




1. GENERAL REQUIREMENTS APPLICABLE TO THE EXECUTION OF WORKS/TASKS

- 1.1 Prior to commencement of work, the Contractor's employees are obliged to complete training on hazards occurring on the premises of Production Plants, including Fuel Terminals belonging to PKN ORLEN S.A. Capital Group.(min. ZP PKN ORLEN S.A., ZP ANWIL S.A., ZP ORLEN Południe S.A., ZP RAFINERIA GDAŃSKA) relevant for the proper performance of the service/contract for ORLEN Kolej Sp. z o.o.. The Contractor/supplier is obliged to get acquainted with and comply with the provisions of the current Traffic Rules applicable to Production Plants including Fuel Terminals belonging to the PKN ORLEN S.A. Capital Group. (min. ZP PKN ORLEN S.A., ZP ANWIL S.A., ZP ORLEN Południe S.A., ZP RAFINERIA GDAŃSKA) on the premises of which the works for ORLEN Kolej Sp. z o.o. are to be carried out.
- 1.2 All employees of the Contractor/supplier carrying out work for ORLEN Kolej Sp. z o.o. are obliged to have up-to-date medical examinations appropriate to their positions, with no contraindications to work.
- 1.3 All employees of the Contractor/supplier carrying out works for ORLEN Kolej Sp. z o.o. are obliged to hold a current certificate of completion of initial/periodic training in the field of occupational health and safety, appropriate to their position.
- 1.4 Each Contractor shall carry out a risk assessment for the works to be entrusted to him under the contract. The assessment should be made taking into account the planned technology of the works. The study must include the specific technical and organisational solutions the Contractor has at his disposal or plans to introduce during the execution of the works.
- 1.5 Each Contractor, prior to commencing work on ORLEN Kolej Sp. z o.o.'s premises or on behalf of ORLEN Kolej Sp. z o.o., shall prepare and submit to the relevant Manager of ORLEN Kolej Sp. z o.o. and ORLEN Kolej Health and Safety Service, an Instruction for the Safe Work Instructions Manual (SWIM), for unusual and particularly hazardous work. The SWIM manual should, include how the abnormal work is to be carried out and the elements of occupational risk associated with the work to be carried out (in descriptive form - occupational risk analysis sheet).
- 1.6 Prior to commencing work, the Contractor's employees will be instructed by an employee of the Health and Safety Service or the person commissioning the work on the ORLEN Kolej Sp. z o.o. site about the work safety regulations in force.
- 1.7 Employees of the Contractor/Supplier/Tenant must notify the Occupational Health and Safety Service employee or the person commissioning the work of all types of occupational accidents and near misses while performing tasks for ORLEN Kolej Sp. z o.o..
- 1.8 The contractor/supplier shall identify the works and works occurring within the scope of the contract that should be carried out by at least two persons and provide the appropriate number of employees for this. Identification should be made on the basis of the Risk Assessment for the Task (RAT) and the applicable regulations.



- 1.9 The Contractor/Supplier shall ensure that the equipment it uses, i.e. plant, equipment, machinery or apparatus used to carry out the task, is of an appropriate standard, meets all standards and does not pose a risk to the health or safety of people or a risk to the environment.
- 1.10 The Contractor/Supplier's employee shall, in justified cases, have the right to immediately stop any operation, assembly or disassembly of the plant/equipment, etc. if a risk to his/her safety or health (or that of other people) is identified. The Contractor shall not be held liable for any increase in costs caused by such stoppage of work.
- 1.11 Employees of the Contractor/Supplier must comply with any ORLEN Kolej Sp. z o.o. presented. Instructions on occupational safety, health protection (also applies to instructions given verbally by a supervisory employee of ORLEN Kolej Sp. z o.o.
- 1.12 Smoking and the use of e-cigarettes and open flames are strictly prohibited during the execution of the commissioned work, with the exception of designated areas (marked smoking rooms).
- 1.13 Employees of the Contractor/Supplier/Tenant are obliged to observe the rules of sobriety. On the premises of ORLEN Kolej Sp. z o.o. and protected facilities of GK PKN ORLEN S.A. Companies, consumption of alcohol and intoxicants is strictly prohibited. Persons suspected of consuming the aforementioned drugs and alcohol will be removed from the area of work being carried out, by authorised Security personnel. The Contractor/Supplier shall bear the costs associated with the arrival and intervention of Security and other services.
- 1.14 The Contractor/Supplier's employees are obliged to carry out the work diligently and conscientiously in accordance with the applicable technical documentation and the work supervisor's instructions and decisions.
- 1.15 The Contractor/Supplier's employees shall be obliged to know and comply with the legal and other health and safety requirements applicable during the execution of the task for ORLEN Kolej Sp. z o.o..
- 1.16 Pledging by employees of the Contractor/Supplier/Tenant is prohibited:
- escape routes and exits,
 - passages/access routes to first aid kits,
 - fire equipment,
 - transport routes.
- 1.17 Employees of the Contractor/Tenant/Supplier are obliged to keep their workplaces reasonably clean and to dispose of waste on a regular basis. The location where the waste is deposited must be agreed with the Contractor.
- 1.18 Application of the fire-fighting equipment provided by ORLEN Kolej Sp. z o.o. to the employees of the Contractor/supplier/tenant for purposes other than fire-fighting is strictly prohibited.

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- 1.20 The Contractor/Supplier/Tenant shall equip its own employees with technically efficient hand-held fire fighting equipment (fire extinguishers, fire blankets) where required.
- 1.21 It is strictly forbidden to enter railway premises (sidings/railways) without prior permission issued by the Infrastructure Manager or the relevant railway operator.
- 1.22 A breach of the rules set out in this document may result in ORLEN Kolej Sp. z o.o. applying fines appropriate to the offence committed, in accordance with the Tariff of Additional Penalties annexed to these requirements.
- 1.23 Each company commencing the execution of works/leasing on/on the premises of ORLEN Kolej Sp. z o.o., is obliged to complete and hand over to the employee of the Occupational Health and Safety Service - an OHS DECLARATION - before commencing the execution of the subject matter of the contract. The DECLARATION is attached as an appendix to this requirements/contract.

2. TOOL AND EQUIPMENT REQUIREMENTS

- 2.1 All tools and equipment used to carry out the contracted work should be technically sound and suitable for the work to be carried out.
- 2.2 Tools and equipment should have a declaration of conformity certified with the 'CE' safety mark and have valid technical tests.
- 2.3 All safety guards and self-contained electrical fuses must perform their function properly and shall not be altered or removed once installed.
- 2.4 It is forbidden to use self-made tools.
- 2.5 Repair and installation of any electrical equipment must only be carried out by authorised, qualified persons.
- 2.6 The use of garden extension cords is prohibited. Sockets and plugs of electrical extension cords should have the appropriate protection class.
- 2.7 When work is complete, all equipment must be de-energised and the work area tidied up.




3. REQUIREMENTS FOR CONSTRUCTION MACHINERY AND EQUIPMENT

- 3.1 All construction machinery and equipment used on the job should be safe, in good working order and should be properly operated.
- 3.2 When refuelling is necessary, facilities used for this purpose should be adequately equipped with fire extinguishers, earthing, warning signs and appropriate fuel dispensers. Vehicles must not be refuelled with the engine running.
- 3.3 All vehicle drivers and operators of mobile equipment must hold the appropriate licence depending on the category of the machinery/equipment in question. Including appropriate up-to-date psychotechnical testing.
- 3.4 Machinery and equipment subject to the Office of Technical Inspection must have a current operating authorisation and current inspection tests.
- 3.5 Construction vehicles and machinery, when out of service, must be properly protected against unauthorised access, possible uncontrolled movement, impact by another vehicle/machine. It is forbidden to leave the load hanging on the hook/trap when the machine is not in operation.
- 3.5 The Contractor shall ensure that workers are suitably qualified and authorised to operate tools, equipment and machinery for which additional authorisations and qualifications are required,
- 3.6. When carrying out transport work using a crane, the Contractor/Supplier is obliged to ensure proper coordination between the team and the crane operator. A signaller/hooker should be appointed and rules for communication with the operator should be established (radio route or hand signals).
- 3.7. It is forbidden to use damaged or worn slings during any transport work.
- 3.8 All vehicles, machinery and self-propelled equipment must be fitted with a warning/flashing light (to indicate vehicle movement) and an audible reversing signal.

4. EXECUTION OF WORKS

- 4.1 All work carried out on behalf of ORLEN Kolej Sp. z o.o. must be carried out on the basis of a written authorisation.
- 4.2 The Contractor's employees are obliged to inform an employee of ORLEN Kolej Sp. z o.o. sufficiently in advance when planning to start work.
- 4.3 The Contractor is responsible for safety in the area of the works being carried out.
- 4.4 Prior to the commencement of the work, the contractor is required to carry out an analytical check, inspect the work site and instruct the contractor's team on safety requirements.

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- 4.5 It is prohibited to start work without first obtaining a work permit. Work shall not commence until the permit has been approved by an authorised supervisor of ORLEN Kolej Sp. z o.o.
- 4.6 The person indicated in the permit for belaying, remains in constant visual contact with the team(s) doing the work.
- 4.7 A supervisory employee of the contractor who has up-to-date initial/periodic health and safety training for those in charge of employees is authorised to collect the work permit.
- 4.8 The Contractor shall strictly comply with the provisions contained in the work permit and shall provide at the work site, as indicated by the supervisory employee of ORLEN Kolej Sp. z o.o., safety and warning equipment as well as individual and collective protection measures.
- 4.9 The Contractor and the permit-issuing authority have the right to refuse to carry out the work/permit if conditions do not meet safety requirements. The position should be justified in writing.
- 4.10 Upon completion of the work, the Contractor shall inspect the work site and ensure that there is no risk of fire or other hazard affecting the safety of workers.
- 4.11 The contractor is obliged to inform the supervisory employee of ORLEN Kolej Sp. z o.o. each time the work is completed on the basis of a one-time permit and to close the issued permit.

5. REPORTING OF ACCIDENTS/ NEAR MISSES

- 5.1 Following the occurrence of an accident at work or near-accident where the injured party was or could have been a Contractor's Employee or any other person, this information must be communicated immediately to the Supervisor or Health and Safety Officer employed at ORLEN Kolej Sp. z o.o.
- 5.2 If an accident requires first aid, the commissioning officer of ORLEN Kolej Sp. z o.o. shall assist in arranging for first aid and calling the emergency services.
- 5.3 In the event of an accident at work of the Contractor's / Supplier's Employee, an employee of the Contractor's Health and Safety Service in the presence of an authorised employee of ORLEN Kolej Sp. z o.o. shall carry out an investigation in accordance with the applicable law.
- 5.4 The Contractor's employees have the opportunity to report occupational safety hazards through a supervisory employee of ORLEN Kolej Sp. z o.o., who is obliged to place them in the electronic service "ROSH" Report Occupational Safety Hazard. The implementation of the recommendations aimed at removing the risk is monitored by an employee of the ORLEN Kolej Sp. z o.o. occupational health and safety.



6. BASIC PERSONAL PROTECTIVE EQUIPMENT / ACCESSORIES

- 6.1 All employees working on the premises of ORLEN Kolej Sp. z o.o. are obliged to have and use the personal protective equipment listed below:
- protective helmet (+ chin strap with 4 point fastening for work at height, for other work straps with 2 point fastening may be used),
 - goggles (suitable for working conditions),
 - working/protective gloves (appropriate to the nature of the work carried out),
 - anti-electrostatic safety footwear behind the ankle with a toecap, with an anti-puncture and anti-slip sole,
 - protective clothing of anti-electrostatic type, with long sleeves and long trouser legs (when working with open fires, protective clothing of anti-electrostatic and flame-retardant type),
 - reflective orange waistcoat with company name,
 - full face mask against gas (for evacuation) with ABEK2 filter (for production plants of GK PKN ORLEN - where required).
- 6.2 Possible additional protective measures necessary for the safe execution of specific types of work are, among others:
- welding visor (welding),
 - welding goggles/glasses (torch cutting),
 - face-protective visor (cutting, grinding - work involving splintering),
 - chemical-resistant safety goggles (work with corrosive substances),
 - dust masks (dusty work),
 - masks with absorbers (painting, working with chemicals),
 - safety harness with rope /+ shock absorber, self-locking device/ (work at height),
 - protective suit (work involving considerable soiling/working with chemicals),
 - other
- 6.3 The Contractor/Supplier's employees are obliged to have and use without delay their own equipment, necessary for the proper execution of the service.
- 6.4 The equipment used must be suitable for the conditions and environment in which it will be used, confirmed by an appropriate document, i.e. declaration of conformity, attestation, certificate.
- 6.5 If it is necessary to use resources belonging to ORLEN Kolej Sp. z o.o., this must be reported to and agreed with the person commissioning the work.
If an employee of ORLEN Kolej Sp. z o.o. considers it reasonable to use the above-mentioned means, he/she is obliged to appoint a person with the appropriate qualifications to operate the equipment/machinery in question.