

# SAFETY

## § 1

### DEFINITIONS

1. **Contractor** - an employee performing single person or team work. The document is used interchangeably by the subcontractor and the contractor. If the contractor subcontracts work to subcontractors, it must ensure that they use this document. Contractor's representatives shall mean: the Contractor himself, if he/she is a natural person; any person who performs the works under the Agreement on behalf of the Contractor, regardless of the content of the legal relationship between the Contractor and the Contractor, which also includes a subcontractor, if it is a natural person; employees of subcontractors and any other persons by whom the Contractor performs the obligation.
2. **Ordering Party** - LOTOS Petrobaltic S.A. based in Gdańsk or another company belonging to the LOTOS Petrobaltic S.A. Capital Group.
3. **Supervisor on the part of the Contractor** - a person managing the work of the executive team, holding a valid certificate of completion of periodic OHS and fire safety training at the level of at least the persons managing the employees.
4. **Safe Work Instructions/ Job Safety Analysis Job Safety Analysis (JSA)** - is a tool used to assess hazards before the commencement of a given work and to determine actions eliminating or limiting identified hazards for individual stages, both during preparation and performance of a given work.

The following shall be considered as mandatory elements of the analysis:

- Task description,
  - Hazard identification,
  - Risk analysis (probability and impact assessment),
  - Risk assessment (Risk matrix),
  - Selection of protection measures (collective protection measures, personal protective equipment, organisational measures),
  - Description of how the works are to be performed (IBWR).
5. **LMRA (Last Minute Risk Analysis)** – a risk assessment method prior to starting the task carried out by the contractor's employees to raise awareness of hazards and to check their own knowledge of the task.
  6. **Particularly hazardous works** - this is a work involving the risk of serious injury resulting in death or disability. Particularly hazardous works are specified in LOTOS Petrobaltic S.A. by way of decision of the KRZG No. PBA/DG/05/22/WR on: *determining the types of works which have been classified as particularly hazardous works and works performed by at least two persons* and are implemented on the basis of written work permits.
  7. **Personal protective equipment (PPE)** - any individual equipment used by employees to protect against hazards, with a visible CE mark and, for dedicated personal protective equipment, the identified protection class.

**§ 2****GENERAL PROVISIONS**

1. The safety rules specified in this document are valid at the Ordering Party's premises, i.e.: the port facility (also referred to as the onshore base) of the Ordering Party, on platforms and on all marine units at the disposal of the Ordering Party or performing activities for the Ordering Party and/or entities from the Ordering Party's capital group (the Ordering Party's units).
2. All work carried out on the premises of LOTOS Petrobaltic S.A. or the Companies of the LOTOS Petrobaltic Group must be performed in accordance with the requirements of law and internal standards of LOTOS Petrobaltic S.A.
3. The Contractor's representatives shall protect the property against damage and people against accidents at work and occupational diseases that would result from the performance of works.
4. Due to the priority handling of security issues by the Ordering Party, the breach by the Contractor's representative to any extent described in the Agreement and its appendices in this respect, as well as obligations resulting from mandatory provisions of law, constitutes, notwithstanding any other provisions of the Agreement, the grounds for withdrawal from the Agreement due to the Contractor's fault and the basis for payment of the contractual penalty provided for in the Agreement, which does not exclude the Ordering Party's claim exceeding the amount of the stipulated contractual penalty. The Contractor undertakes to include relevant provisions in the contracts concluded with subcontractors. The Ordering Party may submit a statement on withdrawal from the Agreement under this paragraph no later than three months after obtaining information about the circumstances justifying the withdrawal.
5. The provisions of this document do not exclude the obligations of the Contractor and its representatives in the scope of ensuring the safety of works provided for under the Agreement and other attachments thereto.
6. Prior to commencing work all persons on behalf of the Contractor providing services to the Employer are obliged to familiarise themselves with the OHS instructions and procedures available under the link:  
[http://www.lotos.pl/344/grupa\\_kapitalowa/nasze\\_spolki/lotos\\_petrobaltic/do\\_pobrania/](http://www.lotos.pl/344/grupa_kapitalowa/nasze_spolki/lotos_petrobaltic/do_pobrania/).
7. All persons on behalf of the contractor are obliged to comply with the provisions of the procedures and instructions placed under the above-mentioned link.
8. The Contractor shall inform its employees and other persons performing work on behalf of the contractor before the commencement of any services of the applicable requirements, instructs employees to strictly observe and warn against consequences resulting from the failure to observe them. If the employee fails to comply with these requirements, the Contractor shall immediately prevent such employee from continuing to perform the services and will replace him with a replacement employee.

**§ 3****TRAININGS**


1. Before commencing work or entering an onshore base/port facility, platform or entity of the Ordering Party, representatives of the Contractor are obliged to undergo training on safety rules.
  - 1.1. In the case of performing works on the premises of LOTOS Petrobaltic S.A., representatives of the Contractor are obliged to undergo training: "Hazards and rules of conduct on the premises of the LOTOS Petrobaltic S.A. onshore base." The training takes place through an e-learning platform to which the instruction is provided in §14 of this document.
  - 1.2. In the case of planned stay on the platform or on the Ordering Party's sea units, the Contractor's representatives are obliged to undergo training entitled: "Establishment and rules of conduct on LOTOS Petrobaltic S.A. platforms" which are carried out with the use of an e-learning platform, to which the instruction is provided in §14 of this document. Immediately upon arrival at the platform, representatives of the Contractor shall report to the Platform Manager or the Deputy Manager of the Marine Platform and follow their orders.
2. In addition, the Contractor's representatives on the Employer's platforms are obliged to:
  - 2.1. have on them an up-to-date certificate of completion of the integrated course in accordance with the STCW 95 (BST – Basic Safety Training), comprising trainings in accordance with:
    - IMO 1.21 Personal Safety and Social Responsibilities,
    - IMO 1.19 ITR (Individual life-saving techniques),
    - IMO 1.2 Fire protection training, basic level,
    - IMO 1.13 Basic safety training in elementary first.
  - 2.2. The requirement of §3 point 2.1 does not apply to:
    - a) persons whose planned stay on the platform does not exceed 72 hours, while these persons do not carry out demolition works,
    - b) platforms and units of the Ordering Party moored to the quay and undergoing repairs at anchorage, not being a mining plant in motion and do not carry out geological or mining works.

**§ 4****OBLIGATIONS OF THE CONTRACTOR**

1. The Contractor represents that it has appropriate material and technical means and services ensuring the safety of its representatives.
2. Every contractor performing works included in particularly dangerous works or routine work is obliged to carry out a task/work safety analysis (JSA) for the types of work to be entrusted to it under the contract.
3. An employee of the occupational health and safety service or another person on behalf of the ordering party may decide that the Contractor should prepare JSA also in the case of conducting works other than indicated in the point above.
4. The assessment should be carried out taking into account the planned technology of performing the works and the counter-measures planned to reduce the hazards. The development must include specific technical and organisational solutions available to the contractor or planned to be implemented during the execution of the works.

- 4.1. Prior to the commencement of works, the Contractor is obliged to consult the task's safety performance analysis (JSA) and agree on its final content with the person supervising the work for LOTOS Petrobaltic S.A.
- 4.2. During the JSA, the following should be considered:
  - a) Do the work, risks associated with it and how it is safely performed have been recorded in the relevant procedures and/or instructions, or if its execution requires a deviation from the established rules?
  - b) Are all work hazards and risks taken into account in the work permit?
  - c) Have there been accidents/events near misses or failures in this type of work?
  - d) Is the work considered to be a complex, increased risk, or will be performed by many different subcontractors?
  - e) Do employees have adequate experience in the implementation of the planned work?
  - f) Is new equipment or working methods used for work that have not been recorded in appropriate procedures and/or instructions?
- 4.3. The Contractor is obliged to present documented JSA at the request of the representative of the Ordering Party.
- 4.4. The Contractor is obliged to familiarize all persons directed by the Contractor to perform the commissioned work with the JSA.
5. The Contractor is obliged to ensure during the performance of works:
  - a) Persons designated for permanent and direct supervision over the employees and the works performed, in accordance with the Instruction no. PBA.ISM.07E.01.50.00 *Execution of particularly hazardous works on platforms*. The supervisor must have a valid certificate on the completion of periodic OHS and fire prevention training at the level of training for persons managing employees.
  - b) Persons designated to provide first aid,
  - c) Persons designated to control fire and evacuation of employees from the place of work,
  - d) Supervision and advice in the field of safety performed by a qualified health and safety service or by persons with appropriate training and qualifications. The supervision should be extended to all employees and persons by whom the works will be performed.

At least one health and safety supervisor should be present at the place of work for every 50 people of the Contractor.
  - e) In the case of execution of construction works, the Contractor is obliged to ensure direct supervision by persons with appropriate qualifications in accordance with local requirements.
  - f) The Contractor and its representatives on the premises, platforms and offshore units of the Ordering Party shall have all documents required by law, in particular:
    - a current medical certificate stating that there are no impediments to work on a given position, for work on platforms, medical examination must include the performance of works at heights,
    - current training required by OHS regulations (general and job training, periodic OHS training - when required in accordance with the applicable regulations in this scope),
    - confirmed by a relevant certificate or certificate, the required professional qualifications and skills to perform the contracted works.

- 5.1. Documents should be provided for inspection upon request, and their validity dates should include the duration of the contract / be updated in accordance with the renewal of rights.
6. Depending on the type and place of work, the Contractor and its representatives are obliged to:
- Use functional and undamaged equipment marked with the CE mark (if required to perform the commissioned work), with valid approvals and inspections,
  - Have on them safety data sheets for the chemical products used during the performance of the contracted works,
  - In the case of performing works in the explosion hazard zone - use efficient, undamaged tools adapted to work in Ex zones,
  - Use electrical equipment adapted to work under voltage prevailing on a given platform / sea unit,
  - All power devices / power tools must meet the requirements of the standards and be marked with the CE mark and must not be marked in the instructions as 'for domestic use',
  - All other vehicles and equipment of the Contractor must have all the documents entitling them to work and move them.
7. The Contractor is obliged to provide its employees with clothing, footwear and other personal protective equipment protecting against the hazards present.
- 7.1. Obligatory equipment of employees performing works is:
- Protective clothing (including working suit) meeting the requirements of EN ISO 13688:2013 Protective clothing – General requirements,
  - For work on platforms for protective clothing with antistatic, non-flammable  properties, meeting the requirements of the standards:
    - EN 1149:5:2018 Protective clothing — Protective clothing — Anti-static properties — Part 5: Material and construction requirements,
    - EN ISO 11612:2015; Protective clothing - Protective clothing against hot agents and flames - Minimum performance requirements,
  - protective footwear of at least class S3 SRC,
  - Protective helmet which meets the requirements of EN 397 + A1: 2012 Industrial safety helmets, and in the case of works on platforms, helmets permitted for work in explosion hazard zones, safety glasses in accordance with EN 166:2005,
  - Protective gloves suitable for commissioned work,
  - Respiratory protection or hearing protectors (in case of respiratory or auditory hazard),
  - When working at height, protection against falls from a height and a chin strap with a minimum of three-point attachment to the helmet shell,
  - Other necessary measures selected to protect against occurring hazards taking into account JSA.
- 7.2. Moreover, workwear should be:
- Marked with the name of the contractor making it possible to identify,
  - Be in good technical condition,
  - Be properly clean.
8. If the Contractor does not provide all necessary materials, tools and technical equipment to perform the ordered works and required protective measures, the Ordering Party shall have the right to suspend works until the Contractor completes the equipment. Suspension of works by the Ordering Party

for reasons listed above shall not release the Contractor from the timely completion of the contracted works.

9. The Contractor shall also carry out work in accordance with international safety standards applicable in the Oil&Gas industry outside the designated safety standards.

## **§ 5**

### **HELICOPTER TRANSPORT RULES**

1. The Contractor, Contractor's employees and persons moving to the platform on behalf of the Contractor with helicopter shall comply with the established safety rules during flight.
2. Prior to the departure, the Contractor being a natural person, Contractor's employees and persons moving to the platform on behalf of the Contractor shall undergo training on safety rules during helicopter transport. This training is part of the training referred to in §3 item 1.2. Each passenger is obliged to comply with the rules discussed during the training.
3. All helicopter passengers are transported in survival suits or in lifejackets when the water temperature in the Baltic Sea is at least 10°C.
  - 3.1. The suits and vests are provided by the Ordering Party. During flight they should be worn and done up.
  - 3.2. It is forbidden to remove the suit jacket or parts thereof until the helicopter leaves the helicopter.
  - 3.3. The suits and vests are the property of the Ordering Party. Failure to return or damage the suit jacket or lifejacket shall result in the Contractor being charged with the value of misused/damaged equipment.
4. During the flight each passenger is obliged to use hearing protectors available on board a helicopter (hearings or ear earplugs).
5. It is forbidden to transport additional baggage and incorporated electrical equipment, i.e. mobile phone, laptop, etc. in the helicopter cabin.
6. During flight, every passenger is obliged to remain in tight safety belts. The safety of the safety-belts is only possible at a clear instruction of the helicopter's crew.
7. Each passenger shall comply with the instructions given by the helicopter's crew.
8. A penalty specified in the tariffs may be imposed on the Contractor whose representatives have committed a breach of safety rules during helicopter transport.
9. A person who does not comply with the specified rules will be charged with the penalty specified in the tariffs set out in §12. A penalty specified in §7 may be imposed on the Contractor whose representatives have violated the safety rules during helicopter transport.

## **§ 6**

### **NOTIFICATION OF HAZARDOUS SITUATIONS ( HAZARDS) AND ACCIDENTAL EVENTS**

1. The Contractor undertakes that upon noticing a hazardous condition (hazard) or lack of appropriate health and safety conditions, its representatives shall immediately inform the person supervising the works on behalf of the Ordering Party and the LOTOS Petrobaltic S.A. Security Office regardless of the causes of this state and stop the work.
2. The Contractor shall be obliged to inform the Ordering Party immediately of any hazardous event occurring on the Ordering Party's site, including, but not limited to: an accident at work, fire, breakdown, or other local hazard.

3. The Contractor represents that it undertakes to conduct post-accident investigation in accordance with the applicable regulations in a given scope, as well as the submission of a prepared copy of the post-accident documentation after previous removal of personal data of the injured party and other persons present in these documents, to the Security Office of QHSE LOTOS Petrobaltic S.A.

## **§ 7**

### **OHS PENALTIES**

1. If the act or omission of the Contractor or its representatives breaches in any way the rules applicable on the Employer's premises with regards to maintaining safe and hygienic working conditions, including fire regulations or other regulations and requirements regulating security issues, as well as environmental protection, the Ordering Party is entitled to charge the Contractor a contractual penalty in the amount of PLN 1,000.00 (in words: one thousand zlotys 00/100) for each event consisting in acting or omissions.
  - 1.1. In addition, in the event of the occurrence of the event referred to above, the Ordering Party may take a unilateral decision to suspend machinery or other technical devices, as well as to suspend the performance of works in whole or in part or by individual persons at the Ordering Party's premises. Suspension of works shall not affect the deadline for the performance of works specified in the Agreement, and any consequences thereof shall be borne by the Contractor.
  - 1.2. The persons authorised to inspect the above-mentioned requirements as well as the suspension of works in whole or in part, are supervising works on behalf of the Ordering Party, the Ordering Party's health and safety service or employees of entities providing protection of property and persons on the company premises.
2. The Contractor declares that it has read the Offence Tariff and agrees to the sanctions indicated therein. If the Contractor's employees are denied access to the Ordering Party's premises, all consequences shall be borne by the Contractor.

## **§ 8**

### **POLICY REGARDING ALCOHOL AND OTHER INTOXICANTS**

1. The Contractor shall ensure that its representatives do not bring any alcohol, drugs or other substances of similar effect to the Ordering Party's premises and the place of work.
2. The Contractor's Representatives shall not carry out any work under the influence of alcohol, drugs or any other controlled consumption products, nor shall they have, distribute, or sell alcohol, controlled consumption products, drugs and other intoxicants. Accordingly, the Contractor undertakes to ensure that the place where the obligations under this Agreement are performed is free from the aforementioned substances. For the purposes of this paragraph, "controlled consumption products" are marketed and misused intoxicating substances.

## **§ 9**

### **PENALTIES REGARDING DISCLOSURE OF INTOXICATION**

1. The Contractor shall pay the Ordering Party a contractual penalty in the amount of PLN 1,000.00 (in words: one thousand zlotys 00/100) to the event consisting in the disclosure of intoxication (from 0.2‰ of alcohol in the blood or 0.1 mg of alcohol in 1 dm<sup>3</sup> of the exhaled air) to the first two representatives of the Contractor in a given calendar year.
2. For each subsequent event in a given calendar year, the Contractor shall pay PLN 10,000.00 (in words: ten thousand 00/100). The limit of two persons per calendar year in which the lower penalty will

be calculated shall apply to the Contractor in aggregate for all contracts with the Contractor, and the number of persons found to be intoxicated performing work in connection with the Contract and other contracts with the Contractor shall be aggregated. The Contractor shall ensure that the relevant provisions are included in agreements with Subcontractors.

3. The parties agree that the Ordering Party shall issue a debit note, addressed to the Contractor and payable within 14 calendar days, for the stipulated contractual penalty for being found drunk or under the influence of alcohol. If the sobriety control performed the employees of ORLEN Ochrona Sp. z o.o. in the debit note, the information on the assignment of receivables resulting from it to ORLEN Ochrona Sp. z o.o. shall be included in the debit note, indicating the proper bank account number of ORLEN Ochrona Sp. z o.o., for the above assignment, the Contractor hereby gives its irrevocable consent.
4. Refusal to submit to a breath test shall be treated in the same way as a finding of intoxication as referred to above.
5. A person found intoxicated within the meaning of this paragraph may immediately have their pass withdrawn with an indefinite ban on entering premises of the Ordering Party. The Employer shall be entitled to claim damages in excess of the stipulated contractual penalties.

## **§ 10**

### **SECURING WORKS, PERFORMANCE OF PARTICULARLY HAZARDOUS WORKS**

1. Prior to the commencement of hot works or other particularly hazardous works (if provided for), including those recognised as such by the Ordering Party, the Contractor shall agree with the supervisor on behalf of the Ordering Party the method of securing these works, which shall be reflected in the Work Permit document approved by the Ordering Party and the Contractor. Works for which a written authorisation has been issued should be secured in accordance with the provisions included in the permit.
2. Particularly hazardous works should be performed on the basis of the standards applicable to a given type of works, in accordance with the instructions approved by the Ordering Party.
3. In the case of performing works requiring special protection measures, particularly dangerous works, including those requiring authorisation of the Ordering Party, as well as those which may influence the safety and health of the Ordering Party's employees, the Contractor is obliged to: Inform the Ordering Party in good time in such a way as to enable him to perform his/her duties in the scope of health and safety. The Contractor shall be liable for any damage resulting from non-performance of this obligation.

## **§ 11**

### **MARKING OF REPRESENTATIVES AND VEHICLES OF THE CONTRACTOR**

1. Representatives of the Contractor shall be wearing protective clothing, in accordance with the OHS requirements, legibly and permanently marked with the name of the Contractor's company.
2. All the Contractor's vehicles entering the Ordering Party's premises shall be marked with the name of the Contractor's company (minimum is a label bearing the name of the Contractor and contact phone for the driver and the Contractor placed behind the front window of the car).



**§ 12**  
**OFFENCE RATES**

1. In the event of a breach of the principles of physical security and work safety applicable at the Ordering Party, the Contractor's representatives shall, regardless of the effects on the Contractor, be subject to penalties provided for in the Table below, to which the Contractor agrees. The imposition of sanctions on the Contractor's representatives does not release the Contractor from the obligation to properly perform its obligations towards the Ordering Party.

**Offences related to violation of the principles of physical security:**

<b>ALCOHOL / INTOXICATING PRODUCTS AND SUBSTANCES</b>	<b>Attempt to enter / stay on the premises and facilities of LOTOS Petrobaltic S.A. (hereinafter referred to as LPB S.A.) under the influence of alcohol or other intoxicants</b>	
	condition after alcohol consumption (alcohol content in blood > 0,2‰ / alcohol content in exhaled air from 0.1 mg in 1 dm <sup>3</sup> ) or condition after use of narcotic products or substances	permanent prohibition of access to the premises and facilities of LPB S.A.
	<b>Attempt to bring / possession of alcohol in LPB S.A.</b>	
	each time	permanent prohibition of access to the premises and facilities of LPB S.A.
	<b>attempt to bring / possess narcotic products or substances in LPB S.A.</b>	
	each time	permanent prohibition of access to the premises and facilities of LPB S.A.
	<b>providing narcotic products of substances to other persons in LPB S.A.</b>	
<b>TRAFFIC</b>	<b>causing traffic collision</b>	
	1st time	ban on driving on the premises of LPB S.A. for 3 months
	each consecutive time	ban on driving on the premises of LPB S.A. for 6 months
	<b>causing a traffic accident</b>	
	each time	ban on access to the premises and facilities of LPB S.A. for the period between 6 and 24 months, depending on the outcomes of the event <sup>1</sup>
	<b>Driving without fastened safety belts, driving without the lights switched on, using GSM phones while driving in a manner inconsistent with the regulations, failure to give priority to travel</b>	
	1st time	a written statement of the person committing the offence, submitted immediately on the date on which the offence was committed and that it was committed and implemented in the future to the rules applicable in the premises and facilities of LPB S.A.
each consecutive time	ban on driving on the premises of LPB S.A. for 1 month	
<b>PUBLIC ORDER</b>	<b>Attempt to bring dangerous objects</b>	
	1st time	instruction
	each consecutive time	permanent prohibition of access to the premises and facilities of LPB S.A.
	<b>Smoking tobacco / e-cigarette in a place not intended for this</b>	
	each time	ban on access to the premises and facilities of LPB S.A. for 3 months
	<b>Parking of vehicles in a location not allowed in the premises of LPB S.A. (including in the location designated for other vehicles)</b>	
	1st time	instruction
each consecutive time	ban on driving on the premises of LPB S.A. for 1 month	
<b>Entering the premises of LPB S.A. without registration in the access control system (SKD), use of the SKD Card to another person /use of the SKD Card to another person, entering the premises of LPB S.A.</b>		

<sup>1</sup> The decision regarding the amount of the penalty is taken by the Director of the Security Office of QHSE LPB S.A.

	<b>using an unauthorised SKD card, <sup>2</sup> non-notification or delay <sup>3</sup> in the notification of the loss of the SKD Card, appropriation of the SKD Card</b>		
	1st time	ban on access to the premises and facilities of LPB S.A. for 1 month	
	each consecutive time	permanent prohibition of access to the premises and facilities of LPB S.A.	
	<b>use of GSM phones in prohibited areas</b>		
	1st time	a written statement of the person committing the offence, submitted immediately on the date on which the offence was committed and that it was committed and implemented in the future to the rules applicable in the premises and facilities of LPB S.A.	
	each consecutive time	ban on access to the premises and facilities of LPB S.A. for 1 month	
	<b>attempted theft / theft of property</b>		
	1st time	ban on access to the premises and facilities of LPB S.A. from 6 months to an indefinite prohibition of access to the premises and facilities of LPB S.A. (depending on the threat caused to LPB S.A./ a subsidiary or external company as a result of theft or social harmfulness of an act) <sup>4</sup>	
	each consecutive time	permanent ban on access to the premises and facilities of LPB S.A. – independently from other sanctions provided for in legal regulations	
	<b>export / removal of property / waste without notification to the security service or without the required documentation</b>		
	1st time	ban on entering the premises and facilities of LPB S.A., from 14 days to 3 months (depending on the degree of violation of procedures, type of the removed property / waste, as well as the threats caused to LPB S.A. / a subsidiary or external company as a result of the disclosed event)	
	each consecutive time	permanent prohibition of access to the premises and facilities of LPB S.A.	
	<b>failure to inform the security service/employees of the service/supervisor of damage to the property of LPB S.A./subsidiary or an external company</b>		
	1st time	ban on access to the premises of LPB S.A. for 1 month	
	each consecutive time	ban on entering the premises of LPB S.A. for 3 months	
	<b>Failure to inform the Security Service about the fact of leaving the premises of the LPB S.A. Finding on the premises of LPB S.A., of SKD cards, documents, monetary assets or valuables left unattended</b>		
	1st time	ban on access to the premises of LPB S.A. for 1 month	
	each consecutive time	ban on entering the premises of LPB S.A. for 3 months	
	<b>OTHER</b>	<b>Creating a hazard of failure, e.g. as a result of traffic collision, smoking</b>	
		each time	ban on access to the premises and facilities of LPB S.A. from 1 month to 12 months, depending on the assessment of the scale of the hazard and the consequences of the event
<b>Failure to follow the instructions of the service/supervision workers, security services, OHS services, in charge of rescue operations or rescue services</b>			
1st time		ban on access to the premises and facilities of LPB S.A. for 14 days	
each consecutive time		ban on access to the premises and facilities of LPB S.A. for 1 month	
<b>Insulting behaviour towards service/supervision workers, security services, OHS services, manager of rescue operations or rescue services</b>			
1st time		ban on access to the premises and facilities of LPB S.A. for 14 days	
each consecutive time		ban on access to the premises and facilities of LPB S.A. for 3 months	
<b>Filming, taking photos without permission or in violation of the permit</b>			
1st time		admonition	
each consecutive time	ban on access to the premises and facilities of LPB S.A. for 1 month		

<sup>2</sup> Unauthorised SKD Card - a card issued to an outdated employer or used after the completion of work in LPB S.A.

<sup>3</sup> Delay - violation of the provisions of Instruction no. PBA.47.01.03.00 *Instructions for the system of pass-based personal and motor vehicles movement in the area of LOTOS Petrobaltic S.A. port facility, which orders immediate notification of the loss of the SKD Card*

<sup>4</sup> The decision regarding the amount of the penalty is taken by the Director of the Security Office of QHSE LPB S.A.

**Offences related to violation of the rules of occupational safety:**

EXTINGUISHERS AND FIRE PROTECTION DEVICES	<b>Absence of a fire extinguisher, obstructed fire hydrant</b>	
	1st time	instruction
	each time	consecutive ban on access to the premises and facilities of LPB S.A. for 1 month
EVACUATION AND FIRE ROUTES	<b>Obstructed evacuation route or fire route</b>	
	1st time	instruction
	each time	consecutive ban on access to the premises and facilities of LPB S.A. for 1 month
WORK STATION	<b>Absence of protection of the workplace, work with faulty use or uncertified tools</b>	
	1st time	instruction
	each time	consecutive ban on access to the premises and facilities of LPB S.A. for 1 month
PERSONAL PROTECTIVE EQUIPMENT	<b>Absence of required workwear and protective clothing, lack of required personal protective equipment, e.g. helmet, protective gloves, safety glasses, absence of high visibility vests, etc.</b>	
	1st time	instruction
	each time	consecutive ban on access to the premises and facilities of LPB S.A. for 1 month
WRITTEN PERMITS	<b>Absence of required written authorisation, failure to comply with conditions specified in the permit</b>	
	1st time	ban on access to the premises and facilities of LPB S.A. for 1 month
	each time	consecutive ban on access to the premises and facilities of LPB S.A. for 6 months
TRANSPORT OF LOADS AND WORK IN THE PORT FACILITY	<b>Improper protection of transported cargo and lifting operations</b>	
	1st time	instruction
	each time	consecutive ban on access to the premises and facilities of LPB S.A. for 1 month
	<b>Leakage of the hazardous substance causing environmental pollution (irrespective of the costs of removing the effects of the leakage)</b>	
	1st time	ban on access to the premises and facilities of LPB S.A. for 1 month
	each time	consecutive ban on access to the premises and facilities of LPB S.A. for 6 months
WORKS AT HEIGHTS	<b>Absence of safety harness/safety harnesses not attached to a fixed structure, work equipment at high level or without valid certificates and inspections</b>	
	1st time	instruction
	each time	consecutive ban on access to the premises and facilities of LPB S.A. for 1 month
ELECTRICAL EQUIPMENT AND	<b>Damaged insulation of electrical wiring, Use of damaged electrical protractors</b>	
	1st time	instruction

	each time	consecutive	ban on access to the premises and facilities of LPB S.A. for 1 month
TECHNICAL GAS	<b>Absence of protection of cylinders with technical gases, inappropriate storage of cylinders with technical gases, use of substances without knowledge of the substance safety data sheet, use of substances contrary to the safety data sheet</b>		
	1st time		instruction
	each time	consecutive	ban on access to the premises and facilities of LPB S.A. for 1 month
RESPONSE TO FAILURES AND OTHER HAZARDS - DRILLS	<b>Failure to execute orders that lead to rescue operations during rescue, fire-fighting, evacuation or exercises</b>		
	1st time		instruction
	each time	consecutive	ban on access to the premises and facilities of LPB S.A. for 1 month
TRAINING AND QUALIFICATIONS	<b>Absence of or outdated training / qualifications of persons to perform work on a given position, with the use of devices and tools which require special authorisations</b>		
	1st time		instruction
	each time	consecutive	ban on access to the premises and facilities of LPB S.A. for 1 month
WASTE	<b>Storage of waste in a non-selective place or in a non-selective manner, illegal leaving of waste in containers or on the premises and facilities of LOTOS Petrobaltic S.A.</b>		
	1st time		instruction
	each time	consecutive	ban on access to the premises and facilities of LPB S.A. for 1 month
HELICOPTER FLIGHT	<b>Failure to use hearing protection during flight, failure to fasten belts or unfastening belts before the crew, removing of all or part of the overalls during flight, use of electronic equipment, other conduct presenting a hazard during flight</b>		
	1st time		instruction
	each time	consecutive	permanent helicopter flight ban in LPB S.A.
OTHER	<b>Failure to comply with occupational health and safety rules or regulations</b>		
	1st time		admonition or a ban on access to the premises and facilities of LPB S.A. from 14 days to an indefinite prohibition of access to the premises and facilities of LPB S.A. - depending on the assessment of the scale of the threat and potential consequences of the event
	each time	consecutive	ban on access to the premises and facilities of LPB S.A. from 14 days to the indefinite prohibition of access to the premises and facilities of LPB S.A. - depending on the level of threat caused
	<b>Causing direct danger of loss of life or health as a result of nonobservance of occupational health and safety rules or regulations</b>		
	1st time		permanent prohibition of access to the premises and facilities of LPB S.A.

2. Any offence (both for breach of work safety rules and physical security rules) committed by the employees of external companies is recorded by the Security Office of QHSE (hereinafter referred to as the Bureau

- of the NB) LPB S.A., in the register of persons violating the rules of conduct on the premises and facilities of LPB S.A.
3. The rules of conduct in the case of offences not included in this document remain in the decision of the Head of the QHSE Security Office.
  4. In the event of a breach of the principles of physical security or breach of the rules of work safety, the external company may appeal against the decision on the prohibition of entry into the premises and facilities of LPB S.A. to the Director of the QHSE Security Office.
  5. After considering the appeal against the penalty, the Director of the QHSE Security Office may:
    - a) Maintain the imposed penalty unchanged,
    - b) Suspend the execution of the penalty for a definite period of time - no longer than 3 months,
    - c) Cancel the penalty by giving reasons for the decision.
  6. If another offence is committed by the same person during the suspension of the penalty, the Head of the NB Office imposes a new penalty on the person according to this tariff, which is summed up with the suspended penalty.
  7. Any offence of a person shall be treated as another offence when committed by that person within 12 months of the first offence.
  8. If another offence is committed within 12 months, a higher penalty is imposed for the consecutive offence committed.
  9. If two or more offences are committed during one disclosed event:
    - a) For offences in the scope of physical security and protection - the highest level of the penalty provided for in the tariffs is assumed,
    - b) For offences related to work safety – the decision on the penalty is taken by the Director of the QHSE Security Office.
  10. The provisions of §12 apply also when the Ordering Party is a company of the LPB S.A. Capital Group.

### **§ 13**

#### **OTHER**

1. If there is a reasonable suspicion of a breach of regulations regarding safety, alcohol, drugs, or smoking, the Ordering Party may inspect the Contractor's assets and vehicles and its representatives on the premises of the Ordering Party. Any person who refuses to cooperate with the inspection will be indefinitely banned from entering the Ordering Party's premises.
2. At the request of the Ordering Party, the Contractor will remove the person indicated by the Ordering Party from performing the works and replace him/her with another person from its personnel if it is found that the person indicated by the Ordering Party has infringed any of the applicable OHS regulations and/or regulations governing the consumption of alcohol or drugs. The Ordering Party has a permanent right to inspect the activities undertaken by the Contractor and its procedures implemented in order to comply with the provisions in question.
3. Without the prior written consent of the Ordering Party, the Contractor and its representatives shall not, under any circumstances, bring or enter into negotiations with any authority or institution in order to obtain approval of deviations or changes in occupational health and safety regulations, environmental protection or excessive noise and related to this Agreement.

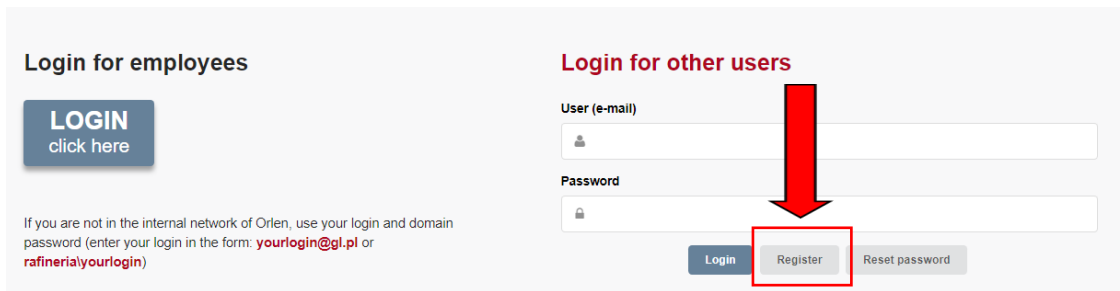
4. The Contractor represents that it complies with the applicable provisions of law concerning broadly understood environmental protection, in particular with regard to obtaining necessary permits, making notifications and submitting information and respect the restrictions on the use of the environment, including in particular due to due waste management. In addition, the Contractor declares that it acts in a balanced way and undertakes actions limiting negative influence of its own operation on natural environment. The Contractor shall ensure compliance with the standards and regulations in this respect by its representatives. At the request of the Ordering Party, the Contractor shall immediately submit all documents confirming the fulfilment of the requirements in the above scope, in particular any consents, decisions and permits.
5. If the Ordering Party is charged with any sanctions in connection with the breach by the Contractor or its representatives of the standards and regulations referred to in §12 item 1, the Contractor is obliged to immediately return any costs and expenditures incurred by the Ordering Party in this respect.
6. If the Contractor or its representatives in the performance of this Agreement intend to employ foreigners who do not have the nationality of the European Union or to commission them to perform certain works or activities related to the performance of the agreement, the Contractor is obliged to inform the Ordering Party thereof and provide it with all the permits and documents required by the applicable provisions of the law and documents entitling the foreigner to take legal employment or perform work in the territory of the Republic of Poland. Failure by the Contractor to fulfil the obligations referred to in the preceding sentence shall constitute a breach of the agreement and shall result in the Contractor not entitled to order foreigners to perform any works or activities related to the performance of the agreement within the territory of the Republic of Poland.
7. In the event of a breach of the obligation referred to in §13 section 6, the Contractor shall be obliged to pay to the Ordering Party, at its first request, a contractual penalty in the amount of PLN 1,000.00 (in words: one thousand 00/100) for each case of violation, which does not exclude other rights of the Ordering Party, including the right to claim supplementary compensation in the event of damage at a higher level.

**§ 14**

**E-LEARNING PLATFORM**

In order to commence work at the Ordering Party's premises, each representative of the Contractor is obliged to undergo the training referred to in § 3. For this purpose, follow the following guidelines:

1. In order to enter the training platform, the person to be trained is obliged to enter the following link: <https://e-learning.lotos.pl/>
2. Recommended browsers: Chrome, MS Edge Chromium. The browser should allow the opening of "pop-up windows". The training is launched on computers, tablets and smartphones.
3. Click on **“Register”** **Login for other users:**



4. After entering the registration panel, fill all the required fields and make sure that they are filled in correctly.

**REGISTER USER**

**First name \***

**Surname \***

**Email \***

E-mail - that's address, which will be used as your login, to which the activation link will be sent.

**Password \***

Password - must be longer than 8 and shorter than 50 characters and should consist of at least 3 of 4 groups of characters: uppercase and lowercase letters, numbers, special characters.

**Confirm password \***

**Passport or another identity document (ID) \***

This document must be shown to receive the pass.

**Company name \***

**Terms**

Read the terms

I accept terms of usage \*

**CAPTCHA \***

CAPTCHA


- Confirm that you have read the Rules and Regulations together with the acceptance of its content. Enter the code from the picture. Confirm the whole by clicking on the **Save** button.

Terms  
Read the terms

I accept terms of usage \*


CAPTCHA \*

CAPTCHA




- After successfully registration you will receive a message to the e-mail address you provided with the activation link that you should launch in order to activate the account.
- After activation of the account, log in to your profile using the e-mail address and password specified during the registration.  
Now, click the 'More' button to search training in English.

E-learning



Szkolenie BHP dla pracowników administracyjno-biurowych ORLEN S.A. - ogólne zasady bezpieczeństwa na terenie chronionym.  
Ochrona przed spadającymi przedmiotami  
Zagrożenia i zasady postępowania na terenie bazy GK LOTOS Petrobaltic S.A.  
Zagrożenia i zasady postępowania na terenie platform GK LOTOS Petrobaltic S.A.






Traditional courses

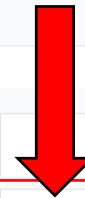


No data

- After logging in, select the appropriate training and start the course from the training panel.
- 8.1. In the case of performing **works at the port facility**, select the training:

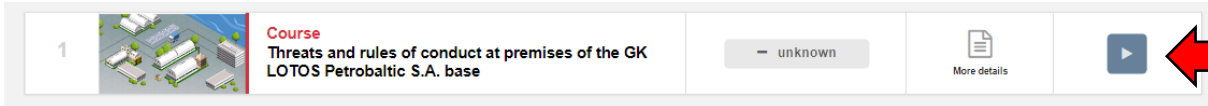
*Threats and rules of conduct at the premises of the GK LOTOS Petrobaltic S.A. base.*

1. Szkolenie uprawniające do wejścia na teren Rafinerii Gdańskiej/ Orlen S.A. (2)				
1		Szkolenie z ogólnych zasad bezpieczeństwa obowiązujących na terenie Rafinerii Gdańskiej/Orlen S.A.	- unknown	<input type="button" value="More details"/> <input type="button" value="Details"/>
2		Szkolenie BHP dla pracowników administracyjno-biurowych ORLEN S.A. - ogólne zasady bezpieczeństwa na terenie chronionym.	- unknown	<input type="button" value="More details"/> <input type="button" value="Details"/>
2. BHP (14)				
1		Ochrona przed spadającymi przedmiotami	- unknown	<input type="button" value="More details"/> <input type="button" value="Details"/>
2		Threats and rules of conduct at the premises of the GK LOTOS Petrobaltic S.A. base	- unknown	<input type="button" value="More details"/> <input type="button" value="Details"/>
3		Threats and rules of conduct on the platform of GK LOTOS Petrobaltic S.A.	- unknown	<input type="button" value="More details"/> <input type="button" value="Details"/>

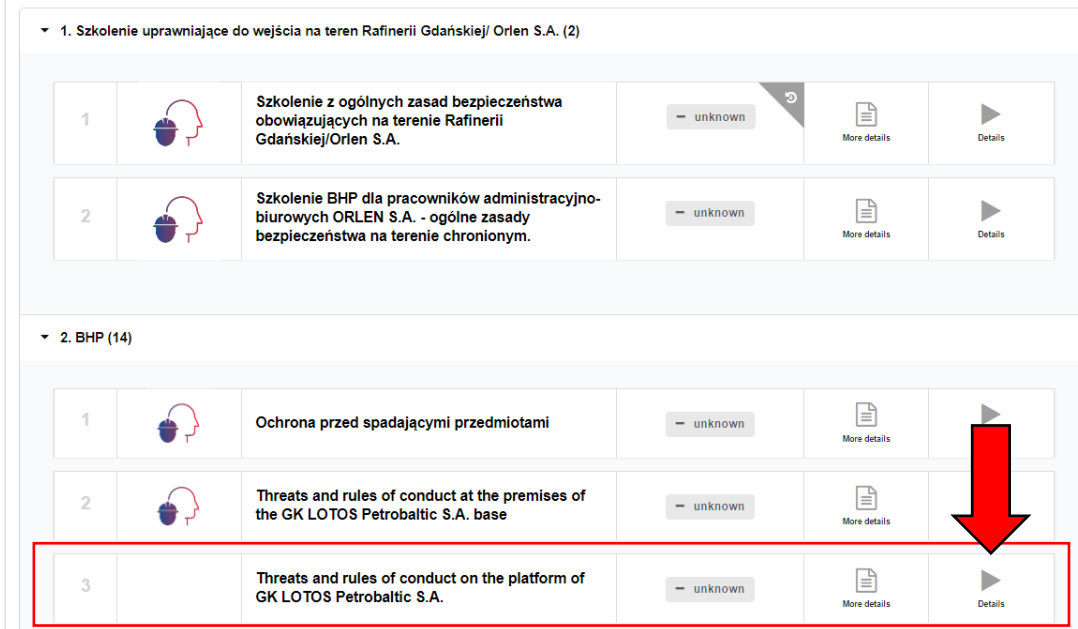




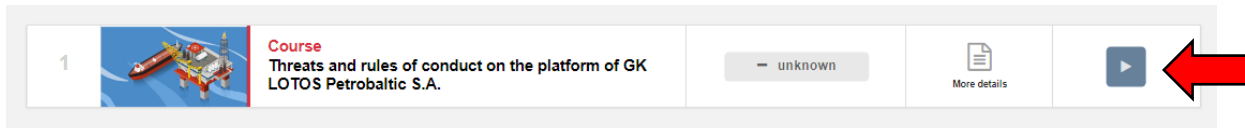
- 8.2. Click on the appropriate training and start the course by clicking on the button at the bottom of the page:



- 8.3. If you work on platform, select the training: *Threats and rules of conduct on the platform of GK LOTOS Petrobaltic S.A.*



- 8.4. Click on the appropriate training and start the course by clicking on the button at the bottom of the page:



9. Follow the provided instructions.  
10. After the exam completing the training, **print out the certificate received or save it on a mobile device and take it with you other.**

We wish you success!

**Remember:**

**The training is mandatory for all persons working at the port facility (onshore base) and the Employer's platforms**

In case of technical problems, please contact LOTOS Petrobaltic S.A. employee.