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ORLEN Unipetrol Deutschland GmbH  
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## WORK WITH KNIVES

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## Table of Contents

1	Purpose .....	4
2	Scope of Validity .....	4
3	Terms, Definitions and Abbreviations .....	4
4	Requirements for safe work with knives .....	5
4.1	Principles of safe working with knives .....	5
4.2	The criteria for selecting knives in terms of their safety features .....	6
5	Responsibility .....	7
6	List of Related Documents.....	7

## 1 Purpose

The Directive establishes the rules and procedures for use of hand knives.

The aim of the Directive is to standardize the rules for the use of hand knives during work in ORLEN (Unipetrol) Group companies and to eliminate the use of knives with an open blade.

This standard does not apply to the use of knives intended for food applications or food preparation.

## 2 Scope of Validity

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

- 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 fire brigades of ORLEN Unipetrol RPA s.r.o., SPOLANA s.r.o., and PARAMO, a.s. are exempt from this directive for knives that are part of the required equipment for fire brigade intervention.

**The Document is also valid** in PETROTRANS, s.r.o., ORLEN Unipetrol Slovakia s.r.o., ORLEN Unipetrol Deutschland GmbH, ORLEN Unipetrol Hungary Kft., and its validity is subject to approval in these companies.

This document is binding for all employees of the companies listed above and also for employees of other companies (contractors) who perform work for the company on the basis of a relevant contract or one-time purchase order.

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

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

## 3 Terms, Definitions and Abbreviations

Company	<ul style="list-style-type: none"><li>– Company listed in the chapter 2 of this Directive</li></ul>
Job Hazard Analysis	<ul style="list-style-type: none"><li>– A safety process that involves breaking down a job into steps to identify related hazards, assess risks and propose measures to eliminate or minimize risks.</li></ul>
Personal Protective Equipment	<ul style="list-style-type: none"><li>– Equipment designed to protect employees from risks that may endanger their health and must not interfere with their work, and must comply with legislative requirements. For work that requires the use of sharp tools for cutting, there is a risk of cuts, and therefore it is necessary to require the use of certified gloves that protect the hands from cuts and comply with the EN 388+A1 standard.</li></ul>
Safety hand knife	<ul style="list-style-type: none"><li>– A technical knife equipped with a retractable or concealed blade, which, due to its design and operating principle, eliminates the risk of injury during use. It may be certified by an independent body confirming compliance with safety requirements for such tools.</li></ul>
JHA	<ul style="list-style-type: none"><li>– Job Hazard Analysis</li></ul>
PPE	<ul style="list-style-type: none"><li>– Personal Protective Equipment</li></ul>

## 4 Requirements for safe work with knives

### 4.1 Principles of safe working with knives

The principles of safe working with knives are listed in Table 1.

Table 1 The principles of safe working with knives

No.	Activity	Process	Result
1	The choice of the working tool.	<ol style="list-style-type: none"> <li>1) Is the working tool approved for the task, i.e. is it in accordance with this directive and is it suitable for the type, size, and mechanical properties of the object being cut?</li> <li>2) Is the working tool in good working condition and shows no signs of contamination or damage?</li> </ol>	The choice of safe knife.
2	Preparing the workplace and the cut object.	<ol style="list-style-type: none"> <li>3) Check access to the cut object and ensure its stability during the operation.</li> <li>4) Predict how the cut object will behave during cutting.</li> </ol>	Providing a safe workspace and operator position. Ensuring the stability of the cut object.
3	The choice of the method and PPE.	<ol style="list-style-type: none"> <li>5) Include work with knife in the Occupational Risk Assessment Form for a given workplace / job position.</li> <li>6) Measures to use dedicated PPE when using knives without an automatic blade retraction function.</li> </ol>	Use of cut-resistant gloves in accordance with EN-388 (resistance 3 and ISO level C) or other JHA-approved gloves. Use of work clothes and protective aprons (if required) according to JHA and risk assessment.
4	Defining the way of doing the activity.	<ol style="list-style-type: none"> <li>7) Familiarization with the use of the knife before performing the activity.</li> <li>8) Choosing the cutting method and determining the position of the person performing the cutting.</li> </ol>	Keep an eye on the blade and cut away from self. Do not expose yourself / your helper to the knife. Remove waste (cuttings) and keep your workplace tidy.
5	Defining the principles of safe work execution.	<p>By following steps 1–8 above, you will establish safety principles for working with knives. However, <b>it is always necessary to avoid:</b></p> <ul style="list-style-type: none"> <li>▪ sudden movements or excessive force,</li> <li>▪ keeping your other hand at a safe distance from the knife to avoid injury in the event of accidental movement,</li> <li>▪ cutting objects that are not securely fastened against movement,</li> <li>▪ passing the knife with the blade facing another person or with the blade facing yourself,</li> <li>▪ clutter in the workplace.</li> </ul>	

## 4.2 The criteria for selecting knives in terms of their safety features

4.2.1 The criteria for selecting knives in terms of their safety features are illustrated in Table 2.

4.2.2 Managers are responsible for ensuring that:

- safe hand knives with advanced protective features, i.e., without the risk of contact with the blade or with an automatic retraction feature, were used in the workplace.
- knives without an automatic blade retraction function were only used with the prescribed personal protective equipment (PPE).
- knives without an automatic blade retraction function were taken out of service by June 30, 2026, at the latest.
- knives with a fixed or unprotected blade were taken out of service by December 31, 2025, at the latest; until then, their use is only possible with the use of prescribed PPE.

4.2.3 Fixed or open-blade knives should be removed from service by December 31, 2025. Until then, they must be used only with PPE. Specialized open-blade knives, e.g., for cutting mineral wool, or other specialized cutting tools, e.g., for cutting PVC pipes or removing insulation, may be conditionally approved for use after this date, provided the principles of safe use (see chapter 4.1) are maintained until they are replaced by other safe cutting tools, but no later than June 30, 2026.

Table 2 The criteria for selecting knives in terms of their safety features

Functional features	Safety Level 1 Cutting tools and safe knives approved for use.	Safety Level 2 Cutting tools accepted conditionally for use.	Safety Level 3 The use of these cutting tools is prohibited or requires conditional approval and compliance with special safety rules during work.
	<p>Bladeless cutting tools. No hazard of a contact with the blade.</p> <p><b>Note: It is strictly forbidden to use scissors for any cutting or as a substitute for a knife.</b></p>	<p>Cutting tools with retractable blades. Knives with blade guards – no risk of contact with the blade and damage to the cut element.</p>	<p>Retractable blade knives. Automatic blade retraction or a secure lock that cannot be overridden. Even when extended for cutting, the blade retracts when the knife is removed.</p>
Examples of knives to use			
Principles for use	<p>Use for operational activities without restrictions, while maintaining safe principles of carrying out work activities.</p> <p>From July 1, 2026 for exclusive use by all ORLEN (Unipetrol) Group companies performing cutting operations with hand knives.</p>	<p>Allowed for use.</p> <p>To be withdrawn from use by January 31, 2026.</p>	<p>Conditional use – subject to withdrawal by December 31, 2025. Use after this date is not allowed.</p>

## 5 Responsibility

Responsibilities are described in Chapter 4 of this directive.

## 6 List of Related Documents

ORLEN technical standard S7 T13

Work with knives (document is available upon request from the document processor)