

## HSE Requirements for Suppliers Performing Activities in SLOVNAFT, a.s., area Vlčie Hrdlo, Bratislava

(hereinafter referred to as “HSE REQUIREMENTS”)

In these HSE REQUIREMENTS, “Contractor” shall mean each contracting partner of the SLOVNAFT, a.s. company and its subsidiaries (hereinafter referred to as the “Client”). The contracting party that carries out activities for the Client can also be indicated in the contracts as a Provider, Constructor, or Supplier.

HSE REQUIREMENTS shall apply to all Suppliers carrying out activities for the Client in the Vlčie Hrdlo area, Bratislava. The specific requirements for the relevant area were drawn up and apply to the SLOVNAFT, a.s. terminals located outside Bratislava and the service stations owned by SLOVNAFT, a.s., with the exception of the in-house gas station.

These HSE REQUIREMENTS are an integral part of the General Purchase Conditions of SLOVNAFT, a.s. and its subsidiaries.

**A written work permit/authorization** is required in the premises of SLOVNAFT, a.s., Vlčie Hrdlo, Bratislava (the implementer is also required to prepare the **Job Safety Analysis**), if some of the following activities are being carried out:

Type of permit	Activities
Permit for other activities	a) The use of portable devices which, by their dimensions, restrict movement, or interfere with the dimensions of the technology (mobile cranes, etc.);
	b) The work at heights and above free depth (including the construction of scaffolding), where there is no collective security against falling;
	c) Excavation work up to 1.2 m
	d) Non-destructive testing with ultrasound, x-ray and electromagnet; measurements and diagnostics of rotary machines and electric automation equipment;
	e) Concrete cutting, work with a jackhammer, drilling (out of the areas with an increased risk of fire);
	f) The use of devices that are driven by internal combustion engines (cleaning aggregates, pulling devices of pipe bundles and the like, etc.);
	g) Work and activities, in respect of which the employee/worker is given the opportunity to move closer directly or indirectly with an object (e.g. tools, crane) to the exposed live parts of electrical equipment at a distance of less than 3 meters. This provision shall not apply to the work on the electrical equipment carried out by persons with the appropriate professional qualifications of an electric engineer;
	h) Opening and repair of the measuring and regulatory instruments placed in cabinets in a non-explosive design, as well as all other devices in an environment with danger of explosion, which can cause sparking or an increase in the temperature of the surface of the instrument;
	i) Opening and repairing the equipment, in which dangerous atmosphere is or was

Type of permit	Activities
	<p>situated (toxic, irritant, decreasing oxygen content, acid, corrosive).</p> <p>j) Repair and maintenance of fire-fighting, cooling, drinking, domestic water distribution;</p> <p>k) Cleaning work using pressure equipment;</p> <p>l) Electric annealing of welds;</p> <p>m) Repair and maintenance of rotary machinery;</p> <p>n) Repair and maintenance of the technological equipment (except for the autonomous maintenance within the meaning of the local management act (hereinafter referred to as "LMA") PROD_1_SN24, Minor Maintenance Work Carried Out by the Employees of the Manufacturing Units "Autonomous Maintenance"):</p> <ul style="list-style-type: none"> <li>• Which is a reserved/designed technological equipment, such as the pressure, gas, electrical, lifting facilities;</li> <li>• With the temperature of the material higher than 45°C;</li> <li>• Which contained a dangerous chemical substance or a dangerous chemical mixture within the meaning of the Chemical Act;</li> <li>• Where combustibles of any kind or class of danger were previously located provided that the head of the workplace declared (evaporation, blowing, measurements of the atmosphere, separation, etc.) that the device is free of flammable substances and that there is no possible risk of fire or explosion inside the device. If this is not possible to declare, it is necessary to proceed in accordance with Permit for activities with an increased danger of fire;</li> </ul> <p>o) Repair of steam and hot water distribution;</p> <p>p) Work with radioactive substances;</p> <p>q) Reconstruction, streamline, implementation of a new project, and disposal of the structure;</p> <p>r) Non-standard work, with a risk of intoxication or damage to the health of persons. This work must have a procedure drawn up with regard to the potential risks and their elimination. The Supplier of the non-standard work must submit such a working procedure to the client ordering the work and the representative of the implementing body must present it to the supervising and inspecting authorities on request.</p> <p>s) Repairs of hardware of control systems (DCS, PLC), interlocking systems (PLC), safety systems (ESD, safety PLC), monitoring systems and associated MaR switchboards (Marshaling, mains, power supply) during production unit operation. Installation and configuration changes that could cause the unit to shut down.</p>
Permit for activities with an increased danger of fire	<p>a) Maintenance and repair of technical and technological equipment containing a flammable substance (including the potential for residual hydrocarbons or flammable gases also after STZ cleaning and preparation) and removing their fault conditions, in addition to the "Fire safe maintenance" defined in Appendix 18 in HSE_GP1_SN5;</p> <p>b) Gas welding, electric arc welding;</p>

Type of permit	Activities
	c) Oxygen cutting;
	d) Heating, annealing, quenching, connecting and other processing of metals by use of a flammable gas with oxygen or compressed air;
	e) Other activities with open fire, e.g. adhesion bonding of flammable flooring and roofing, wall and ceiling tiling with the use of fire, electrothermal appliances and equipment or flammable adhesives, and removing old paint using heating appliances and devices, thawing of soil, frozen or solidified product in pipelines or tanks, warming of asphalt;
	f) Metal processing (including cutting of metal), during which welding, grinding or sparking devices are used irrespective of the degree of automation in places with the possibility of fire or explosion;
	g) Machining of materials (concrete eroding, sand blasting), during which sparks may be created in places with an increased risk of fire and explosion.
Permit for activities in the confined space	h) The entry into the confined space.

(Hereinafter referred to as "activities" or "work").

When carrying out activities for the Client, the Supplier is obliged to follow the generally binding legislation in the field of occupational health and safety, fire protection, environmental protection, prevention of major industrial accidents and waste management (hereinafter referred to as "HSE Rules"), these HSE REQUIREMENTS and the internal regulations published at [www.slovnaft.sk](http://www.slovnaft.sk) in the section **About Us > Supplier Center > SD&HSE Requirements for Contractors;**

Link: <https://slovnaft.sk/en/about-us/for-investors/supplier-center/sd-hse-requirements-for-contractors>

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## Part I Occupational Safety and Health (OSH)

### A. INTERNAL DOCUMENTS

The Supplier is obliged to demonstrably acquaint all of its workers and unconditionally adhere to the following internal documents of the Client (including other documents made available on the company website):

- ▶ HSE2.4\_PD\_SN1 – Basic OSH rules
- ▶ BP-07 – Requirements for the Use of Labeling, Symbols and Signals to Ensure OSH
- ▶ HSE\_GP1\_SN6 – Safe Work at Heights
- ▶ HSE\_GP1\_SN5 – System for the Issue of Written Authorizations to Work and Instruction to ensure protection against fire for activities with an increased danger of fire
- ▶ HSE\_GP1\_SN7 – Traumatology Plan
- ▶ HSE3.1\_PD\_SN3 – Minimum Requirements to Ensure the Protection of Persons from Gas Threats
- ▶ HSE\_SN1 – Energy Isolation/LOTO
- ▶ HSE\_GP1\_SN4 – Main Principles for the Handling of Hazardous Chemicals and Hazardous Chemical Mixtures

### B. PROCEDURE IN THE EVENT OF INJURY

An injury that requires professional medical or hospital treatment or transport to a medical facility

To transfer the injured person(s) to safety, it is necessary to take advantage of the evacuation plans of the structure prepared for the event of evacuation in case of fire or other emergencies. In parallel with the provision of first aid, the lay rescuer shall report the injury (situation) or ensure it is reported through other employees at the short phone number **33-33** or **at + 421 2 4055 3333**.

The correct first aid administration means that the rescuers should be aware of and know the procedures for the activation of the rescue chain, respond to the assessed situation effectively and in a timely manner, determine the symptoms of the injury (examine the patient) and correctly administer first aid (including the transfer of the patient).

**When reporting, speak clearly and indicate:**

- a)** The company and the exact location of the event (the block number; determine arrival to the injured according to the cardinal direction (South, North, West, East));
- b)** What happened (in particular, highlight the life-threatening states, in which the participation of a doctor is needed);
- c)** Your first name and last name, job title;
- d)** The phone number, from which you are calling;
- e)** Leave room for the called service to place supplementary questions – **do not hang up the phone right away!**

Until the arrival of the FRS, the head of the workplace, head of the shift or their authorized person or person present in the injury shall organize and provide general first aid.

Then shall give guidance to the FRS or a rescue vehicle through the escort to the place, where the injured employee is located. After the arrival of the FRS, the organization and

implementation of first aid are taken over by the fire department paramedics. After the arrival of the ambulance/medical emergency to the place of the incident, the patient is handed over into their care.

### C. OSH (HSE) PLAN

The OSH (HSE) Plan complies with the requirements of OSH plan under the SR National Council Act No. 396/2006 Coll. SR.

The OSH (HSE) Plan is a description of activities that are necessary to ensure an injury- and accident-free course of work and the work without any negative impacts on the work environment. The OSH (HSE) Plan is drawn up by the safety coordinator of the Client as a basic document, which is binding on all staff of the Supplier and subcontractors carrying out activities on the premises and property of the Client, unless otherwise agreed contractually. In the case of the OSH (HSE) Plan's development, special (duplicate) elaboration of Job Safety Analysis is not required for individual work, for which the work authorizations are issued. The OSH (HSE) Plan is drawn up by the safety coordinator, while the Supplier must provide him/her with the necessary assistance. Verification of the OSH (HSE) Plan by the documentation coordinator – designer (SKSI certificate) shall be ensured by the OSH Coordinator.

The OSH (HSE) Plan template, as well as the procedure of use thereof, are listed on the website: <http://slovnaft.sk/sk/o-nas/centrum-dodavatelov/sd-hse-poziadavky-pre-kontraktorov>

The OSH (HSE) Plan must be drawn up in Slovak; in the case of multilingual versions, the Slovak version shall prevail over the versions in other languages, when any disputes regarding the translation arise, unless contractually stipulated otherwise.

The Supplier shall supplement and update the list of its subcontractors in the OSH (HSE) Plan, indicating the dates of commencement and completion of the works by subcontractors.

The Supplier shall maintain lists of its own employees and the employees of subcontractors present in the workplace/on the construction site (collectively, the "workers") in the OSH (HSE) Plan stating the first and last name of the worker, the worker's relation to the Supplier or subcontractor, the identification numbers of the worker's entry card, the worker's profession, and signature. For a profession requiring a certificate of competence (machine operators, welders, binders, etc.), it shall also attach the certificate registration number, the date of the last exam, unless the actual data have been already stored in the electronic registry of professional and medical competence in the GEM information system.

The Supplier shall further demonstrate in the OSH Plan (HSE) by medical certificates that its workers have valid medical examinations for activities that require health fitness to work, based on licenses, certificates and the documents within the meaning of Act No. 124/2006 Coll. (work with loads, work at height, and work under special rules), unless the current medical certificates have been stored in the electronic registry of professional and medical certificates in the GEM information system.

The Supplier shall supplement and update the OSH (HSE) Plan with the list of reserved technical equipment (RTE), which they will provide and use during the implementation, along with a copy of the professional inspection, professional test, and official test certificates pursuant to Decree No. 508/2009 Coll. Alternatively, the Supplier shall supplement and update the list of specified technical facilities in the OHS Plan (HSE).

For the performance of repair and maintenance activities carried out during the general revisions (GR) and technological stops (TS), the SD&HSE Department of SLOVNAFT a.s. shall draw up the OSH (HSE) Plan for GR and TS. This OSH (HSE) Plan for GR and TS is binding for all of the participating Supplier's workers and its subcontractors. ***When carrying out repair and maintenance activities and it is necessary and/or required by the Client with regard to the nature and the scale of the given activity, the Supplier shall use its own framework or type-based technological processes for the performance of activities, or specific processes in certain cases; it is also possible to use the***

**tutorials/manuals from their manufacturers on the use and maintenance of the given equipment.**

The Supplier undertakes to keep a site log at the construction site.

The Supplier shall provide the documentation coordinator with the required qualifications at its own expense, unless contractually agreed otherwise. The selection of the documentation coordinator is subject to the consent of the Client. The Client shall provide the safety coordinator, who has the required qualifications (ABT), at its own expense, unless contractually agreed otherwise. Before commencing work at the construction site/workplace, the Client shall appoint the safety coordinator and the documentation coordinator within the meaning of applicable legislation.

The Supplier shall state the names, surnames, and telephone contacts for the safety coordinator and the documentation coordinator on the notice-board at the entrance to the construction site/workplace in the site logbook. The safety coordinator must be reachable by phone and in person at the time of the work at the construction site/workplace during the whole period of the work's implementation on the construction site/workplace, unless otherwise agreed in writing. Safety coordinator and the documentation coordinator proceed according to applicable legislation of the Slovak Republic, and directly communicate with the responsible staff of the Client. In case the work carried out is implemented in accordance with HSE\_GP1\_SN5 and requires permits/authorizations to be issued for the work, and for the implementation of which the legislation in force does not require the security coordinator to be appointed (e.g. for maintenance activities), it is necessary that the work in the workplace is checked on a daily basis by the Supplier's authorized technician. The name and the contact must be available at the workplace.

**D. INSTRUCTING AND INFORMING THE SUPPLIER'S WORKERS**

**Before commencing the work, the Supplier's workers are obliged to undergo the following:**

1. Entry training (at the main gatehouse - shall be provided by EFG; it shall be valid for 12 months).
2. Training of fire assistance patrols - validity of 12 months (in the case they are members of the fire assistance patrols).
3. Training of hydrant operators (if they are to operate the hydrants) for employees of Suppliers shall be carried out based on an agreement with the training center and upon the order was placed.
4. Training for the performance of the entry supervisor's function (in the case that the worker will perform the function of the entry supervisor for work in a confined space) - validity of 12 months.

***Method of Ordering Educational Programs, 2, 3, 4:***

- a) By e-mail to the address: [branislav.balog@falck.slovnaft.sk](mailto:branislav.balog@falck.slovnaft.sk)  
[daniel.duris@falck.slovnaft.sk](mailto:daniel.duris@falck.slovnaft.sk)  
[emil.sekel@falck.slovnaft.sk](mailto:emil.sekel@falck.slovnaft.sk)
- b) By phone: +421 911 087 143  
+421 911 087 142  
+421 905 589 232

5. Familiarization with the dangers, threats and hazards of the workplace is carried out by the head of the Client's workplace; it is valid for 12 months, unless the conditions at the workplace change. The lecturer shall draw up a record on the familiarization and informing, with a list of the trainees and the content of the training (2nd grade training). Staff of the Supplier must have a document (copy of the attendance list or a record in the HSE log of the Supplier) available at the workplace for inspection by the employees of Slovnaft, a.s.

## **E. MANDATORY COMPONENTS OF PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Personal protective equipment (PPE) is all means intended for the individual protection of life and health of the worker from dangerous or harmful factors at work and the work environment.

Persons entering the premises of the shops/manufacture/zones with the possibility of the explosive, unbreathable or toxic atmosphere in order to perform work must be equipped with the following PPE (unless the special law states otherwise):

### **Protective Helmet and accessories for Explosive Atmospheres**

A helmet that provides protection against falling objects and structures, which meets the above standards.

Standard:

- ▶ STN EN 397 + A1:2013-03 - Safety helmets used in the industry
- ▶ EN 60079-32:2015 (resp. EN ISO 80079-36:2016, resp. STN EN 13463-1) - ATEX certificate for use in hazardous areas, zone 1, 2

In difficult conditions, such as work at heights, it is mandatory to have and wear a strap buckled on the helmet, to be used to increase stability.

Accessories for helmet:

- ▶ Hearing Protectors: EN 352-1, EN 352-2, EN 352-3, EN 352-4 (ear muffs, earplugs, etc.)
- ▶ Eye protection – Safety Face Shield EN 166, EN1731

### **Protective Gloves According To the Type of Performed Work**

- ▶ EN 420:2003 - General requirements for protective gloves
- ▶ EN 388:2016 (min. 2112A) - Protective gloves against mechanical risks
- ▶ EN 374:2016 - Protective gloves against chemicals and micro-organisms
- ▶ EN 407:2004 - Protective gloves against thermal risks
- ▶ EN 511:2006 - Protective gloves against cold
- ▶ EN 12477:2001 - Protective gloves for welders

### **Safety Ankle Boots**

Boots must be equipped with protection against the impact of energy and pressure, i.e. the S3 category boots, with the protection of soles against punctures and fuels;

Standard:

- ▶ EN ISO 20345 – S3 safety boots with steel toe-cap.

### **Protective Eyewear for Use in Industry**

Employees of the Supplier must use protective glasses according to the type of work and must comply with the given standards. Basic glasses must protect a person against penetration of foreign bodies (dust), and/or small aerosols in the eye. Mechanical resistance cl. F.

Standard:

- ▶ EN 166-General requirements for eye protection
- ▶ EN170-Personal means of eye protection. Filters against ultraviolet radiation.

Glasses with dark visor anti-glare must meet optical class 1 and must not distort the signaling lights and colors. It is forbidden to use protective glasses with dark lenses in areas with reduced visibility (confined space, covered areas, night clocks, etc.).

### **Work Clothing – Non-Flammable, Anti-Static Suit (Trousers, Blouse)**

Employees of the Supplier must use work clothes suitable to the environment, in which they are exposed to the risk of damage to health due to threat of fire and explosive atmospheres. An employee of the Supplier must be identified by the company name on the work clothes. Clothing must be marked with a pictogram in a conspicuous place.

Standard:

- ▶ EN ISO13688:2013 - General requirements for protective clothing
- ▶ EN ISO11612:2015 (minimum A1, B1, F1) - Protective clothing against heat and flame
- ▶ EN1149-5:2018 - Anti-static protective clothing

The Supplier is strictly prohibited to use working clothes in the same or similar color as are used by employees of SLOVNAFT, a.s., this requirement does not apply to employees of subsidiaries (manufacturer Nomex, company DuPont; the BLUE GREY mark with indication 70160).

### **Breathing Protection**

For works with the risk of leakage of toxic gases, vapors and particles, there is an obligation to use the PPE for protection of breathing (respiratory equipment, half-masks or full face masks with the appropriate gas filters). At the given workplace, you are required to follow the instructions of the head employees.

Standard:

EN 136, class 2, 3 - full face masks, EN 140 - half masks, EN 148, EN 141 - gas, combined filters, EN143 - particle filters, EN 149 - half masks against particles

### **PPE used to protect against COVID-19**

The rules for the use of PPE apply according to the currently valid anti-pandemic measures in force for the Slovak Republic. Current requests are sent in the form of HSE information documents to supply companies.

### **MINISCAPE - A Single-Use Escape Apparatus**

Persons occurring in places with an increased danger of leakage of toxic gases must have the **Miniscape with them** in a protective case so that they can quickly and safely deploy it and leave the danger area.

It is intended for self-rescue against:

- Organic gases and vapors;
- Inorganic gasses and acid gases and vapors;
- Sulfur dioxide and other acid gases and vapors;
- Ammonia and organic ammonia derivatives;
- For substances with a low boiling point below 65°C, as well as for substances with a boiling point above 65°C and in high toxic concentrations;

Filter: ABEK-5 DIN 58647-7  
 Operating period: max. 5 minutes.

### Personal Portable Gas Detectors

For reasons of securing OSH of persons entering the zone with the possibility of the occurrence of an explosive, non-breathable or toxic atmosphere, these persons must be equipped with personal portable gas detectors.

#### Guidelines on Personal Portable Gas Detectors

A personal portable gas detector (hereinafter referred to as "personal detector") is intended for detection and continuous monitoring of concentrations of several gases in the work environment. Personal detector must be equipped by 4 types of sensors, which detect O<sub>2</sub>, H<sub>2</sub>S, CO, and Ex (except for the Logistics shops, where only 3 types of sensors are sufficient: O<sub>2</sub>, CO, and Ex). In the case of the possible occurrence of other gases, it is necessary to supplement the personal detector with these sensors. The personal detector must be calibrated to PROPAN resp. PENTAN (Ex sensor).

**It is allowed to use only a personal detector with a period shorter than 180 days since the last calibration!**

#### Without a personal detector, it is forbidden to enter:

- a) An area, where there is a danger of explosion (Zones 0, 1 and 2);
- b) An area with a danger of reduced oxygen content in the air below the 19%, poisoning by H<sub>2</sub>S, CO or other toxic gas;
- c) Confined space and a space below ground level.

#### Setting of warning signals on a personal detector:

Type of gas	1 <sup>st</sup> degree warning signal	2 <sup>nd</sup> degree warning signal
CO	30 ppm	60 ppm
O <sub>2</sub>	Drop below 19%	over 23%
H <sub>2</sub> S	5 ppm	10ppm
Ex (CxHy)	5% LEL	20% LEL

LEL - Lower Explosive Limit

#### Procedure during Signals

##### 1<sup>st</sup> degree warning signal

When the first degree warning signal sounds, it is necessary to interrupt the work and press the OK button on the personal detector (confirming the alarm). If, after pressing the OK button, the first degree warning signal sounds again, the employee must immediately leave the area they are located in and contact the person responsible for the workplace in order to verify the source of the gas leak or lack of oxygen.

If the oxygen concentration is equal to, or lower than, 19%, the employee must immediately leave the area, except in the case where an autonomous respiratory device is used.

### **2<sup>nd</sup> degree warning signal**

If the second degree warning signal sounds, the employee must immediately suspend the work and leave the area they are located in and contact the person responsible for the workplace.

If the oxygen concentration exceeds 23%, the employee must immediately leave the area.

### ***Use of the Personal Detector***

1. During the performance of the work in a shop with the possible dangerous gas, the Supplier's staff must have at least two personal gas detectors available in each working group (referred to in the written authorization to work). The deployment of the Supplier's working group members shall be such that, in the event of a threat of gas occurrence, all the members of the working group immediately notice the warning signal of the personal detector (this does not apply to the work in confined areas and below ground level, where each person must have a personal detector). The change in the conditions of use of the personal detector is only possible within the framework of the commissioning setting of conditions.
2. If this is not possible, such a number of personal detectors must be ensured in each of the Supplier's working group so that every member can immediately notice the warning signal of the personal detector.
3. The personal detector must be visible when carried and must be placed in the breathing zone (within a radius of up to approx. 30 cm from the mouth/nose). It is forbidden to wear it under clothing.
4. Before each use, the worker must check the functionality of the personal detector. When it detects any defects (e.g. notification of failure or another hazard on the device's display), or unrealistic readings of the measured values (e.g. elevated measured values when clearly being in an uncontaminated environment), they must immediately inform their superior employee about this status.
5. When discovering a failure, the personal detector may not be used and a replacement personal detector shall be provided.
6. If, during the stay in the dangerous gas zone, the personal detector fails/runs out of power, the employee is obliged to immediately leave the given space and replace the personal detector with a functional one.
7. When using a personal portable detector, the workers shall be obliged to observe the operating instructions, which they must be demonstrably familiarized with.

### **Working in the Controlled Band**

While working in the controlled band (area, where the worker may come into contact with carcinogenic or mutagenic substances), the workers are required to use a protective semi-mask with a filter for the given kind of carcinogen or mutagenic substance throughout the performance of the activities to ensure respiratory protection in terms of **HSE\_GP1\_SN4 MAIN PRINCIPLES WHEN HANDLING HAZARDOUS CHEMICALS AND HAZARDOUS CHEMICAL MIXTURES**. Protective clothing or gloves contaminated by carcinogens or mutagenic substances cannot be used again without being comprehensively cleaned.

## **F. BASIC SAFETY RULES**

Basic safety rules are rules for work, the non-observance of which leads to the increased likelihood of injury or death. The rules also emphasize activities that an individual can perform in order to protect themselves and others. Each Supplier and subcontractor is bound to abide by the rules. Failure to comply with basic safety rules will be penalized in accordance with Section VI of these HSE Requirements.

**The text of the basic safety rules:**

1. Use all required PPE and equipment fit for purpose.
2. Monitor the atmosphere and follow the permit-to-work.
3. Apply hazard and energy isolation, ensure safety controls are in place.
4. Obtain authorization before entering a confined space.
5. Follow safe lifting rules.
6. Drive safely.

**G. OBLIGATIONS OF THE SUPPLIER**

1. The Supplier is obliged to inform the Client about its future subcontractors. In cases where it is not possible to indicate the subcontractors prior to the contract's conclusion, the Supplier shall provide this information no later than ten (10) days in writing before that subcontractor starts to work.
2. The number of subcontracting levels is limited. In the case of investment projects, where there is a presumption of larger project scope, only two (2) subcontracting levels are allowed; in other cases, only one (1) subcontracting level. In the case of investment projects, where the Supplier requires multiple levels of subcontractors, this requirement must be approved (by the head employee at the third (3) management level).
3. The Supplier may not hire a subcontractor for the activities that it has contractually undertaken to carry out in its own capacity. An exception may be granted (a leading researcher at the third (3) management level), if the Supplier is required to systematically recruit the subcontractors due to the capacity or geographical reasons.
4. The Supplier is responsible for its subcontractors, and shall ensure a permanent presence (or during the whole term of execution of works on the construction site/workplace) of the HSE supervision (ABT, or BT) of the execution of high-risk work (see Glossary) that lasts more than 120 man-days and includes the parallel work of at least two suppliers or subcontractors. In case of the middle/low risk, this requirement is recommended.
5. All suppliers, subcontractors and their workers/employees, who perform the work classified as HIGH RISK (see definitions in Glossary) in the SLOVNAFT, a.s. company, shall have the certificates as stated below. This means that a new contractual relationship (in the HIGH risk category) may be concluded only with a company that has a valid certificate under the SCC or VCA standard, except in special cases (emergency, .....).

**1. Company certification:****a) SCC\* or VCA\***

- For companies that have fewer than 35 (including) employees and, at the same time, the company may not use workers through the supplying companies (freelancers will not be regarded as supplying companies);

**b) SCC\*\* or SCC<sup>P</sup> (VCA\*\* or VCA<sup>P</sup>)**

- For companies with over 35 employees;
- For companies that have fewer than 35 (including) employees and, in addition, the company employs the workers through the supply companies;

**2. Certification of individuals:**

- a) SCC or VCA - for operational (operative) workers;
- b) SCC or VCA - for head employees;

**Both SCC and VCA certification is accepted.**

**Both, the company and the company workers themselves must be certified.**

## H. GLOSSARY

Risk Category	Critical HSE activities:	Without critical HSE activities
An environment with a high level of threats usually in the production zone (an area where harmful substances or other dangerous energy sources that have the potential to cause harm are or may be present);	High risk	Medium risk
Environment with low levels of threat (such as the work in administrative areas without the need to isolate energy, or any other premises with no need to isolate energy);	Medium risk	Low risk

**Critical HSE risk activities are:**

Critical HSE activities:	Regulated by internal or other regulations
Activities with an increased danger of fire (welding, flame cutting, burning, grinding, etc.,)	HSE_GP1_SN5
Work at height and above free depth (> 1,5 m).	HSE_GP1_SN6
Repair and maintenance of technological equipment	HSE / OSH Plan Operating procedures, Technological instructions and operating instructions for individual devices
Working in a confined space	HSE_GP1_SN5
Excavation work deeper than 1.2 m	CS_3_G1_SN4 HSE_GP1_SN5 HSE2.4_PD_SN1
The use of portable devices, which restrict movement or interfere with the dimensions of the technology (mobile cranes, etc.);	HSE2.4_PD_SN1 HSE / OSH Plan

Disposal of the structure; the demolition and remediation work;	HSE2.4_PD_SN1
Work requiring isolation of energy (gas, electricity, chemicals, pressure, mechanical power, hydraulic forces, gravitational forces, thermal energy, and so on).	HSE_SN1

### Job safety analysis (JSA)

Before starting work, for which an AUTHORIZATION is to be issued, it is the responsibility of the implementing body to draw up the **Job Safety Analysis** and submit it to the issuer of authorizations. A written AUTHORIZATION to work can be issued and the actual performance of the work commenced yet after this document was submitted.

In the case where it is not possible to have all members of the work group participate in the Analysis process, it is necessary to ensure that they are familiar with the content of the Analysis.

In the case of routine (recurring), activities (welding, grinding, scaffolding, etc.), the Analysis can be prepared in advance, but the working group members must check it and become familiar with it.

It is not necessary to draw up the mentioned document if the work is part of the HSE Plan or commission establishment of work conditions.

***These procedures do not replace the work authorizations.***

#### The division of responsibilities:

*The implementing body's representative shall:*

- Draw up the Analysis and submit it to the head of the workplace;
- Discuss the threats, risks and taken measures as defined in the Analysis;

*Head of the workplace (issuer of the authorization) shall:*

- Carry out the verification of the Analysis (formal side);
- Do not issue work authorizations in case when the Analysis has not been submitted or was incomplete;

*Member of the working group shall:*

- Participate in the elaboration of the Analysis/inspection;
- Understand each work step, threats and measures taken;

#### The use of the methods:

The Job Safety Analysis is required for the following activities:

- Development, modification or revision of the procedure or work instructions (the Analysis must be part of the document);
- Critical HSE activity, for which a working instruction or procedure is not drawn up;
- The activity will be performed differently from the existing work instruction or procedure;
- The implementing body of the works or the head of the workplace will decide to draw up the Job Safety Analysis based on the hazards arising from work activities.

## **I. EVIDENCE OF PROFESSIONAL/MEDICAL CERTIFICATES IN THE GEM INFORMATION SYSTEM**

In the context of improving the quality of HSE in the SLOVNAFT, a.s. company, a system was implemented that is aimed at the acquisition of professional skills and health capabilities (certificates, authorizations, licenses, etc.) required for the performance of the activities of the staff of contractors and contracting partners. This system allows for control of professional and medical capabilities using a portable device by the staff designated and responsible in our company directly at the workplace/construction site.

The Supplier/contractor is required to:

– Within ten (10) days of the signing of the Contract, upload all professional and health capabilities (acknowledgments, authorizations, certifications, licenses, etc.) of all persons (including subcontractors) that shall carry out the work (work that requires a written authorization to work) to the GEM information system.

Link to the website is accessible at <http://www.slovnaft.sk/vstupy>. The Supplier shall update this information (i.e. maintain the validity and delete any expired documents) and ensure its accuracy.

Contact details: [vstupy@efg.slovnaft.sk](mailto:vstupy@efg.slovnaft.sk); phone: +421 2 40558260 or +421 2 40558263

## **J. ENERGY ISOLATION/LOTO**

The general objective of LOTO is to establish rules for securing energies using the LOTO system (Lock Out/Tag Out; hereinafter referred to as “LOTO”), including a determination of the procedure for the removal of the threat of a person getting struck by energy, which drives the device or remains accumulated in it. More detailed information in the HSE\_SN1 – Energy Isolation/LOTO.

## **K. THE REPORTING OF NEAR MISSES, DANGEROUS ACTIVITIES OR CONDITIONS**

If you witness any near misses, dangerous activities/conditions, report it.

The reporting options:

- Notify the head of the workplace
- Send an SMS to number **421 902 02 20 02**

Near miss – an adverse event, which could have caused an injury or an occupational disease or damage (loss) to the people, property, the environment or the reputation of the company, but did not cause it.

## **L. BASIC SAFETY RULES FOR TRUCK DRIVERS**

1. No alcohol or drugs while driving a motor vehicle;
2. While driving the motor vehicle, do not smoke, eat or drink;
3. Never exceed the speed limits;
4. In an explosive atmosphere, never handle an open flame and devices, which are not intended to the explosive environment;
5. Never use a mobile phone when driving a motor vehicle;
6. Avoid the fatigue; observe the rest time;
7. Always use the prescribed personal protective equipment;
8. Use the safety belt;
9. Protect yourself against falls when working at height;
10. Ensure proper grounding when loading and unloading material;

## M. CONTACT PERSON

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## Part II Fire Protection (FP)

### A. INTERNAL DOCUMENTATION

The Supplier is obliged to get acquainted and unconditionally comply with the following internal documents of the Client:

- ▶ HSE3.1\_PD\_SN1- The fire status of SLOVNAFT, a.s.
- ▶ HSE3.1\_PD\_SN4 - Smoking ban
- ▶ HSE\_1\_G7\_SN5 - Emergency fire equipment
- ▶ HSE\_1\_G14\_SN1 - Emergency planning and response
- ▶ HSE\_GP1\_SN11 - Requirements for training in the field of HSE
- ▶ HSE3.3\_PD\_SN2 - Risk management and the establishment of safety rules for change management
- ▶ HSE\_GP1\_SN5 - System for the Issue of Written Authorizations to Work and Instruction to ensure protection against fire for activities with an increased danger of fire
- ▶ HSE3.1\_PD\_SN3 - Minimal Requirements for Ensuring the Protection of Persons against Gas Hazard

### B. PROCEDURE IN THE EVENT OF A FIRE, EXPLOSION OR LEAKAGE OF COMBUSTIBLE SUBSTANCES (FLAMMABLE LIQUID, FLAMMABLE GAS)

The Supplier shall, without delay, notify:

- a) The FIRE REPORTING ROOM, Operating workplace of the Plant Fire Unit (PFU) in the Fire-Brigade Station, Block 64 (hereinafter referred to as "FIRE REPORTING ROOM") and a contact person known to him for SLOVNAFT, a.s., on phone number **22-22**, or on the number **02 4055 2222**, of any fire, explosion or leakage of combustible substances;
- b) any other special HSE event to a contact person known to him for SLOVNAFT, a.s.,

Further, everybody must follow the FIRE ALARM GUIDELINES OF SLOVNAFT, a.s.;

The location and number of the emergency services:

- a) INJURY (Follow the Traumatology Plan): **33-33** or **02 4055 3333**
- b) OPERATIONAL CENTER OF BEZPEČNOSTNÁ SLUŽBA a.s.: **44-44** or **02 4055 4444**
- c) OTHER EMERGENCY SERVICES (water, gas, electricity) are secured via corporate dispatching: **22-44** or **02 4055 2244**

## **C. FIRE EVACUATION PLAN**

The Fire Evacuation Plan is intended to ensure the rapid and efficient evacuation of persons or materials from the premises at risk of fire or any other operational accident, including contamination by explosive or poisonous gas.

All the Supplier's workers must become familiar with the evacuation plan of the relevant departments within the 2nd degree training at the workplace.

## **D. OBLIGATIONS OF THE SUPPLIER'S WORKERS**

### **Every Supplier's worker is obliged to**

1. Behave and act so as not to cause a fire or explosion, leakage of combustible substances and not to endanger the environment, health of persons, their life or the Client's property, in particular when using heat, electricity, gas and other appliances, storing and using flammable or dangerous substances and when handling open fire.
2. Get acquainted with, and observe, the safety regulations in force for the given workplace and the OSH (HSE) Plan and the Determined Work Conditions for the given workplace; become familiar, and proceed in line, with the deployed fire alarm directives, the workplace's fire regulations, Fire Evacuation Plan and alarm directives in case of work accident
3. When noticing a fire, explosion or leakage of combustible substances (flammable liquid, flammable gas), proceed in line with the Fire Alarm Guidelines of SLOVNAFT, a.s.;
4. Comply with the obligations of the fire assistance patrol according to HSE\_GP1\_SN5;
5. Comply with the ban on smoking and manipulation with open fire, wherever it is not specifically allowed.
6. Follow the instructions, prohibitions, and commands in the workplace to ensure fire safety in the workplace.
7. Become familiarized with the locations, devices or their parts with increased danger of fire or explosion, and measures to prevent the emergence and spread of the fire, and ensure their fulfillment.
8. Become familiarized with the distribution of the closest fire extinguishers and other substantive means of protection against fires in the workplace.
9. Keep the emergency exits, escape and emergency routes, and the intervention areas and access to them permanently accessible, as well as access to electricity and water closures, to fire extinguishing equipment, fire fountains, triggers and distributors of stable and semi-stable fire-fighting equipment, electric fire alarm systems and gas detector systems.
10. Ensure that after the end of the work time, the workplace is in the flawless condition in terms of fire safety (closed fire closures, inlets of combustible substances, electric current turned off, etc.).
11. When saving, storing and handling flammable substances and combustion-supporting agents, as well as saving, storing and handling technical means containing flammable substances or substances supporting combustion, adhere to the principles set out in the Slovak Ministry of Interior Decrees No. 96/2004 Coll. and 124/2000 Coll.;
12. Comply with the technical conditions and requirements for fire safety in the installation and operation of appliances under the Slovak Ministry of Interior Decrees No. 401/2007 Coll.;
13. Comply with the technological procedures and work discipline.

14. Follow the principles of fire safety during activities associated with an increased risk of fire.
15. Notify your manager of any shortcomings that could endanger fire safety, and actively participate in their removal according to your possibilities.
16. Participate in the HSE entry training and other training according to the needs of the work performed - training fire-fighting assistance patrols, training hydrant operators, familiarization with HSE and PSM (Process Safety Management) principles in the workplace, training of persons providing fire protection outside working hours, familiarization with the EX zones in the workplace the Company's production zone and the training of fire-fighting assistance patrols.
17. Submit a confirmation of your professional and medical fitness for work to be carried out to the Client on request.
18. Notify the head of the workplace about the arrival and departure from the workplace.
19. Before entering the workplace with a motor vehicle, ask the head of the workplace for written permission to enter with a motor vehicle.
20. If a planned verification, tactical or thematic exercise is being carried out at the shop during the performance of the work, cooperate in it while it is in progress;
21. Operation of the heating elements, electrical equipment, and installations shall be in accordance with the requirements based on the type of environment.
22. Observe the minimum safety requirements for securing hose / manifold connections, hydrants and similar equipment. Hose / manifold connections shall be secured during use against accidental disconnection by a safety cable or other suitable means to ensure integrity in the event of unexpected disconnection. In cases of connection to the fire water supply, the requirement applies to high-pressure fire water supply systems with an operating pressure above 4 bar.

## **E. PROHIBITED ACTIVITIES**

### **The workers of the Supplier and its subcontractors shall not**

1. Enter the premises of SLOVNAFT, a.s. under the influence of alcohol or other narcotic (psychotropic) substances, bring them onto the premises of SLOVNAFT, a.s. and take them.
2. Enter the workplaces and premises, which are not intended for the performance of activities.
3. Move away from the workplace without the consent of the supervisor.
4. Enable, disable, or otherwise manipulate with the devices of Slovnaft a.s. without the consent / permission of the Slovnaft representative, except when trying to prevent an accident or injury.
5. Smoke outside the restricted areas.
6. Use organic solvents (flammable liquids) when de-greasing equipment, floors, etc.
7. Arbitrarily use or damage fire extinguishers, fire-extinguishing installations, and signaling equipment.
8. Damage the workplace fire regulations, fire alarm guidelines, alarm directives for an occupational injury, fire evacuation plan, warning tables and inscriptions.
9. Wash clothing and other equipment in flammables.
10. Dry the work clothes and fabric on the heaters and the technological equipment (hot pipes, etc.).

11. Store combustible materials in the vicinity of any thermal and other appliances.
12. Store combustibles outside the designated premises.
13. Have a mobile phone switched on and use in areas with a danger of the explosion of combustible gases vapors and dust. In addition to rules agreed under specified conditions at work.
14. Enter canals, shafts, tanks and other spaces below ground level and on the floating roofs of tanks without having written permissions and without complying with the appropriate security measures.
15. Carry out the work activity (defined in the introduction) without a written "Authorization" to work and without complying with the relevant safety measures.
16. Work in an environment with the danger of explosion or fire without non-sparking tools and electric coverage of lights and tools corresponding to the environment.
17. Cross (shorten the way) through the production units, piping bridges and railways.
18. Ride a non-motor vehicle (bicycle, scooter,..) without a helmet.
19. Ride a non-motor vehicle (bicycle, scooter,..) on the premises of the production unit.
20. Ride a motor vehicle on the premises of the production unit without authorization.
21. Ride a bike or single-track a vehicle during bad weather – rain, storm, strong wind, fog, and in the winter, if the ambient temperature is less than +4°C.
22. Store material on the grate floors, which could fall through them;
23. Remove safety devices (protection covers, unconditional protection, railings, etc.) with the exception of the decommissioned, repaired, or maintained equipment.
24. Use various makeshift tools during work, with the exception of special tools, preparations, and aids manufactured for the given activity within the meaning of the applicable standards and regulations.
25. Use nails or screws to tension a saw blade; any damaged blades should be replaced.
26. Use a screwdriver with a curved shaft and a damaged tip.
27. Carry sharp objects in pockets (e.g. nails, etc.).
28. Enter a restricted area, which is marked with a warning table, without proper safety equipment and means of securing.
29. Walk on the lawns without reason.
30. Place objects or structures, or carry out unapproved work on the lawns; park on the lawns.
31. Perform activities for which the performance does not have a special authorization (certificate, license, ..) or professional competence, which are required for their performance in terms of fire safety or safety at work.

## **F. SPECIAL REQUIREMENTS**

1. Night work is only permitted if the safety conditions specified in the written permission or the Occupational Health and Safety Plan (HSE) or the conditions set by the Commission are observed.
2. After the end of the work, the Supplier is obliged to terminate the "Authorization" in writing.
3. In the case of work over the weekend and public holidays, it is necessary that the Supplier reports it to the operation's representative at least a day in advance by 12:00 pm.

4. The request for the "Authorization" to work will be submitted and signed on the Supplier's behalf by the Supplier's authorized workers, presenting their delegation when submitting the request. The Authorization shall be accompanied by the current list signed by all the Supplier's and subcontractor's workers who take part in the work.
5. The workplace must be protected from adjacent spaces by a removable fence and, in the case of linear structures/construction sites, on which short-term work is being carried out, it is sufficient to set up a two-bar railing up to a height of 1 meter or take another appropriate measure (before the installation, the Supplier and the shop shall agree on the demarcation of the workplace); if not possible for technical reasons, an authorized entry to the workplace/site shall be prevented by any other suitable manner.
6. When working with X-RAY radiation, it is required to report this activity to the head of this workplace in advance when the daily "Authorization" is being issued.
7. During welding works and works with open fire, the Supplier's fire assistance patrol is required to:
  - a) Have its own operable fire extinguisher available; (where appropriate, it shall be equipped with other means according to HSE\_GP1\_SN5). Use a fire extinguisher that has a certificate and a declaration of conformity.
  - b) Through an appropriate measure, prevent the sparks from flying onto the surrounding equipment – use an appropriate type of fire barriers (e.g., fire blankets, extinguishing blankets, welding barriers that have a valid certificate (DOP – way of introduction to the market));
  - c) Have its own gas detector available with a valid certificate set for 4 types of gases and two concentration levels (as required in the part above Part I of the OSH Part E.);
  - d) Undergo the training of fire assistance patrols, including certification of fire patrols. According to the rules set in OSH Part I, Part D.
8. In the event of an accident, fire, leakage of combustible liquids, or flammable gas in excess of the set concentration value and the start of the light and sound signals on the gas detection system, or other unpredictable situation on the surrounding technological equipment, the Supplier shall proceed according to the Fire Alarm Guidelines and the orders from the head of the workplace. Work may continue only after the new daily authorization was released.

## G. CONTACT PERSON

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## Part III Waste and Packaging

### A. INTERNAL DOCUMENTATION

The Supplier is obliged to become acquainted, and comply, with the following essential internal document:

- ▶ HSE\_GP1\_SN3 Waste management

## **B. HANDLING OF WASTE COMING FROM SERVICE, CLEANING AND MAINTENANCE WORKS**

1. The originator of the waste originated during service work, cleaning or maintenance work, waste from equipment, and the materials or packaging of the Client ordering the work, is SLOVNAFT, a.s.
2. The recovery or disposal of waste arising during service work, cleaning or maintenance work, waste from equipment, and the materials or packaging of the Client ordering the work, is arranged by SLOVNAFT, a.s., through its contractor, which shall ensure its sorting, storing in appropriate containers and preparation for disposal.
3. When ordering work, the Supplier may be asked to cooperate in ensuring the removal of waste, the originator of which was SLOVNAFT, a.s. Then, the Supplier shall proceed in accordance with the instructions of the Client's authorized employee.
4. The Supplier is the originator of waste arising from the service work, cleaning or maintenance work, waste from equipment, materials or containers transported to SLOVNAFT, a.s. in connection with the performance of its work, and shall ensure its transport and recovery or disposal.
5. The Supplier is the originator of the municipal waste generated by the Supplier's workers on the premises of SLOVNAFT, a.s., Bratislava, Vlčie Hrdlo 1, when ensuring the personal needs of its workers, and shall ensure the waste's disposal.
6. The Supplier declares that, when carrying out its activities, it does not violate the HSE Rules and meets all the obligations derived from these HSE Rules properly and in a timely manner. If any damage was caused to SLOVNAFT, a.s. as a result of the untruthfulness of any of the Supplier's declarations, or breaches of its obligations as referred to in this paragraph (whether direct, indirect or other damage, even non-pecuniary), the Supplier is obliged to compensate SLOVNAFT, a.s. for any such damage without undue delay after SLOVNAFT, a.s. proves the damage to the Supplier through a decision of a state administration office, expert opinion, accounting documents, or another demonstrable way.
7. When handling waste produced when carrying out the work, the Supplier undertakes to follow the legislative regulations, in particular the Act No. 79/2015 Coll. on Waste, and on amendments to certain acts, as amended, and the relevant implementing regulations to this act.
8. In the case of scrap metal, the Supplier shall ensure its cutting, separation and the imposition at the place designated by the Client. Further metal waste management shall be provided by the Client.
9. In the event of a breach of the HSE Rules and/or these HSE REQUIREMENTS, the Supplier may be excluded from the performance of work at SLOVNAFT, a.s.
10. The Supplier is fully responsible for the damage caused to SLOVNAFT, a.s. due to a breach of obligations under the HSE Rules and/or these HSE REQUIREMENTS, including any penalties imposed on SLOVNAFT, a.s. by the competent administrative or state administration authorities.

## **C. HANDLING OF WASTE FROM CAPITAL ACTIVITY**

1. SLOVNAFT, a.s. is the originator of the waste arising from the construction, destruction, demolition and excavation work, as well as waste from equipment and materials related to the investment project implementation.
2. The Supplier is the originator of the waste, which originated from the materials or containers transported to SLOVNAFT, a.s. by the Supplier in connection with the performance of works.

3. The Supplier is the originator of municipal waste, produced by the Supplier's workers on the Slovnaft, a.s. Vlčie Hrdlo 1 premises in Bratislava, when ensuring the personal needs of its workers.
4. The Supplier ensures that all the waste originated is sorted according to its types and deposited in appropriate containers so as to prevent their leakage and a threat to the environment.
5. The Supplier shall ensure the recovery/disposal of all waste (other than scrap metal), which arose in the implementation of the investment project. Recovery/disposal of waste shall be ensured by the Supplier through the company recommended by Slovnaft, a.s., or otherwise as defined in the relevant request for proposal.
6. As the waste holder, the Supplier is obliged to meet all the obligations arising from the Act on Waste No. 79/2015 Coll., as amended, and the relevant implementing regulations to this act.
7. The Supplier shall ensure, in its name, the obligations within the scope of the extended producer liability for products that placed by it on the market in relation to the execution of the construction at SLOVNAFT, a.s. in accordance with the provisions of Act No. 79/2015 Coll. on Waste and the relevant implementing regulations to this act.

**D. THE PROCEDURE FOR DEALING WITH HAZARDOUS WASTE AND PACKAGING FROM INVESTMENT ACTIVITIES**

1. When handling waste, the Supplier is obliged to adhere to all instructions of employees of the Investment Project Implementation Department (IPI) and the SD&HSE SLOVNAFT, a.s. Employees pursuant to the section, which the investment project is being carried out for (hereinafter referred to as "SD&HSE employee").
2. Prior to the commencement of the work, the Supplier shall deliver a copy of the contract concluded with the authorized company on the removal and disposal of waste, the relevant authorizations, registration of the vendor or intermediary, decisions/approvals for the waste recovery and disposal facilities, where the waste will be disposed of, as well as consent to the transport of hazardous waste, all these in an electronic (e-mail) or printed form, to an employee of the SD&HSE Department and an employee of the Investment Project Implementation Department for checking and filing.
3. The Supplier ensures that all the waste originated is sorted according to its types and deposited in appropriate containers so as to prevent its leakage and a threat to the environment.
4. If hazardous waste is also going to be produced during implementation of the investment project and the Supplier will perform the transport or disposal of the waste by its own means, the Supplier is obliged to submit valid decisions - a consent to the handling and/or registration of hazardous waste to the SD&HSE employee under the Waste Act No. 79/2015 Coll., as amended, and the relevant implementing regulations to this law.
5. The Supplier is obliged to ensure that the liability for the waste is delegated to an authorized company, which becomes the next holder of the waste, in the contract for the transport and disposal of waste concluded between the Supplier and the authorized company within the meaning of Act No. 79/2015 Coll. on wastes;
6. The moment of transferring the liability for waste to the next holder occurs at the time when the waste is loaded onto the means of transport of the authorized company, or during unloaded on the authorized company's premises (during transport by the Supplier's own means).
7. The Supplier is required to collect, remove or dump out the produced waste intended for export outside the premises of SLOVNAFT, a.s., Vlčie Hrdlo 1 in Bratislava (including excavated soil), at the place specified by the client's authorized employee.

8. During the transport of the HW, the Supplier is obliged to provide the Accompanying Sheet of Hazardous Waste (ASHW) and its proper completion, including the name of the building in Box No. 2 before each waste removal. Confirmation of this form by the Client is carried out by an employee of the Investment Projects Implementation Department.
9. The Supplier is obliged to ensure that the copies of Pages No. 1 of the ASHW form, which were issued for the transport of hazardous waste for that month, have been delivered to the respective SD&HSE employee no later than 3 calendar days of the following month.
10. On behalf of the Client, the Supplier shall ensure waste weighing outside the Vlčie Hrdlo premises using a vehicle scale at Block 92, operated by an external organization; in exceptional cases, using the vehicle scale at Block 15 (exit) and Block 24 (entry). The use of the vehicle scales at Blocks 15 and 24 must be approved in advance by the SD&HSE employee.
11. The export of waste from SLOVNAFT, a.s., Vlčie Hrdlo 1 in Bratislava is possible only after submitting the completed and confirmed form "Pass for the Waste Export Through the Gatehouse". The Supplier is obliged to issue and properly fill out this form for every export of waste (every weighbridge ticket). On the Client's side, the form is confirmed by an employee of the Investment Projects Implementation Department. The pass forms are issued for the Supplier by the Investment Projects Implementation Department employee.
12. The Supplier is obliged to keep ongoing records of waste on the waste record sheet for each type of waste separately. In the comment section of the waste record sheet, it shall indicate the final consignee of the waste, who recovered or disposed of the waste. The Supplier shall submit the waste record sheets for the given month to the Investment Projects Implementation Department employee and the SD&HSE employee in an electronic form (XLS file) no later than within five (5) working days of the following month.
13. The Supplier is obliged to ensure that the staff of the SD&HSE Department has received the copies of the confirmed Pages No. 4 of the ASHW form no later than ten (10) working days of the following month. The Supplier is obliged to submit the originals of pages No. 1 and No. 4 of the ASHW forms of weighbridge tickets, Waste Export Passes and Waste Record Sheets in a printed form to the SD&HSE Department employee during the handover and takeover procedure at the latest, or when demonstrating that the mechanical completion was achieved.
14. The Supplier shall make sure that the sampling and analytical inspection of waste was carried out by a qualified person in accordance with Act No. 79/2015 Coll. on Waste, and by Notification of the Slovak Ministry of Environment No. 368/2015 Coll., to the extent as required by the operator of the waste recovery or disposal facility, in which the waste will be disposed. The Supplier shall submit a copy of the Test Report (analytical control of waste) to the competent employee of the SD&HSE department, and the employee of the Investment Project Implementation department.
15. Before handing over the site, the Supplier will ensure that the places, where it implemented its work, were cleaned and reinstated, without residues of waste and materials.

#### **E. THE PROCEDURE FOR DEALING WITH OTHER WASTE AND PACKAGING FROM INVESTMENT ACTIVITIES**

1. The Supplier is obliged to adhere to all instructions of the Investment Projects Implementation Department employees and the SD&HSE employees during waste management.
2. Prior to the commencement of the work, the Supplier shall deliver a copy of the contract with the company authorized to remove and dispose of waste, the relevant

authorizations, registration for vendor and/or intermediary, decisions/approvals for the waste recovery and disposal facilities, where waste will be disposed of, all these in an electronic (email) or printed form, to an employee of the SD&HSE Department and an employee of the Investment Project Implementation Department for checking and filing.

3. The Supplier is obliged to ensure that the liability for the waste is delegated to an authorized company, which becomes the next holder of the waste, in the contract for the transport and disposal of waste concluded between the Supplier and the authorized company within the meaning of Act No. 79/2015 Coll. on wastes;
4. The moment of transferring the liability for waste to the next holder occurs at the time when the waste is loaded onto the means of transport of the authorized company, or unloaded on the authorized company's premises (during transport by the Supplier's own means).
5. The Supplier is required to collect, remove or dump out the produced waste intended for export outside the premises of SLOVNAFT, a.s., Vlčie Hrdlo 1 in Bratislava (including excavated soil), at the place specified by the client's authorized employee.
6. The Supplier ensures that all the waste originated is sorted according to its types and deposited in appropriate containers so as to prevent its leakage and a threat to the environment.
7. On behalf of the Client, the Supplier shall ensure the weighing of all waste transported outside the premises using a vehicle scale at Block 92, operated by an external organization; in exceptional cases, using the vehicle scales at Block 15 (exit) and Block 24 (entry). The use of the vehicle scales at Blocks 15 and 24 must be approved in advance by the SD&HSE employee.
8. The export of waste from SLOVNAFT, a.s., Vlčie Hrdlo 1 in Bratislava is possible only after the completed and confirmed form "Pass for the Waste Export Through the Gatehouse" was submitted. For every export of waste (every weighbridge ticket), the Supplier is obliged to issue and properly fill out this form. On the Client's side, the form is confirmed by an employee of the Investment Projects Implementation Department. The pass forms are issued for the Supplier by the Investment Projects Implementation Department employee.
9. The Supplier is obliged to keep ongoing records of waste on the waste record sheet for each type of waste separately. In the comment section of the waste record sheet, it shall indicate the final consignee of the waste, who recovered or disposed of the waste. The Supplier shall submit the waste record sheets for the given month to the Investment Projects Implementation Department employee and the SD&HSE employee in an electronic form (.xls file) no later than within five (5) working days of the following month.
10. The Supplier is obliged to submit the originals of weighbridge tickets, Waste Export Passes and Waste Record Sheets in a printed form to the SD&HSE Department employee during the handover and takeover procedure at the latest, or when demonstrating that the mechanical completion was achieved.
11. The Supplier shall ensure the sampling and analytical inspection of waste by a qualified person in accordance with Act No. 79/2015 Coll. on Waste, by and Notification of the Slovak Ministry of Environment No. 368/2015 Coll., to the extent as required by the operator of the waste recovery or disposal facility, in which the waste will be disposed. The Supplier shall submit a copy of the Test Report (analytical control of waste) to the competent employee of the SD&HSE department, and the employee of the Investment Project Implementation department.
12. Before handing over the site, the Supplier will ensure that the places, where it implemented its work, were cleaned and reinstated, without residues of waste and materials.

13. In the case of scrap metal, the Supplier shall ensure its cutting, separation and the imposition at the place designated by the Client. Further metal waste management shall be provided by the Client.

In the case when non-compliance with the above requirements and obligations in the field of Environmental Protection has been proved, the Client may enforce contractual penalties against the Supplier as referred to in Part VII, table-section 15.

## F. CONTACT PERSONS FOR THE WASTE MANAGEMENT:

### RZaM (disposal of scrap metal)

Ing. Peter Šmidovič : + 421 2 4055 8557

E-mail: [peter.smidovic@slovnaft.sk](mailto:peter.smidovic@slovnaft.sk)

### SD&HSE (investment construction for Production)

Mgr. Miroslav Vrábel' : + 421 2 4055 2092

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### SD&HSE (investment construction for Logistics)

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### SLOVNAFT MONTÁŽE A OPRAVY a.s.

Mgr. Petra Fábryová : + 421 2 4055 4662

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### VÚRUP, a.s.

Ing. Michal Revaj : + 421 2 4055 2798

E-mail: [michal.revaj@vurup.sk](mailto:michal.revaj@vurup.sk)

## Part IV Protection of Waters

### A. INTERNAL DOCUMENTATION

The Supplier is obliged to get acquainted and unconditionally comply with the following internal document:

- ▶ HSE\_PD\_SN1 Water protection

### B. GENERAL REQUIREMENTS

Suppliers shall be liable for:

1. Use equipment and technological procedures for work activities and for the management of pollutants and oil substances that do not endanger the quality of surface and groundwater. Dispose of pollutants and oil substances at designated locations and do not

cause contamination of the rock environment. Cleaning work of heat exchangers (coolers) from the production unit must be carried out on block 92, space intended for cleaning work.

2. Observance of the limits for the individual production units, where they operate;
3. Observance of the emergency water management plans, i.e. a single, effective and operative procedure for employees in situations of emergency or accidental deterioration of water quality in the field of solutions to emergency situations, in order to minimize environmental and other damage.
4. Person (supplier), who witnessed/spotted the HSE event (rupture of pipes, leakage of pollutants into free terrain, or deterioration in the quality of waste waters), is required to:
  - Report the event without delay through the internal emergency line at + 421 2 4055 2222 (PFU);OR
  - Report this event immediately to his/her immediate supervisor or a manager of the shop, where he/she operates, and promptly report the event through the internal emergency line at + 421 2 4055 2222 (PFU);
5. The Supplier shall be responsible to the full extent for any damage (contamination of surface water/groundwater or related environment) suffered as a result of a breach of obligations under the HSE Rules and/or these HSE REQUIREMENTS, including any penalties imposed on the SLOVNAFT, a.s. company by the competent authorities of the State Water Administration bodies (District Office of Bratislava, Slovak Inspection of the Environment).

*Note:*

The leakage of pollutants into the free terrain will be found using the Indicating System of Hydraulic Groundwater Protection (HPGW).

## **C. SPECIFIC CONDITIONS**

### **Obligations of the Suppliers**

1. Handle pollutants in accordance with Par. 39 of Act No. 364/2004 Coll. on Waters, as amended.
2. Carry out the work in order to avoid their influence leading to the abnormal deterioration of water quality or to emergency threat to water quality (Par. 41 of the Act on Waters).
3. Submit a list of pollutants, with which you will carry out the work on the premises of SLOVNAFT, a.s., Bratislava, Vlčie Hrdlo.
4. Submit Safety Data Sheets (SDA) and Exposure Scenarios (E-SDA) developed within the meaning of Act No. 67/2010 Coll. on the Conditions of Entry of Chemical Substances and Chemical Mixtures on the Market, and on amendments to certain acts (Chemical Act).
5. Submit a record of the quantity of wastewater drained in l/s, m<sup>3</sup>/h, m<sup>3</sup>/set period or year;
6. Submit the analysis of the quality of wastewater discharges to the extent as referred to in Annex 6, Part B, Table 6.1, Processing of Crude Oil and Petroleum Products, Regulation of the Slovak Government No. 269/2010 Coll.; The shop is required to consult the results with the shop P-7, Water Management, and the SD&HSE Department. The SD&HSE Department – EN Protection, shall determine any extension of the pollutant analyses based on the nature of wastewater.

## D. BREACH OF THE FULFILLMENT OF CONDITIONS

In the case when non-compliance with the above requirements and obligations in the field of Environmental Protection has been proved, the Client may enforce contractual penalties against the Supplier as referred to in Part VII, table-section 15.

## E. CONTACT PERSON:

### SLOVNAFT, a.s.

Ing. Peter Guliš : + 421 2 4055 6160

Water Engineer, SD&HSE

E-mail: [peter.gulis@slovnaft.sk](mailto:peter.gulis@slovnaft.sk)

### SLOVNAFT MONTÁŽE A OPRAVY a.s.

Mgr. Petra Fábryová : + 421 2 4055 4662

E-mail: [petra.fabryova@mao.slovnaft.sk](mailto:petra.fabryova@mao.slovnaft.sk)

## Part V Air Protection

### A. AIR PROTECTION

When conducting their activities, Suppliers are required to comply with all the provisions of the valid legislation in the field of air protection.

In activities, which can produce dust emissions, and in facilities, in which dusty materials are produced, treated, transported, loaded, unloaded or stored, the General Technical Requirements and General Operating Conditions apply to the extent necessary within the meaning of Annex III, Chapter II, Paragraph 1, Decree No. 410/2012 Coll., implementing some provisions of the Clean Air Act.

## Part VI Prevention of Major Industrial Accidents (PMIA)

Suppliers are required to comply with all the provisions of valid legislation when conducting their activities in the field of PMIA.

### A. INTERNAL DOCUMENTATION

The Supplier is obliged to get acquainted and unconditionally comply with the following internal documents of the Client, which it was made familiar as part of the entry training:

- ▶ The enterprise categorization
- ▶ Program for the prevention of major industrial accidents
- ▶ Security management system

- ▶ Emergency plan
- ▶ Safety report

## B. INTERNAL REQUIREMENTS

Suppliers involved in the repair, modification, and construction or entering into the technology are also trained in the area of PMIA within the entry training.

## C. CONTACT PERSON:

Peter Mock : + 421 2 4055 6316

Specialist in the prevention of MIA

E-mail: [peter.mock@slovnaft.sk](mailto:peter.mock@slovnaft.sk)

## Part VII Contractual Penalties

In case of the Supplier's failure to comply with the obligations in the field of OSH, fire prevention and environmental protection under this contract, or the HSE REQUIREMENTS referred to above, as well as legislation and internal regulations in force on the premises of SLOVNAFT, a.s., Vlčie Hrdlo, Bratislava:

1. Representative(s) of the Client (head employees, security and fire technicians and the SD&HSE employees) are entitled to check compliance with HSE Rules and these HSE REQUIREMENTS within the meaning of the provisions of this contract during the contract's fulfillment by the Supplier.
2. Representative(s) of the Client shall make pictures or draw up a report after each inspection of compliance with HSE Rules and HSE REQUIREMENTS, in which they describe the inspection findings, along with any deficiencies that have been found during the inspection. The record shall be signed by the head of the Supplier's working activity or a person authorized to represent, and act on behalf of, the Supplier, and a person, at whom the deficiency has been identified.
3. Based on the deficiencies identified during the inspection, the Client will consider the kind of penalty applied according to the factual conditions listed below.
4. In determining the penalty, the client shall take into account:
  - a) The seriousness of the infringement;
  - b) Whether it is a repeated violation (number, frequency);
  - c) The degree of the threat to the environment, property, other people, and the person who committed the infringement, the condition it has induced.
5. In the case of breach of these HSE REQUIREMENTS, the Client is entitled to charge a contractual penalty to the Supplier as referred to in these HSE REQUIREMENTS. If the Client finds any breach of obligations by the Supplier that justifies a penalty be levied during performance of the contract, even during more than one inspection at the workplace, the Client shall be entitled to charge a contractual penalty for the same breach repeatedly.

**In cases of a particularly serious violation of the HSE Rules and/or these HSE REQUIREMENTS by the Supplier or its subcontractors, the Client is entitled to charge a contractual penalty to the Supplier from the total value of the contract performance, the amount of which is precisely defined directly in the text of the contract or the purchase order.**

A particularly serious breach of HSE Rules and/or these HSE REQUIREMENTS is considered to be such a violation, which is objectively capable of endangering the health, life, and/or cause significant harm or damage on a large scale.

6. Payment of the penalty provided for in these HSE REQUIREMENTS shall not exempt the Supplier from the obligation to compensate for damage sustained by its conduct and exceeding the contractual penalty. The Client is entitled to claim damages from the Supplier caused by a breach of the HSE Rules and/or these HSE REQUIREMENTS, which are covered by the contractual penalty pursuant to these HSE REQUIREMENTS. The Client is entitled to claim damages from the Supplier in excess of the contractual penalty.
7. The Supplier shall be also liable for its subcontractors. The Supplier is responsible for breach of the contract by the subcontractors and the consequences thereof caused to the Client. The concept of "worker" means the Supplier's and the subcontractor's worker.
8. The client shall take the necessary action/measures to charge the contractual penalty for the shortcomings and infringements no later than 45 days from the date of inspection. In the above period, the Client shall send a list of the charged/imposed contractual penalties for the identified infringements to the Supplier, with the appendix consisting of the record of the performed inspections or the pictures made of the identified infringements, and the quantified penalty.
9. Within the meaning of the below infringements, these terms shall be construed in accordance with the HSE Rules, these HSE REQUIREMENTS and pursuant to the relevant provisions of the contract.

Ser. number	Subject of inspection; findings	Contractual penalty in the case of the first infringement (net €)	Contractual penalty in the case of repeated infringement (net €)	Measure/consequences
1.	Documentation, Work Authorizations			
1.1.	The Supplier is unable to demonstrate and provide evidence that, prior to the commencement of work, each of Supplier's workers demonstrably attended a training on HSE (in accordance with internal guidelines).	€50	€150	Immediate cessation of activities, correction.
1.2.	The Supplier does not have the OSH (HSE) Plan, or this plan has not been approved by the competent HSE representative of the Client. The Supplier does not have a working procedure.	€100	€200	An immediate remedy, in case of repeated failure; withdrawal of permissions to work; interruption of work.
1.3.	The Supplier does not have a valid written authorization to work issued by the head of the workplace for the given work, or it has not submitted the written authorization after the completion of works to the head of the department.	€200	€400	In case of repeated failure the prohibition of entry onto the premises of SLOVNAFT, a.s. for a period of 12 months.
1.4.	The Supplier has not met the conditions laid down in the written authorization to work/or the requirements laid down in the determined conditions of work have not been met, or the safe work procedure has not been respected.	€100	€200	In case of repeated failure the prohibition of entry onto the premises of SLOVNAFT, a.s. for a period of 12 months.

1.5.	Performance of the work was not reported to the Labor Inspectorate (in case, if this obligation is established for the Supplier by law), or the Supplier failed to provide proof of notification at the Client's request.	€50	€150	An immediate remedy; in case of repeated failure, withdrawal of permission to work
1.6.	The Supplier's workers do not have valid medical assessments of fitness for the given work task, work activity.	€100/person	€200/person	An immediate remedy; in case of repeated failure, withdrawal of permission to work
1.7.	The Supplier does not have valid documents to confirm the necessary professional education/qualification for the performance of the work activity and/or for the presence in the workplace (e.g. certified for the operation of dedicated technical equipment, machines, welding license, etc.).	€100	€200	An immediate remedy; in case of repeated failure, withdrawal of permission to work
1.8.	Missing labels containing characteristic identification marks of the tools, machines, equipment used in work (e.g. manufacturer/brand, performance, type, etc.).	€50	€150	Correction
1.9.	The contractor does not have certificates of the satisfactory technical condition, the necessary checks, periodic checks, on the implementation of the safe operation, periodic safety revisions relating to the used tools, machinery, and equipment.	€100	€200	Correction
1.10	Failure to carry out testing of the atmosphere for the presence of gas any time when necessary.	€100	€200	In case of repeated failure the prohibition of entry onto the premises of SLOVNAFT, a.s. for a period of 12 months.
1.11	The worker does not have a valid SCC certificate.	€300	€600	Correction
<b>2.</b>	<b>Work Regulations at the Place of Work Performance/Workplace</b>			
2.1.	Procedure in the workplace is not satisfactory due to the activities of the Supplier.	€50	€200	An immediate remedy; in case of repeated failure, withdrawal of permission to work
2.2	Corridors, passageways, escape routes and emergency exits are blocked at the workplace by the fault of the Supplier.	€50	€150	An immediate remedy; in case of repeated failure, withdrawal of permission to work
2.3	The floor in the workplace is moist by the fault of the Supplier/threat of slipping/missing warning label about the danger of slipping.	€50	€150	An immediate remedy; in case of repeated failure, withdrawal of permission to work
2.4	The materials are stored in the workplace outside the designated places. The distribution and the location of the stored materials do not correspond to the way of storage (e.g. loose material, stacking, etc.). Stability of the stored material has not been ensured during the entire period of storage..	€50	€150	An immediate remedy; in case of repeated failure, withdrawal of permission to work
2.5.	Nails or sharp objects endangering the safety are protruding in the workplace.	€50	€150	An immediate remedy; in case of repeated failure, withdrawal of permission to work
2.6	The information leaflet with the emergency service lines and general instructions on the reporting of incidents is not available at the workplace	€70	€150	Correction

2.7.	The Supplier's workers who are trained to provide first aid are not available at the workplace/construction site.	€40	€100	Correction
2.8.	The place of first aid provision is not marked at the site; first aid kit does not contain the required prescribed elements; the content is after the date of expiry.	€50	€150	Remedy
2.9.	Supplier's workers on the workplace/construction site do not have toilets (ambient pollution) and hygiene products available.	€50	€150	Remedy
2.10.	Supplier's workers do not have drinking water or another protective drink available.	€50	€150	Remedy
2.11.	The requirements for the works with an increased risk are not complied with (e.g., workplace demarcation; the designation of the workplace and security zone during the pressure test; the boundaries of the danger zone during demolition work, etc.).	€100	€200	An immediate remedy; in case of repeated failure, withdrawal of permission to work
2.12.	At the construction site, the Supplier has not provided its staff with changing rooms, sanitary facilities, spaces suitable for breaks and meals, a container suitable for the storage/refrigerating of food for the current day (refrigerator), a container for smokers placed out of the designated area.	€40	€70	Remedy
2.13.	Missing indications for occupational safety and health.	€50	€100	Remedy
2.14.	The traffic rules were not drawn up in the workplace where mechanisms (forklifts, etc.) are moving, or are not located there.	€50	€100	Remedy
2.15.	No head of the works was appointed in the workplace or is present at the site.	€50	€100	An immediate remedy; in case of repeated failure, withdrawal of permission to work.
2.16.	Workers move to or stay outside their construction site, site facility and off the access roads without permission and without appropriate security operation training.	€100	€200	In case of repeated failure the prohibition of entry onto the premises of SLOVNAFT a.s. for a period of 3 working days.
2.17.	Protection against lightning and a certificate of conformity are missing.	€50	€150	Remedy
<b>3.</b>	<b>Chemical Safety</b>			
3.1.	Chemicals are stored otherwise than as indicated in the production packaging; missing label; unsuitable for material identification and determination of the danger.	€50	€150	Remedy
2.3	The Supplier does not have Safety Data Sheets on dangerous substances and preparations and has not been provably familiarized with SDSs.	€50	€150	Remedy

3.3	Dangerous chemical substances were brought to the workplace without the knowledge of the organization's representative.	€200	€400	Immediate cessation of activities, remedy
<b>4.</b>	<b>Work Requiring Access to the Confined Areas/Areas Underground</b>			
4.1.	Authorization for the exercise of that activity is not available.	€200	€400	In case of repeated failure the prohibition of entry onto the premises of SLOVNAFT, a.s. for a period of 12 months.
4.2.	The conditions laid down in the written work authorization for the safe performance of the work have not been met.	€200	€400	In case of repeated failure the prohibition of entry onto the premises of SLOVNAFT, a.s. for a period of 12 months.
4.3.	The contractor does not have a valid authorization for persons to sign written authorizations to work.	€50	€150	Immediate cessation of activities, remedy.
4.4	Conditions for the measurement of the atmosphere (apparatus for the measuring of gas concentration does not work and/or is not used/calibration is missing) have not been ensured.	€300	€600	In case of repeated failure the prohibition of entry onto the premises of SLOVNAFT, a.s. for a period of 12 months.
4.5.	The required number of workers providing supervision/securing of workers in confined spaces and/or below ground level, as defined in the permit to work, is not ensured.	€200	€400	In case of repeated failure the prohibition of entry onto the premises of SLOVNAFT, a.s. for a period of 12 months.
4.6	The technological equipment is under pressure (including the residual pressure) and/or is not physically separated from the operational technologies (e.g. by blinding). Applies to the investment actions, when the shop is not responsible for the preparation of the device.	€300	€600	In case of repeated failure the prohibition of entry onto the premises of SLOVNAFT, a.s. for a period of 12 months.
4.7	The means of personal protection against falls from a height/into depth necessary for work/entrance to confined spaces (rescue rope, harness, etc.) are not provided.	€300	€600	In case of repeated failure the prohibition of entry onto the premises of SLOVNAFT, a.s. for a period of 12 months.
4.8.	A rescue team for rapid evacuation of persons from a confined space has not been provided where it was needed.	€300	€600	Immediate cessation of activities, remedy.
4.9	Continuous registration of persons entering and leaving the enclosed space is not ensured.	€200	€400	In case of repeated failure the prohibition of entry onto the premises of SLOVNAFT, a.s. for a period of 12 months.
<b>5.</b>	<b>Ladders</b>			
5.1.	Unattached tools are placed on the ladder; material weighing more than 10 kg (e.g. a bucket of paint) is placed on a double-arm ladder.	€50	€150	Instant remedy
5.2.	The ladder is cracked, broken or otherwise damaged; the steps slippery.	€100	€200	Instant remedy
5.3.	The ladder legs are not stable.	€50	€150	Instant remedy
5.4.	Parts of multi-part ladders or sliding ladders are not fastened; the reverse ejection barrier does not work.	€50	€150	Instant remedy

5.5	The arm of the straight ladder is not secured against accidental swinging; the double-arm ladder is not protected against arbitrary folding.	€50	€150	Instant remedy
5.6	More than one person stays on the double-arm ladder at the same time.	€50	€150	Instant remedy
5.7	In the place of climbing up onto the platform, the straight ladder does not exceed the backstop point at the ascent by at least by 1.1 m, or there is no solid grip or handle in the support area.	€50	€150	Instant remedy
5.8.	Works which do not allow a safe grip are carried out on a straight ladder.	€50	€150	Instant remedy
5.9.	Mobile ladders are not locked.	€50	€150	Instant remedy
5.10.	Suspension ladders can shift; there is a danger of swinging.	€50	€150	Instant remedy
5.11.	Free space of at least 0.18 m must be behind the spokes of the ladder; a free space of at least 0.6 m must be at the foot of the ladder from the access side.	€50	€150	Instant remedy
<b>6.</b>	<b>Activities with an Increased Danger of Fire</b>			
6.1.	For the given activity, there was no valid written authorization issued for work with the danger of fire.	€200	€400	In case of repeated failure the prohibition of entry onto the premises of SLOVNAFT, a.s. for a period of 12 months.
6.2.	The fire-fighting assistance patrol is not located at the workplace / does not ensure the performance of the activity.	€300	€600	In case of repeated failure the prohibition of entry onto the premises of SLOVNAFT, a.s. for a period of 12 months.
6.3.	The conditions laid down in the authorization for work with the danger of fire have not been met due to the fault of the Supplier.	€200	€400	In case of repeated failure the prohibition of entry onto the premises of SLOVNAFT, a.s. for a period of 12 months.
6.4.	The contractor does not have a valid authorization for persons to sign written authorizations for work.	€50	€150	Immediate cessation of activities, remedy
6.5.	A record of professional training of the fire assistance patrols members is missing and/or it is invalid.	€50	€150	Immediate cessation of activities, remedy
6.6.	The prescribed PPE is not used for arc welding (also applies to auxiliary workers).	€50	€150	Immediate cessation of activities, remedy
6.7.	The implementation of the periodic revision of the welding set has not been implemented or it is not possible to verify it.	€50	€150	Remedy
6.8.	Flammable materials are not appropriately separated from hot surfaces due to the fault of the Supplier.	€100	€200	Remedy
6.9.	Fire extinguishers are not available in quantity and with the refills as specified in the authorizations for work with the danger of fire.	€200	€400	Immediate cessation of activities, remedy
6.10.	Non-serviceable fire extinguisher.	€200	€400	Remedy

6.11.	Smoking outside of the indicated place; phone calls placed in an explosive area.	€600		The prohibition of entry onto the premises of SLOVNAFT, a.s. for a period of 12 months
<b>7.</b>	<b>Pressure Cylinders/Vessels</b>			
7.1.	Incorrect storage of pressure vessels; incorrect security against overturning and shifting (not in an upright position; they are not fastened or placed on a cart, etc.)	€100	€200	Remedy
7.2.	The contents of the bottle are not marked on pressure vessel.	€50	€150	Remedy
7.3.	The protective cover is not placed on unused pressure vessels.	€50	€150	Remedy
7.4.	Flammable materials are stored in the immediate vicinity of the pressure vessels.	€100	€200	Instant remedy
<b>8.</b>	<b>Work Surface</b>			
8.1.	Uncovered, unbounded or unmarked holes/pits are on the floor.	€200	€400	Instant remedy
8.2.	On the work surface, there is a risk of tripping due to the Supplier's fault.	€50	€150	Instant remedy
8.3.	Lines/hoses with no mechanical protection lead through the passages.	€50	€150	Instant remedy
8.4.	Entry of an unauthorized person into a secured area.	€100	€300	Instant remedy
8.5.	The area of the workplace not adapted to the weather conditions (workplace frozen over, slippery...).	€50	€150	Instant remedy
8.6.	Inappropriate entry/ascent to the workplace.	€50	€150	Instant remedy
<b>9.</b>	<b>Work at Heights</b>			
9.1.	Missing a double-bar railing or a kick plate on the working platforms and scaffolding.	€300	€600	Immediate cessation of activities; remedy
9.2.	Missing scaffolding log, or scaffolding that has not been handed over is being used.	€200	€400	Immediate cessation of activities; remedy
9.3.	Review/inspection of scaffolding was not made within the prescribed period.	€200	€400	Immediate cessation of activities; remedy
9.4.	The end railing was not installed.	€200	€400	Immediate cessation of activities; remedy
9.5.	No suitable access ramp for the safe access to the working deck was provided.	€50	€150	Instant remedy
9.6.	Free, non-compacted soil under the scaffolding, or a missing mat.	€50	€150	Remedy
9.7.	Arbitrary modification of the scaffold (removal of railings, floors...) without having professional competence to the given activity.	€200	€400	Immediate cessation of activities; remedy
9.8.	The load carrying capacity and the Supplier of scaffolding were not posted, or the scaffolding table was incorrectly filled.	€50	€150	Remedy

9.9.	Mobile scaffolding is not secured against accidental displacement.	€50	€150	Remedy
9.10.	A person stays on the mobile scaffolding when it is moved.	€200	€500	Immediate cessation of activities; remedy
9.11.	Work at height/over free depth without the use of collective or individual protection against falls from a height/to depth.	€300	€600	In case of repeated failure the prohibition of entry onto the premises of SLOVNAFT, a.s. for a period of 12 months.
9.12.	Use of an improper combination of personal securing means to ensure work at height/above free depth (full body safety harness, automatic pulley, fall damper, rope shortener, etc.).	€200	€400	Immediate cessation of activities; remedy
9.13.	The use of an improper mounting point to anchor the employee during work at height/over free depth (railing, gutter, electrical wiring, energy distribution cabinets, vehicle...).	€200	€400	Immediate cessation of activities; remedy
9.14.	The use of scaffolding made of the improper material in the area that is exposed to physical and/or chemical effects (e.g. in lime-alkaline environment it is not possible to use aluminum scaffolding and ladder).	€50	€150	Immediate cessation of activities, correction Scaffolding must not be used before remedied!
9.15.	Work at height/over free depth using climbing technology without the worker's competence.	€300	€600	In case of repeated failure the prohibition of entry onto the premises of SLOVNAFT, a.s. for a period of 12 months.
9.16.	Use of elements of personal securing against falls from a height/into depth (whole-body safety harness, fall damper, automatic pulley, rope shortener, snap hooks, auxiliary cable, portable anchor point, ...) that are damaged, have not been certified or controlled at prescribed intervals.	€150	€300	Immediate cessation of activities; remedy
9.17.	Work at a height/above free depth without securing the area endangered by work at a height/above free depth.	€200	€400	Immediate cessation of activities; remedy
<b>10.</b>	<b>Personal Protective Equipment (PPE)</b>			
10.1.	Protective glasses/shield are not used and/or it is not possible to identify their protective effect and/or their protective ability is not satisfactory.	€50	€150	An immediate remedy; in case of repeated failure, withdrawal of permission to work
10.2.	The worker does not use a protective helmet (with the exception of office work and professional work in the interior outside the threat of falling objects); the status, life-time guaranteeing effective protection (max. 5 years since production) is not suitable and/or the protective ability is not identifiable.	€50	€150	An immediate remedy; in case of repeated failure, withdrawal of permission to work
10.3.	Hearing protection devices are not used and/or it is not possible to identify their protection ability, and/or it is unsatisfactory.	€50	€150	An immediate remedy; in case of repeated failure, withdrawal of permission to work

10.4.	The means for respiratory protection are stored in an unclean condition and/or revision was not done in a controllable manner.	€50	€150	An immediate remedy; in case of repeated failure, withdrawal of permission to work
10.5.	Respiratory protection devices or PPE are not used and/or their protection ability cannot be identified, and/or it is unsatisfactory.	€50	€150	In case of repeated failure the prohibition of entry onto the premises of SLOVNAFT, a.s. for a period of 12 months.
10.6.	Protective shoes do not correspond to the danger and/or it is not possible to identify their protection ability, and/or it is unsatisfactory.	€50	€150	An immediate remedy; in case of repeated failure, withdrawal of permission to work
10.7.	Protective clothing does not correspond to the danger (request: anti-static and/or non-flammable, resistant to hot substances, resistant to CH; the "CE" mark indicating the full protection of the body), and/or it is not possible to identify its protective ability.	€50	€150	An immediate remedy; in case of repeated failure, withdrawal of permission to work
10.8.	The use of PPE in an explosive zone, which does not meet the conditions for entry/work in an explosive area.	€200	€400	An immediate remedy; in case of repeated failure, withdrawal of permission to work
10.9.	The use of protective gloves with poor protection capability and/or it is not possible to identify their trade capacity.	€50	€150	An immediate remedy; in case of repeated failure, withdrawal of permission to work
10.10.	The use of inappropriate/damaged or contaminated PPE.	€50	€150	An immediate remedy; in case of repeated failure, withdrawal of the authorization for work
10.11	The worker does not have a single escape device - MINISCAPE - available at the workplace, in which the device is required;	€50	€150	In the case of the repeated infringement – prohibition of activities and entry to the premises of SLOVNAFT a.s. for 12 months
10.12	The worker does not have the personal detector available (or is turned off, malfunctioning, with battery discharged,...) at the workplace, in which it is required.	€200	€300	In the case of the repeated infringement – prohibition of activities and entry to the premises of SLOVNAFT a.s. for 12 months
10.13	Failure to use or use an inappropriate type of upper respiratory protection / cover as defined in anti-pandemic measures against COVID 19 (eg respirator, drape, ...)	€100	€300	In the case of the repeated infringement – prohibition of activities and entry to the premises of SLOVNAFT a.s. for 12 months
<b>11.</b>	<b>Earthmoving/Excavation Work</b>			
11.1.	The place of performance of earthwork has not been delimited in an appropriate manner from the pedestrian and transport roads (for example, separating elements of rails shall not cause injury).	€50	€150	Remedy
11.2.	The protection of the work excavation by slope, sheeting, or a free security zone is not resolved; the descent and ascent are not secured (in the OSH (HSE) Plan, it is necessary to indicate the method of protection against landslides).	€50	€150	In the case of the repeated infringement – prohibition of activities and entry to the premises of SLOVNAFT a.s. for 12 months

11.3	The inappropriate means are used to secure the walls of the excavation.	€50	€150	In the case of the repeated infringement – prohibition of activities and entry to the premises of SLOVNAFT a.s. for 12 months
11.4	Inappropriately secured excavation (e.g. the use of the security tape on the edge of the excavation).	€50	€150	Immediate cessation of activities; remedy
<b>12.</b>	<b>Transfer of Material, Crane Work</b>			
12.1.	A person is located/working under the suspended load.	€150	€500	In the case of the repeated infringement – prohibition of activities and entry to the premises of SLOVNAFT a.s. for 12 months
12.2.	Dangerous handling of suspended loads during moving / not using the guide rope.	€250	€500	In the case of the repeated infringement – prohibition of activities and entry to the premises of SLOVNAFT a.s. for 12 months
12.3.	The lifting area is not enclosed or otherwise secured (e.g., a patrol).	€50	€150	In the case of the repeated infringement – prohibition of activities and entry to the premises of SLOVNAFT a.s. for 12 months
12.4.	There is no demonstrable/documented inspection of the connecting/machine elements and/or binding means; the documentation is not available.	€50	€150	An immediate remedy; in case of repeated failure, withdrawal of the authorization for work
12.5.	Lifting of persons by a machine (with the exception of the case when it is lifting equipment, elevator, lifting basket designed and tested for that purpose).	€250	€500	In the case of the repeated infringement – prohibition of activities and entry to the premises of SLOVNAFT a.s. for 12 months
12.6.	The allowed capacity is not marked on the device.	€50	€150	An immediate remedy; in case of repeated failure, withdrawal of the authorization for work
12.7.	The status of the fasteners is not satisfactory (broken ropes, chains, etc.).	€50	€150	An immediate remedy; in case of repeated failure, withdrawal of the authorization for work
12.8.	At the site, there is no lifting equipment log and/or it is not maintained on a regular basis.	€50	€150	An immediate remedy; in case of repeated failure, withdrawal of the authorization for work
12.9.	Missing/invalid revision, inspection, machine or equipment test.	€100	€200	An immediate remedy; in case of repeated failure, withdrawal of the authorization for work
12.10.	In the working machines and vehicles, there is no barrier against accidental starting (e.g. a starter key remained in the starter, while the operating person is not on the device).	€50	€150	Immediately remove the key from the machine and return it after writing the log
<b>13.</b>	<b>Electrical Equipment, Electric Appliances</b>			
13.1.	The status of the devices and machines is not satisfactory.	€50	€150	An immediate remedy; in case of repeated failure, withdrawal of the authorization for work
13.2.	The status of the electrical wiring/connections is unsatisfactory (e.g. missing or additional insulation of wiring).	€50	€150	An immediate remedy; in case of repeated failure, withdrawal of the authorization for work

13.3.	Distribution cabinets are not grounded or protected against being handled with by unauthorized persons.	€50	€150	Immediate rectification; withdrawal of the work authorization in case of a repeated deficiency
13.4.	Professional test has not been performed; a professional inspection of the electric shock-protection equipment and/or documentation are not available on the site.	€50	€150	An immediate remedy; in case of repeated failure, withdrawal of the authorization for work
13.5.	Mechanical protection of electrical cables conducted at the level of the floor has not been resolved.	€50	€150	Immediate rectification; withdrawal of the work authorization in case of a repeated deficiency
13.6.	Overhead electrical cables were not fixed in several points or are not clearly marked.	€50	€150	An immediate remedy; in case of repeated failure, withdrawal of the authorization for work
13.7.	There is no insulating transformer available on a large metal working surface, or a type with unsatisfactory load capacity is used.	€50	€150	Immediate rectification; withdrawal of the work authorization in case of a repeated deficiency
13.8.	The use of non-certified tools and equipment.	€100	€200	Immediate rectification; withdrawal of the work authorization in case of a repeated deficiency
<b>14.</b>	<b>Mechanical Hand Tools</b>			
14.1.	The condition of hand tools does not meet the prescribed criteria and requirements (e.g. cracked or broken handle, greasy-dirty gear, the keyhole stretched).	€50	€150	An immediate remedy; in case of repeated failure, withdrawal of the authorization for work
<b>15.</b>	<b>Environmental Protection</b>			
15.1.	Leakage of liquids (polluting substances) from the technology outside the detention facilities intended for that purpose caused by the fault of the Supplier is identified during the performance of the work.	€500	€3,500	Interruption of the works, immediate capture of the leak and cleanup of the place of work
15.2.	Ground contamination by oil or other polluting substances.	€1,000	€5,000	The interruption of the works; the immediate capture of the leak and the reinstatement of the ground at the expense of the Supplier
15.3.	Withdrawal of water unauthorized/in conflict with the permission issued by the representative of the shop.	€100	€1,000	Instant remedy
15.4.	Unauthorized discharges of wastewater into the sewer or discharge contrary to the authorization issued by the representative of the shop.	€300	€1,000	Immediate remediation; removal of the consequences
15.5.	Damage to plumbing, distribution of water or water management facilities during the construction works, which may result in failures of the water supplies or water drainage.	€500	€5000	Suspension of work; immediate rectification
15.6.	The Supplier treats waste without permission (does not have a valid consent to treat hazardous waste, consent to transport hazardous waste, leaving waste to an unauthorized person, etc.).	€1,000	€3,000	Immediate suspension of the works; remediation

15.7.	The Supplier does not collect and sort wastes by the types when they origin (at the place of work).	€300	€1,000	Immediate cessation of work; the sorting of mixed wastes is ensured at the expense of the Supplier. In case of repeated failure, withdrawal of authorization for work
15.8.	Failure to submit documents on the management of waste (waste registration sheets, originals of Pages 1 and 4 of the ASHW form, Protocols on the Handover of Other Waste, Weighbridge Tickets) to the Client within the set deadline.	€300	€1,000	An immediate remedy; in case of repeated failure, withdrawal of the authorization for work
15.9.	Collection, removal or dumping of wastes, including excavated soil, at a site other than determined by the authorized personnel of the shop.	€3000	€5000	An immediate remedy; in case of repeated failure, withdrawal of the authorization for work
15.10.	Failure to ensure the cleaning up of the premises where the Supplier carries out the work when these are handed over to the Client's competent worker.	€3000	€5000	Instant remedy
15.11.	When dismantling the pipeline, cleaning of the pipes by burning is planned and the conditions for its correct performance were not ensured.	€50	€150	Immediate cessation of activities; remedy In case of repeated failure, withdrawal of authorization for work
<b>16.</b>	<b>Alcohol and Other</b>			
16.1.	Detection of alcohol ingestion, if the result of a positive breath test has been up to 0.14 mg/l; of narcotic and psychotropic substances in the body of the tested persons, or their bringing into the premises of the company.	€300		Immediate suspension of entry/activities; immediate remedy
16.2.	Identified alcohol consumption, if the result of a positive breath test is over 0.14 mg/l, or the person to be tested refuses to undergo a breath test for the detection of alcohol consumption, or there is a positive test of up to 0.14 mg/l in the tested person repeatedly for the second time over the past 6 months.	€600		The prohibition of entry onto the premises of SLOVNAFT, a.s. for a period of 12 months
16.3.	Serious industrial accident; gross or repeated breach of the OSH principles.	Up to €3,500		Immediate interruption of activities, prohibition of contractor's entry onto the premises of SLOVNAFT a.s. for a minimum period of 12 months
<b>17.</b>	<b>Traffic Regulations</b>			
17.1.	Driving without a seatbelt.	€100	€300	Immediate interruption of activities, prohibition of contractor's entry into the premises of SLOVNAFT a.s. for a period of 12 months
17.2.	Driving without a helmet on a single-track vehicle.	€100	€200	Immediate interruption of activities; prohibition of contractor's entry into the premises of SLOVNAFT a.s. for a period of 12 months
17.3.	Riding a non-motorized vehicle in winter and in bad weather (snow coverage, slippery, iced roads).	€200	€400	Immediate interruption of activities; prohibition of contractor's entry into the premises of SLOVNAFT a.s. for a period of 12 months
17.4.	The maximum speed limit of the vehicle was exceeded.	€100	€300	Immediate interruption of activities; prohibition of contractor's entry into the premises of SLOVNAFT a.s. for

				a period of 12 months
17.5	Failure to observe the time of a security break.	€200	€500	Immediate interruption of activities; prohibition of contractor's entry into the premises of SLOVNAFT a.s. for a period of 12 months
17.6	The use of a mobile phone while driving.	€100	€300	Immediate interruption of activities; prohibition of contractor's entry into the premises of SLOVNAFT a.s. for a period of 12 months
17.7	Eating while driving a motor vehicle.	€100	€200	Immediate interruption of activities; prohibition of contractor's entry into the premises of SLOVNAFT a.s. for a period of 12 months
17.8	The use of the devices in the explosive atmosphere, which is unfit for such an atmosphere.	€300	€600	Immediate interruption of activities; prohibition of contractor's entry into the premises of SLOVNAFT a.s. for a period of 12 months
17.9	Failure to ground the vehicle when materials are loaded/unloaded.	€200	€400	Immediate interruption of activities; prohibition of contractor's entry into the premises of SLOVNAFT a.s. for a period of 12 months
17.10	Violation of traffic rules.	€50	€300	Immediate interruption of activities; prohibition of contractor's entry into the premises of SLOVNAFT a.s. for a period of 12 months
17.11	Unauthorized entry of a motor vehicle to the workplace, where the entry of a motor vehicle shall be allowed by a permit.	€100	€300	Suspension of work; immediate rectification
17.12	Failure to secure the device when moving on the vehicle (extended arm of the vehicle / crane when moving, ....)	€100	€300	Suspension of work; immediate rectification
<b>18.</b>	<b>Safety Symbols</b>			
18.1.	Removal of or damage to safety signs, decommissioning of safety equipment/components without authorization.	€100	€200	In the case of the second infringement – prohibition of activities and entry to the premises of SLOVNAFT a.s. for 12 months
18.2	Failure to identify an employee acting as a fire assistance patrol member or entrance supervisor (or other functions requiring identification).	€50	€150	Suspension of work; immediate rectification