

Translated from Latvian

Approved

By Order No 37 of May 10, 2019

LatRosTrans LLC Board member

LatRosTrans LLC

**SAFETY REGULATIONS
DURING CONTRACTED WORKS**

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Purpose and Terminology

Regulations purpose: the document (hereinafter to be referred to as the *Regulations*) stipulating the procedure for admission and control of external services providers' personnel (hereinafter to be referred to as the *Contractor*) in the field of labour safety, environment safety, fire safety, and electric safety to execute works at LatRosTrans LLC facilities. The Regulations stipulate the order for issuance of workorders (permits) for hazardous works and fire-dangerous works.

Terminology:

LatRosTrans LLC is a limited liability company LatRosTrans [*under the law of the Republic of Latvia*], unified registration No 40003190740, legal seat: Ilukste LPCS, Shedere parish, Ilukste municipality, LV-5474, phone: +371 67715800, e-mail: riga@lrt.lv, <http://www.latrostrans.lv>

Regulations – the document stipulating requirements and procedures.

Contractor – a provider of external services and his personnel.

Contractor's contact person – a person indicated in a cooperation agreement as a contact person, and a person responsible for compliance with Regulations requirements at LatRosTrans LLC facilities.

LatRosTrans LLC **authorized representative, or a specialist in respective area, or responsible superintendent of respective works** – persons exercising control and supervision over Contractor's works and ensuring communication with Contractor's contact person.

Workorder – an admission to hazardous works execution. The workorder is a document/template containing information on requirements to execution of certain hazardous works.

Permit – a form document issued by LatRosTrans LLC to the Contractor and containing information on requirements to work execution, admission to works.

Introduction

The Regulations stipulate the procedure for Contractors admission and control in the field of labour protection, environment protection, fire safety, and electric safety to execute works at LatRosTrans LLC facilities.

The Regulations stipulate the order for issuance of Permits and Workorders for hazardous works and fire-dangerous works.

The Regulations were developed in compliance with the requirements of effective regular enactments on labour protection, environment protection, fire safety, and civil protection.

The Contractor is obliged to comply with the safety requirements stipulated herein during the entire performance period so as to ensure longevity, safety, and wellness of all employees working in the territory and the environment.

The Contractor is responsible for making his and his subcontractor's employees aware of the content hereof. Contractor's contact person, work superintendents and work performers are responsible for meeting and respecting the specified requirements. If the Contractor due to external factors is not able to comply with any requirement stipulated herein, *The Contractor has right to co-ordinate in writing deviations from the set requirements with authorized representative of LatRosTrans LLC, or an expert in respective field, or a superintendent responsible for respective works.*

The Regulations available at LatRosTrans LLC website www.latrostrans.lv section _____ in Latvian, Russian, and English.

When signing a co-operation contract, Contractor's contact person is obliged to make all his employees aware of the Regulations, and submit to LatRosTrans LLC a documentary evidence thereof.

1. General Information

LatRosTrans LLC ensures in the territory of the Republic of Latvia transportation of oil products (diesel fuel) through the main pipeline from the Latvian-Belarusian border till Ventspils. Four facilities – Skrudaliena OPS, Ilukste LPCS, Dzhukste OPS, and Ventspils CTF – ensure oil product flow metering, storing, and transportation through the main pipeline. The biggest facility, Ilukste LCPS, is a high-risk facility of regional significance (*more information on LatRosTrans LLC at www.latrostrans.lv*).

Safe for the environment, operating pipeline infrastructure and quality of transportation service is the priority of LatRosTrans LLC. LatRosTrans LLC permanently performs inspections, maintenance, and repairs of the oil product pipeline, as well as hazardous waste maintenance according to environment safety requirements, resulted by LatRosTrans LLC activities. LatRosTrans LLC involves other subcontractors for specific works.

2. Labour Protection, Environment Protection, and Fire Safety System

To ensure safe and not harmful to health labour conditions for the employees, a labour protection system was created in LatRosTrans LLC. A permanent internal supervision over the working environment including risk assessment, consulting with personnel so as to involve them into labour protection improvement are implemented in the company. Industrial safety events use to be scheduled and implemented.

In LatRosTrans LLC, severe requirements are set for labour protection, environment protection, and fire safety to both employees and instrumentation and equipment in use. For LatRosTrans LLC, safety and health of each employee working in the territory of LatRosTrans LLC are important, clean и well-ordered working environment. To ensure this, inspection of Contractors' work sites and control over compliance with the set safety

requirements concerning usage of necessary individual protection/safety equipment, respective working equipment/tools, keeping working place in order, compliance with the requirements on environment protection and fire safety.

In LatRosTrans LLC, the control over compliance with labour and environment protection requirements is performed by the labour safety group: senior environment and labour safety specialist, environment and labour safety specialist. Control over compliance with fire safety requirements is ensured by the head of LatRosTrans LLC Fire Safety, Fire-Fighting Service. In addition, in LatRosTrans LLC workers are designated responsible for labour protection and fire safety.

Skrudaliena OPS, Ilukste LCPS, and Dzhukste OPS facilities have permits for B category polluting activities proving that the facilities operate in compliance with the environment protection requirements. The permit stipulates the environment protection requirements to facility activities.

A short-term storage of oil products (diesel fuel) for commercial metering purposes takes place at Ilukste LPCS. In view of danger, quantity of stored product (diesel fuel), and in accordance with the requirements of Cabinet rules No 131 of 01.03.2016 “Procedure for Industrial Accident Risk Assessment, and Risk Reduction Activities”, the following documents were developed for Ilukste LCPS:

- Safety Report containing the performed facility risk assessment and determined measures for prevention of industrial risk possibility;
- Facility Civil Protection Plan stipulating actions in case of an undesired incident, or an industrial accident, or a catastrophe.

3. LatRosTrans LLC High-Stakes (Significant) Risk (Risks) in Labour Protection, Environment Protection, and Fire Safety

The significant working environment risk factors at LatRosTrans LLC facilities:

Most Significant Risks	Measures for Risk Reduction/Prevention
Working Environment Risk Factors:	

<ul style="list-style-type: none"> - physical factors (environment circumstances, inappropriate lighting, impact of current, noise, vibration etc.); - physiological factors (prolonged being in a forced position, local tension of muscles, lifting and carrying of weights); - chemical factors (various chemical agents and blends, <i>loosing aerosols</i>); - traumatic factors (inappropriate technical condition of equipment, tools, structure, and their inappropriate usage, moving mechanisms, fall from a height, crumbling or landslide risk at workplaces, flooding risk); - biological factors (snakebites, insect bites); - psycho-emotional factors (stress at work, fatigue, tight schedule, conflict situations etc.). 	<ul style="list-style-type: none"> - to respect the requirements stipulated in labour protection instructions; - to respect equipment manufacturer's manuals on operation (usage), technical maintenance, and repairs; - to mandatorily use employer's issued individual protection equipment; - to implement all necessary organizational and technical measures at certain working place; - to respect the road signs at the facilities, and safety signs at workplaces; - when moving around on LatRosTrans LLC territories, one shall take account of weather influence, technical condition of floorings on the route, as well as it is prohibited to carry out actions that can threaten own and other's safety.
Impact on the Environment:	
<ul style="list-style-type: none"> - soil, ground, ground waters, and water contamination with oil products in case of equipment damages/accidents, spills; - formation of hazardous waste; - formation of contaminated waste water; - use of natural resources; - use of chemical agents and blends. 	<ul style="list-style-type: none"> - while performing works, one shall strictly respect equipment manufacturers' operation, technical maintenance, and repair guidelines; - while planning works, one shall make provision for absorbents at the facility so as to ensure an immediate collection of spilled chemical agents; - the waste emerging during works shall be collected in respective containers and transferred to waste management enterprises; - it cannot be tolerated that untreated waste waters get into the environment; - it is required to ensure effective use of natural resources; - it is required to make provision for a respective place for chemical agents and blends storing.
Fire Safety Risk Factors:	
<ul style="list-style-type: none"> - fire risk (high risk works, fire-dangerous works, fire, inflammation); - explosion risk (detonation, explosion). 	<ul style="list-style-type: none"> - the requirements stipulated in the fire safety guideline for certain facility; - the terms for fire-dangerous works; - safety signs located at the facilities.

If performance of external services providers results in violation of the terms and it invites a danger to personnel health or lives, a potential hazard to the environment exists, or a loss risk, LatRosTrans LLC has right to interrupt execution of works along with drawing up a statement and sending a written notification thereof to Contractor's management.

4. Overall Requirements to Contractors to Carry Out Works at Facilities

4.1. Documents for Submission and Their Contents

In case works are related to restriction of oil product transportation by LatRosTrans LLC, type and place of works to be timely coordinated (approximately 1 month prior to works) with an authorized representative of LatRosTrans LLC so as to ensure a high-quality planning of LatRosTrans LLC core activities.

When concluding a cooperation agreement, the Contractor to submit to the authorized representatives on certain LatRosTrans LLC facility the following documents:

- In the field of labour safety – labour protection action plan (in case of construction works, as required by the Cabinet rules No 92 of 25.02.2003 “*Requirements to Labour Protection During Construction Works*”), working environment risk assessment, preventive action plan, information on respective education level in the sphere of labour protection.
- In the field of fire safety – the person performing cleaning, technical inspections of chimney or ventilation channel shall show the name and number of the document or certificate on practice proving education or qualification.
- In the field of electrical safety – as required by Cabinet rules No 1041 of 08.10.2013. “Rules on the mandatorily applied energy standard determining the requirements to organizational and technical safety during operation of power supply facilities”.

Cooperation agreement and technical documentation stipulate the documents to be submitted when implementing certain projects. If necessary, LatRosTrans LLC has right to require other document necessary for certain works.

Upon completion of works, the Contractor provides to the authorized representative of certain LatRosTrans LLC facility information on managing of waste generated during works (if applicable): registration card-way bill for transportation of construction waste, registration card-way bill for waste transportation, and other information proving waste delivery to a waste management company.

4.2. Facility Access

An access regime is established at secure entrances of LatRosTrans LLC facilities. Contractor’s workers to be let in to the facilities territories only via the secure check entrance based on previously submitted by Contractors lists of workers and vehicles at designated date and time.

To obtain an access permit for LatRosTrans LLC facilities and territory, one shall timely (at least 24 (twenty-four) hours before) submit a permit application. The application shall indicate persons’ names and last names, personal ID number (date of birth, month, year), car make and state registration number, equipment if necessary.

At the secure check entrance, Contractor's workers shall show a personal identity document and attend the induction meeting (video-tutorial) "For other employers' workers".

The induction labour protection tutorial and target safety training for Contractors' workers performing works outside the facilities (for instance, on the oil product pipeline route) shall be provided by the persons appointed by LatRosTrans LLC order, or a specialist in respective field.

When concluding an agreement, LatRosTrans LLC transfers a facility to Contractor. Both parties shall sign "Statement on the route staking out in the field and transfer for further works" having indicated the place and territory of works in the field (Annex No 2). The requirements and conditions for works shall be stipulated in annexes to agreement, in technical enquiry/specification, or project documentation.

Contractors' workers who violate the established safety requirements when being or working at facilities or in territory of LatRosTrans LLC, to be reprimanded and repeatedly sent for the tutorial.

4.3. Walking in Facility Territory, Safety Signs

«LatRosTrans LLC facilities plans are located close to the secure check entrances from the side of the vehicle access gates. At the facilities, there are parking places for vehicles and bicycles.

In the zone of technological process (industrial/piping), workers shall put on stipulated individual protection tools, it is prohibited to take photos and film unless LatRosTrans LLC permit is obtained.



In LatRosTrans LLC territory, there are traffic rules stipulated in Latvian regulatory enactments. The pedestrians are allowed to walk on the sidewalks and paths for pedestrians, in its turn in the places where it is necessary to walk on the motor road, the pedestrians shall exercise caution and be careful and walk in the opposite direction of traffic. In and outside LatRosTrans LLC facilities territories, the Contractor shall take account of and respect the traffic rules stipulated in Latvian regulatory enactments, installed safety signs, established restrictions, and weather conditions.

Walking in facility territory is only allowed in designated places. When walking at the facility or in the territory, the following requirements to be respected:

- Pipeline crossings and containment borders to be crossed in designated places only over the special bridge structures;
- It is prohibited to get on or under the pipelines;
- It is prohibited to get in the trenches, reservoirs, wells unless the worker is trained and Works order is issued;

- It is prohibited to touch and rest on the equipment railings and fencings;
- While being in unilluminated places at night time (in dark conditions), workers shall put on the clothes with reflecting elements;
- While being in the territory where special equipment is operated (a crane, a tractor, a car lift, a hydraulic manipulator etc.), one shall keep a distance not less than 5 m from equipment motion parts, as well as pay attention to the special-purpose machinery warning signal;
- In a stairway, the worker shall simultaneously use three touch points: one hand and two foot-bottoms, OR two hands and one foot-bottom.

The following speed limits are set for LatRosTrans LLC facilities territories: 30 km/h and 10 km/h for Ilukste LPCS; 10 km/h for Skrudaliena OPS, Dzhukste OPS, and Ventspils CTF.

A vehicle driver shall have a valid driving license of respective category and a health certificate (medical clearance).

It is allowed to drive within the territory only a vehicle in good technical condition equipped with a properly operating fire-extinguisher, a med kit, a reflecting vest, and an emergency sign. Access is prohibited to the explosion hazardous zones marked with the “Explosive agent or explosion hazardous room” warning sign, unless a vehicle is equipped by a firmly attached spark arrester, or a vehicle has button-design tires, in the tank farm closer than 8 m (in case of ground or concrete containment borders, then within the bordered area).

At the beginning of traffic, the driver must make sure that the movement of the vehicle will not injure the workers around, that there are no obstacles in its path, overcoming of which can injure other workers or damage the vehicle, and should sound the horn if necessary.

When driving a vehicle equipped with safety belts, every passenger shall fasten the safety belts otherwise any movement is prohibited. It is prohibited to transport passengers if the vehicle is not provided for this. While the vehicle is moving, the passengers are not allowed to get in or out of the vehicle.

One shall drive the vehicle at the rate not exceeding the permissible speed limit. When choosing a speed, one shall take account of:

- The intensity of traffic, as well as features, height, location and condition of the vehicle and cargo;
- Road and whether conditions;

Depending on the chosen speed, one shall choose the distance preventing a collision when braking a vehicle in front, as well as choose the interval ensuring traffic safety.

It is prohibited to drive a vehicle being under the influence of alcohol, drugs, psychotropic, or other intoxicating substances.

Due to regular increased risk works at LatRosTrans facilities and territories, all Contractors’ workers shall respect established restrictions and warning signs, as well as mark with prohibiting or warning signs dangerous zones at their workplaces.

The increased risk zones at LatRosTrans LLC facilities are:

- Close to the electric equipment with *uninsulated conductive parts*;
- Unfenced platforms/areas above 1.5 m;
- Vehicle movement zones;
- The zones where hazardous substances concentration is over the limit;
- The places where noise level is over the limit;
- The eras of operation of lifting mechanisms and other dangerous areas.

4.4. Protection Tools (Including Fire-Fighting)

During works at LatRosTrans LLC facilities and at territories, the Contractor shall insure the workers with respective individual and collective protection tools to make work performance safe and specialized for works in explosion hazardous environment.

The Contractor shall ensure all required protection tools for protection against risk factors in the working environment in compliance with working environment risk assessment and as required by the regulatory enactments.

It is allowed to use the personal protection tools been periodically inspected and with valid life time.

At LatRosTrans LLC facilities and in territories, there are mandatory requirements fire extinguishers in works area. In LatRosTrans LLC territory, it is allowed to use fire extinguishers meeting the requirements of LVS EN standards, having the CE marking, and suitable for fires of respective class. The Contractor shall use his own fire-fighting tools during fire-dangerous works according to fire safety regulatory enactments.

4.5. Requirements to Work Equipment

For works at LatRosTrans LLC facilities, the Contractor shall use suitable work equipment meeting the requirements of regulatory enactments.

The works equipment shall be respectively labelled and marked with warning notices and warning signs. The warning signs and notices on the work equipment shall be enough informative, easy-to-read, and clear.

The Contractor shall ensure regular technical maintenance of tools, devices, and equipment.

As required by regulatory enactments, the Contractor shall ensure workers training and tutorial regarding use of work equipment (including informing on any kind of risk related to use of work equipment).

LatRosTrans LLC has right to make sure about equipment compliance and workers' competency for performance with work equipment.

At least one day prior to work start (preliminary works) as well as during works, one shall inform LatRosTrans LLC authorized representative on responsible superintendent of respective works about increased risk tools, machinery, and equipment, as well as fire-fighting tools delivered to LatRosTrans LLC territory and used during works. While performing the works, it is prohibited to use unexamined and unmarked tools and equipment.

4.6. Requirements to Order Maintenance During Site Preparation, During Work Performance, During Completion

Contractor's worker shall work and act attentively so as not to detriment own and attendees' health and life. One shall choose safe techniques for everyday actions at and outside workplaces during works. All Contractor's workers employed at a construction site

shall have statutory worker's certificate, and, if necessary, the workers must be ready to show the specified certificate to LatRosTrans LLC authorized representative or officers state agencies. The worker's certificate shall contain the following data on respective worker: enterprise name, name, last name, photo, No of labour contract, signature of enterprise's authorized person, seal.

Each worker must maintain clean and well-ordered working environment at work site, in utility rooms, in storages of materials and tools. The Contractor is responsible for self-maintenance of order at the facility where works are performed, in surrounding territory, and in Contractor's premises.

Workplaces, surrounding territory, and Contractor's premises shall be kept in order. The Contractor shall remove construction waste and industrial waste (if any) from LatRosTrans LLC territory.

At the end of each working day, it is required to put in order working implements and place them to their special storage, as well as to collect waste resulting from the works and place to waste containers. Any object (implements, equipment, materials etc.) located on workers' path and being able to pose a threat to worker shall be put to another place or other safety measures shall be implemented to ensure workers' safety.

If order is not maintained at the facility, LatRosTrans LLC has right to appeal to Contractor's contact person requesting to put the workplaces in proper order by a certain deadline. If works are performed by several Contractors, the person responsible for order is the contact person of the contractual party having an agreement with LatRosTrans LLC on certain works.

If necessary, the Contractor ensures rest premises for his workers as requested by Cabinet rules No 92 of 25.02.2003 "*Labour Protection Requirements During Construction Works*". In certain cases, upon oral agreement, LatRosTrans LLC premises may be temporarily used.

While putting in order the workplace in working environment after contact with asbestos containing materials, one shall use all required protection tools and wet cleaning, or vacuum collection of asbestos dust using a vacuum-cleaner with HEPA type filter.

4.7. *Inspections/Supervision over Contractor's Works*

LatRosTrans LLC (authorized representative, expert in respective field, work superintendent and Safety Department officers for environment and labour protection and fire safety) has right to exercise control over compliance with labour and environment protection and fire safety requirements. LatRosTrans LLC inspects working equipment to clarify whether it is adequate to the works to be performed. LatRosTrans LLC has right to inspect work areas to clarify whether labour protection tools are used, whether workplace is put in order upon work completion, whether waste is removed etc.

If the Contractor or his workers, during work performance, violate the established safety, environment, and labour protection requirements, LatRosTrans LLC is entitled to apply a penalty under respective agreement and the Annex thereto "Environment Protection, Labour

Protection, and Fire Safety Rules During Works at LatRosTrans LLC Facilities” (see the Annex No 7 hereto).

On each recorded violation, a “Report-notification on violation of environment protection, fire safety, electrical safety, and labour safety while performing works at LatRosTrans LLC facilities” (see the Annex No 8 hereto). The report-notification describes violation details, photos or a video record on enclosed electronic data storage.

Contractor’s contact person shall be informed on every recorded and documented violation having proved this fact by his signature in the report-notification. Having read the recorded violation, Contractor’s contact person agrees with LatRosTrans LLC on terms for violation elimination.

It is prohibited to bring to LatRosTrans LLC facilities and territory and use alcohol drinks, drugs, and other intoxicating agents, as well as to be influenced by the said agents/substances.

The “0 Per mille Policy” is binding for Contractor’s workers and any other persons at LatRosTrans LLC facilities and in territory. Violation of the said rule will be deemed violation of LatRosTrans LLC established order, thus being a reason for termination of works and cancellation of pass.

5. Access System Requirements (Approval for Certain Works). Specific Requirements to Hazardous and Hot Works

5.1. Elevated Work. Work at Height (Scaffolding)

The order for elevated work to be issued when planning works:

- At a height of 5 m and more from ground, covering, support platform, or other structure with no protective fence, or it is necessary to perform the works outside the protective fence. Surface of liquid or fine free-flawing agents is not considered as safe and firm/stable surface;
- Above 1.5 m if works are performed in suspended position where the worker, when arranging a fixed workplace at height, uses a cord or other fastenings as a primary safety tool so that to reach the workplace, to position the workplace, or descend.

In case of work at height, one shall obtain LatRosTrans LLC Work Permit and, pursuant to permit conditions, formalize the Hazardous Work Order. See the chapter 6 for the procedure for the order formalization.

The work at height is prohibited at a wind velocity exceeding 15 m/sec.

The work area under the workplace at height shall be fenced and warning signs shall be installed.

During scaffolding complete installation or dismantling, the work is deemed the work at height, and the workers must use all protection tools necessary to limit a falling.

Scaffolding erection is allowed to be performed by respectively trained workers only and under supervision of the officer responsible for scaffolding. Assembly plan shall be kept by Contractor's responsible worker or in scaffolding erection place.

Upon completion of scaffolding or tower erection, Contractor's responsible worker examines scaffolding readiness to operation and formalizes a statement on scaffolding compliance and safe use. The responsible for scaffolding safe operation at least once a week, as well as in case of poor weather conditions, examines and formalizes scaffolding safety. Scaffolding readiness to operation is proved by a sticker (statement) to be placed close to the scaffolding lifting place.

LatRosTrans LLC has right to make sure in scaffolding compliance with the requirements of regulatory enactments.

5.2. *Cargo Lifting and Transferring*

While performing cargo lifting and transferring works specified in para. 11 and 14 of Annex No 1, one shall obtain from LatRosTrans LLC a work permit and, pursuant to permit conditions, one shall formalize the Hazardous Work Order. See the chapter 6 for the procedure for the order formalization.

The Contractor designates the worker in place of work performance responsible for cargos safe transfer and informs LatRosTrans LLC thereof. Contractor's officer responsible for cargos safe transferring provides to the rest workers the information (explanations) on work order and safety requirements to be respected in the course of works, for instance, mutual cooperation signals.

If transferring of a certain cargo can constitute an excess risk to others (for instance, cargo dimensions exceed the vehicle), one shall inform LatRosTrans LLC and the cargo to be transferred under supervision of LatRosTrans LLC manager responsible for respective works.

LatRosTrans LLC has right to require the Contractor to carry out a repetitive certification of dangerous equipment in case of reasoned doubts about technical condition of dangerous equipment notwithstanding the period of validity of made inspection, and has right to require the Contractor to show the certificate proving worker's qualification.

5.3. *Indoor (Closed Space) Work, Work in Trenches*

Closed space is a space or a tank meeting the below requirements:

- Dimensions and shape make it possible for men to get inside of it and perform works;
- Equipped with a limited number of openings/hatches or input/output places;
- The input/output place due to dimensions, shape, or location does not allow the worker to freely get in/out of it (it is necessary to scale, crawl etc.);
- Doesn't make provision for continuous presence of workers inside of it.

In case of indoor works, one shall obtain from LatRosTrans LLC a work permit and, pursuant to permit conditions, one shall formalize the Hazardous Work Order. See the chapter 6 for the procedure for the order formalization.

LatRosTrans LLC existing tanks, reservoirs, wells, cable shafts, construction pits, pits, etc. of a depth exceeding 1.5 m shall be deemed closed spaces.

Prior to entering the closed space, the Contractor shall analyse the last-minute risks so as to check whether all working environment risks are controlled, and whether it is safe to perform works. This includes the following requirements:

- All workers in the closed space must be ensured with *ATEX* air composition analysers;
- The Contractor shall carry out air composition analysis and exercise supervision over it. The air composition supervision frequency is stipulated in the work order;
- The air composition analysers must be certified, calibrated, and suitable for operation in explosion hazardous environment – for “0” zone. The air composition analyser must be able to perform measurements for oxygen (O₂), explosion-hazard (LEL), hydrogen sulfide (H₂S), and carbonic oxide (CO) in the air of working environment.

Inspection of air composition quality shall be made prior to works, as well as repeatedly throughout the day pursuant to the frequency stipulated in the work order.

For works in close space, the Contractor must designate an entrance watchman who:

- Keeps a record of all workers entering or coming out of the closed space in the increased risk works order;
- Maintains communication and overwatches the workers in the closed space;
- Alerts the workers in the closed space to emergency situation.

To enter and come out of the closed space, one shall use only one entrance and exit with a watchman keeping the record of workers. It is allowed to use another exit from the closed space in case of emergency only. To enter and come out of the closed space, same manhole to be used.

At actuation of the air composition analyser, the workers shall urgently terminate work and leave the closed space. In case of emergency, the entrance watchman doesn't leave his post until all workers evacuate.

During work pauses, it is prohibited to be in the closed space, as well as leave implements, auxiliary materials, waste, and other foreign items.

5.4. Requirements to Excavation by Special-Purpose Machinery or Manual Excavation at Depth of over 90 cm

The work order and high-risk work order shall be formalized under the procedure stipulated in chapter 6 herein if excavation by special-purpose machinery or manual excavation at depth over 90 cm to be performed within the below protective belts:

- In oil or oil product pipeline protective belt;

- In oil product reservoir protective belt;
- In oil product pumping station protective belt;
- In oil product tank farm protective belt;
- In protective belts of anode earthing for anti-corrosion electro-chemical protection equipment;
- In protective belts of anti-corrosion electro-chemical protection equipment plant (cathodic protection plant);
- In protective belts for overhead electric cable lines;
- In protective belts for electric network cable lines;
- In protective belts for electric network distribution equipment, feeder points, and transforming substations;
- In protective belts for electronic communication underground network lines and cable channels;
- In protective belts for electronic communication equipment external cabinets and containers;
- In protective belts for electronic communication network aerial electric lines;
- In protective belts for radiocommunication lines towers and masts of electronic communication network antennas;
- In protective belts for radiocommunication lines towers (electronic communication networks) and guys of masts;
- In other statutory protective belts whose mission is to protect LatRosTrans LLC facility from uncontrolled external influence, to ensure operations and safety of LatRosTrans LCL facility, or to protect the environment and humans from negative/detrimental impact of any LatRosTrans LLC facility.

Width of the protective belt to be determined pursuant to legal rules stipulated in the Protective Belt Act.

In case of excavation at depth of 1.5 meters and deeper, the works shall be deemed indoor works (in closed space). The requirements to indoor works are stipulated in chapter 5.3.

If it is necessary to restrict vehicle and pedestrian traffic during excavation works, Contractor's contact person shall inform LatRosTrans LLC thereof.

During excavation, the extracted and contaminated soil shall be placed separately, thus preventing s repeated contaminated soil, ground water. Further transferring of contaminated soil shall be coordinated with LatRosTrans LLC.

Oil product contaminated soil shall be placed separately and one shall implement measures so that soil contamination does not repeatedly flow down into ground during falls. If soil gets contaminated, one shall inform LatRosTrans LLC Control Service at 65401221, 65401222, or 26351007.

If explosive items are found during excavation, one shall urgently terminate the works, block the access to the dangerous zone, inform nearest State Police office by phone number 110 or 112 and LatRosTrans LLC authorized representative.

5.5. Dangerous Equipment Repairs:

- **Main Pipelines Repairs**
- **Oil Product reservoirs Repairs**
- **Boiler Equipment Repairs**

Repair or reconstruction of the **main pipeline** is allowed to start only after receipt a work permit from LatRosTrans LLC and formalization of a high-risk work order pursuant to the permit conditions. See the chapter 6 for order formalization procedure.

LatRosTrans has right to choose the methods for the pipeline technical maintenance, repair, and reconstruction to ensure safe, cost effective, and continuous supply of transported product. The Contractor is obliged to perform main pipeline repairs pursuant to conditions in a cooperation contract and a technical enquiry, as well as LatRosTrans LLC established methods.

The Contractor shall record all data on the main pipeline repairs or reconstruction, as well on inspections due to repairs or reconstruction.

It is allowed to start repairs or reconstruction of the **oil product reservoirs** (stationary aboveground and underground reservoirs) only upon receipt a work permit from LatRosTrans LLC and, pursuant to permit conditions, one shall formalize the Hazardous Work Order. See the chapter 6 for the procedure for the order formalization.

The requirements to works are stipulated in a cooperation agreement, a technical enquiry to each project and to be coordinated when entering into the agreement.

The Contractor shall record and attaches to the reservoir operation log all data on reservoirs reconstruction or repairs, as well as inspections due to such works.

It is allowed to start repairs of reconstruction of the **boiler equipment** only upon receipt a works permit from LatRosTrans LLC and, pursuant to permit conditions, one shall formalize the Hazardous Work Order. See the chapter 6 for the order formalization procedure.

The requirements to works are stipulated in a cooperation agreement, a technical enquiry to each project and to be coordinated when entering into the agreement.

Prior to repair or reconstruction, the boiler equipment to be disconnected from the sources of pressure, temperature, liquid and gas.

The Contractor shall record all data on the boiler equipment repairs or reconstruction and on inspections due to repairs or reconstruction and attach to the boiler equipment inspection and technical maintenance log.

LatRosTrans LLC has right to make sure of the work methods applied by Contractors and workers' competency.

5.6. Repairs of Main Oil Product Pumps, Sewage Pumps

During the repairs of the main oil product pumps and sewage pumps, one shall meet the requirements of LatRosTrans LLC approved guidelines on operation, technical maintenance,

and repairs of the main pipelines, as well as the procedure for the main pipeline technical supervision.

The requirements to repair works are stipulated in a cooperation agreement, a technical enquiry to each project and to be coordinated when entering into the agreement.

It is allowed to start repair works or reconstruction only upon receipt of work permit from LatRosTrans LLC and, pursuant to permit conditions, one shall formalize the Hazardous Work Order. See the chapter 6 for the order formalization procedure.

Prior to repair works, the Contractor shall coordinate a work performance plan. Responsible services of LatRosTrans LLC make the pipelines empty of oil and oil products, degassing and hermetisation, as well as specify the arrangement of pipelines and utilities.

5.7. Maintenance and Repairs for Electrical Plants of voltage of 50V and More

The works in electrical plants shall be performed as required by the Cabinet rules No 1041 dated 08.10.2013 “Rules on mandatorily applied energy standard establishing requirements to organizational and technical safety during operation of power supply facilities” which must be respected by the Contractor.

Prior to works, a work permit statement shall be formalized to the Contractor in the territory, in electric plant rooms, on the power line, or at the power line section (*hereinafter to be referred to as Work Permit Statement*) (Annex No 6, para. 102 of Cabinet rules No 1041 of 08.10.2013 “Rules on mandatorily applied energy standard establishing requirements to organizational and technical safety during operation of power supply facilities”). By the Work Permit Statement, a territory, a premise, an electric line or its section are transferred to the Contractor for certain works at the relevant time. The Contractor is responsible for compliance with the labour safety requirements during the works indicated in the Work Permit Statement.

Contractor’s workers are allowed to enter and perform works for electrical plants only after receipt of Work Permit Statement and target [*safety*] training.

If it is necessary for works to connect portable electrical plants, the Contractor shall submit a request to LatRosTrans LLC officer responsible for respective works. Connection of portable electrical plants shall be organized by Contractor’s workers after receipt of written order.

Electrical equipment maintenance is a high-risk work authorized to be performed only by specifically trained electrotechnical personnel. LatRosTrans has right to make sure of Contractor’s personnel competency.

5.8. Cleaning and Repairs of Draft Ventilation System in the Premises of Dangerous/Hazardous Chemical Agents (Chemical Laboratory etc.)

To inform Contractor's workers on the premise where dangerous chemical agents are located and used, entrances and doors are marked by warning safety signs.

The Contractor must ensure for workers in the place of works available safety data sheets of used chemical agents. Based on the safety requirements stipulated in the safety data sheet, one shall ensure the workers with respective protection tools when interacting with a chemical agent, as well as the workers shall be able to properly use respective protection tools. While using dangerous agents, one shall respect the instructions mentioned in the safety data sheets and established by manufacturers.

To alert to an explosion-hazardous concentration, automatic air analysers are installed at LatRosTrans LLC main pumps facilities.

5.9. Hot Works

The hot works (fire-dangerous works) are the works while using open flame, or generating sparks, as well as other works able to cause inflammation.

The hot works are performed:

- In purposely arranged places determined by LatRosTrans LCL order;
- In temporary places.

The following works fall under the hot works:

- Electric-arc welding;
- Treatment of metal details with gas flame (gas welding, gas-cutting, soldering etc.);
- Mechanical treatment of metal causing sparks (polishing, cutting, riveting, hammer work);
- bitumen and resin melting and boiling with open flame;
- work with soldering lamps (treatment/finishing of housings).

The hot works to be performed as required by Cabinet rules No 238 of 19.04.2016 "Fire Safety Rules". The specified requirements are binding for all Contractor's workers.

A cooperation contract, technical documents, or design as-built documents stipulate hot works requirements and conditions to be respected and met by the Contractor.

It is allowed to perform the hot works only when a work permit received from LatRosTrans LLC and, pursuant to the permit conditions, hot works order is formalized, and all established measures are ensured. In case the work permit is not used to the Contractor, then the hot works order shall be issued by the worker designated by LatRosTrans LLC order. See the chapter 6 for the order formalization procedure.

When possible, the hot works at LatRosTrans LLC facilities to be performed before noon so that the Contractor ensures supervision over the place of works during four (4) hours upon hot works completion.

Purposely arranged places of permanent hot works are fixed places for hot works (premises, sites) equipped for the said purpose, designated by LatRosTrans LLC order, and where works order formalization is not required.

5.10. Requirements to Gas Cylinder Use

The works requiring gas cylinders use, to be performed as required by Cabinet rules No 238 of 19.04.2016 “Fire Safety Rules”. The specified rules are binding for all Contractor’s workers.

6. System of Work Permit, Work Permit Statement in Territory, in Electrical Plant Room, at Power Line or its Section, and High-Risk Work Order, Hot Works

6.1. Issuance Procedure for Work Permit, Work Permit Statement in Electrical Plant Territory and High-Risk Work Order

The high-risk works include the works during which working environment risk factors exist or may emerge independently of nature of works. During such works, in addition to usual labour protection activities/measures, one shall implement extra measures developed separately for each certain case.

It is allowed high-risk works only upon a receipt from LatRosTrans LLC a written Work Permit, Work Permit Statement in a territory, in electrical plant rooms, at power line or its section and, pursuant to Order conditions, formalization of High-Risk Work Order, and after specific target safety training by LatRosTrans LLC for Contractor’s workers. The Contractor is obliged to carry out a target safety training for all workers performing works by Contractor’s order.

The High-Risk Work Order, the Work Permit, and Wok Permit Statement in a territory, in electrical plant rooms, at a power line or its section shall be formalized pursuant to the High-Risk Work List (Annex No 1), Order sample (Annex No 4), Permit sample (Annex No 3), and Statement sample (Annex No 6).

Wok Permit Statement in a territory, in electrical plant rooms, at a power line or its section shall be issued by LatRosTrans LLC authorized representative or a work superintendent responsible for respective works and being entitle to issue the Order and the Permit by LatRosTrans order.

If the Contractor receives the Work Permit, the Wok Permit Statement in a territory, in electrical plant rooms, at a power line or its section, then the Contractor must himself prepare and issue the High-Risk Work Order to his workers.

The Work Permit, Wok Permit Statement in a territory, in electrical plant rooms, at a power line or its section shall be issued prior to work start to Contractor’s work performer, and shall be signed by Contractor’s work superintendent and work performer. Work performer may simultaneously receive only one Permit or one Wok Permit Statement in a territory, in electrical plant rooms, at a power line or its section. Contractor’s work superintendent, according to specific circumstances, may simultaneously issue to his workers not more than 3 (three) Work Orders.

Contractor’s work superintendent has the following duties:

- Prepare and issue the High-Risk Work Order;

- Personally instruct work performers on work scope, nature, volume;
- Check the existence of all devices stipulated in the Order and compliance with the labour protection/safety rules.

The Order stipulates the persons involved in work performance, works for execution, and activities for workplace preparation and access to works. The Order shall accurately and clearly indicate a brigade content, a work zone, work scope, nature, and volume, labour protection and fire safety activities, individual and collective protection tools to be used. Order emendation is prohibited.

If necessary, one may attach to the Order plans/schemes of safety tools, devices, and other technical means, air analysis results (works in reservoirs, welding works in the places of increased concentration of inflammable and explosion-hazardous agents), as well location of warning signs and other safety measures.

The Order and Permit shall be issued for the period not exceeding 15 (fifteen) days from start of works, or for entire period of works and be valid till work completion. The Order is allowed to be once extended for the period not exceeding 15 (fifteen) days as from Order extension (may be extended if necessary).

All Orders and Permits shall be stored together with project implementation document after full completion of works pursuant to LatRosTrans LLC established order.

The Work Order or Permit shall be formalized in 2 (two) copies. During workplace preparation and during works one copy of the Order or the Permit shall be kept by LatRosTrans LLC authorized representative or a person issuing permit for workplace preparation and appointed by LatRosTrans LLC order, and the second copy thereof to be stored at the workplace by Contractor's work performer.

6.2. Hot Works Order Procedure

The Hot Works Order shall be prepared pursuant to the Hot Works Order sample (Annex No 5).

The specified Order to be made in 2 (two) copies. One copy shall be kept by Contractor's work performer for the duration of works, the second copy shall be kept by the person responsible for hot works. The Order shall be stored not less than 3 (three) days upon hot works completion.

If the Contractor performs works without receipt of Work Permit, then Hot Work Order shall be issued by a worker appointed by LatRosTrans order and responsible hot works.

In case inly Work Permit is issued to the Contractor, then the Contractor is obliged to himself prepare and issue the Hot Works Order for his employees, and he is responsible for hot works.

LatRosTrans LLC shall issue the Works Permit to Contractor's wok superintendent prior to work start, and the latter shall sign it.

Only one Hot Works Order can be simultaneously issued to works performer.

Contractor's work superintendent has the following duties:

- To prepare and issue the Hot Works Order;
- To personally instruct the works performer on works scope, nature, and volume;
- To check the existence of all devices stipulated by the Order and compliance with fire safety and labour protection rules.

All Orders shall be kept together with project as-built documentation upon full completion of works pursuant to LatRosTrans LLC established order.

Prior to Order issuance, the person responsible for hot works shall assess the risk of possible fire in presence at the place of works by determining:

- Preliminary works and their sequence;
- Fire safety measures, fire-fighting means to be allocated at workplaces;
- Procedure and means for State Fire-Fighting and Rescue Service call;
- Procedure for air control to indicate explosive-hazardous environment;
- Procedure for workplace control after work completion and during lunch-breaks;
- The performer responsible for hot works place arrangement;
- The performer responsible for workflow and workplace control after work completion or during lunch-breaks.

A target training on the works to be performed shall be carried out prior to order issuance to Contractor's work performer.

Upon hot works completion, Contractor's work performer enters works completion date and time in the Order. Contractor's person responsible for hot works shall organize a supervision over the hot works place during 4 hours after hot works completion. Upon expiration of stipulated time of 4 hours, Contractor's work performer shall sign the Order thus proving completion of hot works.

6.3. Procedure for Target [Safety] Training

LatRosTrans LLC organizes the target training prior to work start for Contractor's workers on the works to be performed, which are coordinated with LatRosTrans LLC authorized representative. During the target training, LatRosTrans LLC informs the Contractor (pursuant to LatRosTrans LLC developed guidelines, regulations, and other documents) on extra safety measures to be respected during certain works at LatRosTrans LLC facility. The Contractor is obliged to conduct the target training for all workers involved in and performing works by Contractor's order (pursuant to developed documents and Contractor's established order). One shall record the data on training in the High-Risk Work Order (Annex No 4) or in the Work Permit (Annex No 3).

During the target training, LatRosTrans LLC makes sure that Contractor's work performer has a respective qualification gained according to the course of regulatory enactments, and the workers are trained for hot works and high-risk works.

LatRosTrans LLC authorized representative or responsible works superintendent in the presence of Contractor's works performers makes sure of a workplace arranging pursuant to the Order or Permit, existence of individual and collective protection tools, existence of required implements and equipment.

The Contractor is responsible for mandatory compliance with the requirements and terms stipulated in regulatory enactments, the Order, and the Permit.

6.4. Control and Supervision Over High-Risk Works and Hot Works

Prior to Order or Permit issuance, a target training to be shall be conducted for Contractor's workers on the works to be performed.

The Contractor shall ensure supervision over hot works place at least during four hours after hot works completion. At LatRosTrans LLC facilities, the hot works, when possible, shall be performed before noon of a working day.

LatRosTrans LLC exercises supervision over the works in progress, ensuring a permanent control in place of high-risk works only if the Hot Works Order was issued by LatRosTrans LLC.

In case the Contractor is not given the Works Permit, then the High-Risk Work Order or the Hot Works Order shall be issued by a worker appointed by LatRosTrans LLC order.

In case of necessity to please the workplace, Contractor's work superintendent (contact person) shall be replaced by Contractor's works performer. If it's not possible, then the high-risk works shall be terminated. Contractor's workers are not allowed to leave the workplace without supervision or to perform works not indicated in the Order or the Permit.

At high-risk works performance places, LatRosTrans LLC officer responsible for respective works shall:

- Control compliance with labour protection requirements;
- Control implementation of the measures indicated in the Order, the Statement, or the Permit (inclusive of oral ones);
- Control proper sequence of performed works;
- Control aerial environment analysis and exercise control over condition of aerial environment;
- Inform LatRosTrans LLC authorizes representative, Contractor's contact person, and work performers on the threats emerging in the course of works.

Upon completion of high-risk works or hot works, on shall make an entry in the Order on work completion (Annex No 4, Annex No 5).

7. Emergency Response Requirements (Evacuation Requirements)

There is a procedure established in LatRosTrans LLC for activities cases of emergency.

Accident Activities

The Contractor shall urgently inform his direct manager and LatRosTrans LLC authorized representative on all happened accidents and injuries with Contractor's workers in

LatRosTrans LLC territory. For alert/notification, one may use any information method and means ensuring the fastest delivery of information. The accident place shall be kept unaffected, when possible.

In case of threat to life of injured person, one shall urgently administer first aid pursuant to labour protection guidelines. Only specially trained personnel is allowed to administer first aid.

Emergency Activities

LatRosTrans LLC office buildings are provided with escape maps.

Buildings of each LatRosTrans LLC facility are equipped with fire-protection alarm.

At each facility, the “Safety assembly area” is arranged and marked with safety signs.

There are two warning sirens at Ilukste LPCS for workers warning.

At warning siren or voice alarm actuation, Contractor’s worker must listen attentively to the message and act pursuant to certain directions. During evacuation, including the case of emergency training, Contractor’s workers shall go to the nearest safe assembly area and register there.

Workers actions in emergency situations (fire, accident/failure, oil product spill etc.):

- Urgently inform at **65401221, 65401222, 6540301, or 112, and** evacuate to the safety assembly area.



Administering First Aid:

- Verbally inform (shout for help) the persons in close proximity and observe personal safety;
- As necessary, administer first aid using available med kits close to the workplaces;
- Call the Emergency medical aid brigade at 112 or 113 to the accident place or to the first aid room to which the injured may be delivered.

8. Annexes

Annex No 1. List of high-risk works requiring to formalize an order

Annex No 2. Statement on route stake out in the field

Annex No 3. Work permit

Annex No 4. Sample of high-risk works order

Annex No 5. Sample of hot works order

Annex No 6. Statement on work permit (access to works) in a territory, in electrical plant rooms, at power line or its section

Annex No 7. Rules for environment protection, labour protection, and fire safety during works at LatRosTrans LLC facilities

Annex No 8. Statement-notification on violations of environment protection, fire safety, electrical safety, and labour safety during works at LatRosTrans LLC facilities.