

**Generally binding HSE requirements for Contractors in the premises of VIčie hrdlo, Bratislava  
(hereinafter referred to as “HSE requirements”)**

In these HSE requirements for Contractors, the term Contractor means every contractual partner of SLOVNAFT, a.s. or SLOVNAFT MONTÁŽE A OPRAVY a.s. (hereinafter referred to as “Customer”), performing activities listed below in these requirements for the “Customer”. The Contractual Party performing activities for the Customer may be also identified as Provider, Developer or Seller.

These HSE requirements for Contractors are an integral part of the General Purchasing Conditions of SLOVNAFT, a.s., and SLOVNAFT MONTÁŽE A OPRAVY a.s.

These HSE requirements for Contractors apply to all Contractors who perform activities for the Customer on the premises VIčie hrdlo, Bratislava. Terminals of the company SLOVNAFT, a.s. outside of Bratislava and filling stations owned by SLOVNAFT, a.s. have their own special requirements drawn up and applied on the given premises.

These HSE requirements for Contractors apply to Contractors who perform activities on the premises of the company SLOVNAFT, a.s. VIčie hrdlo, Bratislava requiring written work permit, or who perform one of the following Activities:

- **Operation of technical systems, cleaning, inspection, maintenance**
- **Activities with increased risk of fire**
- **Work in confined spaces or below ground level (e.g. in tanks, shafts, or in areas with limited movement possibilities)**
- **Handling (lifting) materials, load lifting**
- **Mechanical engineering activities**
- **Electrical, instrumental activities**
- **Construction of scaffolding, work on ladders, work at heights**
- **Ground work, excavation work, demolition work**
- **Passive corrosion protection (coatings, surface preparation)**
- **Work on technologies**
- **Environmental protection activities**
- **Other – maintenance of premises, civil engineering, maintenance of machines and mechanisms, cleaning, supervision, etc.)**
- **Transportation activities subject to ADR regulations**
- **Handling powers**
- **Repair and maintenance activities**
- **Other services – cleaning, mowing, tidying up (especially in the production part of the company)**
- **Inspection and measuring activities (e.g. inspection of fire equipment, training and courses in the production area)**

(hereinafter referred to as “Activities” or “Work”).

The Contractor, when performing key Activities for the Customer, shall keep generally binding legal regulations in the area of occupational safety and health protection at work, fire protection, environmental protection, prevention of major industrial accidents and waste management (hereinafter referred to as “HSE regulations”), these HSE requirements for Contractors and internal regulations published at [www.slovnaft.sk](http://www.slovnaft.sk)

## **Part I. – Occupational safety and health protection at work (OSH)**

**a) Internal documents** – The Contractor shall familiarise himself with and strictly keep to the following internal documents of the Customer:

BP-01 Basic rules of occupational safety and health protection at work  
 BP-07 On requirements for use of signs, symbols and signals to ensure OSH  
 HSE\_OR45\_SN Safe work at heights  
 HSE\_OR47\_SN Procedure of issuing written work permit  
 HSE\_1\_SN5, version 1 Trauma plan  
 HSE\_1\_G13.1.1\_SN1 Incident Reporting & Investigation System (IRIS)  
 HSE\_1\_G3.1.1\_SK1 Requirements for training in the field of HSE

HSE\_1\_G3.1.1\_SNMAO1 - Requirements for training in the field of HSE  
 HSE\_1\_G7.1.1\_SNMAO1 - Golden rules of health, safety and environment  
 HSE\_1\_G8.1.1\_SNMAO1 - Occupational safety and health protection at work  
 HSE\_1\_G13.1.1\_SNMAO1 - Reporting and investigating events in the field of HSE

**b) Procedure in the event of an injury requiring professional medical care or medical treatment or transportation to a medical facility**

### **Activity at the site of injury**

The direct witness of the injury or the person who discovers the injury first (hereinafter referred to as “Lay Rescuer”) shall immediately provide first aid alone or with the assistance of other persons.

If it is not possible to provide first aid at the site of injury due to contamination by gas, smoke, threat of fire or due to some other cause, the Lay Rescuer shall ensure secure and careful transportation to a secure location and there provide first aid immediately. In the event that the injured starts choking or stops breathing, it is necessary to provide artificial respiration also during transportation. It is strictly forbidden to enter hazardous and contaminated areas without effective personal means of protection at work.

While providing first aid alone or with help of other persons the Lay Rescuer shall ensure the reporting of the injury (situation) to the Operational workplace of the PFB at the Fire station at bl. 64 at the telephone number **33-33** or **02 4055 3333**.

**The report shall include:**

- Company and site of injury (block number, determine the best access route to the injured according to cardinal directions (south, north, west, east),
- What happened (put particular emphasis on life-threatening conditions for which a physician is necessary).
- His/her full name, position
- Telephone number, from which the injury is reported,
- Leave room for the called service to ask additional questions – **do not immediately put down the phone!**

**c) HSE plan (also includes requirements of the OSH plan under NV 393/2006 and 396/2006 Coll. of the Slovak Republic)**

The HSE plan is a description of Activities necessary to ensure an injury-free and accident-free performance of work without a negative effect to environment. The HSE plan shall be drawn up by the Contractor according to the instructions of the Customer as a basic document, which is binding for all

employees of the Contractor and Subcontractors performing critical Activities on equipment and property of the Customer.

***For the performance of repair and maintenance Activities conducted during general turnarounds (GT) the SD&HSE department of SLOVNAFT,a.s. draws up a HSE plan for the GT. The HSE plan for the GT is binding for all participating employees of the Contractor and his Subcontractors.*** When conducting repair and maintenance Activities, where it is needed and/or required by the Customer due to the nature and extent of the given activity, the Contractor shall use his own framework or technological procedures for performance of Activities, or in certain cases specific technological procedures; it is also possible to use instructions/manuals of manufacturers for operating and maintenance of the specific equipment.

The Contractor shall keep a HSE log at the construction site/workplace, which shall be accessible always during performance of work. The safety coordinator or the safety engineer of the Contractor shall be responsible for keeping the HSE log. The Contractor, as well as the Customer shall include in the HSE log: all records from each HSE inspection – following the HSE rules and these HSE requirements for Contractors – performed on the construction site and they shall also include all discovered deficiencies, as well as deficiencies of the Subcontract if is in this work involved. The Contractor shall allow entry of records to the HSE log from inspections performed by supervisory authorities of the state administration. The so-called assembling log shall be kept during maintenance Activities (this may replace the HSE log).

The Customer shall appoint an employee of the Contractor with the performance of the position of the safety coordinator and documentation coordinator according to the valid legislation prior to the start of work at the construction site/workplace. The Contractor shall list the name, surname and telephone contact of the safety coordinator and documentation coordinator on a bulletin board at the entrance of the construction site/workplace. The safety coordinator shall be reachable by phone and in person in the time of work on the construction site during the whole period of work performance at the construction site/workplace. The safety coordinator and the documentation coordinator acts according to the valid legislation of the Slovak Republic and reports directly to the responsible employee of the Customer. In the event of work performed in accordance with HSE\_OR47\_SN requiring daily issuing of work permit and performance of which does not require (by valid legislation) appointment of a safety coordinator (e.g. maintenance Activities), it is necessary that the work at the workplace is inspected by a safety technician of the Contractor on a daily basis. The full name and contact of the safety technician shall be available at the workplace.

Strictly following HSE rules and these HSE requirements for Contractors during the whole period of work performance serves to minimize the occurrence of extraordinary HSE events defined in the local management act of the Customer **HSE\_1\_G13.1.1\_SN1 “Reporting and investigating events in the field of HSE”**, as follows:

HSE event: adverse event (or a chain of events) which resulted or might have resulted in an injury, illness or damage to health, damage to/loss of property, environment or company's reputation. Events do not include events in the operation, maintenance, quality or reliability that did not have any consequences or potential consequences to HSE.

HSE events may substantially disrupt the established work schedule.

#### **d) Familiarizing and informing the Contractor's employees**

Employees of the Contractor shall undergo the following training before starting work:

1. Initial training (at the main gatehouse – EFG valid of training is 12 months)
2. Training focus on prevention of major industrial accidents valid for 18 months
3. Training of fire-fighting assistance patrols valid for 12 months
4. Training for employees of the Contractor on using hydrants (only if their job will be to operate hydrants)  
Ordering of educational programmes 2-4:
  - a. By email at email address: stanislav.temer@g4s.slovnaft.sk

- b. By phone with the head of the training centre at +421 2 4055 6582 or +421 918 992 942. In the case of his absence you can phone the head of the prevention department at +421 2 4055 4708 or +421 915 996 332
  - c. Signed order must be delivered no later than on the day of the training
  - d. The order shall be delivered to the head of the training centre or to the instructor
  - e. Training dates from 01/01/2013 according to the schedule of the trainings:
    - Tuesdays 9.00, 10.00, 11.00, 12.00
    - Wednesdays 9.00, 10.00, 11.00, 12.00
    - Fridays 9.00, 10.00, 11.00, 12.00
5. Familiarizing with dangers, hazards and risks at the workplace are performed by the workplace supervisor of the Customer, valid until change of workplace conditions. The instructor keeps records about familiarizing and informing stating the trained persons and the training content.

d) It is mandatory to be equipped with personal protective equipment (PPE)

Personal protective equipment (PPE) are all means designed to protect individual life and health of workers at work from dangerous or harmful work and workplace factors.

Everyone entering the production zone in the premises of Slovnaft due to work must be equipped with the following PPE:

1. **A protective helmet to be worn in an explosive**  
A protective helmet providing protection from falling objects and construction in accordance with following standards.  
Standards: EN 397 Safety helmets, EN 352-3 General requirements, EN 60079-10-1997 for use in dangerous areas zones 1, 2
2. **Protective gloves according to the type of the performed works**  
(mechanical, chemical resistant, heat resistant or cut resistant protective gloves)
3. **Safety footwear – ankle shoes**  
The footwear must be equipped with steel toe protection for energy and pressure impacts, footwear category S3, sole - protection against puncture and fuel resistant sole  
Standard: EN ISO 20345 – S3 Safety footwear with steel toe
4. **Safety glasses for industrial use**  
Employees of the Contractor must use safety glasses depending on the type of work performed and the glasses must be in accordance with required standards. Basic glasses must protect eyes from small particles (dust) or aerosols. Mechanical resistance class F.  
Standard: EN 166 General specifications for eye protection, EN 170 UV filter
5. **Work clothes – fireproof anti-static suit (trousers, jacket)**  
Employees of the Contractor must use work clothes suitable for persons exposed to the risk of health damage by fire or an explosive environment. The employee of the Contractor must be identified by the company name on his/her work clothes. Clothes must be marked by an icon on a visible spot.  
STANDARD: EN 340 Protective clothing – general requirements  
EN ISO11612 Protective clothing against heat and flame  
EN 1149-5 Anti-static protective clothing
7. **Breathing protection**  
If the Contractor carries out works with risk of a leakage of toxic gases, fumes and particles is apparent, he is obliged to use PPE for breathing protection – respirators, reusable respirators or full-face masks with gas filters. Contractors must follow the instructions of the managers of the visited workplace.

## 8. Personal portable detectors – Instructions for personal portable detectors:

In order to ensure OHS for persons entering an explosive area, unbreathable area or toxic atmosphere area (particularly with the presence of hydrogen sulphide and Carbon monoxide) these persons shall be equipped with personal portable gas detectors.

### Purpose of use:

Personal portable gas detector (hereinafter referred to as “personal detector”) is used to detect and continually monitor the concentration of different gases at the workplace. Every detector shall be equipped with 4 sensors which are able to detect O<sub>2</sub>, H<sub>2</sub>S, CO and Ex. Personal detector shall be calibrated for PROPANE (Ex sensor).

Personal detector must be used when entering following environments:

- 1.) where there is a risk of explosion (Zones 0,1,2);
- 2.) where there is a risk of decreased oxygen content in the air (below 19%) or H<sub>2</sub>S or CO poisoning;
- 3.) when working in confined spaces and below ground level.

### Setting the alarm signals on the personal portable gas detector

Type of gas	1. grade	2. grade
CO	30 ppm	60 ppm
O <sub>2</sub>	drop below 19%	above 23%
H <sub>2</sub> S	5 ppm	10ppm
Ex (CxHy)	5% LEL	20% LEL

LEL – Lower Explosive Limit

The use of personal detectors, with the last calibration performed more than 180 days before the usage, is not permitted!

### Use of the personal detector:

- The personal detector shall be used by every person all the time when moving independently in the external premises of the workplace with potential risk of dangerous gas presence.
- If an employee of the Contractor moves together with an employee of the plant, the employee of the plant ensures the continual monitoring (only in case of a workplace inspection).
- When works are carried out at a plant with a potential dangerous gas presence, at least two personal detectors must be available for every workgroup (defined in written work permit), so that all members of the workgroup can immediately notice the alarm signal of the personal detector in case of a threat (does not apply for works in confined spaces and below ground level, where every person must have a personal detector).
- If this cannot be ensured, every workgroup shall be provided with an adequate number of personal detectors, so that every employee can immediately notice the alarm signal of the personal detector.
- If the alarm signal (1<sup>st</sup> or 2<sup>nd</sup> grade) of the personal detector goes off, all activities shall be stopped and all persons shall be evacuated from the area. The employees must immediately inform the head of the workplace about the alarm signal of the personal detector.
- The detector must be used in accordance with the instructions for use.
- The personal detector must be visible when carried. It is forbidden to carry the detector in internal parts of clothes.
- The functionality of the personal detector must be checked before every use. When malfunctions are detected (e.g. failure warning or any other warning message on the display of the device) or unreal measured values are displayed (e.g. increased values measured in a definitely non-contaminated area), the supervisor shall be immediately informed about the condition of the device.

## e) Basic safety rules.

Basic safety rules mean rules for hazardous work, non-compliance with which could lead to increased risk of injury or death. The rules also highlight the activities that an individual may perform to protect himself/herself as well as others. All contractors and subcontractors must observe these rules. Failure to observe basic safety rules will be sanctioned in accordance with part VI. of these general HSE requirements for contractors.

**Basic safety rules:**

1. **Smoking is prohibited outside of designated smoking areas or during work with increased risk of fire or explosion**
2. **Check energy isolation before commencement of work**
3. **Perform work in accordance with relevant permission and observe the condition defined in the permission**
4. **Use specified Personal protective equipment**
5. **Perform atmosphere testing for gas presence whenever it is necessary**
6. **Do not perform work in excavations without proper safety**
7. **Do not remove safety signs and do not disable safety devices/components**
8. **Do not violate the principles of safe manipulation of freights**
9. **Do not perform work under the influence of alcohol or drugs**
10. **Follow the rules and act in the event of infringement of them**

Basic safety rules defined in detail are provided in the lecturing documents on the following website: [www.slovnaft.sk](http://www.slovnaft.sk)

Contact person:

Ing. Peter Javorka: ext. 6934

e-mail: [peter.javorka@slovnaft.sk](mailto:peter.javorka@slovnaft.sk)

**Part II. – Fire protection (FP)**

**a) Internal documents** – The Contractor shall familiarize himself with and strictly keep the following internal documents of the Customer:

HSE\_1\_G7.2.1\_SN2 Fire statute of SLOVNAFT, a.s.  
 HSE\_OR41\_SN Smoking ban in SLOVNAFT, a. s.  
 HSE\_1\_G7.2.1\_SN1 Preparedness of fire equipment  
 HSE\_1\_G14.1.1\_SK1 Evacuation plan  
 HSE\_1\_G3.1.1\_SK1 Requirements for training in the field of HSE  
 HSE\_1\_G7.2.1\_SNMAO1 – Fire statute of SLOVNAFT MONTÁŽE A OPRAVY a.s.

**b) Procedure in the event of fire**

The Contractor shall report to the Plant Fire Brigade (PFB) at the Operations Centre in the Fire station at block 64 and to the Production Plant Manager:

- every fire, at the tel. no. **22-22**, or tel. no. **02 4055 2222**
- other extraordinary HSE incident (e.g. leaks of materials from technological equipment).

**Obligations when noticing a fire**

Anyone who notices a fire shall:

- perform measures necessary for saving threatened person
- extinguish the fire (if possible) or perform the necessary measures to prevent it from spreading,

- report the fire at the designated location without delay or ensure it being reported
- provide personal and material help to the fire brigade, if required by the chief of the brigade.

**Method and location of reporting a fire****In premises not protected by an electrical fire alarm system:**

Report a fire, explosion and gas leaks without delay, or ensure it being reported by telephone to the PFB Operations Centre in the Fire station, block 64 at the telephone number:

**22 – 22 or 02 4055 2222.**

**Anyone who notices a fire shall include following information in the report:**

- his/her full name
- name of the workplace
- block number
- telephone number (from which the fire is reported)
- what is burning (what has happened, brief information about the incident)
- an access route for the fire brigade (cardinal direction)
- anyone who reports the event shall wait at the telephone to verify the data by the PFB Operations Centre.

**In the premises protected by an electrical fire alarm system:**

- report a fire, explosion and leakage of gas without delay, or ensure it being reported by using a “button electrical fire alarm system” – breaking the glass and pressing the button,
- wait near the fire alarm or at the access route for the Fire brigade.

**Method of announcing the fire alarm:**

- the fire alarm at workplaces is announced according to the provisions of the “Workplace fire safety rules” and “Fire evacuation plan”, or by shouting “H O R Í ” ( F I R E ),
- the fire alarm for the Fire brigade of the PFB is announced according to the “PFB Operations Centre Rules”.

**Obligation when announcing the fire alarm:**

- when announcing the fire alarm it is necessary to remain calm and maintain presence of mind, participate in the fire-fight according to the instructions of the workplace supervisor and provisions of the “Workplace fire safety rules” and “Fire evacuation plan”, after the arrival of the fire brigade of the PFB follow the instructions of the chief of the brigade,
- the workplace supervisor shall cooperate with the chief of the fire brigade and shall provide necessary professional and technical advice,
- during evacuation of persons and material proceed according to the “Fire evacuation plan” of the specific workplace.

**Location and telephone number of the emergency service:**

INJURY (Proceed according to HSE\_OR48\_SN Plan of care for injured – trauma plan): **33-33 or 02 4055 3333**

OPERATIONAL CENTRE OF THE SECURITY SERVICE a.s.: **44-44 or 02 4055 4444**

OTHER EMERGENCY SERVICES (water, gas, electrical energy) are secured via company dispatching: **22-44 or 02 4055 2244**

Contact person:

Ing. Pavol Papán: ext. 7774

e-mail: [pavol.papan@slovnaft.sk](mailto:pavol.papan@slovnaft.sk)

**c) Fire evacuation plan**

The fire evacuation plan is designed to ensure fast and effective evacuation of persons or materials from the premises threatened by a fire or some other operational accident including contamination by explosive or poisonous gas.

All employees of the Contractor must be familiarized with the evacuation plan of the specific workplaces within the 2nd level training at the workplace.

**d) Obligations of the employees of the Contractor****Every employee of the Contractor shall**

- behave and act in such a manner which shall not cause fire or explosion, damage and threat the environment, health of other persons, their lives or property of the Customer, in particular if using thermal, electrical, gas and other appliances, when storing or using flammable or fire hazardous materials and when handling open fire,
- fight the noticed fire, explosion or gas leak if possible, or dispose of it by using available means,
- and if it is not possible, announce the fire alarm immediately and proceed according to the Fire Alarm Directives of SLOVNAFT, a. s.,
- keep the smoking ban and ban on handling open fires, unless these are specifically allowed in certain locations,
- familiarize oneself with Fire Alarm Directives, Fire Evacuation Plan of the Workplace and Alarm Directives in the Event of an Occupational Injury,
- keep instructions, restrictions and orders at the workplace in order to ensure fire safety at work,
- know the locations, facilities or their parts with increased risks of fire or explosion and know measures to prevent fires and their spreading,
- know the locations of the nearest fire extinguishers and other material means of fire protection at the workplace,
- keep the following clear and accessible at all times: fire escapes, emergency exits and roads, boarding areas and access to these, as well as access to the electric switchboards, water valves, fire extinguishers, fire hydrants, triggers and distributions of fixed and semi-fixed fire equipment, electric fire alarm systems, gas detection sensor systems,
- ensure that the workplace is in perfect condition from the fire safety point of view (closed fire dampers, supplies of flammable materials, turned off electricity etc.),
- keep the rules defined by the Regulation of the Ministry of Interior of the Slovak Republic no. 96/2004 Coll. and Regulation of the Ministry of Interior of the Slovak Republic no. 124/2000 Coll. when storing and handling flammable liquids a technical gases,
- keep technical specifications and requirements for fire safety during installation and operation of fuel appliances in accordance with the Decree of the Ministry of Interior of the Slovak Republic no. 401/2007 Coll.
- keep the technological procedures and work discipline,
- keep rules of fire safety when performing Activities with increased risk of fire,
- inform his/her superior about deficiencies which may threaten the fire safety and actively participate in their removal according to his/her own capacity,
- participate in fire safety training and professional training of fire assistance patrols,
- submit a certificate of professional proficiency and medical fitness for the work he/she is performing on request of the Customer,
- inform the superior about arrival and departure from the workplace,
- request a written permission to enter the workplace with a motor vehicle from the workplace supervisor before entering it with a motor vehicle,
- familiarize himself with the fire statute, the workplace fire safety rules, and the instructions for Activities with increased risk of fire.



## e) Forbidden Activities

### The employees of the Contractor are forbidden to

- enter the premises of SLOVNAFT, a.s. under the influence of alcohol or drugs, carry them onto the premises of SLOVNAFT, a.s. and consume them,
- enter the workplaces and premises not intended for the performance of Activities,
- leave the workplace without consent of the superior,
- turn on/off or otherwise operate other equipment except when preventing an accident or damages,
- smoke outside of the designated areas,
- use organic solvents (flammable liquids) for degreasing equipment, floors etc.,
- deliberately use or damage fire extinguishers, firefighting equipment, alarm systems,
- damage the Workplace Fire Safety Rules, Fire Alarm Directives, Alarm Directives in the Event of an Occupational Accident, Fire Evacuation Plan, warnings and signs,
- wash clothes and other work equipment in flammable substances,
- dry working clothes and fabrics on heating units and technological equipment (hot pipelines etc.),
- store flammable materials near heating and other appliances,
- store flammable materials outside of designated storing areas
- have a mobile phone turned on in the premises with risk of explosion of flammable gases and vapours,
- enter sewers, shafts, tanks and other premises below ground level or floating roofs without a written work permit and fulfilling specific safety measures,
- v perform any work Activities and work with fire without a written "Permission" for work and fulfilling relevant safety measures
- work in an area with risk of explosion or fire without non-sparkling tools and without protection of lighting and tools corresponding to the surroundings,
- pass through (make shortcuts) production units, pipeline bridges and railways
- ride a bicycle without helmet,
- ride a bicycle on the premises of the production unit,
- drive a motor vehicle in the premises of the production unit without permission,
- ride a bicycle or a single-track vehicle in adverse weather conditions (i.e. rain, storm, gale-force wind, fog, etc.) and in winter season if the outdoor temperature is below +4 °C
- store materials on slatted floors – in particular materials which may fall through,
- remove safety equipment (protective covers, unconditional protection, handrails etc.) except for equipment that is shut down, undergoing repairs or maintenance,
- use various makeshift tools except for special tools, appliances and equipment manufactured for the given activity according to valid standards and regulations
- use nails or screws to tighten the saw blade, damaged saw blades must be replaced,
- use a screwdriver with a bent shank and damaged edge,
- carry sharp object in pockets (e.g. nails etc.),
- enter restricted areas (marked with a warning sign) without proper safety equipment
- walk on grass areas without a particular reason,
- lay objects, constructions or perform not permitted work on grass areas, park on grass areas.

## f) Specific requirements

- written work permit "Permission" is issued for the Contractor between 6:30 a.m. and 6:00 p.m. If necessary, working hours may be extended under the condition of issuance of a new permission. A new work permit between 6:00 p.m. and 6:00 a.m. has to be issued for work after 6:00 p.m. Work at night is allowed when keeping the safety conditions listed in the HSE plan and conditions determined by the Committee
- the Contractor shall terminate the "Permission" in writing upon the completion of work.
- in the event of work during weekend and on bank holidays, it is necessary that the Contractor reports this at least one day in advance until 12 p.m. to the assistant manager of operations.

- a request for a daily „Permission“ for work on behalf of the Contractor shall be submitted by authorized employees of the Contractor and when submitting the request, they will present their authorization. The permission shall include the current list signed by all employees of the Contractor and Subcontractor participating in the work
- The workplace must be protected from adjacent premises by a removable fence. Two-bar railing of 1.1 metres or some other appropriate measure shall suffice at line constructions/construction sites where short-term work is performed (the Contractor and operations manager shall define the working area before the actual installation).
- when working with X-ray radiation, it is required to report this activity to the workplace supervisor during issuing of the daily “Permission”.
- during welding work and work with open fire, the fire assistance patrol of the Contractor shall:
  - have their own functional fire extinguisher at their disposal
  - prevent jumping of sparks with appropriate measures,
  - have their own gas detector with a valid certificate at their disposal
  - undergo professional training of fire-fighting assistance patrols
- in the event of an accident, fire, leak of materials, if exceeding 25% of the LEL (lower explosive limit) or some other unpredictable situation on the surrounding technological equipment, the Contractor shall immediately interrupt work and the employees must quickly leave the threatened premises. Further work may be continued after issuing of a new daily permission.

### **Part III. – Waste and packaging**

#### **General requirements**

**a) Internal documents** – The Contractor shall familiarize himself with and strictly keep the following internal documents:

HSE\_1\_G9.1.1\_SN1 Waste management  
HSE\_1\_G9.1.1\_SNMAO1 – Waste management

#### **b) Waste management of waste from service, cleaning and maintenance work**

1. SLOVNAFT, a.s. is the originator of waste produced from service work, cleaning or maintenance work from equipment, materials or packaging of the Customer.
2. SLOVNAFT, a.s. shall ensure processing or disposal of waste produced from service work, cleaning or maintenance work from equipment, materials or packaging of the Customer; the Contractor shall ensure sorting of waste and prepare it for transport.
3. When ordering work, THE CONTRACTOR may be asked to cooperate and to ensure transport of waste originator of which is SLOVNAFT, a.s. In this event the Contractor shall proceed according to the instructions of the authorized employee of the Customer.
4. The Contractor is the originator of waste produced from service work, cleaning or maintenance work from equipment, materials or packaging delivered to SLOVNAFT, a.s. related to ensuring work of the Contractor and the Contractor shall ensure their processing and disposal.
5. The Contractor is the originator of communal waste produced by its employees in the premises of SLOVNAFT, a.s., Bratislava, Vičie hrdlo 1 during ensuring of personal needs of its employees and the Contractor shall ensure their processing and disposal.
6. The Contractor declares that during performance of his Activities he shall not violate any HSE regulations and shall fulfil all his obligations arising from these HSE regulations duly and on time. If any damages arise to SLOVNAFT, a.s. (direct, indirect or any other damages, even non-material damages), as a result of any false statement of the Contractor or violation of his obligations specified in this paragraph, the Contractor shall pay SLOVNAFT, a.s. for all damages without delay after SLOVNAFT, a.s. gives proof of these damages by a decision of a public authority, expert opinion, accounting documents or by other means of proof.
7. When managing waste produced from performance of work, the Contractor shall keep the HSE regulations, in particular Act no. 223/2001 Coll. on wastes as amended by later regulations, Regulation of the Ministry of Environment of the Slovak Republic no. 283/2001 Coll. on implementing certain

regulations of the Waste Act as amended by later regulations, Regulation of the Ministry of Environment of the Slovak Republic no. 284/2001 Coll. on establishing the Catalogue of Wastes and other relevant legal regulations in the field of waste management and packaging waste management.

8. The Contractor shall ensure cutting and sorting of scrap metal at the location designated by the Customer. The Customer shall ensure the disposal of scrap metal.
9. In the event of violation of HSE regulations and/or these HSE requirements for Contractors, the Contractor may be excluded from performing work for SLOVNAFT, a.s.
10. The Contractor shall be responsible in full extent for any damages to SLOVNAFT, a.s. caused by violation of obligations according to the HSE regulations and/or these HSE requirements for Contractors, including any fines imposed on SLOVNAFT, a.s. by the competent administrative or state authorities.

### **c) Waste management of waste from investment activities**

1. The Contractor (according to Article 40c Construction and demolition waste, Article 5 of Act no. 223/2001 Coll. on waste) is the originator of all waste produced from construction, demolition and excavation work from equipment, materials, in relation to the implementation of investment projects.
2. The Contractor is the originator of waste produced from materials and packaging delivered to SLOVNAFT, a.s. related to ensuring performance of work.
3. The Contractor is the originator of communal waste produced by its employees in the premises of SLOVNAFT, a.s., Bratislava, Vlčie hrdlo 1 during ensuring of personal needs of its employees.
4. The Contractor shall ensure processing/disposal of all wastes produced during performance of an investment activity.
5. The Contractor as the originator of waste shall fulfil all obligations listed in the Waste Act no. 223/2001 Coll., in particular obligations of Articles 19 and 20 obligations of the waste holder and obligations during transportation of hazardous waste, furthermore keep records on the form "WASTE RECORD SHEET", sending of accompanying documents of hazardous waste (ADHW) to the Environmental District Office and Environmental Regional Office, making timely "Reports on production waste and disposal of it" for the calendar year etc.

### **d) Procedure when handling hazardous waste and packaging from investment activities**

- a) The Contractor shall follow all instructions when handling waste given by personnel of Investment Project Implementation and the personnel of SD & HSE SLOVNAFT, a.s. depending on the department for which the investment is made (hereinafter referred to as "SD & HSE employee").
- b) Prior to the commencement of the investment activity, the Contractor shall deliver a copy of the contract for work and respective permissions of facilities for waste processing and waste disposal and permission for transportation of hazardous waste to the SD & HSE employee for review and filing. The Contractor submits the records against signature of the Customer.
- c) In the event that also hazardous waste will be produced during implementation of the investment project, the Contractor shall submit a valid permission to handle hazardous waste according to Act no. 223/2001 Coll. as amended to the SD & HSE employee.
- d) The Contractor shall ensure that the contract for waste removal and disposal between the Contractor and the disposer transfers the liability for the waste to the disposer who becomes the waste holder according to Act no. 223/2001 Coll. on wastes.
- e) The transfer of liability to another holder occurs exactly at the start of loading the waste on the transportation vehicle.
- f) The Contractor shall ensure forms of Accompanying documents of hazardous waste (ADHW), also that these are duly filled out including the construction name in column no. 2.
- g) The Contractor shall ensure the delivery of copy no. 1 of the ADHW to the competent SD & HSE employee not later than on the third day following the end of the calendar month.
- h) The Contractor shall ensure the delivery (operatively) of copy no. 4 of the ADHW to the HSE employee not later than on the third day following the end of the calendar month.
- i) The Contractor shall ensure weighing of each transported waste by means of the car scale ramp at block 92 operated by an external company or in extraordinary cases by means of the car scale ramp at block 15 or 25 on behalf of the Customer.

- j) The Contractor shall ensure the issuance and timely filling out of forms for transportation of wastes from the premises of SLOVNAFT, a.s., Bratislava, Vlčie hrdlo 1 – “Permissions to transport wastes through the gatehouse”. The permission for each weight ticket is an invoicing document. Permission forms are issued for the Contractor by the SD & HSE employee against signature. The employee appointed by the Contractor shall sign the permission.
- k) The Contractor shall keep electronic records of all waste produced during performance of work for the Customer on the form “WASTE RECORD SHEET” according to Annex no. 3 of Regulation no. 283/2001 Coll. as amended.
- l) The record sheet shall be continuously filled out and submitted to the competent employee of the Investment Project Implementation Department as a document to enter the database of the HSE information system not later than on the fifth day following the end of the calendar month.
- m) The Contractor shall ensure on its own behalf keeping of records, reporting duty, payment of fees to the respective sectors of the Recycling fund and also other related obligations for products and packaging launched on the market with respect to the execution of the construction in SLOVNAFT, a.s. for which payments to the Recycling fund must be made (relevant regulations of the Act no. 223/2001 Coll. on wastes.
- n) The Contractor shall ensure analytic inspection of waste to the extent as required by the waste disposal facility operator (waste dumps, organisations providing soil biodegradation, MCHB WWTP, etc.), and hands in a copy of the test report to the relevant SD&HSE Department.
- o) The Contractor is prohibited to collect, discharge or dispose of excavated soil or other waste designated for transportation out of the premises of SLOVNAFT, a.s., Bratislava, Vlčie hrdlo 1 at a site other than the site designated by the authorized employee of the Customer. In the event that the Contractor violates the prohibition to collect, discharge or dispose of excavated soil or other wastes designated for transportation out of the premises of SLOVNAFT, a.s., Vlčie hrdlo 1, Bratislava, at a site other than the site designated by the authorized employee of the Customer, the Customer may charge a fine to the Contractor in the amount of 3000 EUR for each single violation of this prohibition.

#### **e) Instructions for handling other waste and packaging from investment activities**

- a) The Contractor shall follow all instructions when handling waste given by personnel of Investment Project Implementation and the personnel of SD & HSE.
- b) The Contractor shall ensure that the contract for waste removal and disposal between the Contractor and the disposer transfers the liability for the waste to the disposer who becomes the waste holder.
- c) The transfer of liability to another holder occurs exactly at the start of loading the waste on the transportation vehicle.
- d) The Contractor shall ensure weighing of each transported waste by means of the car scale ramp at block 92 operated by an external company or in extraordinary cases by means of the car scale ramp at block 15 or 25 on behalf of the Customer.
- e) The Contractor shall ensure issuing and duly filling out of forms for transportation of wastes from the premises of SLOVNAFT, a.s., Bratislava, Vlčie hrdlo 1 – “Permissions to transport wastes through the gatehouse”. The permission for each weight ticket is an invoicing document. Permission forms are issued for the Contractor by the SD & HSE employee against signature. The competent employee of the Investment Project Implementation shall sign the permission on behalf of the Customer.
- f) The Contractor shall keep electronic records of all waste produced during performance of work for the Customer on the form “WASTE RECORD SHEET” according to Annex no. 3 of Regulation no. 283/2001 Coll. as amended.
- g) The record sheet shall be continuously filled out and submitted to the competent employee of the Investment Project Implementation Department as a document to enter the database of the HSE information system not later than on the fifth day following the end of the calendar month.
- h) The Contractor shall ensure on its own behalf keeping of records, reporting duty, payment of fees to the respective sectors of the Recycling fund and also other related obligations for products and packaging launched on the market with respect to the execution of the construction in SLOVNAFT, a.s. for which payments to the Recycling fund must be made (relevant regulations of the Act no. 223/2001 Coll. on wastes.

- i) The Contractor shall ensure analytic inspection of waste to the extent as required by the waste disposal facility operator (waste dumps, organisations providing soil biodegradation, MCHB WWTP, etc.).
- j) The Contractor is prohibited to collect, discharge or dispose of excavated soil or other wastes designated for transportation out of the premises of SLOVNAFT, a.s., Bratislava, Vlčie hrdlo 1 at a site other than the site designated by the authorized employee of the Customer. In the event that the Contractor violates the prohibition to collect, discharge or dispose of excavated soil or other wastes designated for transportation out of the premises of SLOVNAFT, a.s., Vlčie hrdlo 1, Bratislava, at a site other than the site designated by the authorized employee of SLOVNAFT, a.s., SLOVNAFT, a.s. may charge a fine to the Contractor in the amount of 3000 EUR for each single violation of this prohibition.
- k) The Contractor shall ensure cutting and sorting of scrap metal at the location designated by the Customer. The Contractor shall also ensure sorting of produced wastes. The required sorting of wastes according to individual types must be determined in the project documentation and reviewed by the employee of the Customer responsible for SD&HSE matters. Weighing shall take place in the premises of SLOVNAFT, a.s. by means of a certified scale. The Customer shall ensure the disposal of scrap metal, while the Contractor shall contact the person listed below in matters of scrap metal disposal at least 1 day in advance prior to the requested date of scrap metal disposal.

Contact persons:

Scrap metal disposal

Ing. Attila Farkas – ext. 8573

e-mail: attila.farkas@slovnaft.sk

Investment Construction for Refinery

RNDr. Róbert Polc - ext. 2092

e-mail: robert.polc@slovnaft.sk

Investment Construction for Logistics

Ing. Bohuslav Brčiak – ext. 7378

e-mail: bohus.brciak@slovnaft.sk

SLOVNAFT MONTÁŽE A OPRAVY a.s.

Ing. Lenka Bielíková - ext. 4662

email: lenka.bielikova@mao.slovnaft.sk

#### **Part IV. - Water protection**

**a) Internal documents** – The Contractor shall familiarize himself with and strictly keep the following internal documents of the Customer:

Local Management Act HSE\_1\_SN1 Water protection, version 2.

#### **b) General requirements**

The Contractor shall respect the limits and standards issued for SLOVNAFT, a.s. by the competent water management authorities and ensure keeping of the following requirements:

- emergency water management plans of operations, i.e. in the area of solving emergency situations, uniform, effective and flexible procedures for employees in the event of a deteriorating emergency or in the event of emergency endangerment of water quality in order to minimize environmental and other damages,
- anyone who causes pollution of surface or ground water or of the related environment shall adopt measures to remedy the situation or pay the relevant costs.
- The Contractor is obliged to immediately report any release of harmful or particularly harmful substances into an open area, a pipe burst, or a deterioration of waste water quality to the Production Controlling and Dispatching Department (ext. 22-44,32-44, 33-44).

Note:

release of harmful or particularly harmful substances into an open area may be subsequently identified by the Ground water pollution identification system (HOPV).

**c) Specific conditions****Obligations of Contractors**

1. Submit a list of harmful substances and particularly harmful substances which will be used during performance of work in the premises of SLOVNAFT, a.s., Bratislava, Vlčie hrdlo.
2. Handle harmful and particularly harmful substances in accordance with Article 39 of Act no. 364/2004 Coll. on waters as amended (hereinafter referred to as "Water Act").
3. Perform work so as to prevent extraordinary deterioration of water quality or extraordinary threat to water quality (Article 41 of the Water Act).
4. Submit Safety Data Sheets (SDS) prepared in accordance with Act no. 67/2010 Coll. on conditions of launching chemical substances and chemical mixtures to the market and on changes to some Acts (hereinafter referred to as "Chemical Act").
5. If the Contractor, during performance of its Activities, shall be releasing wastewater into the sewage system of Slovnaft a.s., it shall submit a quality analysis of such waters in the extent according to Annex no. 6, Section B, Table 6.1 Processing of oil and other oil products, Decree of the Government of the Slovak Republic no. 269/2010 Coll.
6. The Contractor shall also submit a balance of wastewater volume in l/s, m<sup>3</sup>/h, m<sup>3</sup>/given period or a year. The SD&HSE – Environment Protection Department shall determine the potential extension of pollution indicators for the given analysis based on the character of wastewater.

**d) Violation of requirements**

The Contractor may be liable to penalty if actus reus is fulfilled in accordance with provisions listed in HSE\_1\_SN1\_ Water Protection during performance of work for SLOVNAFT, a.s.

**Contact person:**

Ing. Peter Guliš – ext. 6160  
Water Manager, SD&HSE  
e-mail: peter.gulis@slovnaft.sk

SLOVNAFT MONTÁŽE A OPRAVY a.s.  
Lenka Bieliková - ext. 4662  
email: lenka.bielikova@mao.slovnaft.sk

**Part V. – Prevention of major industrial accidents (PMIA)**

The Contractor shall comply with the valid PMIA legislation during performance of its Activities.

**a) Internal documents** – The Contractor shall familiarize himself with and strictly keep the following internal documents of the Customer:

- Company categorization.
- Major Industrial Accident Prevention Programme.
- Safety Control System.
- Emergency plan.
- Safety Analysis Report.

**b) Internal requirements:**

Contractors who participate in repairs, modifications, construction or technology shall in addition to initial training also participate in PMIA training

**c) Contact person:**

Peter Mock – ext. 6316  
MIA Prevention Specialist

e-mail: peter.mock@slovnaft.sk

**Part VI. – Contractual penalties for violating obligations by the Contractor, in particular in the area of OSH, fire prevention and environmental protection arising from this Contract or the HSE requirements listed above and also the valid legislation and internal regulations valid in the premises of SLOVNAFT, a.s VÍčie hrdlo, Bratislava:**

- 1.) The representative/representatives of the Customer (management, safety and fire technicians and HSE Department employees) are entitled to inspect keeping of HSE regulations and these HSE requirements for Contractors when performing the Contract according to the provisions of this Contract.
- 2.) The representative/representatives of the Customer shall produce a protocol after each inspection of keeping HSE regulations and HSE requirements for Contractors where they will describe their findings from the inspection together with any deficiencies found during the inspection. The protocol shall be signed by the work activity manager of the Contractor or by another person authorized to represent and act on behalf of the Contractor.
- 3.) Based on deficiencies discovered by the inspection, the Customer shall consider what type of sanction shall be applied according to the facts below.

When determining the contractual penalty, the Customer shall take into account the following:

- seriousness of the violation,
- whether it is a repeated violation (multitude, frequency),
- level of threat to the environment, property, other persons or the very person who committed the violation, caused the state.

In the event of violation of these HSE requirements for Contractors, the Customer is entitled to charge a contractual penalty listed in these HSE requirements for Contractors to the Contractor. If the Customer discovers violations of obligations subject to a contractual penalty during several inspections when performing the Contract, the Contractor is entitled to charge a contractual penalty for the same violation repeatedly.

**In the event of major violation of HSE regulations and/or these HSE requirements for Contractors by the Contractor or its Subcontractor, the Customer is entitled to charge a contractual penalty to the Contractor of the total value of the Contract, the amount of which is exactly defined directly in the text of the Contract or of the purchase order.** As major violation of HSE regulations and/or these HSE requirements for Contractors is considered such a violation which is objectively capable of threatening health, life and/or inflict significant damage or damage of great extent.

Payment of the contractual penalty provided in these rules does not exempt the Contractor from the obligation to compensate the damages caused by its actions and exceeds the contractual penalty. The Customer is entitled to claim damages caused by the violation of HSE regulations and/or HSE requirements for Contractors that are subject to a contractual penalty according to these HSE requirements for Contractors. The Customer is entitled to claim damages exceeding the contractual penalty.

- 4.) The Contractor shall be also liable for its Subcontractors. The Contractor shall be liable for any violation of the Contract by the Subcontractor or consequences inflicted to the Customer by it. The term "employee" means an employee of the Contractor and also of the Subcontractor.
- 5.) The Customer shall perform the necessary actions/measures for charging the contractual penalty for discovered deficiencies, violations no later than 45 days after the inspection. The Customer shall send a letter of settlement/claim for contractual penalty for the discovered violations an obligatory annex of which shall be a protocol of the performed inspection and discovered violations and value of the contractual penalty.

6.) The stated terms are interpreted according to the HSE regulations, these HSE requirements for Contractors and relevant provision of the Contract in accordance with the following violations.

Seq. number	Subject of inspection, findings	Contractual penalty in case of first violation (net in €)	Contractual penalty in case of second violation (net €)	Measure/result	Immediate penalty
<b>1.</b>	<b>Documents, permissions for work</b>				
1.1.	The Contractor cannot prove or provide necessary documents that, prior to start of work, each employee of the Contractor demonstrably participated in the HSE training (in accordance with internal regulations)	50 €	150 €	Immediate suspension of activity, correction	<b>Yes</b>
1.2.	The Contractor does not have a HSE plan / OSH plan, or this plan was not approved by the competent HSE representative of the Customer. The Contractor's work procedure is not in accordance with HSE requirements Section 1.b	100 €	200 €	Correction; if repeated deficiency is discovered – cancel the work permit, suspension of work	No
1.3.	The Contractor does not have a valid written work permit issued by the workplace supervisor of the relevant work activity.	200 €	400 €	In case of second violation – NO ENTRY to SLOVNAFT areas for a period of one year	<b>Yes</b>
1.4.	The Contractor does not meet the conditions specified in the written work permit.	100 €	200 €	In case of second violation – NO ENTRY to SLOVNAFT areas for a period of one year	<b>Yes</b>
1.5.	The performance of work is not reported at the Labour Inspectorate (if this obligation of the Contractor is established by law) or the Contractor does not submit a certificate of the report on request of the Customer.	50 €	150 €	Correction; if repeated deficiency is discovered – cancel the work permit	No
1.6.	The employees of the Contractor do not have a valid medical report of proficiency to perform the work task, work activity.	100 € /person	200 € / person	Correction; if repeated deficiency is discovered – cancel the work permit	No
1.7.	The Contractor does not have valid documents for confirmation of the necessary professional education/professional authorization for performance of the given work activity and/or to remain at the workplace (e.g. certificates to operate special technical equipment, machines, welding licence etc.)	100 €	200 €	Correction, if repeated deficiency is discovered or a certificate for operation of machines is missing, cancel the work permit	<b>Yes</b>
1.8.	Descriptions containing characteristic identifiers or tools, machines, equipment used at work (e.g. manufacturer/ brand, performance, type etc.) are missing	50 €	150 €	Correction	No



1.9.	The Contractor does not have certificates of conformity on technical conditions, necessary inspections, periodic inspections, on performance of safe operation, periodic safety reviews related to use of tools, machines, and equipment..	100 €	200 €	Correction	No
1.10	Omission of atmosphere testing for gas presence always when necessary	100 €	200 €	In case of second violation – NO ENTRY to SLOVNAFT areas for a period of one year	Yes
<b>2.</b>	<b>Work rules at the place of performance of work - workplace</b>				
2.1.	The workplace is untidy, not fit for work performance, caused by activity of the Contractor	50€	200 €	Correction; if repeated deficiency is discovered – cancel the work permit	No
2.2.	Corridors, passageways, escape routes and emergency exits at the workplace are blocked, fault of the Contractor.	50 €	150 €	Correction; if repeated deficiency is discovered – cancel the work permit	No
2.3.	Floor at the workplace is wet/ risk of slipping exists/ warning sign of the possibility of slipping is missing.	50 €	150 €	Correction; if repeated deficiency is discovered – cancel the work permit	No
2.4.	Storage of materials at the workplace takes place outside of the designated area.	50 €	150 €	Correction; if repeated deficiency is discovered – cancel the work permit	No
2.5.	There are nails and other sharp objects reaching out at the workplace threatening the safety of others.	50 €	150 €	Correction; if repeated deficiency is discovered – cancel the work permit	No
2.6.	The information leaflet with emergency telephone numbers and general instructions of reporting an emergency event (fire, injury etc.) are not available at the workplace.	70 €	150 €	Correction	No
2.7.	The employees of the Customer trained in providing first aid are not available at the workplace/construction site.	40 €	100 €	Correction	No
2.8.	A location for providing first aid is not marked at the construction site, the first aid kit does not contain prescribed and required elements; materials are after expiry date.	50 €	150 €	Correction	No
2.9.	The employees of the Contractor do not have toilets and sanitary appliances available at the construction site.	50 €	150 €	Correction	No
2.10.	The employees of the Contractor do not have access to drinking water or other protective drinks.	50 €	150 €	Correction	No
2.11.	The Contractor did not ensure changing rooms, sanitary facilities, areas suitable for breaks and meals, container suitable for storing/refrigerating of food for the current day (refrigerator), toilet container, container for smokers was located outside of the authorized area.	40 €	70 €	Correction	No
2.12.	Descriptions designed for protection of safety and health are missing.	50 €	100 €	Correction	No

2.13.	Forklifts are being operated at a workplace without a drawn up or available transport order.	50 €	100 €	Correction	No
2.14.	A workplace supervisor has not been appointed or he is not available at the workplace.	50€	100 €	Correction; if repeated deficiency is discovered – cancel the work permit	Yes
<b>3.</b>	<b>Chemical safety</b>				
3.1.	Storing chemicals differently than in the original packaging, missing label, is not suitable for identifying the material and determining the risks.	50 €	150 €	Correction	No
3.2.	The Contractor does not have the Safety Data Sheet of hazardous substances or products or it was not demonstrably familiarized with the SDS	50 €	150 €	Correction	No
3.3.	Bringing a hazardous chemical substance to a workplace without the knowledge of the organisation's representative	200	400	Immediate suspension of activity, correction	Yes
<b>4.</b>	<b>Work activity requiring entry to confined spaces/below ground level</b>				
4.1.	Permission for performance of the specific activity is not available.	200 €	400 €	In case of second violation – NO ENTRY to SLOVNAFT areas for a period of one year	Yes
4.2.	Conditions specified in the written work permit for safe performance of work are not fulfilled.	200 €	400 €	In case of second violation – NO ENTRY to SLOVNAFT areas for a period of one year	Yes
4.3.	The Contractor did not appoint persons authorized to sign written permissions for work.	50 €	150 €	Immediate suspension of activity, correction	No
4.4.	Conditions for measurement of atmosphere (device for measurement of gas concentration is not working and/or calibration is not being used/missing) are not fulfilled.	300 €	600 €	In case of second violation – NO ENTRY to SLOVNAFT areas for a period of one year	Yes
4.5.	The necessary amount of employees defined in the work permit providing supervision/protection of employees working in confined spaces and/or below ground level is not fulfilled.	200 €	400 €	In case of second violation – NO ENTRY to SLOVNAFT areas for a period of one year	Yes
4.6.	The technological equipment is under pressure (including residual pressure) and/or is not physically disconnected from the operational technology (e.g. by blinding). This applies to investment projects where the plant is not responsible for the preparation of the equipment.	300 €	600 €	In case of second violation – NO ENTRY to SLOVNAFT areas for a period of one year	Yes
4.7.	Personal means of fall protection from a height/into a depth necessary for work/entry to a confined space (safety rope, harness etc.).	300 €	600 €	In case of second violation – NO ENTRY to SLOVNAFT areas for a period of one year	Yes

4.8.	Rescue team for a quick evacuation of people from confined spaces was not appointed where it is necessary.	300 €	600 €	Immediate suspension of activity, correction	Yes
<b>5.</b>	<b>Ladders</b>				
5.1.	Unsecured tools are placed on ladder steps, material weighing more than 10 kg (e.g. bucket with coating) is stored on a folding ladder.	50 €	150 €	Immediate correction	No
5.2.	The ladder is cracked, broken or otherwise damaged, steps are slippery.	100 €	200 €	Immediate correction	Yes
5.3.	The feet of the ladder are unstable.	50 €	150 €	Immediate correction	No
5.4.	Parts of the extension ladder, telescopic ladder are not properly fastened; protection of reverse insertion does not work.	50 €	150 €	Immediate correction	No
5.5.	The arm of the supporting ladder is not secured against unwanted swinging; the folding ladder is not secured against unwanted folding.	50 €	150 €	Immediate correction	No
5.6.	The folding ladder is being used by more than one person at a time.	50 €	150 €	Immediate correction	No
5.7.	The supporting ladder does not exceed the point of stop by min. of 1 m or there is no clamp at the support site.	50 €	150 €	Immediate correction	No
5.8.	Work that does not allow safe fastening is performed on the supporting ladder.	50 €	150 €	Immediate correction	No
5.9.	Mobile ladders are not secured by a brake.	50 €	150 €	Immediate correction	No
5.10.	Hanging ladder may move; risk of swinging.	50 €	150 €	Immediate correction	No
<b>6.</b>	<b>Work with risk of fire, fire protection</b>				
6.1.	The specific activity does not have a valid written work permit with risk of fire.	200 €	400 €	In case of second violation – NO ENTRY to SLOVNAFT areas for a period of one year	Yes
6.2.	Conditions specified in the work permit with risk of fire are not fulfilled by fault of the Contractor.	200 €	400 €	In case of second violation – NO ENTRY to SLOVNAFT areas for a period of one year	Yes
6.3.	The Contractor did not appoint persons authorized to sign written permissions for work.	50 €	150 €	Immediate suspension of activity, correction	No
6.4.	The record of passing the professional training for members of the fire assistance patrol is missing and/or is invalid.	50 €	150 €	Immediate suspension of activity, correction	Yes
6.5.	When arc welding, a protective shield and welding goggles or other protective means (also applies to assisting employees) are not used.	50 €	150 €	Immediate suspension of activity, correction	Yes

6.6.	A periodic review of welding equipment was not performed or it is not possible to verify it.	50 €	150 €	Correction	No
6.7.	Flammable materials are not properly separated from hot surfaces by fault of the Contractor.	100 €	200 €	Correction	No
6.8.	A fire extinguisher is not available in the amount and of the type necessary according to the specification in the work permit with risk of fire.	200 €	400 €	Immediate suspension of activity, correction	Yes
6.9.	Non-functional fire extinguisher.	200 €	400 €	Correction	No
6.10.	Smoking outside of designated areas, making telephone calls in explosive areas.	600€		Immediate suspension of activity, no entry for the Contractor for the minimum of one year	Yes
<b>7.</b>	<b>Gas bottles</b>				
7.1.	Improper storage of gas bottles (not in standing position, they are not fixed or they are not located in a cart, etc.).	100 €	200 €	Correction	No
7.2.	The content of the gas bottle is not marked on the bottle.	50 €	150 €	Correction	No
7.3.	A protective cap is not positioned on top of unused gas bottles.	50 €	150 €	Correction	No
7.4.	Flammable materials are stored in the immediate vicinity of the gas bottles.	100 €	200 €	Immediate correction	Yes
<b>8.</b>	<b>Workspace</b>				
8.1.	There are exposed, unrestricted or unlabelled holes on the floor.	200 €	400 €	Immediate correction	No
8.2.	The workspace is slippery by fault of the Contractor.	50 €	150 €	Immediate correction	No
8.3.	Distribution lines and/or hosepipes without mechanical protection are located in the passageways.	50 €	150 €	Immediate correction	No
<b>9.</b>	<b>Work at heights</b>				
9.1.	A two-bar railing is missing from work platforms with a toe rail	300 €	600 €	Immediate suspension of activity, correction	Yes
9.2.	End railing is not fastened.	200 €	400 €	Immediate suspension of activity, correction	Yes
9.3.	A suitable ramp for safe access to the work platform is not available.	50 €	150 €	Immediate correction	No
9.4.	Stable scaffolding is missing, conformity documents are missing or are incomplete: Drawing of the construction, Design of the scaffolding, General documents of the construction, Commissioning, Periodic review	70 €	200 €	Correction	No
9.5.	Free, uncompressed soil under the scaffolding	50 €	150 €	Correction	No
9.6.	The load capacity and supplier of scaffolding is not available on a visible sheet.	50 €	150 €	Correction	No
9.7.	Mobile scaffolding is not protected against unwanted moving.	50 €	150 €	Correction	No
9.8.	A person is present on the mobile scaffolding while moving it.	200 €	500 €	Immediate suspension of activity, correction	Yes

9.9.	The scaffolding was not connected to the EPG system (potential equalization).	50 €	150 €	Correction	No
9.10.	Lightning protection is missing and certificate of conformity is missing.	50 €	150 €	Correction	No
9.11.	Work at height/above free depth without the use of collective or individual protection against falling from a height/into a depth	300 €	600 €	In case of second violation – NO ENTRY to SLOVNAFT areas for a period of one year	Yes
9.12.	Use of an improper combination of self-belay elements when working at height/above free depth (full body safety harness, energy absorber, self-retracting fall arrester, rope adjuster, etc.)	200 €	400 €	Immediate suspension of activity, correction	Yes
9.13.	Use of an inappropriate anchor point to anchor an employee working at height/above free height (railing, gutter, wiring, energy distribution installations, vehicle, etc.)	200 €	400 €	Immediate suspension of activity, correction	Yes
9.14.	Use of scaffolding made of incorrect material in areas subject to physical and/or chemical effects (e.g. it is not possible to use an aluminium scaffolding and ladder in a calcium-alkaline environment).	50 €	150 €	Immediate suspension of activity The scaffolding must not be used until correction!	Yes
9.15.	Work at height/above free depth with the use of climbing equipment without professional qualification	300 €	600 €	Immediate suspension of activity, correction	Yes
9.16.	Use of elements of personal protection against fall from a height/into a depth (full body safety harness, energy absorber, self-retracting fall arrester, rope adjuster, karabiner, auxiliary rope, mobile anchor point, etc.) that are damaged, non-certified or that were not inspected at prescribed intervals	150 €	300 €	Immediate suspension of activity The scaffolding must not be used until correction!	Yes
9.17.	Work at height/above free depth without securing the area where the work at height/above free depth is carried out	200 €	400 €	Immediate suspension of activity, correction	Yes
<b>10.</b>	<b>Personal means of protection at work (PMPW)</b>				
10.1.	Protective goggles are not used and/or it is not possible to identify their protective effect and/or their protective ability is not satisfactory.	50 €	150 €	Correction; if repeated deficiency is discovered – cancel the work permit	No
10.2.	Not all employees have a protective helmet (except for office work and professional work activities in premises without danger of falling objects), state, service life ensuring effective protection (max. 5 years since production) is not satisfactory and/or the protective ability cannot be identified.	50 €	150 €	Correction; if repeated deficiency is discovered – cancel the work permit	No
10.3.	Hearing protection tools are not used and/or their protective ability cannot be identified and/or it is not satisfactory.	50 €	150 €	Correction; if repeated deficiency is discovered – cancel the work permit	No

10.4.	Storing of tools for protection of respiratory organs in an unclean state and/or a review was not performed by demonstrable manner.	50 €	150 €	Correction; if repeated deficiency is discovered – cancel the work permit	No
10.5.	Device for respiratory protection is not used and / or cannot be identified its protective ability, and / or its unsuitable.	50 €	150 €	In case of second violation – NO ENTRY to SLOVNAFT areas for a period of one year	Yes
10.6.	Protective footwear is not appropriate to the potential threat and/or it is not possible to identify its protective ability and/or it is not satisfactory.	50 €	150 €	Correction; if repeated deficiency is discovered – cancel the work permit	No
10.7.	Protective clothing is not appropriate to the potential threat (requirement: antistatic and non-flammable, glow-resistant, resistant to CH, "CE" label indicating complete protection of the body) and/or it is not possible to identify its protective ability.	50 €	150 €	Correction; if repeated deficiency is discovered – cancel the work permit	No
10.8.	In an explosive area, use of PMPW that do not meet the requirements for entering/working in an explosive area	200 €	400 €	Correction; if repeated deficiency is discovered – cancel the work permit	No
10.9.	Use of protective gloves with inappropriate protective ability (against physical and chemical risks) and/or it is not possible to identify their protective ability.	50 €	150 €	Correction; if repeated deficiency is discovered – cancel the work permit	No
10.10	Disuse of personal means of protection in places not secured by collective protection	100 €	200 €	In case of second violation – NO ENTRY to SLOVNAFT areas for a period of one year	Yes
<b>11.</b>	<b>Ground/excavation work</b>				
11.1.	Location of ground work is not restricted from pedestrian and transport communications in an appropriate manner (e.g. separating elements, railings cannot cause injuries).	50 €	150 €	Correction	No
11.2.	Unresolved protection of excavation work by slopes or spurs, clear safety zone; descent and ascent are not secured (it is necessary to specify a method of protection against landslides in the HSE plan).	50 €	150 €	In case of second violation – NO ENTRY to SLOVNAFT areas for a period of one year	Yes
<b>12.</b>	<b>Transport of material, crane work</b>				
12.1.	A person is present under suspended load.	150 €	500 €	In case of second violation – NO ENTRY to SLOVNAFT areas for a period of one year	Yes
12.2.	The lifting area is not defined.	50 €	150 €	In case of second violation – NO ENTRY to SLOVNAFT areas for a period of one year	Yes
12.3.	A documented review of connective and machine elements is not demonstrable, documents are not available.	50 €	150 €	Correction; if repeated deficiency is discovered – cancel the work permit	No

12.4.	Lifting of people with a machine (except for cases when the lifted equipment, elevator, lifting basket is designed and tested for this purpose).	250 €	500 €	In case of second violation – NO ENTRY to SLOVNAFT areas for a period of one year	Yes
12.5.	The load capacity is not labelled on the equipment.	50 €	150 €	Correction; if repeated deficiency is discovered – cancel the work permit	No
12.6.	State of connective elements is unsatisfactory (broken ropes, chains etc.).	50 €	150 €	Correction; if repeated deficiency is discovered – cancel the work permit	No
12.7.	There is no log of the lifting equipment available on site and/or it is not maintained regularly.	50 €	150 €	Correction; if repeated deficiency is discovered – cancel the work permit	No
12.8.	A restraint against unwanted start of working machines, vehicles is missing (e.g. starter key in starter, while the operator is not present in the machine/vehicle).	50 €	150 €	Immediately remove the key from the machine and return it after writing a protocol	Yes
<b>13.</b>	<b>Electrical devices, electrical equipment</b>				
13.1.	State of devices and equipment is not satisfactory.	50 €	150 €	Correction; if repeated deficiency is discovered – cancel the work permit	No
13.2.	State of the electric distribution system is not satisfactory (e.g. faulty or additional isolation of the distribution system).	50 €	150 €	Correction; if repeated deficiency is discovered – cancel the work permit	No
13.3.	Distribution boards are not grounded.	50 €	150 €	Immediate correction; if repeated deficiency is discovered – cancel the work permit	No
13.4.	Professional examinations, professional reviews of electrical devices against shock protection were not performed and/or documents are not available on site.	50 €	150 €	Correction; if repeated deficiency is discovered – cancel the work permit	No
13.5.	Mechanical protection of electric cables leading on ground level is not solved.	50 €	150 €	Immediate correction; if repeated deficiency is discovered – cancel the work permit	No
13.6.	Electrical cables leading through air are not fastened in multiple points.	50 €	150 €	Correction; if repeated deficiency is discovered – cancel the work permit	No
13.7.	An isolation transformer is not available on an extensive metal workspace or a type with inappropriate load capacity is being used.	50 €	150 €	Immediate correction; if repeated deficiency is discovered – cancel the work permit	No
<b>14.</b>	<b>Mechanical hand tools</b>				
14.1.	State of hand tools does not comply with prescribed criteria, requirements (e.g. cracked or broken handles, greasy/dirty gearing, and stretched key hole).	50 €	150 €	Correction; if repeated deficiency is discovered – cancel the work permit	No
<b>15.</b>	<b>Environmental protection</b>				

15.1.	Leak of liquids from technologies outside of chemical sewers or areas designated for it by fault of the Contractor discovered during performance of work.	500 €	3 500 €	Suspension of activity, immediate removal of leakage	Yes
15.2.	Cleaning by burning is planned when dismantling the pipeline and conditions for its proper performance are not secured.	50 €	150 €	Immediate suspension of activity, correction	No
15.3.	Failure to ensure cleaning of premises on which the Contractor performed work, when delivering premises to the responsible employee of the Customer.	3 500 €	5 000 €	Immediate correction	Yes
15.4.	Collecting, storing and disposal of produced waste, including excavation material, outside of the area designated by the Customer.	3 500 €	5 000 €	Immediate correction; if repeated deficiency is discovered – cancel the work permit	Yes
15.5.	Contractor handling waste without authorization (does not have a valid consent to handle HW, HW transport authorization, has delivered waste to the unauthorized person, etc.).	1 000 €	3 000 €	Immediate suspension of activity, if repeated deficiency is discovered – cancel the work permit	Yes
15.6.	Failure to submit documents on waste management (waste record sheet, ADHW copies, Other waster transfer protocols, weight tickets) to the Customer when delivering work	300 €	1 000 €	Immediate correction; if repeated deficiency is discovered – cancel the work permit	Yes
15.7.	Damage to sewers, water pipes and water equipment during construction work, which may result in failure in the water supply or water draining.	400 €	1 000 €	Suspension of activity, immediate correction	No
15.8.	Unauthorized water inlet or inlet in breach of an authorization issued by the plant representative	100 €	500 €	Immediate correction	Yes
15.9.	Unauthorized disposal of waste water into sewers or disposal in breach of authorization issued by the plant representative	300 €	1 000 €	Immediate correction, consequences removal	Yes
15.10.	Pollution of ground by leakage of oil or other hazardous substances	400 €	1 000 €	Suspension of activity, immediate removal of leakage	Yes
<b>16.</b>	<b>Work accidents and other</b>				
16.1.	The presence of alcohol or other psychotropic substances measured in breath/blood, or the presence of the mentioned substances at the workplace according to internal regulations	3 500 €		Immediate suspension of activity, no entry for the Contractor for the minimum of one year	Yes
16.2.	Work accident, other accident, occupational illness, dangerous event and major industrial accident, gross or repeated violation of OSH principles	3 500 €		Immediate suspension of activity, no entry for the Contractor for the minimum of one year	Yes
<b>17.</b>	<b>Traffic regulations</b>				
17.1.	Driving without a safety belt..	50 €	150 €	Immediate suspension of activity, no entry for the Contractor for the minimum of one year	Yes
17.2.	Riding a single-track vehicle without a safety helmet.	100 €	200 €	Immediate suspension of activity, no entry for the Contractor for the minimum of one year	Yes



17.3.	Riding a single-track vehicle in winter season and in severe weather conditions	200 €	400 €	Immediate suspension of activity, no entry for the Contractor for the minimum of one year	Yes
<b>18.</b>	<b>Safety signs</b>				
18.1.	Removal of safety signs and disabling of safety devices/components	100 €	200 €	In case of second violation – NO ENTRY to SLOVNAFT areas for a period of one year	Yes