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ORLEN Unipetrol RPA s.r.o. – BENZINA, odštěpný závod

ORLEN Unipetrol Slovakia s.r.o.

SAFETY RULES FOR OTHER ORGANISATIONS' EMPLOYEES

Approved by: Managing Directors of the company / Head of the Benzina branch
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1 Purpose

The Directive establishes rules to ensure occupational safety and health, fire protection, prevention of serious accidents, safety during transport of dangerous goods (hereinafter referred to as "Safety"), protection of property and protection of the environment applicable on the premises of ČS ORLEN Unipetrol RPA s.r.o. – BENZINA, odštěpný závod, ORLEN Unipetrol Slovakia s.r.o. and other premises under their management and the rules for the application of penalties for their violation by external entities.

2 Scope of Validity

The document is valid for ORLEN Unipetrol RPA s.r.o. – BENZINA, odštěpný závod

- ORLEN Unipetrol a.s. ORLEN Unipetrol RPA s.r.o. BENZINA, odštěpný závod
 POLYMER INSTITUTE BRNO, odštěpný závod ORLEN Unipetrol Doprava s.r.o.
 PARAMO a.s. SPOLANA s.r.o.

The document is also valid for ORLEN Unipetrol Slovakia s.r.o. and its validity is subject to approval by this company.

This edition replaces Directive 402/2 "Safety Rules for Other Organisations' Employees", 1st version, dated 01/ 07/2021.

The Directive is addressed to all legal and natural persons of other organisations that:

- lawfully stay or perform any work activity for the company under a relevant contract or one-off order,
- make an investment of a material nature for the company,
- have leased any building (workplace) or land (area) on the basis of a relevant contract and use it for their business activities.

The Directive does not apply to Partners operating the petrol station (PS) on the basis of the relevant contract.

The availability of the Directive to other persons is ensured via the Internet:

<http://www.unipetrolrpa.cz/CS/sluzby-areal/chempark-zaluzi/Stranky/zavazne-normy-a-informace.aspx>

3 Terms, Definitions and Abbreviations

Premises	– The area under the management of the company, i.e. the land and buildings used for the operation of the petrol station or directly related to its operation, as well as the land and buildings listed in Appendix A.
Emergency plan	– Emergency plan or Plan of preventive measures to prevent the occurrence of an uncontrollable leakage of polluting substances according to special legislation ¹
Other organisation	– Contractor, lessee.
Lessee	– A natural or legal person using the leased item in the manner specified in the contract or using the leased building, except for partners at the petrol station.
Dangerous goods	– Substances and objects that are excluded from carriage under ADR or that are permitted for carriage under the conditions specified in these regulations (in the company's terms, these are dangerous chemicals, preparations and hazardous waste permitted for carriage under ADR).
Protective device	– A mechanical, electrical, electronic or other similar device used to ensure the safety and protection of life and health of persons.

¹ Czech Republic – Decree No. 450/2005 Coll.
Slovak Republic – Decree No. 200/2018 Coll.

Authorised person	– The person named in the relevant contract/order as the person authorised to act for the company in contractual matters
Partner	– Lessee of the petrol station which operates the petrol station under the BENZINA brand.
Accident at work	– Any injury to health or death caused to a person suffering from an accident, independently of his/her will, by short-term, sudden and violent action of external influences during or in direct connection with the performance of work tasks.
Reflective vest	– High visibility safety device designed to protect road users and complying with EN ISO 13688 and EN ISO 20471+A1, protection class 2 or 3.
ORLEN Unipetrol Group	– ORLEN Unipetrol, a.s. and all companies included in its organisational structure.
Contractual partner	– A representative of a department that has entered into a relevant contract with another organisation or a representative of a department for which another organisation performs activities under that contract.
Company	– ORLEN Unipetrol RPA s.r.o. or ORLEN Unipetrol Slovakia s.r.o.
Administrator	– Facility Management Section
Worker/Workers of other organisations	– employees of another organisation, its contractors and subcontractors, visitors, etc.
ADR	– Agreement on the International Transport of Dangerous Goods by Road
OSH	– Occupational safety and health
PS	– Petrol stations of the BENZINA network, including petrol stations operated under other brand names
FRS	– Fire Rescue Service of the Czech Republic or Fire Rescue Service of the Slovak Republic
JEKO	– Environmental Unit – Provides environmental activities
LSR	– Basic safety rules (Life saving rules)
EM	– Emergency
HS (hazardous substance)	– A selected chemical substance which, alone or in a mixture with another substance, exhibits one or more of the hazardous properties classified under the Chemicals Act and which, on the basis of those properties and quantities, could cause danger or damage to the health or life of persons, living organisms, the environment or property. In the context of the law ² , hazardous substances are also considered to be “harmful” or “polluting” substances.
IRMD	– Investment and Retail Maintenance Department
DI	– Department of Environment
FP	– Fire protection
SS	– Safety Section
FMS	– Facility Management Section
ISS	– Inspection and Safety Section
MRS	– Medical Rescue Service in the Czech Republic or Medical Rescue Service in the Slovak Republic
E	– Environment

² Czech Republic – Act No. 254/2001 Coll. Water Act
Slovak Republic – Act No. 364/2004 Coll.

4 Safety Rules

Other organisations are obliged to ensure the care of safety and protection of the environment and to carry out the work in accordance with the provisions of generally binding legal regulations and other regulations, technical standards and relevant contracts concluded with the company. All persons who are on the premises with the permission of another organisation shall be regarded (for the purposes of this Directive) as employees of that organisation (visitors, subcontractors, self-employed persons, etc.). Another organisation is fully responsible for their activities.

4.1 Basic Safety Requirements and Information

4.1.1 Training

4.1.1.1 All employees of other organisations must receive company training in safety and environmental protection. The training is valid for 24 months. After this period, the training must be repeated.

4.1.1.2 The following persons are not required to attend the training:

- Visitors to other organisations not carrying out activities for the company,
- crews of vehicles providing supplies to the petrol station.

4.1.2 Training in Local Conditions

4.1.2.1 All workers from other organisations must be familiar with the local conditions established for the location where the work is to be carried out for the company. Demonstrable familiarisation is carried out by the following persons:

- at the petrol station, by a partner or a designated employee of the Investment and Retail Maintenance Department.
- on the other premises listed in Appendix A, by a designated employee of the Facility Management Section or by the individual lessees.

4.1.2.2 Records of the delivery of such training must be retained by selected representatives of other organisations for the duration of the training.

4.1.3 Risks of Potential Threats to Safety and Health

4.1.3.1 Risk assessment of other organisations

Prior to any work, the managers of other organisations will carry out a risk assessment of the work to be carried out, including the potential risk to other persons, particularly employees and customers of the petrol station located in the area of the work to be carried out. They will demonstrably make them known to the staff of the premises. They shall notify a person coordinating the activities of these risks and the elimination thereof.

4.1.3.2 Risk assessment of the operation of the petrol station

The company's risks and measures are communicated to other organisations electronically, through contractual relationships and through the permitting procedure for works. These are:

- general risks arising from the nature and character of hazardous chemical substances, mechanical, thermal and other influences of the risk arising from the operation of the petrol station (appendix to the contractual relation),
- risks that relate to a specific installation and its immediate state at a specific time (permitting procedure for works).

4.1.3.2.1 Risk assessment of the premises listed in Appendix A and familiarisation with them is carried out by individual lessees.

4.1.4 Basic Safety Rules (hereinafter referred to as LSR – Life-Saving Rules)

In order to eliminate fatal or other serious accidents at work and damage in the company, the following LSRs apply. For each rule, examples of non-conformity are given, but these are not a definitive list and are only indicative, always depending on the assessment of the specific situation.

<p>1.</p> 	<p>Work must always be carried out under a valid work permit.</p> <p><u>Non-conformity:</u></p> <p>The work permit does not apply at the place of work!</p> <p>No work permit has been issued, work is being performed without a work permit!</p> <p>The work carried out is outside the scope of the work permit (location, activity)!</p>
<p>2.</p> 	<p>Work must always be carried out on properly secured equipment.</p> <p><u>Non-conformity:</u></p> <p>Failure to secure operational energy and media sources that may affect the workplace!</p>
<p>3.</p> 	<p>Work in hazardous areas must always be carried out safely.</p> <p><u>Non-conformity:</u></p> <p>Work in hazardous areas contrary to the prepared risk analysis!</p> <p>Work in a metal container with electrical equipment or lighting with a voltage greater than 50 V without an isolation transformer or other current protection!</p> <p>Work without a supervisor at the entrance!</p> <p>Failure to carry out prescribed air monitoring!</p>
<p>4.</p> 	<p>Work at heights above 1.5 m and above free depth must always be carried out with the aid of collective or personal fall protection.</p> <p><u>Non-conformity:</u></p> <p>Work/movement of persons without protection at a height of 1.5 m above the surrounding ground level or above the free depth!</p>
<p>5.</p> 	<p>Lifting work must always be carried out safely.</p> <p><u>Non-conformity:</u></p> <p>Move under the suspended load!</p> <p>Footing on underground utilities constructions!</p> <p>Use of hooks without locking system!</p> <p>Use of damaged ties during lifting!</p> <p>Unrestricted or otherwise unprotected crane handling area during work!</p> <p>Binding of the load by a person without the appropriate expertise!</p>
<p>6.</p> 	<p>No smoking in the whole area except in designated areas.</p> <p><u>Non-conformity:</u></p> <p>Smoking outside the areas marked "Smoking allowed" or "Smoking room"!</p>

<p>7. </p>	<p>Prohibition to enter and work under the influence of alcohol or other addictive substances.</p> <p><u>Non-conformity:</u></p> <p>Work or entry to the premises under the influence of alcohol or other addictive substances!</p>
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4.1.5 Prohibited Activities

The following is prohibited on the premises:

- smoking outside designated areas (the ban also applies in the cab of a motor vehicle) and in places where also non-smokers are exposed to smoking. The use of an “electronic cigarette” is also considered smoking,
- use an open fire without a valid permit (the ban also applies in the cab of a motor vehicle),
- use electric heat appliances without prior written permission,
- use electric heat appliances in the cabs of vehicles,
- carry out any manipulation on the equipment unless such manipulation is subject to the relevant contract and has been authorised in accordance with Directive 465/1 “Issuing Work Permits”,
- deposit dismantled or other material in the area of through roads and paths, within a radius of 3 m from hydrants, on sewer manholes,
- leave material on elevated workstations without securing it against fall,
- lean objects against pieces of equipment, railings or other wobbly objects,
- exceed the load-bearing capacity of floors, slatted floors, scaffolding and other structures,
- leave holes or depressions (if, for example, a grate part in the floor, a cover over a drain, sump, mounting hole, etc., had to be removed during the work activity) without safe securing or permanent supervision, even when work is interrupted,
- drop any objects or material from a height unless the drop zone is secured against the entry of persons (by fencing, traffic exclusion, guarding, etc.) and its surroundings are protected against possible rebound or splashing of the dropped object or material and unless measures are taken to prevent excessive dust, noise or other undesirable effects,
- use electronic devices (mobile phones, portable radios, video cameras, cameras, etc.) in designated explosion hazard zones, including devices intended for these environments, without the appropriate permit,
- use private devices that reduce the sound perception of the surrounding environment (e.g. headphones connected to mobile phones and music players) when moving around the premises,
- use other than designated means to elevate the workstation or to ascend to an elevated workstation,
- store, transport and move objects without securing them against falling or collapsing,
- walk and work under suspended loads or be in dangerous proximity to them,
- pour out petroleum products, thinners, paints, volatile substances, oils and other substances causing water contamination into drains or onto the ground or into the rock environment,
- perform cleaning (e.g. with pressurised water, air, or by tapping off, scraping, brushing, etc.) without wearing suitable eye protection,
- clean parts of the body with compressed air or pressurised water,
- wash and clean clothing components and other textiles in any flammable liquids,

- store or hang personal equipment and belongings on the equipment,
- perform grinding/cutting with an angle grinder without using a face shield,
- step into pools of liquids on paved surfaces or in open ground unless the nature of the substance is obvious to workers and they are equipped with appropriate personal protective equipment,
- leave loose food scraps outside of sealable trash containers,
- breed and feed animals and bring them here,
- transport persons in the loading space of a lorry (van) and in the loading space of a tractor trailer.

4.1.6 Obligations of Other Organisations

4.1.6.1 Ensure demonstrable familiarisation of its staff with the following:

- the relevant provisions of this Directive and the provisions of other organisational and management standards of the company within the meaning of the relevant contract and to ensure compliance with the specified measures and obligations,
- the principles of safe behaviour in the workplace (workplace layout, escape exits, evacuation points, first aid equipment, PPE, movement around the workplace, etc.),
- the risks to their life and health and the measures to protect them from such risks and ensure that they are implemented.

4.1.6.2 Ensure that all their work is carried out only by persons who are professionally and medically qualified to carry out the activity. Provide records and evidence of all training and qualifications required to perform the work by applicable legislation upon request of the company.

4.1.6.3 Ensure that they operate only machinery and equipment that conforms in design, construction and technical condition to generally applicable legal regulations and technical standards to ensure safety of work and technical equipment and only for the purposes for which they are technically qualified and in accordance with the conditions set by the manufacturer and technical standards and in a design appropriate to the area of their location/use.

4.1.6.4 Ensure the implementation of the inspections specified by the legislative and normative requirements and the customer's requirements.

4.1.6.5 Where work is being carried out for the company, ensure that each work group / work crew has a designated leader/foreman (a trained permittee or other authorised person) who is designated to manage the work group during work activities and is present on site at the time the work is being carried out. They are also obliged to ensure that each such group, if it consists of members of a nationality other than Czech or Slovak, is supervised by a worker who is proficient in the Czech or Slovak language and thus facilitates the necessary transfer of information to them with regard to the requirements laid down.

4.1.6.6 Where work of an investment nature is being carried out, another organisation must employ or have contracted a competent person in risk prevention who will effectively cooperate with the company's employees to ensure occupational safety and health.

4.1.6.7 Ensure that vehicles and equipment (containers, cells, switchboards, welding kits) are marked with the logo or name of the owner (other organisation) or the organisation that uses them for the activity (in the case of leases). Employees of other organisations must be marked with the name of the organisation on their work clothing, helmet, etc.

4.1.6.8 Provide the contractual partner with the structure of its subcontracts (number and activities) before the commencement of work.

4.1.6.9 Other organisations are further obliged to:

- inform the contractual partner in advance in writing if it will handle carcinogens, mutagens, substances toxic to reproduction or work on the premises with its own sources of ionising radiation and notify the contractual partner of the cessation of these activities,

- ensure that its employees who enter or will enter controlled zones with carcinogens on the premises are properly familiarised with the measures laid down for work in the controlled zone (information to be requested from the head of the relevant workplace),
- ensure that their staff:
 - a) do not consume alcoholic beverages or abuse other addictive substances on the premises, do not enter the premises immediately after consuming an alcoholic beverage or using another addictive substance or at such time after consuming an alcoholic beverage or using another addictive substance that they may be under the influence of such substance and such substances may be detected by tests (examinations),
 - b) have undergone a test (examination) for the presence of alcohol or other addictive substances organised and provided by designated employees of the ORLEN Unipetrol Group,
 - c) smoke (including e-cigarettes) exclusively in designated areas,
- ensure that their activities and the work of their workers on the premises are organised and carried out in such a way that other persons on the premises are protected,
- commence and carry out all works on the premises only in accordance with Directive 465/1 “Issuing Work Permits”,
- demonstrably delegate the obligations and requirements set out in this Directive to its suppliers and regularly monitor compliance with them,
- restore the work site (construction site) to its original condition at the end of the activity and hand it back to the contractual partner by means of a handover report or work permit,
- maintain order and cleanliness in its buildings, workplace (construction site), guard or otherwise secure the said buildings and property,
- ensure permanently free access to all physical fire protection equipment and fire safety equipment (to the outdoor sampling points and permanently free access for mobile firefighting equipment),
- ensure, at their own expense (unless otherwise provided for in the relevant contract), the provision of basic hygiene requirements (toilets, changing rooms, rest rooms, washrooms, drinking water sources, etc.) for their own workers. These premises must comply with legislative and regulatory requirements.
- immediately inform the contractual partner in a demonstrable manner of any detected deficiencies and defects in the workplaces and leased premises, the removal of which is not within their competence on the basis of the contract or generally applicable regulations.

4.1.7 Binding Effect of National Technical Standards

Technical standards³ or parts thereof, which contain technical requirements for products and equipment operated on the premises or put into operation and technical and organisational measures to ensure occupational safety, are binding in their entirety for the determination of minimum basic technical and safety requirements.

4.1.8 Movement and Driving on the Premises

- 4.1.8.1 National legislation shall apply to the operation of vehicles, the transport of goods and persons and the movement of persons on roads within the site⁴, with the exceptions set out in this Directive. Requirements for the transport of dangerous goods (including hazardous waste) on the site are set out in Article 4.1.9.
- 4.1.8.2 It is forbidden to drive vehicles into designated explosion hazard zones.
- 4.1.8.3 When moving the vehicle in fenced workplaces where persons, other vehicles are moving or property may be damaged, and in places where the driver cannot ensure safe movement of the vehicle, the driver must ensure safe movement under the supervision of a physical person.

³ Czech Republic – ČSN; Slovak Republic – STN

⁴ Czech Republic – Act No. 361/2000 Coll. and Decree of the Ministry of Transport No. 294/2015 Coll.; Slovak Republic – Act No. 249/2011 Coll.

- 4.1.8.4 The maximum permissible speed of all vehicles in the area is determined by local traffic regulations, in particular vertical traffic signs.
- 4.1.8.5 The traffic sign marks the passage profiles of the roofing of handling areas of the petrol station and car washes.
- 4.1.8.6 Parts of vehicles or their equipment, long loads, e.g. pipes, reinforcing steel, bars, etc. must not be dragged even partially on the roadway.
- 4.1.8.7 For vehicles or combinations of vehicles whose overall length or width exceeds the specified safe passage dimensions in terms of their dimensions or the dimensions of the load, the transfer routes must be discussed in advance with the contractual partner.
- 4.1.8.8 A person who is involved in or witnesses a traffic accident on the premises (if he/she is unable to do so, his/her employer) is obliged to immediately report the accident to the operator of the petrol station or to the contractual partner; if there are injuries to persons or occurrence of other damage to property, also to the Police (tel. 158, 112).
- 4.1.8.9 The driver of a vehicle that has damaged roads, traffic signs, etc. is obliged to immediately report this fact to the petrol station operator or the contractual partner.

Comment:

If a traffic accident causes pollution of the environment and working environment due to the transported cargo or fuel leakage, injury to persons or other damage to property, it is necessary to draw special attention to this fact when reporting.

- 4.1.8.10 In the event of an emergency on the premises, the movement of vehicles and persons may be restricted by members of the Fire Rescue Service, the Police, the BA Emergency Response Unit or another authorised person.
- 4.1.8.11 Parking spaces (garaging) for vehicles of other organisations on the premises may be reserved by an appropriate contract, entry permit, work permit or site handover report.
- 4.1.8.12 It is forbidden to stand or park at the entrances to electric distribution points, DCS centres, etc. and within 3 m of fire protection equipment (hydrants, fire cabinets, etc.).
- 4.1.8.13 Self-propelled hand trucks may only be parked (garaged) in designated areas, always in compliance with the safety requirements.
- 4.1.8.14 Transportation of persons on the premises must always be carried out in accordance with the provisions of the law⁵.
- 4.1.8.15 Walking on the premises is only allowed on pavements. Where there are no pavements, walk on the left side of the road. Walking outside the pavements and roads is prohibited, unless it is necessary for the performance of a work task, or to escape from the immediate threat to one's life and health. It is forbidden to use scooters, any kind of skis and skates (including roller skates), skateboards, etc. when moving around the premises.
- 4.1.8.16 Other organisations may only authorise their employees to drive self-propelled hand truck on the roads on the premises if:
- they hold the appropriate driving licence,
 - they are demonstrably familiar with the provisions of this Directive,
 - they have the professional and medical competence to operate a hand truck as specified in the relevant legal and other regulations.

⁵ Czech Republic – Act No. 361/2000 Coll. and Decree of the Ministry of Transport No. 294/2015 Coll.
Slovak Republic – Act No. 249/2011 Coll.

Comment:

In designated handling areas, workers who do not hold a driving licence but who have the professional and medical competence to operate a hand truck as specified in the relevant legal and other regulations may be entrusted with the operation of hand trucks.

4.1.8.17 When riding bicycles, two- and three-wheeled vehicles and motorcycles, it is mandatory to wear reflective clothing meeting the requirements of EN ISO 20471+A1, class 2 or 3.

4.1.8.18 In adverse weather conditions (e.g. snow, ice, etc.), riding bicycles, two- and three-wheeled vehicles and motorcycles is exclusively at the user's (driver's) own risk.

4.1.9 Transport of Dangerous Goods

4.1.9.1 For the transport of dangerous goods (including hazardous waste) on the premises, the relevant legislation, Appendices A and B of the Agreement concerning the International Carriage of Dangerous Goods by Road (ADR), apply in their entirety.

4.1.9.2 If an accident or breakdown of a road vehicle causes a hazard to the environment during the transport of dangerous goods on the premises, the driver of the vehicle or his/her passenger is obliged to take the necessary measures to limit the damage to the environment until the arrival of the emergency services (e.g. to cover with sorption material, prevent the entry of hazardous substances into the sewerage system, etc.) and to report the incident immediately to:

- Fire Rescue Service Operations Centre (tel. 150, 112),
- to a petrol station operator or contractual partner.

4.1.9.3 Employees of other organisations involved in the transport, loading and unloading of dangerous goods must be demonstrably trained in ADR/RID, familiar with the principles of safe handling of the relevant dangerous goods and carry the prescribed documents.

4.1.10 Emergencies, Reporting and Investigation of Causes

4.1.10.1 If an employee of another organisation discovers a threat or occurrence of emergency on the premises, he/she must immediately report this fact to his/her supervisor. If the supervisor is not reachable, then notify the petrol station operator or contractual partner. Furthermore, in the event of:

- fire or explosion, call the Fire Rescue Service (tel. 150, 112),
- provide First Aid and, if the nature of the injury requires it, call the ambulance service (tel. 155, 112),
- emergency in which the environment could be or has already been endangered or damaged, report the event to the contractual partner
- emergency in which power distribution systems (e.g. cable networks, water supply lines, fire hydrant networks, steam pipelines, etc.) are damaged, report the event to the contractual partner.

4.1.10.2 If the emergency arises in the context of the activities of another organisation, the latter is obliged to ensure the proper conduct of the investigation as follows:

- provide written witness statements from its employees present at the emergency,
- appoint, if necessary or requested, a representative to the working committee set up to investigate the causes of the emergency,
- provide the working committee with the necessary materials, documents, papers, test records, etc. for the investigation of the causes of the emergency,
- cooperate effectively with the working committee to clarify the causes of the emergency, participate in the design of corrective measures and their possible implementation;

4.1.10.3 If, according to the relevant legislation, the emergency investigation does not fall within the competence of the contractual partner, another organisation carries out its own investigation (Safety Section, Environmental Unit may be invited) and subsequently forwards a copy of the Investigation Report containing the identified causes of the emergency and the specified corrective measures to the contractual partner.

4.1.10.4 If damage to the health of person(s) occurs in connection with the emergency, the actions specified in Articles 4.1.11 and 4.1.12 must also be carried out.

4.1.11 Accident at Work

4.1.11.1 Other organisations are obliged to immediately report to the contractual partner any accident at work sustained on the premises by its worker or any other person staying with its permission in its workplaces or on the premises used by it on the basis of the relevant contract on the premises.

4.1.11.2 If the facts established indicate that a crime has been committed in connection with the accident at work, the accident must also be reported to the District Police Department.

4.1.11.3 In the event of suspected industrial poisoning, another organisation is obliged to arrange, in cooperation with the contractual partner, for the immediate measurement of the concentration of hazardous substances (unless otherwise stipulated in the relevant contract or work permit).

4.1.12 Determining the Causes of Accidents at Work

4.1.12.1 Immediately after another organisation becomes aware of the occurrence of an accident at work, it is obliged to establish in a responsible and reliable manner the cause, the causal relationship and all other circumstances of the occurrence of the accident at work and to draw up a record of the result of the findings. The injured person and other persons who witnessed the accident at work are obliged to cooperate effectively.

Comment:

In the event of suspicion of fault (even partial) for an accident at work on the part of the contractual partner, the other organisation is obliged to invite a representative of Safety Section to investigate the accident at work.

4.1.12.2 If an accident resulting in incapacity for work of more than 3 calendar days occurs at a workplace allocated to another organisation by a written report or a relevant contract, the accident shall be reported, the cause of the accident shall be ascertained and an Injury Record shall be drawn up by a responsible representative of the other organisation.

4.1.12.3 If an injury causing incapacity for work of more than 3 calendar days occurs at a workplace where workers of another organisation who have a designated manager perform work activities under a relevant contract, they must always invite a representative of the Safety Section to establish the cause of the injury. If an accident resulting in incapacity for work of more than 3 calendar days of a worker of another organisation has been proven to be caused by a breach of the OSH regulations on the part of the contractual partner (even partial), the responsible manager of the contractual partner shall propose appropriate measures and shall be responsible for their implementation.

4.1.12.4 In the event of a fatal accident at work sustained by an employee of another organisation on the premises, the other organisation must immediately invite the contractual partner and the Safety Section to investigate.

4.1.12.5 In all of the above cases, a copy of the Injury Record must be delivered to the Safety Section immediately.

4.1.13 First Aid

4.1.13.1 First aid must be given immediately by all persons present (unless it endangers their own safety or health) using all available means until the injured person is handed over to the medical rescue service.

4.1.13.2 The provision of first aid must always be aimed at preserving essential vital functions.

4.1.13.3 Whenever an electric shock occurs on the premises (regardless of the voltage level), the victim must be examined by a doctor.

4.1.13.4 When calling the ambulance to the scene of an accident or sudden illness, it is necessary to do the following:

- keep calm,
- state clearly what happened,
- indicate the building number and street,
- state the name and surname, telephone number,

- do not immediately hang up the phone and answer any questions.

4.1.13.5 The person who calls the ambulance is obliged to ensure that the ambulance is expected at the agreed place and accompanied as quickly and as close as possible to the place of injury or sudden illness. A person expecting the arrival of the ambulance must behave in such a way that the ambulance driver can easily notice him/her.

4.1.13.6 If the person who calls the ambulance cannot leave the place of accident, he/she is obliged to arrange the actions described in Article 4.1.13.5 by another person.

4.1.14 Material Storage

4.1.14.1 Handling units, material and objects (hereinafter referred to as the "Material") must be stored and stacked in such a way that they cannot collapse or pull down during storage, handling or removal.

4.1.14.2 The dimensions and type of material and its safe placement in the rack must comply with the requirements specified in the rack's accompanying documentation, in the documentation of comparable racks, or in the relevant local operational safety regulations (warehouse operating rules).

4.1.14.3 The racks shall be permanently marked with labels indicating the maximum load capacity of the cell and the maximum number of cells in the column.

4.1.14.4 Manual racking at heights above 1.8 m must be carried out from safe operating devices (e.g. ladder, steps, platforms).

4.1.14.5 The width of the aisles between racks and stacks must be appropriate to the method of storage of the material and must be at least 0.8 m wide; the width of the aisle for the passage of transport trolleys must be at least 0.4 m greater than the greatest width of the trolleys or loads.

4.1.14.6 It is forbidden to climb into or on the racks or to enter them.

4.1.14.7 Racks whose technical condition could endanger the safety of persons and property must not be used. In times of unsatisfactory condition, the rack must be clearly marked or made unusable.

4.1.14.8 Storage of hazardous substances (paints, chemicals, solvents, fuels, etc.) in the leased building must comply with the requirements of applicable laws and regulations.

4.1.15 Pressure Vessel Storage

4.1.15.1 Freestanding cylinders must be suitably secured against falling.

4.1.15.2 When stored horizontally, the height of stacked cylinders must not exceed 1.5 m and all valves must be on the same side. This side must be accessible. The cylinders must be secured against rolling.

4.1.15.3 When storing full and empty cylinders, the cylinders must be stored separately and the locations must be marked with signs: Full cylinders and empty cylinders.

4.1.15.4 The cylinders fitted with a cap must have the cap fitted.

4.1.16 Further Requirements and Information on Occupational Safety and Health

4.1.16.1 At the end of the work activity, it is necessary to ensure that all protective equipment is restored to its original condition (by proper installation) if it was necessary to remove the protective equipment during the work activity.

4.1.16.2 During work activities on the equipment, the area at risk must be secured at all times when the protective equipment is out of service for the reasons stated above, unless otherwise specified in the relevant permit. If it is necessary to leave the area at risk at the work site even when work is interrupted, the barriers must be marked with a sign indicating who placed the marking, including a telephone contact and for what activity.

4.1.16.3 Any damage to the company's equipment (if it cannot be restored to its original condition) must be reported to the contractual partner immediately, including damage not caused by the company's own activities.

4.1.16.4 Crane feet must always be underlain. The underlayment must be firm and ensure that the pressure exerted by the foot is distributed over a sufficiently large area. The size of the pads shall be determined by the person responsible for the operation of the crane.

4.1.16.5 When opening equipment, disconnecting pipes or removing fittings, the products present must be taken into account, even if the equipment is depressurized, cleaned and inerted. Even in these cases, product residues may remain in the equipment, even under certain pressures caused, for example, by a local column of the product/medium mixture used for rinsing. In cases where there is a risk of damage to health due to possible staining, chemical burning or scalding of the face, it is necessary to use a protective shield to minimise any risks and to follow the procedure below:

- Stay off the direction and above the plane of a potential hazardous substance release.
- To verify the pressure-free condition, first loosen the bolts on the opposite side of the flange, leaving the nuts on the bolts. If there is a leak in the coupling under pressure, the coupling is tightened again.
- Mechanically secure the two parts to be disconnected before disconnecting the pipe.

4.1.17 Further Requirements and Information in the Field of Fire Protection

4.1.17.1 In the context of fighting a fire, everyone has a duty:

- to carry out measures necessary for the rescue of persons endangered,
- to extinguish the fire, if possible, or take the necessary measures to prevent its spread, report the fire immediately to a designated place or otherwise ensure its notification,
- at the call of the intervention commander or the commander of the Fire Rescue Service unit to provide personal and material assistance to the rescue services (means of transport, water sources, means of connection and other things needed to fight the fire),
- to report to the operator of the petrol station or the contractual partner even if the fire has been extinguished or eliminated.

4.1.17.2 The written permission for the use of thermal appliances or permission to smoke in designated areas is issued by the contractual partner.

4.1.18 Further Requirements and Information in the Field of Major-Accident Prevention

4.1.18.1 Another organisation that handles selected hazardous chemical substances and chemical mixtures on the premises in accordance with special legal regulations ⁶is obliged to comply with these regulations and to have the documentation required by them prepared.

4.1.18.2 All activities of another organisation on the premises must be directed towards avoiding emergencies and, if any have already occurred, towards its rapid elimination and minimisation of the consequences.

4.2 Environmental Protection

Costs or damage incurred by the company in connection with the disposal of waste resulting from the activities of other organisations shall be additionally claimed from these organisations, unless otherwise provided for in the contract.

In the event of an accident that may endanger or deteriorate the quality of groundwater or surface water or the rock environment, other organisations are obliged to inform the operator of the petrol station. At the workplace where the petrol station is unmanned, they are obliged to inform the contractual contact person (Contractual Partner) or to follow their own emergency plan (if there is an obligation to prepare one according to Article 4.2.1.3).

4.2.1 Water Management and Hazardous Substances and Water Pollution Protection

4.2.1.1 When managing water, other organisations are obliged:

- to abstract water at a location, frequency and in a manner consistent with the contract or supplemental contract, discharge wastewater to the sewer system at the location and in the manner specified by the contract, permit or instructions of the contractual partner or supplemental contract, comply with the prohibition of discharge to any sewer system other than the permitted sewer system and the prohibition of unauthorized disposal on the premises or outside the premises,

⁶ Czech Republic – Act No. 224/2015 Coll.
Slovak Republic – Act No. 128/2015 Coll.

- to operate at its workplaces only such technological equipment and carry out such activities in the field of water management that have been duly discussed with the contractual partner and for which the relevant approvals of the state administration authorities have been issued,
- to ensure the protection of the quality of surface and groundwater during the preparation and implementation of investments, use such equipment, or work procedures and techniques when handling hazardous substances that are suitable also from the point of view of protecting the quality of surface and groundwater and the rock environment,
- to allow the maintenance of water gauges, water meters, water marks and other devices necessary for water management purposes in the used objects/spaces,
- to keep operational records of water management and retain all supporting documents for five years.

4.2.1.2 When handling substances hazardous to water, other organisations are obliged to handle them only on paved and water-secure areas, not to endanger the quality of water in the sewerage network and not to endanger the quality of surface water and groundwater and the rock environment. They are also obliged:

- to ensure that handling areas are at such a distance from the sewer inlet (except for emergency sewers) or watercourse that leakage of hazardous substances into watercourses is minimised,
- to locate facilities where hazardous substances are handled in such a way as to prevent unwanted leakage of hazardous substances into the surrounding terrain or surface water and groundwater or their unwanted mixing with wastewater or rainfall water,
- to secure hazardous substance warehouses with impermeable treatment against leakage of hazardous substances into the groundwater and the rock environment (e.g. impermeable wall plinth and raised threshold in the entrance openings), equip them with intervention means to catch possible leaks and spills during handling (e.g. containers to catch leaked hazardous substances, sorption means, etc.) and suitable means for pre-medical first aid and for cleaning of persons,
- to mark hazardous substance warehouses according to the type of stored hazardous substance and secure them against unauthorised entry, damage and possible misuse,
- to store hazardous substances in such a way as to avoid confusion with other stored hazardous substances,
- to prepare the operating rules for the "Petroleum Substances" warehouses and to hand over one controlled copy to the contractual partner,
- to secure the sites of possible leaks and spills when handling of hazardous substances with containment vessels or containment and emergency sumps and suitable sorption means,
- at least once every 6 months to check the technical condition of warehouses in which hazardous substances are handled and to draw up a written record of this check. At least once every 5 years (unless otherwise specified by the technical standard or the manufacturer), to test the leakage of the equipment (pipelines or tanks intended for storage or transport of water hazardous substances) by a qualified person and, in case of deficiencies, to carry out repairs without delay,
- to carry out a preventive search for risks of hazardous substance leaking into the environment, evaluate their hazardousness and implement corrective measures to eliminate or minimise these risks; keep records of the measures taken and implemented and provide them to the contractual partner or a person/company authorised by the contractual partner upon request.

4.2.1.3 If other organisations handle hazardous substances or substances with increased hazards on the premises on a larger scale ⁷, they are obliged to draw up an emergency plan (emergency plan for water protection in the scope of activities relevant to a chemical accident involving a threat to or deterioration of the quality of groundwater, surface water or the rock environment) and submit it to the contractual partner for comment.

⁷ Czech Republic – Act No. 254/2001 Coll., Decree No. 450/2005. Coll.
Slovak Republic – Act No. 364/2004 Coll., Decree No. 200/2018 Coll.

- 4.2.1.4 The emergency plan for water protection can be prepared as a separate document within the scope of the above mentioned decree or as an integrated part of the emergency plan for the facility/workplace of another organisation.
- 4.2.1.5 Other organisations are obliged to provide the contractual partner with a controlled copy of the approved emergency plan for water protection. One copy must be kept at the site of the disposal of the hazardous substances and made available for inspection by the contractual partner or its authorised person/company on request.

4.2.2 Air Protection

- 4.2.2.1 Installation, dismantling and servicing of refrigerant-containing equipment may only be carried out by a certified person. In the case of equipment for which it is obligatory to keep a register of equipment containing refrigerant, the certified person is obliged to fill in the relevant entry in this register or to establish such a register.
- 4.2.2.2 The lessee is obliged to keep a list of refrigerant-containing equipment in his/her/its possession that is not subject to the lease. He/she/it shall maintain a list containing, as a minimum, information on: the manufacturer of the equipment, the type of equipment, the serial number (or other unique identifier), the type of refrigerant, its quantity and the CO₂ equivalent of the total refrigerant content of the equipment. A lessee operating in the Slovak Republic shall submit an annual notification to the state administration authorities for installations containing refrigerant in quantities of 5 t CO₂ equivalent or more.

4.2.3 Waste Management

- 4.2.3.1 Unless otherwise stipulated by the relevant contract, order or other written instruction, the lessees whose activities on the premises generate waste are always the originators of such waste. For the contractor, the obligation under the previous sentence applies only in the Czech Republic.
- 4.2.3.2 Other organisations are obliged to deal with the waste generated at their own expense and in accordance with the applicable waste legislation⁸, i.e. to ensure sorting, transport up to transfer for final use or disposal, including other related activities. Disposal or recovery of waste must be contracted through a person authorised under the Waste Act. They are also obliged:
- To own or rent waste collection containers that correspond in their technical condition and marking to the waste for which they are intended.
 - Not to deposit waste generated by its activities in the collection containers of other entities without their prior consent.
 - Not to use outdoor or indoor areas of buildings for temporary waste collection without written permission.
 - When collecting waste, to ensure that there is no damage to the environment or spillage of waste into the surroundings.
 - To properly mark the collection points and means according to the relevant legislative regulations⁹, in addition to marking them with the name of the waste producer (as specified in Article 4.2.3.1), the name of the representative and telephone contact.
 - Not to place waste outside of properly marked collection facilities, except for a temporary collection point for uncontaminated soil, uncontaminated scrap metal or construction debris prior to removal for final recovery or disposal, properly marked by the generator of the waste.
 - To seek the contractual partner's consent to the intention to operate a hazardous waste warehouse and to comply with the specified conditions for its operation (applies only to lessees).
 - To deliver, unless otherwise specified in the contract/order, all usable waste (metals, plastics, paper, waste oils) generated during the execution of the work to the place specified by the contractual partner (applies only to other organisations carrying out work for the company).

⁸ Czech Republic – Act No. 541/2020 Coll.; Slovak Republic – Act No. 79/2015 Coll.

⁹ Czech Republic – Act No. 541/2020 Coll.; Slovak Republic – Act No. 79/2015 Coll., Decree No. 371/2015 Coll.

- i) To transfer waste only to persons who are authorised to operate facilities for the recovery, disposal, collection or purchase of such waste (hereinafter referred to as the "Authorised Person").
- j) In the case of waste management other than collection, another organisation is obliged to have the consent of the competent state authority for waste management (specifically storage and treatment of waste, or a permit to operate the facility).
- k) To submit to the contractual partner the approval decision of the locally competent Regional Public Health Authority for the management of asbestos-containing waste (if such waste is generated).
- l) To ensure that vehicles and packaging used for the transport of waste are marked in accordance with the national regulations of the EU¹⁰ Regulation and, in the case of transport of hazardous waste, comply with all the provisions of the ADR Agreement and that the drivers of these vehicles are adequately trained for the transport of dangerous goods (in case of any uncertainties, the ADR Safety Advisor should be contacted).
- m) If another organisation is a waste generator, it must keep records to the extent specified in the Waste Act and its implementing regulations.
- n) To provide the waste that is transferred for final disposal or recovery with the documents required by law¹¹ (in the case of hazardous waste, in addition, a hazardous waste identification sheet, a letter of safe conduct in the case of electronic reporting – the Reporting Sheet for the Transport of Hazardous Waste within the territory of the Czech Republic, proof of the physical and chemical properties of the waste, etc.).
- o) Other organisations are obliged to submit, as part of the documents on the completion and acceptance of the work by the contractual partner, copies of those documents that prove the method of disposal or use of waste (weight certificates and reporting sheets for the transport of hazardous waste within the territory of the Czech Republic).
- p) If the other organisation is not the waste generator, it is obliged to immediately provide information on the quantity, type, category and code of the waste, including the price at which it has transferred the waste to the Authorised Person. The accompanying documents for the transfer of waste to the Authorised Person shall be prepared by another organisation in cooperation with the contractual partner, which shall ensure their entry into the company's waste management records.
- q) The lessee is obliged, at any time at the request of the contractual partner, or the Department of Environment or the contractor authorised by them, to submit documents related to the disposal or use of waste (i.e. continuous waste records, weighing slips and annual reports on waste production).

4.2.4 Hazardous Chemicals and Mixtures

4.2.4.1 Another organisation handling hazardous chemicals and mixtures on the premises must ensure that their packaging is labelled in accordance with Regulation (EC) No. 1272/2008 of the European Parliament and of the Council (CLP), that containers and storage areas containing these products are properly labelled in accordance with national legislation¹² and that persons handling these substances and mixtures are demonstrably familiar with their properties and safe handling principles. They must also ensure that, in accordance with Regulation (EC) No 1907/2006 of the European Parliament and of the Council (REACH), all workers have access to information relevant to the safe handling, health and environmental protection of the safety data sheets of all chemicals and mixtures they handle or the effects of which they may be exposed to during their work.

4.2.4.2 Another organisation is obliged to have an up-to-date list of all hazardous chemicals and mixtures handled or stored on the premises (e.g. solvents, disinfectants, weed killers, etc.) and to produce it on request.

¹⁰ Regulation No. 1013/2006 of the European Parliament and of the Council

¹¹ Czech Republic – Act No. 541/2020 Coll. Slovak Republic – Act No. 79/2015 Coll.

¹² Czech Republic – Government Regulation No. 375/2017 Coll. on the appearance, location and design of safety signs and markings and the introduction of signals

Slovak Republic – Government Regulation No. 287/2006 Coll. on Requirements for Ensuring Safety and Health Marking at Work

4.2.4.3 Another organisation is obliged to provide, on request, up-to-date safety data sheets ¹³ in the national language for listed substances and mixtures, data on their hazardous properties and information relevant for determining measures to ensure safe handling, health and environmental protection, if safety data sheets are not available.

4.3 Inspection

4.3.1 Exercising Inspection

4.3.1.1 The following persons and entities are authorised to inspect other organisations and their staff:

- a) within the scope of the relevant contract, the contractual partner or its authorised employee, authorised employees of the Safety Section, Environmental Unit and Inspection and Safety Section,
- b) representatives of public authorities who have the right of inspection by law,
- c) in the case of work activities carried out on the basis of a Permit according to Directive 465/1 "Issuing Work Permits" all participants in the permitting procedure.

4.3.1.2 Other organisations are obliged:

- to enable the persons authorised under Article 4.3.1.1 to carry out a proper inspection or external audit and to provide them with the relevant information and necessary documents,

Please Note

In order to do so, they must ensure that their workers are always able to provide credible proof of their identity when moving and working on the premises.

- in the event of any non-conformities found, to remedy such non-conformities at their own expense without delay (or within a specified time limit) and to inform the person who discovered the non-conformities of their remedy,
- to carry out regular inspections of its workplaces on the premises which are defined as workplaces of another organisation by the relevant contract or handover report,
- to carry out regular inspections of their employees carrying out work activities at the contractual partner's workplaces,
- to keep appropriate documentation on the above inspection activities.

4.3.1.3 The company reserves the right to resolve non-conformities on the part of other organisations and their persons by any of the following methods or combinations thereof, taking into account the nature and severity of the non-conformity (LSR, other):

- by termination of the work,
- by requesting remedial action with a requirement to take and implement effective measures,
- by temporary or permanent restrictions on the entry of persons or vehicles and other machinery,
- by applying a financial penalty (contractual penalty) according to the established tariff,
- by temporary or permanent restriction of another organisation's activities on the premises (cancellation of a contract, prohibition of activities).

4.3.1.4 In particular, the following are considered to be particularly serious non-conformities:

- LSR violations,
- physical or verbal assaulting another person,
- criminal activity on the premises,
- intentional damage or theft of items or property on the premises,

¹³ In Slovak language – safety data sheets

- damage to company property through negligence, which may have endangered the safety and health of other persons on the premises or seriously endangered or damaged the workplace and the environment,
- repeated (two or more) breaches of obligations.

4.3.2 Identification, Recording and Discussion of Non-conformities

- 4.3.2.1 Non-conformities in the OSH area caused by another organisation, its employees or subcontractors shall be identified by the persons referred to in Article 4.3.1.1(a) (hereinafter referred to as the "Submitting Person") on the basis of their inspection findings, the conclusions of investigation committees, or on the basis of notifications from other persons, and shall provide all available means of evidence (inspection records, photographic documentation, copies of documents inspected, written statements from the inspected person, or other documents proving the non-conformity identified).
- 4.3.2.2 The means of evidence secured shall be submitted by the "Submitting Person" to the contractual partner without undue delay, and within 14 calendar days at the latest, for discussion with another organisation. At the request of the contractual partner, the Submitting Person will participate in the discussion.

4.3.3 Assessment of Non-conformities

- 4.3.3.1 On the basis of the documents submitted, the contractual partner shall assess the severity of the non-compliance found, the form of documentation and whether the conditions for applying a penalty are met. In the course of assessing a non-conformity, it shall be entitled to request additional information or records from the Submitting Person concerning the non-conformity.
- 4.3.3.2 The output of this assessment is a "Proposal for the Application of a Penalty" prepared in accordance with Appendix B of this Directive. The "Proposal for the Application of the Penalty" with the accepted recommendation shall be submitted by the contractual partner without undue delay, and no later than 14 calendar days, for approval by the persons referred to in Article 4.4 of this Directive, including a proposal for the amount of the penalty in accordance with Appendix C to this Directive.

4.4 Approval of the Penalty, Amount of the Penalty

- 4.4.1 The application of the penalty shall be approved in the first stage by the Director of the Section superior to the contractual partner.
- 4.4.2 The approval in the second stage is carried out by the Director of the Retail Network of the Czech Republic or the Director of the Retail Network of the Slovak Republic, depending on the location where the non-conformity was detected.
- 4.4.3 The persons referred to in Articles 4.4.1 and 4.4.2 shall be entitled, by mutual agreement, to adjust the final amount of the penalty to the extent specified for the non-compliance in Appendix C to this Directive or to refuse to apply the penalty.
- 4.4.4 In determining the amount of the penalty, account shall be taken in particular of:
- the cause of the non-conformity (individual failure, managerial negligence, systemic non-conformity, etc.),
 - the resulting consequences (endangerment of individuals or a number of persons, occurrence of an accident at work, NMU, possible impacts on the environment, etc.),
 - potential consequences,
 - the speed and effectiveness of corrective actions identified and implemented by the other organisation,
 - the overall attitude of the other organisation towards resolving the non-conformity,
 - the frequency of non-conformities detected in the other organisation in the previous period (number and severity of documented findings in the last 6 months, penalties applied and proposed in the last 12 months) in relation to the number of employees of the other organisation,
 - any other facts relating to the non-conformity.
- 4.4.5 In case of refusal to apply the penalty, the contractual partner shall submit the "Proposal" to the Safety Section for archiving in the penalty register

4.5 Application of the Penalty

- 4.5.1 If the penalty is approved, the contractual partner shall, without undue delay and within 14 calendar days at the latest, forward the complete material to the person authorised to apply the penalty.
- 4.5.2 The Authorised Person is obliged to apply the relevant penalty without undue delay, at the latest within 14 calendar days, in accordance with the provisions of the relevant contractual relationship and in accordance with the applicable legislation.
- 4.5.3 Once the entire process is completed, the Authorised Person shall forward all documentation to the Safety Section for archiving in the Register of Penalties.

4.6 Register of Penalties

The Register of Penalties is maintained by an authorised Safety Section employee and is kept on a shared drive accessible to authorised company employees.

5 Responsibility

The responsibilities of the different entities, how they cooperate and how they provide information to each other are set out in Chapter 4.

6 List of Related Documents

6.1 Common Legislation

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

Regulation (EC) No. 1272/2008 of the European Parliament and of the Council on the Classification, Labelling and Packaging of Substances and Mixtures (CLP), as amended

ADR – Agreement on the International Transport of Dangerous Goods by Road

Directive 465/1 “Issuing Work Permits”

Related organisational and management standards, documents and forms of ORLEN Unipetrol RPA s.r.o., available on the Internet –

<http://www.unipetrolrpa.cz/CS/sluzby-areal/chempark-zaluzi/Stranky/zavazne-normy-a-informace.aspx>

6.2 National Legislation of the Czech Republic

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

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

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

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

Act No. 541/2020 Coll., on Waste, as amended

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

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

Act No. 254/2001 Coll., Water Act, as amended

Decree of the Ministry of the Interior No. 294/2015 Coll., implementing the rules of traffic on roads and regulation and control of traffic on roads, as amended.

Decree of the Ministry of the Environment No. 450/2005 Coll., on the details of the handling of hazardous substances and the details of the emergency plan, the manner and extent of reporting accidents, their disposal and elimination of their harmful consequences, as amended

Government Regulation No. 375/2017 Coll. on the appearance, location and design of safety signs and markings and the introduction of signals

6.3 National Legislation of the Slovak Republic

311/2001 Coll. – Labour Code

314/2001 Coll. – Fire Protection Act

124/2006 Coll. – Occupational Safety and Health Act

147/2013 Coll. – Decree on occupational safety and health in construction work

393/2006 Coll. – Regulation on occupational safety and health in explosive atmospheres

508/2009 Coll. – Safety details for working with pressure and electrical equipment

249/2011 Coll. – Road Safety Management Act

364/2004 Coll. – Water Act

478/2002 Coll. – Air Protection Act

200/2018 Coll. - Decree on the details of the handling of pollutants, on the details of the emergency plan and on the procedure for dealing with extraordinary water deterioration

79/2015 Coll. – Waste Act

67/2010 Coll. – Chemical Act

103/2015 Coll. – Full wording of the Act on the Protection, Promotion and Development of Public Health

128/2015 Coll. – Act on the Prevention of Major Industrial Accidents

396/2006 Coll. – Regulation on minimum safety and health requirements for construction sites

287/2006 Coll. – Government Regulation on requirements for the provision of occupational health and safety signage

Appendix A List of Affected Premises

- A1. Hněvice archive building
- A2. Office building Třemošná
- A3. Former petrol station 357 Nový Bor

Appendix B Proposal for the Application of a Penalty

Other organisation	
Contractual relationship	
Non-conformity (date, time and detailed description):	
The documents supplied for the application of a penalty:	<input type="checkbox"/> Photo documentation with time stamp <input type="checkbox"/> Video recording with time stamp <input type="checkbox"/> External staff inspection record <input type="checkbox"/> Witness statements of two independent persons <input type="checkbox"/> Other:.....
Assessment of non-conformity:	
Non-compliance number according to Appendix C:	
Recommendation, Name and signature of the contractual partner:	I RECOMMEND applying a penalty amounting to CZK** *:
Statement, Name and signature of the section director:	I DISAGREE/AGREE with the application of the penalty amounting to CZK** *:
Statement, Name and signature of the Director of Retail Network:	I DISAGREE/AGREE with the application of the penalty amounting to CZK** *:

Appendix C Schedule of Penalties

Appendix C1 LSR – Life Saving Rules

Description of the requirement		Description of the breach	Amount of the penalty*
	1 Work must always be carried out under a valid work permit.	A work permit or approved work procedure is not in place! No work permit has been issued, work is in progress without a permit or approved work procedure! The work carried out is outside the scope of the work permit (location, activity)!	CZK**15,000–50,000
	2 Work must always be carried out on properly secured equipment.	Failure to secure operational energy and media sources that may affect the workplace!	CZK**15,000–50,000
	3 Work in hazardous areas must always be carried out safely	Work in hazardous areas contrary to the prepared risk analysis! Work in a metal container with electrical equipment or lighting with a voltage greater than 50 V without an isolation transformer or other current protection! Work without a supervisor at the entrance! Failure to carry out prescribed air monitoring! Non-compliance with conditions for work in the areas with explosion hazards – environmental analysis, zone entry, fire supervision, non-sparking tools	CZK**15,000–50,000

	Description of the requirement	Description of the breach	Amount of the penalty*
	<p>4 Work at heights above 1.5 m and above free depth must always be carried out with the aid of collective or personal fall protection.</p>	<p>Work/movement of persons without protection at a height of 1.5 m above the surrounding ground level or above the free depth!</p>	<p>CZK**15,000–50,000</p>
	<p>5 Lifting work must always be carried out safely.</p>	<p>Move under the suspended load! Footing on underground utilities constructions! Use of hooks without locking system! Use of damaged ties during lifting! Unrestricted or otherwise unprotected crane handling area during work! Binding of the load by a person without the appropriate expertise!</p>	<p>CZK**15,000–50,000</p>
	<p>6 No smoking in the whole area except in designated areas.</p>	<p>Smoking outside the areas marked “Smoking allowed” or “Smoking room”!</p>	<p>CZK**15,000–50,000</p>
	<p>7 Prohibition to enter and work under the influence of alcohol or other addictive substances.</p>	<p>Work under the influence of alcohol or other addictive substances!</p>	<p>CZK**15,000–50,000</p>

Appendix C2 Other Requirements in the Field of Occupational Safety and Health and Fire Protection

Description of the requirement	Description of the breach	Amount of the penalty*
8 QUALIFICATIONS OF PERSONS	The work is performed by a person without the appropriate qualifications or medical fitness – electrical work, welding, operating machinery and equipment, etc.	CZK**15,000–50,000
9 SAFETY OF TECHNICAL EQUIPMENT	Use of machinery, equipment, portable appliances, electric hand tools and devices which, by their design, construction and technical condition, do not comply with regulations to ensure safety of work and technical equipment or are used for purposes for which they are not technically suitable and do not comply with the conditions laid down by the manufacturer and technical standards	CZK10,000–30,000**
10 PPE	Prescribed personal protective equipment is not used	CZK2,000–30,000**
11 EMERGENCY PREPAREDNESS AND RESPONSE	<p>There is no permanently free access to all physical means of fire protection and fire safety equipment (to outdoor offtake points)</p> <p>The prohibition to deposit dismantled or other material in the area of through roads and paths, within 3m of hydrants and on sewer manholes is not observed</p>	CZK10,000–30,000**

Description of the requirement	Description of the breach	Amount of the penalty*
12 SAFETY ON THE SITE	<p>The site is not secured by continuous fencing or other barrier or physical supervision</p> <p>There is no OSH documentation (documentation on risks and measures, familiarisation of all persons on the construction site).</p> <p>There is no Construction Log available.</p> <p>Site signage is not provided at all entrances.</p> <p>The site is not kept tidy, including the storage of materials, waste or work tools and devices.</p> <p>Safe parking of machinery and motor vehicles is not ensured.</p> <p>There are no technological or working procedures.</p> <p>Tools for elevating the place of work are not available or in perfect condition.</p> <p>Escape routes and exits are not kept free and clear.</p> <p>Unused excavations, holes or depressions are not delineated or covered.</p>	CZK10,000–30,000**

Description of the requirement	Description of the breach	Amount of the penalty*
13 FIRE HAZARDOUS WORK	<p>Basic fire safety precautions – fire extinguisher equipment – are not observed,</p> <p>Flammable substances are not removed from the area at risk or are not covered in a non-flammable manner</p> <p>Fire supervision is not carried out during or after the completion of the work or is not recorded in writing.</p> <p>Failure to provide clear escape routes, including access to them.</p> <p>Special fire safety precautions are not specified in writing for work within 10 m of the technology outlets (VS, tapping shaft, shaft covers and tank de-aeration) or within 5 m of the petrol station buildings</p> <p>Written fire safety measures are not observed</p>	CZK**20,000–50,000

** In the terms and conditions of ORLEN Unipetrol Slovakia s.r.o. the amount in EUR corresponding to the tariff according to the current exchange rate rounded down to EUR 5 shall be used.