hazardous areas”, Directive 416 “Basic requirements for the implementation of the locking and marking system – LOTO”, Directive 420 “Working at heights”, Directive 427 “Using of ladders, racks, carts”, Directive 425 “Use of temporary working structures (scaffolding) and Directive 372 “Excavation and ground work,

landscaping". The entire scope of requirements is then defined by this Directive and the documentation specified in Chapter 6.

Note:

Directive 372 "Excavation and ground work, landscaping" is only valid in the Chempark Záluží site. For UARKO, Directive 18-54 "Excavation and ground works, landscaping" applies. The conditions for the authorisation of such works on the Kralupy nad Vltavou site are set out in Annex E to this Directive.

4.4.3.3 Work on electrical equipment and work with electrical equipment

The conditions for performing these activities are defined by the relevant technical standards according to Chapter 6. For the Refinery Units, these conditions are set out in Annex E to this directive.

4.4.4 Additional Health and safety requirements and information

4.4.4.1 After the end of work, it is necessary to ensure that all protective devices are restored to their original condition (proper installation), if it was necessary to remove these protective devices during the work activity.

4.4.4.2 In the course of work on the equipment, it is necessary to secure the endangered area for as long as the protective equipment is decommissioned for the aforementioned reasons, unless stipulated otherwise by the relevant Permit. If it is necessary to leave the endangered area at the place of work even when work is interrupted, the barriers must be marked with a table indicating who placed the marking, incl. telephone contact and for what activity.

4.4.4.3 Any damage to the Company's equipment (if it cannot be restored to its original state) must be immediately notified to the contractual partner, including damage not caused by its own activities.

4.4.4.4 Crane feet must always be supported. The backing must be firm and ensure that the pressure exerted by the foot is distributed over a sufficiently large area. The size of the washers is determined by the person responsible for operating the crane.

4.4.4.5 When opening equipment, disconnecting pipes, removing valves, etc., the products present must be taken into account, even when the equipment is depressurised, cleaned and inerted. Even in these cases, product residues may remain in the apparatus, even under a certain pressure caused, for example, by the local column of the product mixture with the flushing medium. In cases where there is a risk of damage to health due to possible splashes, burns or scalding of the face, it is necessary to use a protective shield to minimise any risks and follow the procedure below:

- Stand out of the direction and above the level of possible leakage of hazardous substances.
- To verify the unpressurised condition, first loosen the bolts on the opposite side of the flange, leaving the nuts on the bolts. If there is a leak in the joint under pressure, the joint is retightened.
- Secure the two parts to be disconnected mechanically before disconnecting the pipeline.

The above procedure must be used even in cases where there is a risk of inhalation of harmful substances.

4.4.4.6 The storage of pressure receptacles shall meet the following requirements:

- Free-standing bottles must be suitably secured against falling.
- When stored horizontally, the height of stacked cylinders must not exceed 1.5 m and all valves must be on the same side. This page must be accessible. The cylinders must be secured against spillage.
- When storing full and empty bottles, the bottles must be stored separately and the places must be marked with the following tables: „Full bottles“ and „Empty bottles“.
- Bottles fitted with caps must be worn.

4.4.4.7 Material storage must be carried out in accordance with the requirements below.

- Handling units, material and objects (hereinafter referred to as "material") must be stored and stacked in such a way that it cannot slip, collapse, etc. during storage, handling or removal.
- The dimensions and type of material and its safe loading into the rack must comply with the requirements given in the accompanying shelf documentation, in the type-shelf documentation, or in the relevant local operating safety regulations (warehouse operating rules).

- Shelves must be permanently marked with labels indicating the maximum capacity of the cell and the highest number of cells in the column.
- Manual shelf storage at a height above 1.8 m must be carried out from safe operating equipment (e.g. ladder, steps, and platforms).
- The width of the aisles between the shelves and the stacks must be appropriate to the way in which the material is deposited and must be at least 0.8 m wide; the width of the aisle for the passage of transport trolleys shall be at least 0,4 m greater than the largest width of the trolleys or cargo.
- It is forbidden to climb on or on the shelves to enter it.
- Racks whose technical condition could endanger the safety of persons and property must not be used. In times of unsatisfactory condition, the rack must be marked or marked its usability.
- Storage of hazardous substances (e.g. paints, chemicals, solvents, fuel, etc.) in the rented building must be notified in advance to the facility manager and approved by JEKO-OZIP.

4.4.4.8 Delimitation and marking of areas with red-white plastic chains

- The recommended chain thickness is 8 mm. The use of red-white warning tapes is prohibited.
- A request for an exemption from the requirement to delimit and mark work areas must be submitted to the Safety and Risk Prevention Department (BOZP@orlenunipetrol.cz)

4.4.4.9 Use of hoses and pressure hoses

- The condition of the hose must always be checked before use. The hose must be properly secured. For flanged connections, secure the fitting using the full number of bolts/studs with appropriate length and cross-section. In the case of non-flanged or bayonet-type hose connections, only properly dimensioned industrial jaw couplings and clamps may be used.
- Each connection must be secured with a safety device to reduce risks in the event of failure (e.g., safety cable, whipcheck, etc.) to prevent injury or equipment damage. The use of "hobby" tapes for these purposes is strictly prohibited!
- Hoses must always be used only for their intended purpose.
- Additional requirements are specified in related documentation, particularly Directive 343 "Conditions for purchase, use, maintenance, and inspection of industrial hoses."

4.4.5 Additional fire protection requirements and information

- 4.4.5.1 All activities that will restrict or interrupt the throughput of the Chempark Záluží complex must be notified in advance by the HZSP (tel. 47 616 3000, 3010), OSBAR (tel. 47 616 3857) and UKOB (tel. 47 616 5865, 3933). The said departments shall also be notified of the commencement and termination of work within the approved restriction. In the area of chemical production Kralupy nad Vltavou approval is done through the control center and HZSP SYNTHOS Kralupy a.s. In UARKO, the internal administration officer and the shift controller must be informed.
- 4.4.5.2 Any new installation of fire alarm system or its extension must be discussed and approved by HZSP in the given area as part of the project preparation. Part of the discussion is to determine the conditions for connecting the signaling to the HZSP control panel and its further operation. Any new fire alarm installation or extension must also be notified to DPPO (tel. 47 616 2724).
- 4.4.5.3 Create conditions for firefighting and rescue work, in particular to maintain free access roads and boarding areas for firefighting equipment, escape routes and free access to emergency exits, electricity distribution equipment, water shut-off valves, gas heating and product pipelines, fire-fighting equipment protection and fire safety equipment.
- 4.4.5.4 Observe the technical requirements and instructions relating to the fire safety of products or activities.
- 4.4.5.5 In the context of fire fighting, everyone has the duty to:
- take the necessary measures to rescue people at risk;

- extinguish the fire, if possible, or take the necessary measures to prevent its spread, immediately report the fire according to the Fire Alarm Directive;
- provide personal and material assistance (means of transport, water resources, links and other items necessary to fight the fire) at the request of the commander or the HZSP unit commander;
- report both the HZSP and a fire that has extinguished itself or was destroyed.

4.4.5.6 A written permit for the use of heat appliances or a smoking permit in reserved areas is issued at the request of the head of the relevant workplace of another OSBAR organisation, or an internal administration officer in UARKO. In areas outside the OSBAR administration, the head of the division.

4.4.6 Additional requirements and information in the field of major accident prevention

4.4.6.1 Another organisation that handles selected hazardous chemical substances and chemical mixtures in the area pursuant to Act No. 224/2015 Coll., On the prevention of major accidents, as amended, is obliged to proceed in accordance with this Act and have the required law elaborated documentation. As an operator, it is also obliged to inform UBEZ (email: BOZP@orlenunipetrol.cz) about the classification of its facility or any changes to the classification of its facility in accordance with the referenced legislation.

4.4.6.2 All activities of another organisation in the campus must be aimed at avoiding MU and, if they have already been established, their liquidation and minimisation of consequences.

4.4.6.3 Another organisation may operate on the premises of a risky activity only on the basis of the relevant business contract, which also stipulates the conditions for their operation, or a valid Work Permit, which stipulates the conditions of using NL for its specific activity.

4.4.6.4 In the event that another organisation is an operator of, or is adjacent to, a risky activity, it shall:

- plan the training of the responses of its employees at MU (emergency exercise), send a copy of the annual plan to UBEZ (email: BOZP@orlenunipetrol.cz) by 15 November of the previous year,
- organise emergency exercises according to scenarios based on the assessment of major-accident risks and the possibility of emergencies (including the use of fire alarms, first aid and evacuation of persons) with a frequency of training at least once a year and changing topics administrator),
- evaluate the progress of the exercise in the form of a short report (save the report for inspection),
- take and implement corrective measures when defects are detected.

4.4.6.5 If a tenant uses buildings in the premises pursuant to the relevant business contract (except for UARKO), he is obliged to enable his employees and other persons moving in the vicinity of the building to listen to information about the event through the emergency radio circuit. To do this, they must:

- set a minimum number and ensure the placement of the loudspeakers of the racing circuit. The listening point must be at least in the entrance hall of the building and at the permanent service points (e.g. control room, shift manager's office, etc.). For buildings with a large concentration of people (office buildings, etc.), this is at least one listening point per floor. The number and layout of the speakers can be consulted with UBEZ,
- consult with OORV on the possibilities of loudspeaker placement in terms of technical design and connection to existing distribution systems,
- request a sign next to the entrance to the building with a yellow sign with the words "Radio Eavesdropping" at OSBAR if the sign is no longer located at the indicated location,
- ensure that the location of the loudspeakers is indicated in the relevant PO / PZH documentation, if they have to process this documentation in accordance with the requirements of generally binding legislation,
- keep the equipment of the emergency circuit of the public address system (including the marking) in proper condition and monitor its functionality, prevent its damage and, in case of any deficiencies or breakdowns, provide repairs at OORV.

4.4.6.6 The owner of the building/object in the Chempark Záluží site is obliged to place the racing circuit emergency loudspeakers in his/her building/object and thus allow his/her employees and other persons moving inside or near the building emergency circuit of racing radio. The possibility of placing the loudspeakers in terms of

technical design and connection to the existing distribution systems is consulted with UKOB. The number and layout of the speakers can be consulted with UBEZ. The costs of operation and maintenance of the emergency circuit are paid by the owner of the building / object. The owner of the building / object is obliged to provide a yellow sign next to the entrance to the building with the inscription "Radio eavesdropping in an emergency". The yellow board format consults OSBAR.

- 4.4.6.7 Within the emergency information system, the area is sounded by intelligent electronic sirens providing information to all persons, especially in outdoor areas, and by the emergency radio circuit providing information to all persons in buildings. Electronic sirens transmit information both in tone (warning signal) and spoken word specifying this signal. Warning signals are used via sirens:

Threat status – fluctuating tone for 15 seconds followed by verbal refinement three times: FLAMMABLE GAS LEAK or TOXIC GAS LEAK or FIRE IN THE AREAL

End of threat – gong strike followed by verbal information three times: END OF THREAT

Notice

A signal is used to verify the functionality of the sirens:

Sound test – continuous tone for 15 seconds followed by verbal information three times repeated: SIREN TEST

- 4.4.6.8 In the event of an alarm being sounded, all persons staying on the premises shall comply with the basic rules of conduct set out in Annex C.

4.4.7 First aid

First aid must be provided without delay by all persons present (without endangering their own safety or health) using all available means until the victim is handed over to the fire brigade, which provides pre-medical first aid and provides emergency medical services. The provision of first aid must always be aimed at maintaining the main vital functions.

- 4.4.7.1 Call fire department for first aid

If required by the nature of the injury, the HZSP must be called in accordance with the Fire Alarm Directive. The fire alarm directive must be located close to each telephone.

- 4.4.7.2 When calling HZSP by telephone to the place of injury or sudden illness, it is necessary to:

- keep calm,
- state clearly what happened,
- state the building and street number;
- name and surname, telephone number,
- not remove the handset immediately and answer any questions.

- 4.4.7.3 The person calling the HSP shall be obliged to ensure that the HSP is expected at the indicated location and is escorted as quickly as possible and as close as possible to the place of injury or sudden illness. A person expecting the arrival of an HZSP must act so that the HZSP driver can easily see it.

- 4.4.7.4 If the person calling the HZSP cannot move away from the place of injury, he/she is obliged to arrange the acts described in Article 4.4.7.3 by another person.

- 4.4.7.5 If an incident involving personal injury occurs in UARKO and the required treatment exceeds the capabilities of the employee who found the injured person, the emergency medical services must be called directly or through the controller, who will call them. The controller shall inform the security personnel at the gatehouse of the arrival of emergency services to ensure free access for emergency and, if applicable, investigative vehicles (ambulance, fire brigade, police, etc.).

4.5 Movement and driving in the area

4.5.1 Movement and driving in the area of Chempark Záluží

- 4.5.1.1 Entry and exit from the workplace is permitted only through the official gateways of the company, upon presentation of a personal ID card or other document authorising entry into the premises of these companies. Any other way of entering or leaving these areas is forbidden.

- 4.5.1.2 Employees of other organisations are entitled to use only the premises and communications defined in the framework of the concluded contractual relations, ie. premises intended for work and access to them. When entering buildings, only the reported routes, entrances and exits may be used, while complying with the mandatory reporting requirements.
- 4.5.1.3 Act No. 361/2000 Coll. shall apply to the road traffic of vehicles, the transport of cargo and passengers and the movement of persons on the roads within the premises and Decree of the Ministry of Transport No. 294/2015 Coll., as amended, with the exceptions specified in this Directive.
- 4.5.1.4 Basic communications are identified by letters or numbers. Intersections of basic roads are marked with information boards (indicating the marking of roads).
- 4.5.1.5 All intersections on the main roads, unless they are marked with the relevant traffic signs, are intersections of the same order and shall be given priority in the traffic of vehicles coming from the right.
- 4.5.1.6 When leaving the off-road location (e.g. parking, garage, factory circuit, unloading and loading points, etc.) on the main road, the driver shall give priority to all vehicles traveling on the main road.
- 4.5.1.7 When leaving the site off the main road (e.g. parking, garage, factory area, unloading and loading place, etc.), if the driver of the motor vehicle crosses the road / railway siding, he shall always give priority all railway vehicles moving on the railway traffic – siding. When leaving, he is obliged to make sure that the railway vehicle is not approaching the crossing point and he is obliged to take extra care. This provision also applies to driving in the area of a closed traffic area inside a production facility serving the operation of road and rail vehicles.
- 4.5.1.8 When the vehicle is moving in fenced workplaces where people, other vehicles are moving or property may be damaged, the driver must ensure safe movement by the natural person's supervision and in places where he cannot ensure the safe movement of the vehicle.
- 4.5.1.9 Construction machinery and equipment shall be equipped with a light-signaling device (operation and movement of the vehicle) and an audible / light reverse signal. It does not apply to vehicles intended for the transport of persons.
- 4.5.1.10 The maximum permitted speed of all vehicles on basic roads is 40 km/h (30 km/h in UARKO). Crossings may be driven at a maximum speed of 30 km/h.
- 4.5.1.11 The traffic signs of the underpasses under the pipeline bridges crossing the roads are marked only if they are less than 4.4 m (4.2 m in UARKO).
- 4.5.1.12 Level crossings are only marked with a warning cross. Road signs notifying the approaching railroad crossing are not used.
- 4.5.1.13 It is forbidden to drive onto level crossings if:
- rail vehicles can be seen or heard,
 - a warning signal is given by the locomotive horn,
 - warning signals are given by a shift crew employee or other authorised professionally qualified person (whistle, flag, flashlight, orally). In poor visibility, red warning lights are given.
 - the level crossing safety device has been activated.
- 4.5.1.14 It is forbidden to enter the premises of the production facility on the premises without a permit issued or issued by an authorised person.
- 4.5.1.15 Parts of vehicles or their equipment, long loads, such as pipes, reinforcing steel, bars, etc., must not be towed in part or on the road.
- 4.5.1.16 In the case of vehicles or combinations of vehicles whose overall length or width exceeds, by their dimensions or the dimensions of the cargo, a specified level of safe passage, the transfer routes must be discussed in advance with the OSBAR, the UKOB and the BA (with an internal administration officer or shift controller in the case of UARKO).
- 4.5.1.17 A person who is a participant or witness of a traffic accident on the premises (if his employer is not able to do so) is obliged to report the accident to the company control center immediately (tel. 47 616 3111, or 736 507 023 in UARKO); if personal injury or other damage to property occurred also to the District Department of the Police of the Czech Republic (tel. 158, 112).

- 4.5.1.18 The driver of a vehicle that has damaged roads, traffic signs, etc. is obliged to report this fact immediately to the company control center (tel. 47 616 3111, or 736 507 023 in UARKO) and OSBAR (tel. 47 616 2494).
- 4.5.1.19 Note:
If a traffic accident causes pollution of the living and working environment due to transported cargo or fuel leakage, personal injury or other damage to property, it is necessary to report this fact separately.
- 4.5.1.20 In the event of extraordinary events within the premises, the system of sounding the premises, members of the HZSP, the Police of the Czech Republic, the intervention unit BA or other authorised person may restrict the movement of vehicles and persons.
- 4.5.1.21 Parking spaces (garages) for vehicles of other organisations on the premises may be reserved by the relevant contract or by the entry permit.
- 4.5.1.22 If there is a need to park outside a designated parking lot (e.g. in a factory circuit), the parking area manager shall allow this.
- 4.5.1.23 It is forbidden to stand and park under bridges (this does not apply to areas intended for access to rented workshops, halls, etc., in which it is possible to temporarily park and park for the necessary time to fold or load the material). Furthermore, it is forbidden to stand and park in the storage area of the storage tanks, at the entrances to electric substations, DCS centers, etc., and within 3 m of fire protection equipment (hydrants, monitors, fire boxes, etc.).
- 4.5.1.24 Forklifts may be parked (garaged) only in designated places, always subject to the conditions required to ensure safety.
- 4.5.1.25 The transport of persons on the premises must always be carried out in accordance with the provisions of Act No. 361/2000 Coll., As amended.
- 4.5.1.26 It is forbidden to transport persons in the cargo area of a lorry and in the cargo area of a tractor trailer.
- 4.5.1.27 Walking on the premises is only permitted on sidewalks. Where they are not installed, they walk on the left side of the road. Walking outside the road is prohibited unless it is necessary due to the performance of the work task or the escape from the immediate danger of life and health of persons. It is prohibited to use scooters, any skis and skates (even roller), skateboards etc.
- 4.5.1.28 Road vehicles (with a long-term entry permit) may only be driven on the premises by persons:
- having appropriate driving license,
 - demonstrably familiar with the provisions of this Directive.
- 4.5.1.29 On main roads, only self-propelled trucks may drive:
- having appropriate driving license,
 - demonstrably familiar with the provisions of this Directive,
 - the professional and medical competence to operate the forklift truck as provided for by applicable laws and regulations.
- Note:
In designated handling areas, it is possible to entrust the handling of trolleys to employees who do not hold a driving license but have the professional and medical competence to operate the trolley provided for in the relevant legislation and other regulations.
- 4.5.1.30 When riding on bicycles, two- or three-wheel vehicles and motorcycles, it is necessary to observe the obligation to wear reflective clothing meeting the requirements of EN ISO 20471, class 2 or 3.
- 4.5.1.31 The following are prohibited on a bicycle:
- enter explosion hazard zones,
 - ride without holding the handlebars,
 - ride in two,
 - use a sidewalk for driving,
 - ride in the yard,
 - carry objects that make it difficult to drive or endanger other persons.

4.5.1.32 Under unfavorable climatic conditions (e.g. snow, ice, etc.), the company control center in the area announces, through the emergency information system and the customer center, the prohibition of riding bicycles, two- or three-wheel vehicles and motorcycles. The prohibition is valid permanently until further notice by the Company's control center.

4.5.2 Movement and driving in ACHVK

Conditions for movement and driving in ACHVK are specified in the documentation of SYNTHOS Kralupy a.s., specified in Directive S-74 "Traffic Rules".

4.5.3 Movement and driving in UARKO

The conditions for movement and driving in UARKO are specified in the UARKO traffic and operational rules MPŘ-01 "Traffic and Operational Rules".

4.5.4 Railway siding

There is an extensive network of railway siding within the area, which falls within the scope of ORLEN Unipetrol Doprava s.r.o. Persons entering, moving, working, using or manipulating rail siding outside the marked crossings and crossings shall be obliged to follow the documents available to other persons through the web address below.

<https://www.unipetrolodoprava.cz/CS/o-nas/Stranky/zavazne-normy.aspx>

4.5.5 Transport of dangerous goods

4.5.5.1 The relevant legislation, Annexes A and B of the European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR), the Regulations for the International Carriage of Dangerous Goods by Rail (RID) and others shall apply in full to the transport of dangerous goods (including hazardous waste) within the premises. the requirements laid down in this Directive for the premises.

4.5.5.2 If dangerous goods are endangered by the environment during the transport of dangerous goods in the area due to an accident or breakdown of the road vehicle, the driver of the vehicle or its passenger is obliged to ensure immediate mitigation of the impacts on the environment (e.g. the introduction of harmful substances into the unified sewer, etc.) and report the event without delay to:

- Company control center (tel. 47 616 3111, or 736 507 023 in UARKO),
- HZSP Operations Center (tel. 150, 112);
- JEKO (during daily working hours – tel. 47 616 2617, 47 616 4515).

4.5.5.3 Employees of other organisations involved in the carriage, loading and unloading of dangerous goods shall be demonstrably trained in ADR/RID, be familiar with the principles of safe handling of the dangerous goods concerned and carry the required documents.

4.6 Movement of persons in production plants

4.6.1 Entry to the production plants/facilities is only permitted to:

- employees of other organisations who perform the specified work only after fulfilling the specified conditions (i.e. accompanied by the employee of the operation or when the conditions defined by the relevant work permit are met),
- employees of another organisation that has its workplace here on the basis of the relevant business contract.

4.6.2 All persons moving outside the permanent workplaces in the area of production facilities / facilities for work reasons are obliged to notify each of their (even repeated) arrival and departure to the manager of the facility or his employee.

4.6.3 The employee responsible for accompanying them shall be responsible for announcing the entry of business partners of other organisations.

4.7 Incidents, reporting and investigation of causes

- 4.7.1 If an employee of another organisation finds a threat of the establishment or establishment of MU on the premises, he/she is obliged to report this fact to his/her supervisor immediately. If the supervisor is not achievable, he / she will notify the appropriate control center:
- Phone number. 47 616 3111, 47 616 3112 – Chempark Záluží area
 - Phone number 31 571 3041 – Chemical production facility Kralupy nad Vltavou and shift manager tel. 312 887 437
 - Phone number 736 507 023 - UARKO
- It is also obliged to comply with the Fire Alarm Directive (see Annex B) in the case of:
- fire or explosion to call the fire department,
 - injure (if the nature of the injury so requires) to call the fire department for first aid.
- 4.7.2 Only for the Chempark Záluží Area: Inform BA (see the valid Fire Alarm Directive) to arrange for alcohol or other substance testing (witness – BA), no later than through the company's control center when reporting an injury. (BA control center phone number 47 616 5865). The relevant manager of another organisation shall report each MU immediately to the control center according to Article 4.7.1 and subsequently to the contractual partner.
- 4.7.3 If emergency is established in the field of activities of another organisation, it is obliged to ensure the proper conduct of the investigation:
- to provide witness statements of their employees who were present during the event,
 - to appoint a representative to the commission set up to investigate the causes of the event, if necessary or to call for it,
 - to provide the investigator or commission to investigate the causes of the emergence of MU with the necessary documents, documents, documents, exam records, etc.,
 - to cooperate with the investigator / chairman of the investigative commission to clarify the causes of MU formation, participate in the design of remedial measures and their possible implementation.
- 4.7.4 If the MU investigation does not fall within the competence of the contractual partner under the relevant legal regulations, another organisation will conduct its own investigation (UBEZ may be invited) and then hand over a copy of the Examination Report containing the identified causes (email: BOZP@orlenunipetrol.cz).
- 4.7.5 In case of health damage detection it is necessary to proceed further according to the article 4.8.

4.8 Working injury

- 4.8.1 Other organisations are obliged to report immediately to the company control center (tel. 47 616 3111, 3112, or 736 507 023 in UARKO) every work injury that their employees suffered on the premises.
- 4.8.2 If the ascertained facts indicate that a crime was committed in connection with an accident at work, the accident must also be reported to the District Department of the Police of the Czech Republic (tel. 158, 112).
- 4.8.3 In case of suspicion of industrial poisoning, another organisation shall, in cooperation with the contractual partner, ensure immediate measurement of the concentrations of dangerous substances (unless otherwise stipulated in the relevant business contract or work permit).

4.8.4 Determination of causes of accidents at work

- 4.8.4.1 Immediately after another organisation becomes aware of the occurrence of an accident at work, it is obliged to identify responsibly and reliably the cause, causation and all other circumstances of the occurrence of an accident at work and to record the result of the finding. The injured person and other persons who have witnessed an accident at work are obliged to cooperate effectively.
- Note:
- In the case of suspicion of (even partial) accidents at work by the contractual partner, another organisation is obliged to invite a representative of UBEZ (tel. 47 616 4105) to investigate the accident at work.
- 4.8.4.2 In the event of an accident resulting in incapacity for work of more than 3 calendar days at a workplace assigned to another organisation by a written protocol or appropriate commercial contract, the accident shall be reported, the cause of its occurrence determined and the accident representative recorded by the responsible representative of the other organisation.

- 4.8.4.3 In the event of an accident resulting in incapacity for work longer than 3 calendar days, at a workplace where employees of another organisation with their designated manager perform their work on the basis of an appropriate commercial contract (e.g. inspection maintenance, etc.) , reports the accident, ascertains the cause of its occurrence and writes the record of injury this responsible representative of another organisation. To determine the cause of the accident, he must always invite the responsible manager of the relevant department of the contractual partner.
- 4.8.4.4 In the event of an accident resulting in incapacity for work of more than 3 calendar days, an employee of another organisation demonstrably breaching regulations to ensure HSE by the contractor (even partial), the responsible manager proposes appropriate measures and is responsible for their implementation.
- 4.8.4.5 In the event of a fatal occupational injury suffered by an employee of another organisation on the premises, the other organisation is obliged to immediately invite representatives of the contractual partner and UBEZ to investigate (tel. 47 616 4105).
- 4.8.4.6 In all the above cases, a copy of the Injury Record must be delivered to UBEZ without delay (email: BOZP@orlenunipetrol.cz).

4.9 Education and trainings

4.9.1 Initial training

- 4.9.1.1 All employees of other organisations (with the exception of the persons referred to in Article 4.9.1.3) must receive initial training in the company (including a knowledge verification test). Completion of this training is a prerequisite for issuing an entry card to the premises of the company in the premises of the Chempark Záluží, the Area of Chemical Production Kralupy nad Vltavou and UARKO. Based on this training, entrance cards can be issued for all areas.
- 4.9.1.2 The training is valid for 24 months, after which the training must be repeated.
- 4.9.1.3 Initial training need not be completed by:
- visitors to other non-community organisations. It is always the responsibility of the person who has taken over them in the designated areas for their conduct and safety in the company premises and for ensuring their permanent supervision,
 - persons performing short-term work for the company for a period of up to 2 days. The safety of these persons at the place of work must be ensured through permanent supervision by a designated employee of the company.
- 4.9.1.4 Initial training is provided by BA. The Safety Department is authorised to designate other responsible persons authorised to undertake initial training.
- 4.9.1.5 Participation can be arranged on the site <https://kontraktori.orlenunipetrol.cz>. To access the ordering system, it is necessary to have access data that can be obtained by calling 47 616 4521. This option does not apply to UARKO. Access using this data allows repeated requests for participation in training to be submitted by designated persons from other organisations. Ensuring participation in training for subcontractors of other organisations is provided by other organisations with which the company has a contractual relationship.
- 4.9.1.6 Induction is provided free of charge at designated company premises. Initial training in the premises of other organisations is subject to a fee and can be arranged individually by calling 47 616 4521, or 736 507 461 in UARKO.
- 4.9.1.7 Proof of training shall be the attendance list and the entry in the personal folder „Training of contractors“ referred to in Annex A to this Directive. It is necessary to have the folder available at all times.
- 4.9.1.8 In the case of training of foreign employees of other organisations, the responsible employee of another organisation is obliged to provide for the training of an interpreter guaranteeing the transfer of the entire content of the training, including the final examination.
- 4.9.1.9 UBEZ determines documents for training and the way of its implementation by BA and other authorised persons.

4.9.2 Training of local conditions

- 4.9.2.1 All employees of other organisations must also be aware of the local conditions, if they are specified for the place of work by the companies. Demonstrated acquaintance is performed by a designated employee of the company through training of selected representatives of other organisations, who are obliged to prove acquaintance of all employees of other organisations subsequently before commencing work on the company's premises. They are also obliged to acquaint all other employees involved in the implementation of activities during their course. The training is valid for 24 months.
- 4.9.2.2 The contractor's representative will receive training materials on the local conditions of the respective department from an authorised employee of the company.
- 4.9.2.3 The records of these training sessions must be handed over by selected representatives of other organisations to the designated employee of the company according to Article 4.9.2.1. In addition, they shall record the training in the personal puzzle set out in Annex A to this Directive or document it in an attendance sheet. The attendance sheet must be presented to the company's inspecting officer.

4.9.3 Tanker driver training

- 4.9.3.1 In order to carry out short-term work (loading / unloading or filling / unloading), the driver proceeds according to the provisions defined in the contractual conditions between the company and another organisation.
- 4.9.3.2 At selected workplaces of the Litvínov and Kralupy Refinery Units (TERMINAL, Sulfur Filling, LPG, asphalts), a system of training of tank truck drivers is implemented through training materials (in several language versions) in PCs filled/bottled (separately for individual locations of Litvínov/Kralupy). This training is valid for 12 months. Training materials are prepared and updated by responsible employees of Litvínov and Kralupy Refinery Units, and Logistics Units in cooperation with UBEZ.
- The Confirmation of Tank Truck Driver Training forms (No. 402/1-4) for the above stated workplaces in the Litvínov and Kralupy Refinery Units are available in the DOK-SYSTEM application together with this Directive.
- 4.9.3.3 Upon completion, the driver will receive an AC card "Tank Driver Training", which also serves as evidence of the training completed, and a leaflet summarising the principles of safe behavior at the terminal site, including important telephone numbers and emergency instructions. Furthermore, the date of training is recorded in COTAS. In the case of training of foreign tank drivers for whom there is no language version of the training presentation, the responsible employee of the logistics unit is obliged to ensure the presence of an interpreter during the training or to provide training material in the language of the trained language.
- 4.9.3.4 The training system can, in agreement with UBEZ, be modified at other workplaces.

4.9.4 Training in the use of aboveground hydrants owned by the company

- 4.9.4.1 Employees of other organisations must, in accordance with Directive 465 "Work Permit", have to obtain authorisation for the use of above-ground hydrants (owned by the company). This permit will be issued to the respective waterworks (water 02 – st. 0425, water 231 – st. 3333, water 230 – st. 4804, water PCH – st. 9602). This does not apply to the Area of Chemical Production Kralupy nad Vltavou.
- 4.9.4.2 Handling of above-ground hydrants may only be performed by employees of other organisations who receive specialised training carried out by authorised persons trained for these activities by HZSP – DPPO. The list of persons authorised to undertake the training is administered by HZSP – DPPO. Requests for training of other organisations shall be sent to the email address: prevencepo@orlenunipetrol.cz. An applicant who is not on the list will not be allowed to handle the above-ground hydrant. Persons authorised to undertake training shall be obliged to certify the training of other organisations' employees to the training record of the employees of other organisations (Annex A to this Directive, section other records).
- 4.9.4.3 Failure to comply with the given procedure for reporting the use of an above-ground hydrant is assessed as emergency and another organisation can be sanctioned according to the document "[Sanctions in the area of HSE](#)".

4.9.5 Specialised Training of Unipetrol

4.9.5.1 The company reserves the right to set up other specialised training systems for selected safety areas. The conditions for their implementation are set by the following documentation, which is part of the concluded contractual relations.

4.9.6 Training organised by other organisations

4.9.6.1 Other organisations are obliged to ensure that all their activities are performed only by persons who are professionally and medically fit to perform the activity. At the request of the company they are obliged to submit all documents proving the fulfillment of these requirements.

4.9.6.2 In addition, they are obliged to demonstrably inform all persons, pursuant to Article 4.9.6.1, of the following:

- the relevant provisions of this Directive and the provisions of other organisational and management standards of the company within the meaning of the relevant commercial contract and to ensure compliance with the stipulated measures and obligations,
- the principles of safe behavior at the workplace (relevant parts of emergency plans – workplace dislocations, escape exits, evacuation sites, first aid equipment, fire protection equipment, movement around the workplace, etc.),
- the risks to their life and health, and the measures to protect against them and ensure their fulfillment,
- the conditions of SYNTHOS Kralupy a.s., valid for the Area of Chemical Production Kralupy nad Vltavou, in the case of activities for the company in this area.

4.10 Environment

Costs or damages incurred by the contractor in connection with the disposal of waste arising from the activities of other organisations shall be additionally recovered from such organisations, unless otherwise provided by the contract.

Other organisations are obliged to proceed in accordance with Directive 372 “Excavation and ground works, landscaping” in the case of soil management during investment construction and repairs. The monitoring of excavation work according to Directive 372 is valid only in the Chempark Záluží Area.

In the event of an accident in which the quality of groundwater, surface water or the rock environment may be endangered or impaired, other organisations are obliged to immediately eliminate the causes of the accident and its harmful consequences or at least minimise these consequences in accordance with applicable legislation (Act No. 254/2001 Coll., the Water Act, as amended). Furthermore, they are required to report the accident to OORV or HZSP, the shift manager or another responsible employee of JRKR, or to the environmental specialist in the case of UARKO.

4.10.1 Water and NL management and protection of water against pollution

4.10.1.1 Other organisations are obliged to:

- take water at the site, frequency and in accordance with the supplementary contract, discuss any unscheduled water abstraction in advance with the relevant JEKO – VTVHO employee (tel. 47 616 2855); in the case of ACHVK, it is necessary to discuss this in advance with the contractual partner and the responsible employee of the relevant department,
- discharge waste water into the sewerage system or into the treatment plant only in the place and in the manner designated for that purpose on the basis of the conditions set by JEKO – VTVHO and JEKO – OZIP in the Chempark Záluží Area, or the head of the Kralupy nad Vltavou ČOV and JEKO – OZIP at the Kralupy Refinery, observe the prohibition of their discharge into other than permitted sewers and the prohibition of their unauthorised disposal on or off the premises,
- operate only such technological facilities at their workplaces and carry out such water management activities that have been duly discussed with the relevant departments of the contractual partner, i.e. JEKO – VTVHO and OZIP in the Chempark Záluží Area, or the head of the Kralupy ČOV and JEKO – OZIP at the Kralupy Refinery,
- ensure the protection of the quality of surface and groundwater in the preparation and implementation of investments, to use such facilities, or working procedures and techniques in handling NL that are also suitable for the protection of the quality of surface and groundwater and the rock environment,

- in the case of any significant change in the collection or discharge of waste water (at least 7 working days), inform the sewerage manager / operator of the wastewater treatment plant (Chempark Záluží Area – VTVHO tel. 47 616 2855, ACHVK: responsible employee of the Kralupy Refinery ČOV: 312 887 507) and OZIP (tel. 47 616 2617) in good time and request their approval,
- enable the use of water meters, water marks and other equipment necessary for the purposes of water management in the buildings / premises used, enable the inspection of used premises and land to verify the compliance of the handling of harmful substances with the applicable legislation and internal directives and provide documents necessary for the inspection,
- during construction or reconstruction of the buildings, with the consent of VTVHO, secure their water supply and waste water treatment (tel. 47 616 2855) from them so that the quality of surface and underground water and the rock environment are not endangered. In ACHVK with the consent of the responsible person of the relevant operational section. For the design, construction and repair of outdoor water and sewer pipes in the Chempark Záluží Complex, they are obliged to comply with Directive 444/2 “Design, construction and repair of outdoor water and sewer pipes”;
- keep operational records on water management and to keep all documents for the records kept for five years.

4.10.1.2 Other organisations, when handling harmful substances, are obliged to handle them only on water-secure areas, not to endanger the quality of water in the sewerage network and not to endanger the quality of surface and groundwater and the rock environment. In addition, it is obliged to:

- ensure that the handling areas are at a distance from the inlet of the rainwater (uniform) sewer, watercourse or open water pipe profile to prevent NL from escaping into the water,
- locate facilities in which NL is handled in such a way as to prevent undesirable leakage of NL into the rock environment or surface and groundwater, or their undesirable mixing with waste or rainwater,
- secure the NL warehouses with impermeable treatment against leakage of NL into groundwater and rock environment (e.g. by impermeable wall plinth and increased threshold in the entry openings), equip them with intervention means to catch possible leaks and leaks during handling (e.g. containers to catch leaked NL, sorption aids, etc.) and suitable means for pre-medical first aid and for the cleaning of persons,
- mark NL warehouses according to the type of stored NL and secure them against unauthorised entry, damage and possible misuse,
- store the NL so as not to be confused with other stored NL,
- secure places of possible leakage and leakage during handling of NL collecting containers or collecting and emergency pits and with suitable sorption means,
- at least once every 6 months check the technical condition of warehouses, at least once a year the technical condition of sumps and handling areas in which the harmful substances are handled. At least once every 5 years (unless otherwise specified by the technical standard or the manufacturer) to check the tightness of equipment (pipes or tanks intended for the storage or transport of harmful substances to water) and, if deficiencies are found, repair them immediately,
- carry out preventive searches for the risks of NL leakages into the environment, assess their hazards and implement remedial measures to eliminate or minimise these risks; to keep records on adopted and implemented measures and to provide them on request to JEKO.

4.10.1.3 If other organisations on the premises handle harmful substances or substances with increased danger (see Act No. 254/2001 Coll., as amended) to an extent greater than that stipulated by the Decree of the Ministry of the Environment No. 450/2005 Coll., as amended, they are obliged to prepare a plan of measures in case of an accident (emergency plan for water protection in the scope of activities relevant to a chemical accident related to the threat or deterioration of ground and surface water quality or rock environment) and submit it to the JEKO – OZIP.

4.10.1.4 The emergency water protection plan may be prepared as a separate document to the extent stipulated by the above-mentioned Decree or as an integrated part of the emergency plan for the object / workplace of another organisation.

4.10.1.5 Other organisations are obliged to provide the approved emergency plan for water protection to JEKO – OZIP (d.s. 431, tel. 47 616 2617).

4.10.1.6 Removal of environmental burdens

- As part of the planned activities, other organisations are required to ensure adequate technical protection of wells to prevent their damage or destruction. Technical protection of a well means casing the well with a concrete collar to prevent mechanical damage (e.g. during handling of heavy machinery) and placing a steel marker inside the collar at a minimum height of 150 cm, painted with a bright color to ensure the location of the well is clearly visible. The implementation of technical protection of wells is subject to inspection to ensure compliance by another organisation and its subcontractors.
- If, during activities, a well is damaged, contaminated or destroyed in connection with the actions of another organisation, this fact must be reported immediately to OZIP. Repairs, cleaning or replacement of the well will be carried out by a specialised company arranged by another organisation at its expense, after consultation with OZIP. If the party responsible for the damage, contamination or destruction of the well cannot be identified, the costs of repairing, cleaning, or constructing a replacement well will be borne by the company managing the area where the damaged, contaminated or destroyed well was located, according to Directive 704 "Use of company territory."

4.10.2 Air protection

Other organisations operating a source of an air pollution in the area of Litvínov, Kralupy nad Vltavou or UARKO in the sense of the Air Protection Act are obliged to immediately inform JEKO-OZIP of this fact at the email address hlaseňi.hseq@orlenunipetrolrpa.cz, Department of Operational Production Management in the event of an accidental leak at this operated source and, in the case of a refinery, also the shift manager for Litvínov or Kralupy nad Vltavou. In the case of UARKO, immediately inform the shift controller (Dispecer_Kolin@orlenunipetrol.cz, mobile 736 507 023). Provide contact to the competent employee and his/her telephone number.

4.10.3 Waste and end-of-life product management

- 4.10.3.1 Other organisations whose activities generate waste within the premises are always considered the producers of such waste, with the exception of waste with positive market value (e.g., scrap metals, oil, etc.), unless otherwise specified in a relevant contract or order. Other organisations whose activities result in the generation of end-of-life products (i.e., electrical equipment, batteries or accumulators, tires, or vehicles) are obliged to hand them over only to a person authorised to collect them.
- 4.10.3.2 Other organisations are obliged to dispose of the generated waste / end-of-life products at their own expense and in accordance with the provisions of the Waste Act, the Act on End-of-Life Products (hereinafter the "products") or the Packaging Act, and the contract; i.e. to ensure sorting, collection, marking, transport, up to the point of final recovery or disposal of the waste, or take-back of the products, including any other related activities. The disposal or recovery of waste must be contracted through a facility authorised for waste management within the meaning of the Waste Act. In particular, in the case of construction and demolition waste, other organisations (the waste producer) must have a contract with an authorised company before the waste is produced. In addition, they are obliged to:
- a) Own or rent waste concentration/collection containers which, by virtue of their technical condition and marking, correspond to the waste/products for which they are intended.
 - b) Not dispose of waste/products generated by its activities in collecting containers of other entities without their prior written consent.
 - c) Not use outside or inside premises of buildings for temporary collection of waste/products without written permission of the head of the relevant district.
 - d) When collecting waste/products, ensure that there is no damage to the environment or leakage of waste into the environment, and further deterioration of the waste/products.
 - e) Properly mark the assembly points and means in accordance with the decree on the details of waste management, in addition to them, the name of organisation, the name of the representative and his/her telephone number.

- f) Not place wastes away from properly labeled collection facilities, with the exception of temporary collection points for unpolluted soil, non-contaminated metal waste or construction debris, before being transported for final recovery or disposal. At the collection points, indicate the name of the organisation, the name of the representative and his/her telephone number.
- g) Secure waste against theft or deterioration.
- h) Request the consent of OZIP for the intention to operate a waste storage facility or a facility for sorting, collecting and utiling waste and to comply with the stipulated conditions for its operation (applies only to tenants).
- i) Unless otherwise specified in the contract / order, hand over all recoverable waste (metals, waste oils) arising from the work to the place specified by the contractual partner (applies only to other organisations performing work for the company).
- j) Transmit waste only to persons who are authorised to operate facilities for the recovery, disposal, collection or purchase.
- k) Have the approval of the relevant state administration authority for the management (excluding collection) of hazardous waste, which is carried out in the Chempark Záluží Area (specifically storage, sorting, collection and recovery of waste).
- l) Submit to the contractor a consent decision of the relevant regional hygienic station for waste management containing asbestos (if such waste is generated).
- m) Ensure that vehicles and packaging used for the carriage of hazardous waste comply with all the provisions of the ADR and that drivers of such equipment are adequately trained in the carriage of dangerous goods (ADR Safety Adviser should be consulted in case of any doubt).
- n) Have appropriate licenses for the disposal or recovery of waste generated in the course of its business activities on the premises. These must be issued by state administration bodies (Regional Authority, City Authority – Department of the Environment, Trade Licensing Office).
- o) As the waste producer, keep records to the extent stipulated by the Waste Act and its implementing regulations.
- p) Other organisations are obliged to hand over copies of such documents as proof of the method of waste disposal or recovery (weighing cards and reporting sheets for the transport of hazardous waste within the Czech Republic) as part of the contract of delivery and acceptance of the work by the contractual partner. The Lessee is then obliged to submit documents related to the disposal or recovery of waste (i.e. continuous records of waste, weighing bottles and annual reports to ISPOP) at any time upon request of the contractual partner or OZIP.
- q) To provide waste required for final disposal or recovery by the required documents (in the case of hazardous waste in addition, by an identification sheet for hazardous waste / Notification sheet for transport of hazardous waste in the Czech Republic, a document on physico-chemical properties, etc.). Transport requires a duly completed and certified Pass, which can be found for the relevant premises at <http://www.unipetrolrpa.cz/CS/sluzby-areal/chempark-zaluzi/Stranky/zavazne-normy-a-informace.aspx>. Shipments of waste from ACHVK for final disposal or recovery shall be carried out only in accordance with the Area Work Instruction PP-18 “Guarding and Protection” (central area) or Directive 135 “Entrances and entrances to the area of ORLEN Unipetrol RPA s.r.o., Jednotka Rafinérie Kralupy” (SDS, SKP)) and on the basis of a duly completed and validated Culvert, which it shall request together with the waste confirmation with the contractor.
- r) If another organisation is not the producer of the waste, it shall promptly transmit information on the quantity, type, category and code of recoverable waste, including the price at which it has been disposed of by the contractor. It is obliged to pass the information to the head of the relevant department of the Company, operating or managing the facility where the waste was generated. This unit (producer) is then obliged to enter this information into the Envita information system.
- s) In the case of renting buildings owned by the contractual partner, arrange for the collection of municipal waste and its sortable components from the contractual partner within the area services. In this case, the producer of this waste is the contractual partner in accordance with the Waste Act.

- t) In the case of renting buildings owned by the contractual partner (tenants), allow inspections in the rented buildings and avoid collecting waste there beyond the usual level.
- u) Another organisation is also obliged to transmit to the contractual partner data on waste production for reporting to the Integrated Pollution Register (IRZ) resulting from its activities for the contractual partner. If the work is completed by the end of the calendar year, it is obliged to transmit the data after the end of the contract as part of the handover of the work. If the deadline for completion of the work exceeds the period of the calendar year, this information will be provided in 2 parts:
1. 1st part – summary data by 31 January of the year in question, for the previous year,
 2. 2nd part – after the completion of the contract within the handover of the work, data from 1 January of the current year to the time of the termination of the contract in the current year.
- v) Data for reporting to the IRZ shall be submitted by another organisation in an electronic form to the contractual partner in the extent of a table submitted by the contractual partner prior to the commencement of the work, in terms of point r). Another organisation guarantees the accuracy and completeness of the data transmitted. OZIP is authorised to check the data provided by another organisation.

4.10.4 Hazardous chemicals and substances

- 4.10.4.1 Another organisation handling hazardous chemicals and mixtures on site shall ensure that its packaging is labeled in accordance with Regulation (EC) No 1272/2008 of the European Parliament and of the Council (CLP), containers and storage facilities containing these products were properly labeled in accordance with Government Regulation No. 375/2017 Coll. and that persons handling these substances and mixtures are demonstrably acquainted with their properties and the principles of safe handling. It must also ensure that, in accordance with Regulation (EC) No 1907/2006 of the European Parliament and of the Council (REACH), all employees have access to information relevant to the safe management, protection of health and the environment from the safety data sheets of all chemicals and mixtures, which they dispose of or whose effects may be exposed during their work.
- 4.10.4.2 Another organisation is required to keep an up-to-date list of all hazardous chemicals and mixtures that are handled or stored on site (e.g. solvents, disinfectants, weed control products, etc.) and to submit it to JEKO upon request (d.s. 431).
- 4.10.4.3 For substances and mixtures listed, another organisation shall, on request, provide HOWD up-to-date safety data sheets in the Czech language, as well as information on their hazardous properties and information relevant for determining measures to ensure safe handling, health and environmental protection, Safety data sheets not available.

4.11 Inspection

4.11.1 Inspections by other organisations

Other organisations undertake that all activities will be subject to regular inspections to verify compliance with HSE, fire protection and environmental requirements. The company reserves the right to extend the requirements for control activities of other organisations (method, frequency, measures) in case of non-compliance in the monitored areas.

4.11.2 Inspection by the company

4.11.2.1 Other organisations and their employees may be inspected:

- within the scope of the relevant business contract, a representative of the contractor or an employee authorised by him;
- all employees of the company, who show a gray-stripe card, representatives of the state authorities to whom the right of scrutiny is granted by law, and BA employees in uniform, throughout the premises.

Furthermore, in the case of work activities carried out on the basis of a written work permit all participants in the permit procedure and the head of the relevant district (even if he is not the exhibitor of the permit).

4.11.2.2 The Company reserves the right to extend the right of inspection to other Company employees.

4.11.2.3 Other organisations are required to:

- enable proper control and, where appropriate, external audit, and provide them with relevant information and supporting documents,
- ensure that all employees are able to prove their identity when moving on the premises of the company by presenting an entry card and a document according to Annex A to this Directive,
- allow the contractor to carry out inspection hygienic measurements to verify the parameters of the working environment (e.g. noise, dust, concentration of chemical substances, etc.).

4.11.3 Addressing breaches of obligations

4.11.3.1 The Company reserves the right to address breaches of the obligations of other organisations and their employees, in any of the following ways, or a combination thereof, taking into account the nature and severity of the breach (LSR, others).

- stop the work,
- requesting redress with a requirement to take and implement effective measures,
- temporary or permanent restrictions on the entry of persons or vehicles and other techniques,
- by applying a financial penalty (contractual penalty) according to the set tariff specified in the document „Sanctions in the area of HSE“,
- temporarily or permanently restricting the activities of another organisation on the premises (cancellation of the contract, disqualification).

4.11.3.2 In particular, the following are considered to be particularly gross:

- not follow of LSR
- entry into the premises with a firearm or explosive, eventually carrying weapons and ammunition within the premises in accordance with the provisions of the Weapons Act (with the exception of state armed forces),
- physical or verbal assault on another person,
- crime on the premises,
- intentional damage or theft of items or property on the premises,
- damage to the Company's property due to negligence in which the safety and health of other persons moving within the premises could have been or have been endangered or seriously endangered or damaged the work environment and the environment,
- entry / entry into the declared zone of emergency and emergency measures without appropriate authorisation,
- repeated (two or more cases) breaches.

5 Responsibility

The responsibilities of individual entities, the method of cooperation and the provision of mutual information are given in Chapter 4.

6 List of related documents

Act No. 262/2006 Coll., Labor Code, as amended

Act No. 133/1985 Coll., on Fire Protection, as amended

Act No. 361/2000 Coll., on Road Traffic and on Amendments to Certain Acts, as amended

Act No. 201/2012 Coll., on Air Protection, as amended

Act No. 541/2020 Coll., on Waste

Act No. 350/2011 Coll., on Chemical Substances and Chemical Mixtures and on Amendments to Certain Acts (Chemical Act), as amended (Chemical Act)

Act No. 224/2015 Coll., on Prevention of Major Accidents, as amended

Act No. 254/2001 Coll., on Waters and on Amendments to Certain Acts (Water Act), as amended

Act No. 119/2002 Coll., on Arms and Ammunition, as amended (to be replaced as of 1 January 2026 by Act No. 90/2024 Coll., on Arms and Ammunition)

Decree of the Ministry of Transport No. 294/2015 Coll., implementing the road traffic rules, as amended.

Decree of the Ministry of the Environment of the Czech Republic No. 450/2005 Coll.

Government Decree No. 375/2017 Coll., laying down the appearance and location of safety signs and the introduction of signals, as amended.

Regulation (EC) No 1907/2006 of the European Parliament and of the Council on the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH), as amended

Regulation (EC) No 1272/2008 of the European Parliament and of the Council on classification, labeling and packaging of substances and mixtures (CLP), as amended

MFA Communication No. 138/2013 Coll., Supplementing the MFA Communication No. 14/2007 Coll. on the publication of the amendments to the Annexes A and B to the European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR)

MFA Communication No. 232/2013 Coll., Supplementing the MFA Communication No. 19/2007 Coll. on the acceptance of amendments to the Regulations for the publication of the new version of Annex C – Regulations concerning the International Carriage of Dangerous Goods by Rail (RID), which is Annex C to the Convention for the International Carriage by Rail (COTIF)

Related Management and Organisational Standards, Documents and Forms of ORLEN Unipetrol RPA s.r.o. available at: –

<https://www.unipetrolrpa.cz/en/ServicesandChempark/ChemparkZaluzi/BindingRegulationsandInformation/Pages/default.aspx>

Related Management and Organisational Standards of ORLEN Unipetrol Doprava s.r.o., available on the Internet – <https://www.orlenunipetroldoprava.cz/CS/o-nas/Stranky/zavazne-normy.aspx>

Related Management and Organisational Standards of SYNTHOS Kralupy a.s., available at – [Non-public Synthos documentation](#)

7 Separate annexes

The below Annexes 1, 2, and 3 are intended exclusively for employees of other organisations and are available on the ORLEN Unipetrol RPA s.r.o. website, in the section "[Binding Standards and Information](#)". Employees of the company have access to them in the corresponding internal documentation within the DOK-SYSTEM application.

Annex No. 1 „Fire Alarm Directive (for the Litvínov site)“

Annex No. 2 „Fire Alarm Directive (for the Kralupy nad Vltavou site)“

Annex No. 3 „Fire Alarm Directive (for the Kolín site)“

Annex A Sample "Training of contractors"



ŠKOLENÍ KONTRAKTORŮ

Jméno a příjmení

Rok narození

Zaměstnavatel (firma)

DISPEČINK LITVÍNOV: 476163111 DISPEČINK KRALUPY: 315713401
Vedoucí směny: Rafinerie Litvínov - 476166388 Rafinerie Kralupy - 312887437

Litvínov



150 (112) / mobil: 476 16 1500



155 (112) / mobil: 476 16 1550

Kralupy nad Vltavou



150 / mobil: 315 71 1500



155 / mobil: 315 71 1550

Tato karta slouží jako doklad o školení v ORLEN Unipetrol RPA, s.r.o.
NOSTE JI STÁLE U SEBE!



Základní pravidla pro pracovníky dodavatelských firem a návštěvníky společnosti ORLEN Unipetrol RPA, s.r.o.

Každý vstup do provozních prostorů musí být ohlášen vedoucímu pracoviště. Při pobytu v provozních prostorech musí být všichni řádně vybaveni všemi osobními ochrannými prostředky.



Další případné osobní ochranné prostředky a vybavení jsou stanoveny prostřednictvím příslušného povolení k práci.

práce bez povolení



Annex B Rules for placing container facility

In cases where it is necessary to place a temporary mobile cell on the Company's premises, the consent of the Company's executives responsible for the relevant territorial unit is always required.

Approval of the location of the mobile cells in the premises of the production units and in the immediate vicinity is given by the respective plant managers. Before determining the location of the mobile cell, these employees shall carry out, together with the future cell user, a risk analysis for the potential threat to both the production unit and the mobile cell staff, including connection to energy media (electricity, heating steam, etc.). Based on this analysis, the placement of the mobile cell, incl. staff presence rules.

Container facility can not be placed in:

- explosive atmospheres,
- under pipe bridges,
- into the sump area,
- to areas reducing the passage profile of railway vehicles.

The placement exemption is subject to the establishment of safety measures resulting from a risk analysis.

Distances to be observed when placing container facilities:

- 60 m – pumps, pressure vessels, atmospheric safety valves, flare, fittings on piping for process media, filling or filling arms,
- 30 m – furnaces, boilers, atmospheric tanks,
- 15 m – aboveground piping containing flammable substances and toxic substances.

The shortening of these distances is subject to the establishment of safety measures resulting from the risk analysis.

Annex C Basic rules of conduct when alarm is sounded by the siren

HAVARIJNÍ DESATERO



Stručný průvodce krizovou situací pro případ, že nastane havárie a je nutné se evakuovat

 <p>1 Uvědom si, kde vykonáváš práci nebo kde se nacházíš (číslo bloku a sousední komunikace).</p>	 <p>7 Ohlas své stanoviště svému nadřízenému jinak nezatěžuj zbytečně telefonní linky.</p>
 <p>2 Vyslechni doplňující slovní informace a uposlechni vydané pokyny.</p>	 <p>8 Zastav motorové vozidlo co nejbližší k pravému okraji vozovky, vypni motor a vyslechni si zvukovou zprávu. Js-li v zóně havárie nebo v zóně havarijních opatření:</p> <ul style="list-style-type: none"> • Při havárii s únikem hořlavého/výbušného nebo toxického plynu nech klíčky od vozidla na sedadle řidiče. Opusť vozidlo a ohrožený prostor kolmo na směr větru • Při ostatních haváriích bez otálení opusť ohrožený prostor odjezdem vozidla směrem od místa havárie.
 <p>3 Nekuř, uhas zdroje otevřeného ohně, vypni elektrické spotřebiče.</p>	 <p>9 Poskytuj pomoc postiženým zaměstnancům vlivem havárie dle zásad první pomoc, dbej na vlastní bezpečnost a využívej určených a jiných dostupných ochranných prostředků.</p>
 <p>4 Informuj své spoluzaměstnance či osoby ve tvé blízkosti.</p>	 <p>10 Nevstupuj, nevjížděj ani se nijak nepřibližuj k vyhlášené zóně havárie a zóně havarijních opatření nepodílejí se na likvidaci havárie.</p>
 <p>6 Proveď nutné technologické manipulace k zabezpečení technologie a/nebo proveď evakuaci/ukrytí.</p>	

Annex D Excavation works – Kralupy

Annex D.1 Requirements

Excavation work may only be initiated on the basis of a written permission issued by the shift master of the section or the shift manager of the company and after approval by the relevant departments.

Pits, excavations and other depressions on the construction site or workplace must be securely covered or enclosed.

Excavations 1.3 m deep must be securely retracted or sloped.

If the excavation interrupts the access route to the premises, buildings or service facilities, a safe transition with a fixed handrail shall be provided at the interruption point.

Before commencing excavation work, maps of underground cable and other distribution systems must be checked.

In line excavations within and/or along the edge of a factory, a sufficient number of crossing points / footbridges must be included in the excavation to not significantly impair the possibility of safe evacuation of persons in the event of an emergency and/or prevent or restrict access to the operated equipment. The number is determined in agreement with the operation representative and the safety section representative.

The excavator is obliged to label the excavation with the following information:

- Contractor:
- Client:
- Purpose of excavation:
- Excavation start date:
- Expected completion date:
- Person responsible for excavation, phone number:

Securing of excavation:

Each excavation must meet the following conditions:

- It must be secured at the edge where there is a risk of natural persons falling into the trench by a railing consisting of a top bar at a height of at least 1.1 m and a ground stop of at least 0.15 m, with the space between the top bar and the stop against forfeiture of persons (e.g. center rod, mesh, etc.).

At a distance of more than 1.5 m from the edge of the trench, the securing can be done by a suitable barrier preventing people from entering the area threatened by falling into the depth. A handrail which does not have to comply with the strength or securing requirements under the upper bar against falling, portable sectional handrails, safety signs indicating the risk of persons falling at the height of the upper handrail, an obstacle of at least 0.6 m high, excavation soil, laid loose up to a height of at least 0.9 m. Handrails and barriers may only be interrupted at crossing points.
- Trenches adjacent to or intervening on roads must be provided with a traffic sign. At night and in poor visibility, they shall be marked with a red warning light at the beginning and at the end of the excavation, or in other dangerous places according to local conditions.
- Over excavations deeper than 0.5 m, crossings with a width of at least 0.75 m must be provided where necessary (e.g. entrances to buildings). Crossings above the excavation depth of up to 1.5 m must be equipped with double-sided single-rail railings. Crossings above the excavation depth of 1.5 m must be equipped with double-sided two-bar railing with a stop.
- The trench edges must not be loaded within 0.5 m of the trench edge.
- The excavation walls must be secured against slipping. If people enter the trench, the vertical walls of the trenches must be secured from a depth of more than 1.3 m.
- A safe descent and ascent must be established for natural persons working in excavations using ladders, stairs or ramps. The surface of inclined ramps with a slope greater than 1: 5 shall be treated to prevent slipping by means of properly fixed crossbars or stops.
- If an object that could be a hidden explosive appears in the site during excavation and earthworks, employees from other organisations are obliged to immediately interrupt the work and report on the situation of the shift master of the section or shift manager of the company, who inform the ORLEN Unipetrol RPA s.r.o. and SYNTHOS Kralupy a.s.

- If a substance that could be flammable or another chemical is present at the site during excavation and earthworks, employees from other organisations are obliged to immediately stop work and report the situation of the shift master of the section or the shift manager of the company.

Annex D.2 Form**Form (Excavation and landscaping permits – Kralupy)**

ORLEN Unipetrol RPA s.r.o. - Kralupy Refinery Unit

Permit No.:

2. Client			
Exact and full title	Date	Name	Phone number
3. Contractor			
4. Purpose of excavation			
Scope of work			
Duration of work	from	to	extended

5. Issuer	Name	Phone number	No. of annex	Signature	Consent to the extension
Energetics					
Telecommunication					
Water and waste					
Territorial master plan					
Computer center					
Main manager					
Electrical technician					

Other issuers in the case of a cross-over

Services Division					
Bridge management					
Rail transport					
Fire Department SYNTHOS Kralupy a.s.)					

HZSP - Fire department

If the applicant is not interested in information in case of extension of the deadline, he / she will write in the box the consent with extension – DO NOT REQUEST.

By signing this authorisation, the Contractor undertakes to comply with applicable legal regulations, valid technical standards, ORLEN Unipetrol RPA s.r.o. – Kralupy Refinery Unit, and all conditions specified in the permit and its annexes.

In the case of a road crossing, the Contractor further undertakes to provide traffic signs pursuant to Section 45(5) of Act No. 361/2000 Coll. and Section 2 of the related Decree No. 294/2015 Coll. (all regulations as amended).

Instructions for completing the form

Permit number – is pre-printed, the work permit number to which it relates is written.

Client – fill in the name of the department, date, name and signature of the responsible employee and his telephone number.

Contractor – write down the name of the organisation that will perform the relevant tasks, date, name and signature of the responsible employee and his telephone number.

Purpose of excavation:

- purpose of the excavation – justification of why the operation is to be performed,
- scope of work – assumed scope such as depth, length, space definition,
- duration – a prerequisite for carrying out the work.

Issuer – it is necessary to obtain the approval of the prescribed units listed in the form "Permit for excavation, re-excavation and landscaping – Kralupy". In the case of "Other permitters" only for those affected by the work or affecting their activity.

Always check and specify cable routing and other distribution plans in the plans before starting excavation work.

Attachment "Permit for excavation, overfill and landscaping – Kralupy" must be a diagram showing the location of cables and other distribution systems.

Annex E Work on electrical equipment and work with el. equipment – Refinery Units

Annex E.1 Requirements

Activities on electrical equipment may be performed only by persons with the prescribed qualification, corresponding to the type of activity within the meaning of Decree No. 194/2022 Coll., on the requirements for professional competence to perform activities on electrical equipment and professional competence in electrical engineering, as amended. All other persons are strictly forbidden to repair or replace parts of the electrical equipment.

When working on electrical equipment and repairing machines with el. drive must be el. devices and switches secured in such a way as to prevent accidental (accidental) operation of the device.

Other organisations (contractor, contractor, contractor) are required to ensure that the electrical equipment they use meets the requirements of applicable technical standards, is properly operated, reviewed and maintained, and does not endanger the company's employees or equipment.

Electrical equipment, hand-held power tools, mobile and transport equipment are subject to regular revisions. The provision of temporary electrical equipment is subject to the provisions of the applicable technical standards.

The following procedure must be followed for handheld el. devices when connecting them to the electrical outlet:

- first connect el. device with so many parts of the power cord that you can conveniently reach the el. sockets (cable length is limited by the applicable technical standard),
- the cable hangs up safely to protect it from damage and short circuiting with moisture,
- the lifting is carried out by means of binding devices that do not damage the insulating protective layer of the cable,
- an additional grounding is provided – if required,
- the cable plug is plugged into the socket.

It is necessary to use el. equipment, tools, devices and hand lamps designed for use in potentially explosive atmospheres. For the short-term use of electrical appliances, tools and lighting fittings which do not correspond to the applicable explosion hazard for the workplace, it is necessary to issue a written permission to use these devices, indicating the conditions under which these devices may be used.

Procedure for using of provisional electrical equipment

Every applicant for provisional el. equipment must apply in writing (request) to the department of instrumentation and electrical maintenance of the company (in UARKO, to the head of the electrical distribution and water management department), in order to determine the supply point, connection + release and operation, because of the consent of el. energy + location consent. This applies to all applicants for interim el. equipment (maintenance, contractors, operation, investment, inspection).

If the request form is listed for the installation of a construction transformer, switchboard, another request form must also be listed for the transformer (switchboard) outlets if this outlet is used for the establishment of another temporary el. a device i.e. a unicell, switchboard or transformer.

If the inspection finds that any el. the device does not meet the requirements, i.e.: proper and visible marking (including extension cables, adapters, etc.), periodic revisions, initial revision reports or cards for portable el. device, this device will be immediately disconnected from the power to rectification.

Provisional el. facility is set up for a maximum period of 6 months. In breakpoints, this time is given by the duration of the breakdown. If this el. the equipment had to be operated even after the unit was turned on, it is necessary to issue a new request form with all documents.

The operation is obliged to fill in the application for the provisional equipment of the environmental assessment column in accordance with ČSN 33 2000-1 ed. 2 where this el. device placed and consent to the installation of this device.

It is forbidden to set up the equipment in areas with a risk of explosion and fire of flammable substances.

For the safe condition of the provisional el. device is the responsibility of the operator or user of the device.

All documents, cards, initial audit reports, periodic reviews and requisitions must always be ready for inspection. The owner (user) of the device is responsible for this.

The application form must be issued in 3 copies and must be accompanied by the initial inspection report, periodic inspection, el. device – just copy.

The following applies to the use of light sources – supplementary lighting: marking (label) + el. the equipment must be submitted when checking and issuing the application form.

Construction DB boards

These are so-called temporary electrical equipment used for the distribution of electricity. The following rules apply to the use of the construction DB boards:

- can only be connected to a fixed line,
- it must be secured against displacement,
- installed in as much protected place as possible to avoid unnecessary exposure to the weather,
- the shortest cable length for connection and the frequency of traffic in the vicinity are taken into account,
- protection must be chosen according to the environment and the nature of the load,
- protection against dangerous contact and fire safety must be ensured;
- it must be equipped with a grounding terminal and properly grounded (grounding rope with crimped eyes),
- be fitted with a main switch,
- it must be switched off and secured in this state,
- the main switch must be accessible and clearly marked with the "MAIN SWITCH, OFF IN DANGER" warning sign,
- electrical switchboards must be permanently locked, only the main switch must be accessible,
- each construction switchboard must be type-labelled together with the owner / operator name and inventory number,
- for each construction switchboard that is operated, the FE powder must have the appropriate extinguishing capabilities (according to the Decree No. 23/2008 Coll.).

