



**PUBLIC COMPANY ORLEN LIETUVA
DIRECTOR OF QUALITY, LABOUR SAFETY AND ENVIRONMENTAL CONTROL**

**ORDER
REGARDING APPROVAL OF
OCCUPATIONAL HEALTH AND SAFETY PROCEDURE BDS-26
FOR WORK WITH ASBESTOS**

10 June 2020, No. TV1(1.2-1)-288
Juodeikiai Village, Mažeikiai Distr. Municipality

I hereby:

1. **A p p r o v e** Occupational Health and Safety Procedure BDS-26 for Work with Asbestos (hereinafter – the Procedure, attached hereto);

2. **E s t a b l i s h** that the Procedure approved hereby shall come into effect on 30 June 2020;

3. **A s s i g n** the heads of organizational units of the Public Company ORLEN Lietuva (hereinafter – the Company) listed in the distribution index hereof to hold additional indoctrination for concerned employees on the Procedure approved hereby by 29 June 2020;

4. **C o n s i d e r** Order No TV1(1.2-1)-319 of 12 November 2015 of the Director of Quality, Labor Safety and Environmental Control of the Company and Occupational Health and Safety Procedure BDS-26 approved with it as no longer effective from the effective date of Procedure approved with the present Order.

5. **A s s i g n** the responsible employee of Executive Office to distribute this Order to the heads of organizational units of the Company listed in the distribution index hereof.

Director of Quality, Labor Safety and
Environmental Control

Saulius Pocevičius

Prepared by
Control and Prevention Group Manager
Egidijus Luomanas

Document owner
Director of Quality, Labour Safety and Environmental Control
Saulius Pocevičius

AGREED WITH

Translated from Lithuanian by
Translators Group Manager
Lina Marijauskienė

PUBLIC COMPANY ORLEN LIETUVA

APPROVED BY
Director of Quality, Labour Safety
and Environmental Control

10 June 2020
Order No TV1(1.2-1)-288

OCCUPATIONAL HEALTH AND SAFETY PROCEDURE BDS-26 WORK WITH ASBESTOS

I. GENERAL PROVISIONS

Purpose and Scope of Application

1. The purpose of the present Occupational Health and Safety Procedure BDS-26 for Work with Asbestos (hereinafter – the Procedure) is to establish the occupational health and safety (hereinafter – OHS) requirements for storage, use, disposal, transportation, and utilization of asbestos and asbestos containing materials.

2. The requirements of the present Procedure shall apply to the employees of Public Company ORLEN Lietuva (hereinafter – the Company) and of the contractors, if so provided in respective work (service) contracts concluded by contractor with the Company, involved in the storage, use, disposal, transportation, and utilization of asbestos and asbestos containing materials.

3. Requirements of the present Procedure (except for those in Par. 22 and Par. 23 hereof) shall not apply to work with asbestos where exposure to asbestos is sporadic and of low intensity, it is a short non-continuous task with only non-friable materials and products that are in a reasonable condition and are not disturbed or loose, also to the collection of asbestos samples.

II. REFERENCES

4. This Procedure applies in conjunction with the following legal acts (as amended):

4.1. Regulations for Work Asbestos approved by the Minister of Social Security and Labor and Minister of Health of the Republic of Lithuania;

4.2. Competence Requirements for Enterprises Involved in Demolition of Buildings with Asbestos Containing Structures, Disposal of such Structures or of Asbestos approved by the Minister of Social Security and Labour of the Republic of Lithuania.

III. TERMS AND DEFINITIONS

5. The terms used herein shall be defined as follows:

Asbestos – a naturally occurring silicate mineral, highly resistant to heat and organic solvents, with very good thermal insulation properties. Depending on composition (contains magnesium silicates, iron, aluminum, calcium, and silicon oxides) and the structure of crystals, asbestos is classified into several types which are all hazardous to health.

Work with asbestos – any work (including demolition of buildings with asbestos containing structures, warehousing, transportation, utilization and disposal of asbestos) when the worker is or may be exposed to asbestos or asbestos containing materials.

IV. HAZARDS

6. Asbestos can be found in thermal insulation of pipelines and heaters, in electric equipment, fireproof walls and doors, flooring and ceiling slabs, roofing slates, and other products. Asbestos does not pose hazard as long as structures or products containing asbestos remain intact. However demolition of such structures and buildings, dismantling, breaking or other processing of products containing asbestos releases particularly fine invisible fibers into atmosphere which if inhaled stay in lungs and cause very serious irreversible health conditions such as asbestosis, lung or pleural cancer.

V. DUTIES AND RESPONSIBILITIES

7. **Head of organizational unit where work with asbestos is to be performed** must ensure that permit for work with asbestos specifies safety measures prescribed by the present Procedure.

8. **Company's employee who is assigned to coordinate work with asbestos** prior to the start of work must inform the manager of contractor outsourced to perform respective work that this work may involve materials or products containing asbestos.

9. **The manager of contractor outsourced to perform work that may involve materials or products containing asbestos** must:

9.1. Collect laboratory samples to confirm the presence of asbestos if the composition of materials or products to be handled during assigned work is unknown but it is suspected that they may contain asbestos. The samples shall be tested for the presence of asbestos fibers only at accredited laboratories or those certified according to the procedure established by the Ministry of Social Security & Labour and the Ministry of Health;

9.2. Before starting works with asbestos, present the following to the State Labour Inspectorate as prescribed by legal acts effective in the Republic of Lithuania:

9.2.1. Notification on planned work with asbestos [4.1];

9.2.2. Work Plan for demolition of buildings with asbestos containing structures, for disposal of structures or asbestos (hereinafter – the Work Plan) [4.1, 4.2];

9.3. As prescribed by legal acts of the Republic of Lithuania, assign the following for work with asbestos:

9.3.1. A duly trained and certified competent person (work manager or any other employee of the company) to supervise and control that demolition of buildings with asbestos containing structures, disposal of structures or asbestos is performed in a safe manner applying all necessary precautions [4.2];

9.3.2. A duly trained employee to take air samples at workplaces and establish procedure of sampling and analysis of air samples [4.2];

9.3.3. An employee to fill out the Log of Employees Exposed to Asbestos [4.1].

9.4. Ensure that work with asbestos is performed in compliance with all the requirements set in the Work Plan, the present Procedure, legal acts effective in the Republic of Lithuania, and other OHS procedures effective at the Company.

VI. MAIN OHS REQUIREMENTS

Requirements for personal protection equipment

10. Employees performing work with asbestos must wear dustproof disposable coveralls with a hood, gloves, disposable overshoes, panoramic safety glasses, and respiratory protection equipment with P3 filters.

Preparatory works

11. As prescribed by the Company's OHS Procedure BDS-20 'Barriers' the site of works must be enclosed and marked with clearly visible OHS signs.

12. To prevent the spread of asbestos fibers, the site of work with asbestos must, where possible, be isolated from the rest of area with durable (at least 250 µm thick) polyethylene plastic barrier which after completion of work must be disposed as asbestos contaminated waste.

- 13. Enclosure must have:
 - 13.1. An air chamber for entry and exit;
 - 13.2. A separate debris chamber for removal of properly packed (e.g. bagged and/or wrapped in polyethylene film) waste from enclosure;
 - 13.3. Exhaust ventilation to ensure air pressure inside an enclosure slightly below atmospheric (recommended 20 Pa) and continuous flow of fresh air within the enclosure;
 - 13.4. Allow entry into enclosure only to employees performing work with asbestos wearing appropriate respiratory and other personal protection equipment.
- 14. Any objects which, if contaminated with asbestos fibers, would be difficult to clean must be removed from an enclosure or duly covered.
- 15. Any openings (e.g. of air conditioning systems, ventilation systems, etc.) must be sealed to prevent escape of airborne asbestos fibers from the enclosure.
- 16. Make sure enclosure does not obstruct evacuation exit routes. If impossible, ensure alternative exit routes marked with signs showing direction of evacuation.

Requirements during work

- 17. Ensure that asbestos containing materials remain moist at all times.
- 18. Do not break asbestos containing materials.
- 19. Do not sweep. Instead collect larger pieces with wet cloths and vacuum smaller ones with vacuum cleaners equipped with high-efficiency particulate air (HEPA) filters.
- 20. Where electric impact tools are used, operate them at their lowest speed and work under local exhaust ventilation.
- 21. Upon completion of work, check the site for airborne asbestos fibers – concentration cannot not exceed 0.1 fiber/cm³.

Requirements for disposal of waste

- 22. Asbestos waste must be wrapped in polyethylene or packed into double polyethylene bags and labelled as shown in Attachment 1 hereto.
- 23. Large pieces of asbestos must be disposed whole. Before shipment, they must be placed into covered box or tented truck, or wrapped into polyethylene.

VII. FINAL PROVISIONS

24. This Procedure establishes only basic and minimal OHS requirements for work with asbestos therefore the managers of contractors outsourced to perform any work with asbestos must pre-plan any other required additional precautions for their employees and ensure compliance with such during execution of work.

25. Director of Quality, Labour Safety and Environmental Control shall be responsible for arranging periodic reviews and, where necessary, updating of the present Procedure.

Prepared by
Control and Prevention Group Manager
Egidijus Luomanas

2020-06-08

Warning label for asbestos and asbestos containing materials

