

OHS SUPERVISION SERVICES PROCUREMENT SPECIFICATION

1. GENERAL PROVISIONS

1.1. Object of procurement

Occupational Health and Safety supervision (hereinafter, the **OHS Supervision**) services.

OHS supervision services include monitoring and controlling the work carried out at the Construction Site, overseeing the occupational safety and health conditions of employees and subcontractor staff, identifying OHS risks and violations, providing timely information, and representing the Owner in OHS matters at the site.

Company providing OHS supervision services (hereinafter, the **OHS Supervision Service Provider**) must ensure presence of qualified occupational health and safety specialists (hereinafter, the **OHS Specialist**) onsite in accordance with the requirements of this specification.

1.2. Project characteristics

- Object – construction of RHCU (Residue Hydrocracking Unit) at AB ORLEN Lietuva crude oil refinery (Juodeikiai village, Mažeikiai District).
- RHCU Project is a comprehensive investment project, aimed at increasing oil refining efficiency and enabling deeper conversion of heavy oil residue.
- Construction works at the site next to the AB ORLEN Lietuva crude oil refinery, the area of which is about 15 ha (hereinafter, the **Construction Site**) and within the operating territory of AB ORLEN Lietuva;
- Access to the Construction Site is separate;
- During the project, work by the general contractor (hereinafter, the General Contractor) and its subcontractors is planned at the Construction Site and within the territory of AB ORLEN Lietuva;
- OHS Services include monitoring, assessment, and control of the works carried out under this project at the Construction Site and within the territory of AB ORLEN Lietuva.
- While carrying out the works at the Construction Site, the contractors and their workers are subject to OHS requirements of the General Contractor, applicable Regulations for Occupational Health and Safety, Fire Safety, Civil Safety as well as other rules and instructions of AB ORLEN Lietuva;
- The planned duration of the works is approximately 30 months.

1.3. Works carried out during the Project:

- installation of process apparatuses and equipment;
- installation of metal structures;
- installation of process pipelines;
- installation of cable routes and electrical equipment;
- installation of automation and control systems;
- installation of insulation and service platforms, other final installation works;
- use of lifting equipment and loading works;
- works involving the use of temporary structures, scaffolding, and work platforms, as well as other works.

Hazardous works are part of these works at the site, including:

- works at height;
- hot works;
- work in confined spaces;
- lifting works;
- works involving use of temporary structures;
- hazardous works at operating facilities.

2. OHS SUPERVISION MODEL

2.1. Principles of OHS Supervision Model

General Contractor is responsible for ensuring OHS organization at the site, operation of OHS Management System, work organization and implementation of OHS requirements at the site.

Procured OHS Services are for additional monitoring of OHS conditions at the site, control of hazardous works, timely delivery of information and representation of Owner at the site.

DSS specialist provides the Owner with information about OHS conditions at the site, at the same time cooperating with the OHS Team of the General Contractor and responsible persons.

2.2. Function of OHS Specialist at the site

The main function of OHS Specialist is to observe and assess OHS conditions at the site and inform both the Owner and the General Contractor about the operation of OHS Management System, OHS risks and identified violations.

OHS Specialist shall perform their functions through active presence at the site, observing performance of works, work organization and OHS control measures applied by the General Contractor.

OHS Specialist shall spend most of their working time at the site, actively observing performance of works and OHS conditions at the facility.

2.3. Cooperation with the General Contractor and response to OHS violations

- participation in steering meetings and other meetings in association with OHS;
- cooperation with OHS Team of the General Contractor;
- notification about identified OHS risks, violations, incidents or near misses;
- participation in investigation of and discussions on incidents as needed;
- upon identification of serious OHS violations or direct threat to employee health and safety, the OHS Specialist shall immediately stop the works and request emergency action for mitigation of risk;
- notification about suspension of works or critical OHS violations to responsible representatives of the Owner and the General Contractor;
- provision of proposals regarding improvement of OHS conditions and reduction of risks at the facility.

2.4. Qualification requirements for the OHS Supervision Service Provider

The service provider must meet the qualification requirements set out in paragraphs 2.4.1 and 2.4.2 of this technical specification and submit supporting documents with the proposal.

2.4.1. Requirements for OHS Specialists

- holding Occupational Safety and Health Specialist Certificate in companies of all economic activities;
- at least 5 years of experience working as OHS Specialist;
- experience working as OHS Specialist in high risk industries or large-scope construction projects;
- experience working with contractors and subcontractors;
- good command of English (at least B2 level) and the ability to use it effectively in a professional context;
- experience in supervision of hazardous works.

2.4.2. Requirements for OHS Service Provider

- availability of OHS Specialists experienced in high risk industries or large-scope construction projects;
- experience carrying out OHS supervision services at sites involving multiple contractors and subcontractors;
- sufficient availability of OHS Specialists to ensure continuous service delivery;
- list of similar projects and documents confirming the qualifications of OHS Specialists;
- appointment of responsible person for cooperation and communication with the Owner.
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2.5. Organization of work at the facility

Before starting to perform functions at the facility, OSH specialists must familiarize themselves with the OSH instructions, procedures and practices applied by the Client and pass the knowledge test established by the Client. During the knowledge test, knowledge related to the application of the Republic of Lithuania's occupational safety and health, fire safety, civil protection, personal data protection and other legal acts and internal requirements applicable at the facility is tested.

To carry out the OSH supervision of the project, the OSH supervision service provider must ensure the work of at least 2 (two) OSH specialists at the facility for 8 hours per day, 40 hours per week.

Depending on the schedule and intensity of work performed at the facility, the Client and the OSH supervision service provider agree on a specific work schedule for OSH specialists.

If necessary, the work of OSH specialists can be organized after 5 p.m., at night, on weekends or on holidays.

3. REPORTING

3.1. Daily report

Daily report must provide the Owner with information about the current OHS conditions at the site, as well as identified risks and violations.

Report shall include information about:

- identified OHS violations;
- significant risks;
- suspended works;
- accidents, near misses and other incidents; other significant information.

3.2. Weekly report

Weekly report must provide information on the overall OHS situation at the site and key weekly trends.

Report shall include information about:

- key OHS activities;
- recurring violations;
- significant risks;
- accidents, near misses and other incidents;
- preventive measures;
- proposals for improvement of OHS conditions;
- areas requiring additional attention.

3.3. Monthly report

Monthly report must provide overall evaluation of OHS conditions at the site and information for decision making.

Report shall include:

- statistics on OHS activities;
- key issues;

- recurring risks;
- information on incidents;
- preventive measures;
- proposals for improvement of OHS conditions;
- recommended actions.

4. MONITORING CONTRACT PERFORMANCE

4.1. Rights of the Owner

- assessment of OHS Specialist's presence at the site;
- assessment of service quality;
- assessment of information and report, as well as timeliness thereof;
- request of additional information and explanations where needed;
- provision of comments and request for corrective actions.

4.2. Cooperation and provision of information

In performing the functions, the OHS Service Provider shall cooperate with the Owner's OHS Department.

Information shall be provided to the Owner's OHS department on the operation of the General Contractor's OHS Management System at the site, identified OHS risks, violations, unsafe situations, and other significant OHS-related events at the site.

If necessary, the Owner may provide the OHS Service Provider with the possibility to use a workplace at the site under separately agreed terms of use or lease. If such a need arises, please contact Dalia Povilaitienė by e-mail Dalia.Povilaitiene1@orlenlietuva.lt

4.3. Assessment of service quality

The quality of services is assessed based on the OHS Specialist's ability to objectively evaluate the actual OHS conditions at the site, identify OHS risks, violations, unsafe situations and unsafe workplaces, and to promptly provide information to the Owner's OHS Department.

Service quality assessment shall take into account the following:

- active presence of OHS Specialist at the site;
- identification of OHS risks and violations;
- quality, objectivity and timeliness of provided information;
- prompt response to significant OHS violations;
- initiation of proposals for improvement of OHS conditions and their justification.

4.4. Rights of the OHS Service Provider:

OHS Service Provider is entitled to:

- receive information necessary for performance of functions;
- receive information on work organization changes;
- provide proposals for improvement of OHS conditions;
- inform on lack of additional OHS resources.

5. NON-COMPLIANCE WITH REQUIREMENTS AND LIABILITY

5.1. Cases of non-compliance with requirements

- absence of the OHS Specialist at the site during the established working hours;
- failure to respond promptly to significant OHS violations, failure to submit reports, or submission of reports not in accordance with the established deadlines;
- failure to provide information or delayed provision of information;
- provision of incorrect or incomplete information.

- In the event of recurring non-compliance with requirements, the Owner shall have the right to request the replacement of the OHS Specialist.

6. UNIT RATES

Service Provider's pricing must be clearly defined:

- hourly rate of one OHS Specialist;
- night shift hourly rate;
- weekend and holiday hourly rate;
- hourly rate for additional work.

The Service Provider shall cover all costs related to the provision of OHS Services.

7. MANDATORY ANNEXES

Service Provider shall submit the following:

- list of OHS Specialists planned to work on the project;
- CVs of OHS Specialists;
- Documents confirming qualifications of OHS Specialists;
- list of similar projects in which OHS Services were provided in high risk industry or large-scale construction projects;
- table of unit rates;
- description of organization of OHS Services and arrangements for employee substitution.