

**Basell Orlen Polyolefins Sp. z o.o.**

**Ordinance no. 30/2004**

**of 19.09.2023.**

**on: activities of Contractors at Basell Orlen Polyolefins Sp. z o.o.**

To ensure proper safety conditions in all phases of investment and renovation projects and ongoing work

**it is ordered as follows:**

**§1**

1. The following "Instructions" are introduced for official use:
  - a) "Instruction on general requirements for safety and working rules on the premises of Basell Orlen Polyolefins Sp. z o.o.". - Appendix no. 1
  - b) "Instruction concerning the conditions to be met by social or assembly facilities on the premises of Basell Orlen Polyolefins Sp. z o.o. within the ORLEN S.A. Production Plant" - Appendix no. 2
  - c) "Rules of conduct in the event that the Contractor is found to be in breach of health and safety, fire protection and process safety regulations" – Appendix no. 3.

**§2**

1. All Contractors carrying out project, renovation and other types of work on the premises of Basell Orlen Polyolefins Sp. z o.o. are obliged to comply with the provisions contained in the attached Instructions.
2. In addition, the Contractors referred to above are to apply the detailed industry regulations and internal regulations handed down to them by the commissioning authority.

**Aleksander Rosek**

**Production Director**

## INSTRUCTIONS

for

general requirements for safety and working conditions on the premises of Basell Orlen Polyolefins Sp. z o.o.

### 1. Definitions and abbreviations

- BOP – Basell Orlen Polyolefins Sp. z o.o.
- KSP – Provisions of the Comprehensive Prevention System at Basell Orlen Polyolefins Sp. z o.o..
- UDT – Office of Technical Inspection
- IBWR – Instruction for the Safe Work
- Contractor – any entity performing a service for Basell Orlen Polyolefins Sp. z o.o.
- JSA – job safety analysis

### 2. General requirements

- 2.1. Every Contractor qualified to perform tasks in the area of Basell Orlen Polyolefins Sp. z o.o. is obliged to comply with the health and safety requirements established by the company.
- 2.2. The Contractor performs tasks for the BOP only on the basis of contracts or orders signed by both parties.
- 2.3. A set of KSP BOP ordinances as an Appendix to the contract or, in addition, in the event of any change to the orders, shall be provided to the Contractor by the BOP Supply Office.
- 2.4. BOP's in-house health and safety training is a prerequisite for the tasks specified in the contract.
- 2.5. Training takes place remotely via the website <https://szkolenia-bop.pl/login/index.php>
- 2.6. Contact the BOP Health and Safety Office specialist for a login and password to access the training database prior to attending training.
- 2.7. After:
  - a successful completion test, and
  - filling in the declaration sent by the specialist of the BOP Health and Safety Office, **Appendix no. 4** to these instructions and signing it by the works managercontact the Health and Safety Office specialist to collect a helmet sticker as proof of training. Without a valid sticker, a Contractor is not allowed to carry out work on BOP premises (does not apply to service technicians carrying out work in the laboratory).
- 2.8. In special cases, by prior arrangement (at least one day in advance) with a specialist of the BOP Health and Safety Office specialist, classroom training is possible.
- 2.9. Training for the year is valid until 31 January of the following year. After this date, a Contractor without new training cannot work on BOP facilities.
- 2.10. The Contractor is required to submit to testing for the presence of alcohol in the

body, psychotropic drugs, narcotics or other drugs of similar effect whenever requested by BOP supervisors.

### 3. Particular requirements

- 3.1. Each Contractor is required to establish the technical details of the contract with the lead (maintenance manager, investment implementation manager, maintenance engineer, production manager, technologist, laboratory manager, laboratory specialist) before directing a group of employees to carry out the contract.
- 3.2. In order to obtain a pass to enter the premises of ORLEN S.A., it is necessary to follow the Ordinance of ORLEN S.A. on the introduction of instructions on personnel traffic in ORLEN S.A..
- 3.3. Once the technical arrangements have been made and the BOP's internal health and safety training has been certified, the Contractor can proceed with the contract or order.
- 3.4. In the event that the Contractor uses Subcontractors, a written request must be submitted in person, by post or by e-mail to the technical director of Basell Orlen Polyolefins Sp. z o.o. 3 days prior to the commencement of the work (of these companies) and his approval obtained.
- 3.5. The Contractor shall provide a health and safety service supervision of at least 1 person per 50 employed on the contract during the execution of the work on the BOP site.
- 3.6. If it is not possible for the Contractor to provide supervision of the health and safety service, the Contractor may, with the approval of the BOP Health and Safety Director, make use of the supervision of the health and safety service of Basell Orlen Polyolefins Sp. z o.o..

### 4. Equipment

- 4.1. **The Contractor is obliged to equip employees with personal protective equipment (minimum requirements – helmets with chin strap, protective gloves, protective goggles, anti-electrostatic and flame retardant protective clothing according to standards: anti-electrostatic PN-EN 1149-5:2018-10 (EN 1149-5:2018), flame retardant PN- EN ISO 11612:2015-11 (EN ISO 11612:2015), protective shoes with soles – in anti-electrostatic design).**
- 4.2. Visors, safety harnesses, cables, respirators, retractable fall arresters and other necessary tools depending on the nature of the work being carried out.
- 4.3. When carrying out hydrodynamic cleaning, the person using the lance is required to wear the following in addition to the standard personal protective equipment: face shield – visor, waterproof clothing and footwear, gloves. In cases where dust is released, the use of a dust mask should be required. Employees in the work area are required to wear hearing protectors.
- 4.4. The above-mentioned personal protective equipment must be provided for both the workers carrying out the work and the belayers/other persons in the work area. This obligation applies to everyone, regardless of the type of work carried out or the purpose of the visit.
- 4.5. All personal protective equipment used must:
  - have a visible CE mark and the protection class,
  - be used within the validity/durability period stipulated by the manufacturer,

- have documents confirming that inspections assumed by the manufacturer are being performed,
  - be in good technical condition,
  - be kept reasonably clean.
- 4.6. Four-point or three-point chin straps are required while on BOP production plants.
- 4.7. All items of equipment must be properly (as required by Polish law) supervised by the Contractor.
- 4.8. In the absence of the required PPE, the Contractor will not be allowed to work and all costs associated with re-entry will be charged to the Contractor.
- 4.9. Fire-hazardous work and hydrodynamic cleaning require the work area to be fenced off. In addition, if work is taking place on fixed platforms, the areas on the platforms below must be protected with appropriate fencing – to prevent falling sparks and filings from getting under the flow of falling water or under falling sparks and filings. If a material is used to prevent sparks and filings from entering (e.g. fire blanket) – fencing off the lower levels is not necessary.
- 4.10. Any power equipment/power tools must comply with the standards and be CE marked and must not be marked in the instructions as 'for domestic use'.
- 4.11. The obligatory way of marking power tools after the co-quarterly inspection is to cover the power cable with insulating tape in the colour corresponding to the quarter. Signage colour scheme in force in the following quarters:
- White – (Q1 – January/February/March).
  - Green – (Q2 – April/May/June).
  - Red – (Q3 – July/August/September).
  - Blue – (Q4 – October/November/December).
- 4.12. The colour coding system for power tools does not apply to service technicians coming from abroad.
- 4.13. BOP reserves the right to inspect inspection records of equipment and tools used on their premises.
- 4.14. If it is necessary to fence off the work area, the Contractor is obliged to have a warning tape (yellow and black or red and white) printed with the company's own logo. It is permissible to mark the tape with a nameplate or sticker with the company name.
- 4.15. On production plants, an anti-electrostatic reflective waistcoat must be worn by crane operators, riggers and signalmen when carrying out handling operations.
- 4.16. On BOP's logistics platforms, a reflective waistcoat (permitted in the regular version) is compulsory equipment for every person.
- 4.17. Contractors' cylinder air apparatus should be certified for air quality (carbon monoxide, carbon dioxide, nitrogen, oxygen with argon) in accordance with EN 12021:2014
- Breathing air composition:
- Oxygen  $21 \pm 1\%$
  - Carbon dioxide  $\leq 500 \text{ ml/m}^3$  (500 ppm)
  - Carbon monoxide  $\leq 5 \text{ ml/m}^3$  (5 ppm)
  - Oil  $\leq 0.5 \text{ mg/m}^3$
- 4.18. If the Contractor's breathing equipment is not certified, testing for the

aforementioned substances must be carried out at the BOP Laboratory. The need for analysis must be notified a minimum of 24 hours on working days prior to the work.

- 4.19. Fresh air breathing apparatus must be equipped with an air analyser at the entrance to the apparatus. If there is no built-in analyser, the attendant is required to continuously analyse the incoming air using an explosimeter when using the above instrument.

## 5. Authorisations

- 5.1. Cranes, hoists, platforms must have the required approvals and inspections, which must be presented to the shift leader or the BOP Health and Safety Office specialist on request before the work begins.
- 5.2. Operators of cranes, overhead cranes, riggers and signalmen are required to show the required authorisations before starting work to the shift leader or to the BOP Health and Safety Office specialist on request.
- 5.3. The riggers and signalmen must hold certified rigger license.

## 6. Required documents

- 6.1. Each Contractor is obliged to have an up-to-date certificate of medical examination (medical certificates) and periodic training in occupational health and safety for all employees who will take part in the execution of the contract (for employees who take out a single work permit, periodic training in occupational health and safety is required for those in charge of employees or engineering and technical staff, with the exception of vehicle entry permits and foreign services).
- 6.2. When completing projects that require a notification or building permit, a BIOZ plan is required to be made and agreed at least three days before the commencement of the work, as required by the Building Law.
- 6.3. For particularly hazardous work and in any other case required by the BOP, the Contractor shall prepare an IBWR, a model of which is attached as **Appendix no. 1** to this manual. The objective of the IBWR is to plan and prepare the work process so that it can be carried out safely.
- 6.4. For particularly hazardous work and in any other case required by the BOP, the Contractor shall carry out a Job Safety Analysis (JSA), a model of which is attached as **Appendix no. 2** to this manual. The assessment should be made taking into account the planned technology for carrying out the work and the countermeasures planned to mitigate the risks. The study must include the specific technical and organisational solutions that the Contractor can employ or plans to introduce during the execution of the works.
- 6.5. The IBWR and JSA are attached to the contract or work order concluded between the Contractor and the Employer.
- 6.6. The above documents must be agreed with the BOP Health and Safety Office specialist.
- 6.7. BOP reserves the right to request additional studies necessary for the safe completion of the contract or order.
- 6.8. The Contractor is obliged to familiarise their employees with the contents of the IBWR and JSA, which must be confirmed by their signatures; in addition, confirmation of reading the documents will be recorded in the BOP's internal health

- and safety training certificate, which is attached as **Appendix no. 4** to this manual.
- 6.9. The BOP shift leader will not issue a one-time permit for particularly hazardous work if the Contractor does not show the above-mentioned documents (IBWR, JSA)
  - 6.10. Before applying for a one-time permit (regardless of its type), the Contractor is obliged to complete and deliver to the head of the shift the List of Contractors participating in the execution of the one-time permit for the work and the Analysis of the Contractor's preparation for the work – Check Signals, which is attached as **Appendix no. 3** to this manual.
  - 6.11. All Contractor's vehicles and equipment must have all documents authorising them to work and move.
  - 6.12. The Contractor is obliged to have the documentation that forms the basis for authorisation to carry out the work in accordance with the requirements of the respective country, including documentation on the preparation of the technology process, documentation on periodic inspections of the equipment used and documentation on the people with whom the work is being carried out.
  - 6.13. A Contractor who brings chemical substances/mixtures to the premises of BOP is obliged to have an up-to-date Safety Data Sheet in Polish and to have the packaging in which he both brings in and exports the substances/mixtures properly labelled.
  - 6.14. The Contractor is obliged to inform the issuer of the permit of the intention to use the substance(s) before obtaining a single work permit.

## 7. Performance of work

- 7.1. The work may only be carried out with written permits. The rules for the issuance of work permits are governed by KSP Ordinance BOP 3/GD/2004.
- 7.2. The Contractor, in the case of works that require the prior locking out of energy, is obliged to follow the LOTO procedure, in accordance with BOP Ordinance 47/GD/2016 on the lock out and tag out procedure.
- 7.3. In this is the case, the Contractor, once authorised, is obliged to put a blue padlock on the control box of the system on which it will work, as indicated by the shift leader. In doing so, it protects itself and subordinate employees from accidentally setting the system back into motion and releasing dangerous energy. The Contractor attaches a tag to the padlock with the details on it: his name, company name and his contact telephone number. The supervising Contractor takes the padlock key with them. On completion of his/her work, he/she is required to remove the blue padlock from the control box and hang it up in the designated display case.
- 7.4. The LOTO system does not apply to the laboratory.
- 7.5. During load lifting and lowering operations, the Contractor (signaller) is obliged to use audible signalling (e.g. a whistle) that will clearly warn passing persons of the load in progress.
- 7.6. In addition, any work involving a crane or hoist requires the use of a work range fence.
- 7.7. The use of radios is required for limited visual contact (operator – signaller - rigger).
- 7.8. If the wind force exceeds 10 m/s, it is imperative that the crane work be stopped, the hook or grapple lowered, the rotating mechanisms immobilised, the power supply switched off and the crane lowered. In a debatable situation, the final decision is made by the BOP shift leader.
- 7.9. It is forbidden to use worn or damaged slings that lack legible markings.

- 7.10. Joining or piecing together slings is not permitted.
- 7.11. It is compulsory for every crane used for work at the BOP to be equipped with a weathervane.
- 7.12. When working with open fires on Vema grilles, protection (flame-retardant fabrics) must be provided against sparks falling to the lower floors.
- 7.13. If it is necessary to remove the Vema grilles, it is required to fence off (secure) the resulting opening using a so-called rigid method, using scaffolding elements. It is strictly forbidden to cover the sites of dismantled Vema grilles.
- 7.14. In the case of construction works, the Supervisor on the part of the Contractor is obliged to ensure that direct supervision is carried out by qualified persons in accordance with local requirements.
- 7.15. The supervisor on the part of the Contractor is obliged to ensure during the execution of the work:
- a) persons designated to provide first aid,
  - b) persons designated to fight fires and evacuate workers from the workplace, as well as access to equipment to carry out these activities.
- 7.16. List of hazardous work applicable to the BOP:
- Work on deenergized electrical power equipment which is grounded so that no earth connection is readily visible from the place of the work. It does not apply to facilities where the carrying out of work requires specific authorisations or is prescribed by other regulations,
  - Work on power equipment and systems including work carried out in the vicinity of exposed live electrical equipment or parts thereof,
  - Work on opening, unsealing of equipment, tanks and pipelines after emptying of media,
  - Works in confined spaces and including the interiors of apparatus, telecom and sewer ducts and manholes and other spaces meeting the criteria for confined spaces and analogous spaces in which an oxygen-deficient atmosphere may occur,
  - Work at a height,
  - Excavation works,
  - Work with hazardous substances,
  - Fire hazardous work.
- 7.17. All of the above-mentioned works must be carried out by at least two people and with permits for particularly hazardous work.
- In the case of maintenance work, a BOP employee may be appointed as the accompanying (back-up) person with the consent of the shift leader.
- 7.18. If the Contractor does not have the required manpower, the Contractor will not be allowed to work and all costs associated with re-entry will be charged to the Contractor.
- 7.19. For all particularly hazardous work, the hazards must be identified and the risks estimated and documented, regardless of the type of written authorisation.

## **8. Health and safety incentive scheme**

- 8.1. During the overhaul shutdowns, in order to keep the safety culture high, the selected

Contractors will receive prizes in kind.

- 8.2. The awards are made by the BOP Health and Safety Office specialists with the prior approval of the BOP Health and Safety Director.
- 8.3. The rules for awarding prizes are laid down in the rules and regulations drawn up each time before the renovation shutdown.

**Annex no. 1 to Appendix no. 1 to the Ordinance 30/GD/2004**

**Safe working instructions (IBWR)**

Order data	
Type of work (project number if applicable)	
Name and address of the project execution	
Contractor	
Subcontractor	

Contractor			
	Name and surname	Date	Signature
Created by:			
Supervisor of the completion work:			
Approved by:			

**1. Time period of works execution**

- a) the works will be carried out in the period from ..... to .....  
the following breaks are planned:
- b) the works will be carried out during the day/night.

**2. Location(s) of works (describe exact location(s) indicated for plants/logistics operations e.g. HDPE plant, distillation section, level III, at tank 2D- 3303, on Vema grids, under flyover etc.)**

**3. Scope and sequence of work (divide the work into individual stages and describe the methods, techniques for carrying them out)**

Stage of operation	Performance method	Description of identified and potential risks	Measures to minimise risks	Minimum number of staff required to carry out the work – (team size)

**4. Human resources and equipment required to carry out the work**

- a) List of collective and personal protective equipment
- b) Identification of the human resources required to carry out the work

No.	Position	Scope of duties and responsibilities	Qualification requirements	Number of people
1				
2				

- c) List of equipment and tools required to carry out the work

No.	Name of equipment	Intended use	Formal requirements (authorisations, UDT decisions, etc.)
1			
2			

**5. Hazardous substances and materials**

Substance name	Appendix number	Waste management	Waste code

- 6. Emergency procedures (e.g. how to evacuate an injured person from a scaffold, action in case of fire, etc.)
- 7. List of workers familiarised with the IBWR and the "Safety Data Sheets", together with their signatures
- 8. Appendices (e.g. Material Safety Data Sheets, operating instructions, safety instructions for crane transport work).

## Annex no. 2 to Appendix no. 1 to the Ordinance 30/GD/2004

Risk assessment for the renovation task of the contract works:	Company Name:	Task (according to the scope of work covered by the contract):	Production facility:	Date:
Persons exposed	Employees:	Employees of other subcontractors:	External staff/visitors:	Juvenile workers <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
				Total number of people exposed:
				The introducing person Supervisor of works

**TABLE OF RISKS**

<b>SEVERITY</b>	5	S	S	D	BD	BD
	4	M	S	D	D	BD
	3	M	S	S	D	D
	2	BM	M	S	S	S
	1	BM	BM	M	M	S
	1	2	3	4	5	

**PROBABILITY**

**Probability**

- 1 = Almost impossible
- 2 = Unlikely
- 3 = Moderate
- 4 = Likely
- 5 = Almost certain

**Severity**

- 1 = Negligible injury
- 2 = Light injury
- 3 = Serious injury
- 4 = Severe injury
- 5 = Fatal injury



Operations/activities of the execution process	Risk (occurring at different stages of the execution process)	1		2		3		4		5		6		7		8	
		Estimation		Risks (see table)		Risk mitigation measure	Probability	Severity	Other risks (see table) BM, M, S, D, BD	Responsible for implementing the identified risk reduction measures (name)							
		Probability	Severity	BM, M, S, D, RN													



# ANALYSIS

## preparing the Contractor for the Work – Check Signals (to be completed by the Contractor)



**RESPONSIBILITY = SAFETY**  
**DANGER = INTERRUPTION OF WORK**

Name i Surname of the Contractor – Company

Authorisation number

Date:

	YES	NO	NOT PRESENT
Has the Contractor been given instruction on the anticipated and present hazards encountered in carrying out the work covered by the permit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the employees been trained by the Contractor in the occurring and anticipated hazards during the performance of the work covered by the permit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is it safe for other people and the Contractors themselves to carry out the work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the Contractor have adequate working personal protective equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the Contractor have adequate working safety equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the Contractor have the tools and technically sound equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the scaffolding properly positioned and have a valid inspection certificate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the area of work separated and marked with appropriate warning signs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the work site been protected from sparks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have curtains, guards been made?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have manholes and drains been protected within 20 m of the location of works with naked flames?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Do the Contractor's employees know?

How to act in the event of a chemical alert?	<input type="checkbox"/>	<input type="checkbox"/>
How to act in the event of a fire?	<input type="checkbox"/>	<input type="checkbox"/>
How to act in the event of an accident?	<input type="checkbox"/>	<input type="checkbox"/>
Where are the assembly points for evacuation?	<input type="checkbox"/>	<input type="checkbox"/>
Where are the weathervanes and in which direction is the wind blowing?	<input type="checkbox"/>	<input type="checkbox"/>

The entire Contractor's team has been acquainted with the scope of work being carried out at the Basell Orlen Polyolefins site, has participated in the *Check Signals* analysis and is familiar with its content

Full name of the Contractor

Legible signature



**A WORK PERMIT MUST NOT BE ISSUED OR THE WORK PERFORMED MUST BE STOPPED IMMEDIATELY IF ONE OF THE ANSWERS IN THE HAZARD ANALYSIS IS NO!!!**



**INSTRUCTION concerning the conditions to be met by social or assembly facilities on the premises of Basell Orlen Polyolefins Sp. z o.o. within the ORLEN S.A. Production Plant.**

1. Temporary facilities may be located on the premises of Basell Orlen Polyolefins Sp. z o.o. within the ORLEN S.A. Production Plant or in its protective zone only on the basis of the application for permission to temporarily locate the Contractor's facilities, which constitutes **Appendix no. 1** hereto.
2. The Contractor shall notify the Site Manager 1 month in advance of the need for foundation facilities and the planned number of containers.
3. The aforementioned proposal must be endorsed by: Site Manager, Maintenance Manager/Investment Execution Manager, Quality, Environmental and Safety Specialist and approved by the Director of Polymer Production or Director of Logistics depending on the location.
4. Upon approval of the aforementioned application, the Site Manager shall issue a permit for the temporary location of the facilities, which is attached as **Appendix no. 2** to this manual.
5. If the Site Manager identifies a site for the foundation of the back-up facilities on land not owned by BOP, then the Contractor must apply to Orlen S.A. for a permit to foundation the back-up facilities. (A copy of the permit must be provided to the BOP Site Manager).
6. Copies of permits for the temporary location of facilities are forwarded by the Site Manager to the HSEQ Director's Department (PO) and the Technical Director's Department (PT).
7. With regard to existing facilities, the location of which has not been agreed or does not comply with the conditions set out in the Permit, or for which the expiry date of the location has passed – Site Managers are obliged to enforce their decommissioning.
8. All facilities must meet the relevant legal requirements and relevant approvals for use.
9. During the foundation and dismantling of the container facilities, it is forbidden to climb onto its roof. Sling hooks are to be fastened behind the openings in the container frame at the upper corners, using an attachment ladder.
10. It is imperative that facilities are equipped with a first aid kit and a hand-held fire extinguisher.
11. All facilities on the premises of Basell Orlen Polyolefins Sp. z o.o. within the ORLEN S.A. Production Plant shall be labelled as follows:
  - a. A plaque with the name of the company, the purpose of the backroom, the name and telephone number of the person in charge of the backroom
  - b. First aid kit pictogram
  - c. Pictogram with fire extinguisher information
  - d. In the case of storage of hazardous substances, a pictogram with information on the storage of fire hazardous materials.

12. The facilities should be located at such a distance from:

- a. plants, tanks and buildings
- b. networks and utilities

so that the safety of the Contractor's crew and neighbouring facilities be ensured to the maximum extent possible (evacuation conditions, emergency response, etc.)

13. The facilities referred to above should meet the following conditions:

- a. Location at a distance of not less than 30 metres from production facilities (applies to explosion risk facilities), back-up facilities may be sited at a distance of less than 30 metres for the duration of a shutdown or overhaul, provided the facility is emptied of hydrocarbons,
- b. Distance from hexane tanks 2D4101 and 2D4102 – minimum 100 m,
- c. Distance from other facilities – minimum 8 m,
- d. As a rule of thumb, the facilities of one Contractor will consist of up to three single-storey barracks or other rooms with a total area of up to 50 m<sup>2</sup>. If more facilities are required, justification is required, confirmed by the commissioning authority,
- e. Depending on the local situation, the Site Manager may set additional or stricter conditions,
- f. Distance from arterial road – 5 metres from the kerb, and the embankments must not obstruct the visibility of motorists travelling on the road in question.

14. In order to ensure sufficient visibility at intersections of trunk roads of the Production Plant in Płock of ORLEN S.A., including Basell Orlen Polyolefins Sp. z o.o., it is prohibited to place containers and barracks at a distance of less than 15 m from the kerb of the pavement.

15. The Contractor shall be responsible for the land on which the back-up facilities are located until the expiry of the issued permit for the temporary location of the back-up facilities, as well as for damage resulting from acts or omissions in relation to Basell Orlen Polyolefins Sp. z o.o.'s equipment and plants located on that land.

16. In order to ensure the tidiness and aesthetics of the site and adjacent areas, the Contractor having facilities shall keep the site clean themselves.

17. It is strictly forbidden to create dumps or storage areas for any waste associated with the Contractor's activities in and around the back-up area.

18. The Contractor is obliged to apply the principles of environmental protection and to comply with the regulations in force in this respect, and in particular to:

- protect the soil and the ground surface by preventing contamination with harmful substances e.g.: oils, greases, paints, products containing hazardous substances,
- store the materials needed to carry out the work and the waste generated in locations agreed with the Site Manager of Basell Orlen Polyolefins Sp. z o.o. in a manner that ensures environmental protection,
- remove from the workplace the waste generated during the work and handle such waste in accordance with current waste legislation,
- use of the water and sewage system in accordance with the terms of the contracts or as agreed with the Site Manager of Basell Orlen Polyolefins Sp. z o.o.,

- not to litter the premises of Basell Orlen Polyolefins Sp. z o.o. and the facilities used.
19. The Contractor is obliged to immediately inform the Site Manager of Basell Orlen Polyolefins Sp. z o.o. of any breakdowns and accidents that occur on the site.

**Annex no. 1 to Appendix no. 2 to the Ordinance 30/GD/2004**

**APPLICATION for permission to temporarily locate the Contractor's facilities during the period from .. to ..**

Location (specify facility, plot of land and type of facilities, company name)

.....  
.....  
.....  
.....  
.....

(Date, stamp, and signature)

1. Opinion of the Site Manager

.....  
.....  
.....

(Date, stamp, and signature)

2. Opinion of the Maintenance Service (Maintenance Manager/Project Manager)

.....  
.....  
.....

(Date, stamp, and signature)

3. HSEQ Manager department (fire officer, quality, environment and safety specialist)

.....  
.....  
.....

.....  
(Date, stamp, and signature)

APPROVED

.....  
(Director of Polymer Production/Director of Logistics)

**Annex no. 2 to Appendix no. 2 to the Ordinance 30/GD/2004**

**PERMISSION no. ....for the temporary location of the Contractor's facilities  
(number to be inserted by the Site Manager)**

1. Company name:.....
  2. Type of facilities: .....  
(staff facilities, erection equipment)
  3. Reasoning for the need to organise facilities:  
.....  
.....  
.....
  4. Confirmation of the location relevance for the facilities by the Employer: .....
  5. Duration to use the facilities:  
from ..... to .....
  6. The location of the backup facility with an indication of its area in the attached sketch:  
.....  
.....
  7. Number of facilities (containers, barracks, etc.) set up in the area of the facilities in question and their brief description:  
.....  
.....  
.....
  8. Name and surname of the person responsible for Basell Orlen Polyolefins Sp. z o.o. compliant use of the facilities and contact telephone number:  
.....  
.....
- .....
- (Date and signature of Contactor) (Date and signature of Site Manager)

**Rules of conduct in the event that the Contractor is found to be in breach of health and safety, fire protection and process safety regulations**

1. In the event that the Employer's supervision determines that work is being carried out in a manner that poses a risk to human health or life, or that the Contractor or persons working on its behalf are in flagrant breach of the provisions relating to health and safety at work, fire protection or process safety contained in generally applicable legislation, or that the Contractor is not complying with the provisions of the AGREEMENT in this respect, the Employer reserves the right to:
  - 1.1. draw up a report, which forms the basis for the calculation of additional fines according to the "Penalties plan" and the issue of an accounting (debit) note. The penalties plan and a the report template provided in **Appendices no. 1 and 2** to these Rules.
2. The Director of HSEQ Basell Orlen Polyolefins is responsible for approving the protocol.
3. All disputes arising from the imposition of fines on the Contractor must be agreed with the Director of HSEQ Basell Orlen Polyolefins.
4. The Contractor undertakes to pay a fine in an amount determined on the basis of the "Penalties plan". The amount of the penalty shall be deducted from the payment resulting from the first invoice to be issued by the Contractor to the Employer for the performance of the AGREEMENT.

# Annex no. 1 to Appendix no. 3 to the Ordinance 30/GD/2004

## Report template

**Report no.** ..... / .....

**I.** Pursuant to: article/appendix no. of the AGREEMENT/ORDER no. ....

dated ..... for

on the day of ....., an inspection has carried out on health, safety and fire protection at the premises of Basell Orlen Polyolefins in .....

Contractor/Provider .....  
(scope of the contract/project)  
plant name/  
name

Health, safety and fire officer carrying out the inspection:

*(Name of inspector, position, organisational unit)*

Inspection carried out in connection with health and safety/fire supervision of the work:

- project work  renovation/servicing in the presence of:
- representative of the Main Contractor/Provider
- subcontractor's representative

1 .....  
*(name of company inspected)*

2 .....  
*(name of company representative, position held)*

**II. The following irregularities/deficiencies/non-compliance were found:**

Deficiency description <b>(in the case of handwriting, complete legibly)</b>	Item number of the "Penalties plan"
1 .....	.....
2 .....	.....

**III. Acknowledgement of the inspected entity's knowledge of the irregularities, deficiencies and non-conformities listed in point II and their comments.**

The inspected entity's comments in the report  added,  no comments

.....  
.....  
.....  
.....

*(Name and position of the inspected entity) (date and signature)*

**Note!** In the event that the inspected entity refuses to sign, complete the phrase "Mr./Mrs. .... has refused to sign the report" below.

**IV. The inspector response to the comments in par. III**  added,  no comments

**The report has been prepared by:**

*(Name and position of the inspector) (Date and signature)*

**V. Proposed amounts of financial penalties for infringements under par. II according to the Penalties plan**

*(To be completed by an employee of HSEQ Basell Orlen Polyolefins)*

1. for deficiency no. 1, I propose a penalty of PLN.....,
2. for deficiency no. 2, I propose a penalty of PLN .....

*(Stamp and signature of an employee of HSEQ Basell Orlen Polyolefins)*

**VI. Approval of the report**

*(Date, name of the person approving the report)*

**VII. Attachments** (e.g. photos, sketches, copies of documents, additional list with description of the deficiencies as per par. II)

- 1 .....
- 2 .....
- 3 .....
- 4 .....

**Distribution list:**

1. Contractor/Provider
2. Inspector
3. HSEQ department of Basell Orlen Polyolefins
4. Basell Orlen Polyolefins Purchasing Office

## Annex no. 2 to Appendix no. 3 to the Ordinance 30/GD/2004

### Penalties plan for violations of health and safety, fire protection and process safety regulations by the Contractor at Basell Orlen Polyolefins sp. z o.o.

No.	Breach	Fine amount in PLN
1.	Failure to carry out a documented risk assessment for the task of carrying out the works; failure to make the employee aware of the risks for the task involved in their work and the principles of protection against hazards, as confirmed by a declaration of the employee.	PLN 3000
2.	Being on the premises of BASELL ORLEN POLYOLEFINS Sp. z o.o. under the influence of alcohol or alcohol-impaired or under the influence of substances having a similar effect to alcohol.	PLN 5500 (per employee)
3.	Photographing and filming without special permission. The use of a standard mobile phone in areas where signs prohibiting their use are placed.	PLN 1500
4.	Carrying out the works in contravention of the AGREEMENT and the instructions of the HSEQ Specialist or persons supervising on the part of the EMPLOYER. Carrying out particularly hazardous work without a written permit issued by BASELL ORLEN POLYOLEFINS Sp. z o. o. or contrary to that authorisation. Unauthorised entry into equipment, tanks and other confined spaces. Presence of unauthorised persons in prohibited areas and areas with prohibition of entry signs.	PLN 2,000
5.	Failure to immediately stop work that endangers health and life, failure to secure the work area and failure to inform the HSEQ Specialist or the HSEQ Health and Safety Service and the HSEQ Fire and Safety Service of the EMPLOYER in the event of an unforeseen deterioration of work safety conditions and, in particular, the occurrence of an imminent danger to the health or life of workers.	PLN 2,000
6.	Failure to wear personal protective equipment: safety helmets on the premises of BASELL ORLEN POLYOLEFINS Sp. z o.o., safety goggles, fall protection, hearing protection and other required personal protective equipment. Use of personal protective equipment without CE marking.	PLN 2,000 (per employee)
7.	Intentional damage/removal of LOTO lock, destruction/loss of function key, damage/removal of tag.	PLN 5500
8.	Failure to use protective clothing, protective footwear. Use of excessively soiled clothes. Wearing work clothes not visibly marked with the company name.	PLN 2,000 (per employee)
9.	Failure of motorists to comply with road markings on BASELL ORLEN POLYOLEFINS Sp. z o.o. and designated routes. Failure to observe the maximum speed limit of 20 km/h in the area of work being carried out.	PLN 2,000
10.	Parking of CONTRACTOR's vehicles in places not designated for that purpose.	PLN 1,800 (per vehicle)
11.	Failure to ensure good order and cleanliness in the area of work being carried out and, in particular, failure to tape off hazardous areas or areas for which cordoning off is mandatory under current legislation.	PLN 2,000
12.	Failure to secure and visibly and legibly sign and mark the sites where works are carried out.	PLN 2,000 (per site)
13.	Use on the premises of BASELL ORLEN POLYOLEFINS Sp. z.o.o. of unmarked machinery, equipment, hand-held fire-fighting equipment without the possibility of identifying them and their owner, as well as the date of the next technical inspection.	PLN 2,000 (for each machine, device, tool)
14.	Use of defective machinery, equipment and tools.	PLN 2,000
15.	Use of machinery, equipment and tools contrary to their intended use. Violation of the prohibition on repairing: cars, heavy equipment, construction machinery and other such vehicles.	PLN 2,000 (for each machine, device, tool)

16.	Not having the personal ID badge (pass). Failure to produce a pass when requested by authorised persons.	PLN 1,300 (per employee)
17.	Assembly and operation of scaffoldings contrary to the manufacturer documentation or individual design.	PLN 2000 (per scaffolding)
18.	Erection or dismantling of scaffoldings by workers without the required qualifications for this work.	PLN 2000 (per employee)
19.	Use of scaffolding without a technical approval. Technical acceptance of scaffolding by an unauthorised person.	PLN 2000 (per scaffolding)