

HSE requirements for Retail contractors

For these HSE REQUIREMENTS, “Contractor” shall mean each contracting partner of the SLOVNAFT, a.s. company and its subsidiaries (hereinafter referred to as the “client”). The Contracting Party, which for the Client performs activities in contracts, can also be marked as a Provider, Contractor or Seller.

The HSE REQUIREMENTS apply to all Contractors who perform activities for the Client in the service stations owned by SLOVNAFT a.s. The HSE REQUIREMENTS are an integral part of the general purchase conditions of SLOVNAFT, a.s. and its subsidiaries.

The Contractor is accountable for fulfilling the performance of the requirements listed below, whose fulfillment must be ensured during the performance of activities at SLOVNAFT, a.s. service stations. This is also applies to the Contractor’s sub-contractors.

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(ID card for contractor employee)

I. General requirements

- 1.** The contractor is fully responsible for the safe performance of any activity at the request of the Retail Division of SLOVNAFT, a.s in accordance with the legal requirements and requirements of the Retail Division of SLOVNAFT, a.s. (hereinafter referred to as "Retail"). The Contractor is responsible for its sub-contractors as well and must ensure that these sub-contractors also meet these requirements.
- 2.** The Contractor must have drawn up a working procedure (HSE plan, so-called OSH plan, hereinafter referred to as "HSE") in writing for critical activities (listed below), and in detail for each activity separately prior to the commencement of the work. These work procedures must include an analysis of the HSE risk (occupational safety and health, fire protection and environmental protection) and the activity as such, and the evaluation of these risks with respect to the hazards at service stations (hereinafter referred to as SS") and the requirements for safety and/or other HSE measures (e.g. the required personal protective equipment, required safety inspections, etc.). Contractors must ensure that their staff, who perform work for the Client have been proven to be familiar with these procedures. These work procedures should be available at the place of the work performance. The Contractor must submit an HSE plan at least 7 days prior to the commencement of the work to the SD & HSE Division, and the work can be commenced only after approval of the HSE plan.
- 3.** The Contractor must be aware, that the operator of SS (or its representative), the representative of the Retail Division and the Contractor itself, shall be authorized and obliged to stop the execution of any work/activity not conducted in accordance with these requirements, or if such work/activity may endanger health, safety, property, or the environment.
- 4.** In case the Contractor assumes that the work cannot be performed in a safe way at an SS for its full operation, it must request a shut down of the service station for the necessary time period.
- 5.** In the case of the construction, renovation, dismantling and demolition of a service station, and in cases where the normal operation of the SS had to be stopped, there must be performed a documented procedure for the handover/takeover of the construction site.
- 6.** In the case that at the same workplace and at the same time there work the workers of several contractors (and/or sub-contractors), the HSE responsibilities need to be defined in advance before starting any work in writing and signed by each contractor. Retail reserves the right to revise this definition. Moreover, Retail itself might decide on the sharing of these responsibilities between contractors.
- 7.** The contractor's employees must be provably familiarized with HSE requirements in the SS and the work procedure for critical activities (incl. hazard analysis result). The requirements defined for contractors are valid for the contractor's sub-contractors as well. It is the duty of the contractor to ensure that these requirements are known and maintained by its sub-contractors.
- 8.** Before the commencement of the work's implementation the contractor's employees must present the SS operator with the HSE Training Identification Card with stated reason for entering the SS, or any other copy of evidence on HSE training (e.g. time sheet). HSE training identification card – the ID card of the contractor's employee (Appendix No. 5) is issued based on the completion of specific HSE training for work at the SS and the successful completion of an examination. The training is valid for 12 months. The contract must request the HSE training at least 7 days before the commencement of work by the contractor in the field of OPP and safety.

- 9.** The contractor's employees must move and stay only in areas dedicated for the contractor's work performance (in addition to usual needs).
- 10.** The contractor must remove all safety risks before starting and after the completion of the works. The contractor must interrupt the performance of work if during the work performance the conditions change so that they may endanger health, environment or property.
- 11.** The contractor must interrupt the performance of works outside and/or on equipment during a storm.
- 12.** The contractor's employees must perform works at the SS according to the work procedures of the contractor.
- 13.** The contractor's employees must maintain all instructions, orders and restrictions according to the safety signs situated in the SS.
- 14.** The contractor must fulfil all the necessary and determined measures (e.g. from the work permit) related to fire prevention and work safety in the work performance area and its vicinity during the work's performance and after its completion, and assure control of its performance.
- 15.** In case the site/workplace was handed over to the contractor and it has finished with its activities, the site/workplace must be taken over by Retail or a verified representative on the basis of a written protocol.
- 16.** During the bottling of fuel into storage tanks/ containers, all contractors working outside the SS are obliged to stop their work. This is also recommended for contractors working in the interior.
- 17.** The contractor must continuously supervise the workplace and the progress of the work.
- 18.** The contractor's employees are not allowed to use mobile phones in the SS premises (except for the SS sales point).
- 19.** The CONTRACTOR is obliged to inform the COMPANY about its future sub-contractors. In cases where it is not possible to inform about the SUB-CONTRACTORS prior to the contract's conclusion, the CONTRACTOR shall provide this information no later than 3 days before the beginning of the work by the given SUB-CONTRACTOR.
- 20.** The number of sub-contractor levels is limited. In the case of investment projects, where there is a presumption of a larger project scope, only two (2) subcontracting levels are allowed, in other cases, one (1) SUB-CONTRACTING level. In the case of investment projects, if the CONTRACTOR requires multiple levels of SUB-CONTRACTORS, this requirement must be approved (by a senior employee on the third (3) management level).
- 21.** The contractor may not hire a sub-contractor for the activities it contractually undertook to carry out in their own capacity. An exception may be granted (by a senior employee on the third (3) management level) if the contractor is required to systematically recruit sub-contractors due to capacity or geographical reasons.
- 22.** The CONTRACTOR is responsible for its SUB-CONTRACTOR, while the CONTRACTOR must ensure the presence of HSE supervision (ASO - authorized security officer) over the performance of high-risk complex works; this requirement is recommended in the case of medium and low risks.
- 23.** All Contractors, Sub-contractors and their employees, who perform work with a high risk or complex work (see definitions according to Slovak terms below) in the SLOVNAFT, a.s. company, from 1 January 2017 must have the certificates stated below. This means that from 1 January 2017, any new contractual relationship where there is expectation of working with a high risk can be closed only with a company that has valid certificate for the SCC or VCA standard.

1. Company certification:

a) SCC* or VCA*

- for companies that have fewer than 35 (including 35) employees and at the same time the company may not use workers through the contractor companies (freelancers will not be regarded as a company contractor)

b) SCC** or SCC^P (VCA** or VCA^P)

- for companies with over 35 employees
 -for companies that have fewer than 35 (including 35) employees and at the same time the company employs workers through a company contractor.

2. Certification of individuals:

a) SCC or VCA - for operational (operative) workers,

b) SCC or VCA - for head workers,

Both SCC and VCA certification is accepted.

The workers themselves of the given company can also be certified by the company.

Glossary of terms:

Work risk category	The work risk category is specified based on a combination of critical HSE activities and the environment in which the work is performed. If the performance of a number of parallel activities is expected (e.g. painting work, window replacement) the “high risk” category must be applied.		
	Risk category	HSE critical activities	Without HS critical activities
	An environment with a high level of threats usually associated with service station technology (an area where they are or may be present harmful substances or other dangerous energy sources that have the potential to cause harm)	High risk	Medium risk
Environment with low levels of threat (work in the administrative areas without the need for the insolation of energy)	Medium risk	Low risk	

Critical (risky) HSE activities are as follows:

- ▶ Work with a risk of fire (welding, flame cutting, burning, grinding, repair and maintenance of certain technological devices, other work with open fire, etc.).
- ▶ Work with a risk of the occurrence of an explosion.
- ▶ Work in heights and above free depth (> 1.5 m).
- ▶ Repair and maintenance of technological equipment.
- ▶ Work in a closed/confined space.
- ▶ Excavation work at 1.2 m.
- ▶ Critical load lifting (with machines in confined spaces, in a small workplace, heavy loads and large load, etc.).

- ▶ Work on reconstruction, modernization, implementation of a new project, and building demolition.
- ▶ Work requiring isolation of energies (gas, electricity, chemicals, pressure, mechanical power, hydraulic power, gravitational forces, thermal energy, etc.).
- ▶ Drill works.

II. Basic safety rules

Basic safety rules are rules for hazardous work, whose non-observance means an increased likelihood of serious injury or death. The rules also emphasise activities that an individual can perform in order to protect themselves and others. Each contractor and sub-contractor is bound to abide by the rules. Failure to comply with Basic Safety Rules will be penalized in the sense of these General HSE requirements for contractors.

The text of the basic safety rules:

1. It is prohibited to smoke outside places intended for that purpose and work with a risk of fire or explosion carried out only under specified conditions.
2. Check the energy isolation before the start of any work.
3. Carry out the work based on the respective authorization and comply with the conditions laid down in the authorization
4. Use the prescribed personal protective equipment.
5. Carry out the measurement of the air breathability, toxicity and explosive gases whenever it is needed.
6. Do not work in trenches without their securing.
7. Do not remove safety markings and do not discard safety devices/components from activities.
8. Do not violate principles for the safe handling of loads.
9. Do not work under the influence of alcohol or narcotic drugs.
10. Abide by the rules and act in the event of their violation.

A further detailed definition of the basic safety rules described in the training materials is found on the site: www.slovnaft.sk

III. Requirements relating to permission to work

1. Activities/work for which the contractor must have authorization to work

The authorization template for work is in **Appendix 2**.

The contractor is allowed to perform the following activities based on an issued written work permit only:

Work with a risk of fire

- ▶ Welding (incl. oxyacetylene welding, electric arc welding, oxygen cutting, heating, annealing, tempering, connecting and other metal treatment and processing if flammable gas with oxygen or compressed air is used, electric weld annealing);
- ▶ Other work with open fire (e.g. burning of paints with flame, hot air, defrosting of soil, frozen or solidified product in pipeline or tanks, warming-up of bitumen, waste material incineration, gluing of flammable flooring and roofing, wall and ceiling tiling with the use of fire, electrothermal appliances and equipment or flammable adhesives, etc.)
- ▶ Metal processing (drilling, grinding), non-destructive x-ray testing, ultrasonic, X-ray or electromagnetic testing, cleaning work in the use of pressure equipment, short term use of electrical equipment and appliances, electrical appliances, electrical-mechanical instruments, which do not comply with the current level of protection against explosion for the SS structure;
- ▶ Works with pneumatic drills and excavation works in areas with fire or explosion risk (even if not deeper than 1.3 m);
- ▶ Repair and maintenance of technological equipment classified as pressure equipment;
- ▶ Repair and maintenance of technological equipment where there is material with a temperature higher than 50 °C;
- ▶ Repair and maintenance of technological equipment where a chemical substance or agent dangerous for people is or was present
- ▶ Repair and maintenance of technological equipment where a flammable liquid of any type or class of inflammability is present
- ▶ Repair and maintenance of technological equipment with flammable substances and the remedying of faulty conditions;
- ▶ Opening and repair of measuring and control instrumentation situated in places in a non-explosive environment, as well as other apparatus and equipment in an environment with an explosion risk where sparking or surface temperature increase of the apparatus may occur
- ▶ Opening and repair of equipment where an irrespirable air is present (e.g. nitrogen, hydrogen sulphide, carbon monoxide, etc.);

- ▶ Any other maintenance and building/demolishment type work with the usage of open fire, where sparking may occur in places with a high risk of fire.

Work involving entry into confined/enclosed areas

- ▶ A confined space is any space that:
 - is sufficiently large for the worker to enter,
 - but has limited options for access or exit,
 - is not designed for the continuous operation of a worker.

All of these criteria must be met for a space to be classified as confined. Examples of confined spaces include tanks, pits, certain tunnels, utility vaults, other technological vessels, etc. The physical and atmospheric hazards often associated with confined spaces can cause serious injury or death to workers. The major factors that lead to injuries in confined spaces include failure to recognize and control these hazards, and inadequate or incorrect emergency response. Entry into/ work in confined space means having any part of the body inside the confined space.

- ▶ Works with ground disturbance involving entering into pits, ditches, dikes deeper than 1.2 m is to be considered work in a confined space as well

Work with a risk of the occurrence of an explosion.

- ▶ any works in explosive zones (ExZone), excluding discharging The minimum safety requirements for discharging is regulated in *RET_3_R1_SN2 Receipt and discharging of motor fuel at a SLOVNAFT service station*

Work at heights

- ▶ Working at heights means all work carried out standing with one's feet 1.5 meters or more above floor level where there is no fixed platform or approved scaffolding.

Critical lifting

- ▶ Lifting operations (activities when a load is moved) which include:
 - equipment/technology for lifting (carrying) loads in critical areas (e.g.: explosive zones),
 - lifting of special loads such as structures, mobile cranes etc.,
- ▶ or where the preparation of a Plan for Lifting Loads is required based on legislation or internal directives.

Excavation work

- work involving manual excavation or digging the Earth's surface with the removal of soil, where the depth of the groove in the technological environment is greater than 1.2 meters.

Work related to separation (isolation) of energies

- ▶ Works connected to the isolation of energy sources. An energy source is any electrical, mechanical, hydraulic, pneumatic, gravitational, chemical (incl. LPG and CNG), nuclear, thermal, or other energy source that could cause injury.
- ▶ In the case of work on electrical equipment with a voltage of 1000 V and more, or work in the vicinity of such equipment, where risks may occur, there is required Command "B" according to STN 343100 (Safety Requirements for Servicing and Work on electrical installations) and Ministry of Labor, Social Affairs and Family Decree 508/2009 on securing safety and health at work and the safety of technical equipment.

Drilling work:

- ▶ Before the start of drilling work the contractor is obliged to:
 - have a written authorization to work,
 - identify the engineering networks, underground wiring and protection bands and compare them with the proposed locations of the wells,
 - ensure an appropriate barrier for the work performance site.
- ▶ Work may only be carried out with technical equipment for this purpose, with a valid revision.
- ▶ The technical equipment for drilling work can be used only by a professionally competent person.
- ▶ The contractor shall submit a technological procedure to the SD & HSE Division, which will also include its own technology, security, fire protection, sanitary and other necessary measures.
- ▶ When drilling, there is determined a safety circuit for the drilling rig, in terms of the fall of towers or materials, ensuring the exclusion of contact with people moving dangerous parts of the drilling rig.
- ▶ Drilling work is permitted only outside danger zones and at a safe distance from SS technologies (especially fuel dispensers, storage tanks and containers, overhead wiring technology).

2. Generally related to the work permit

A **work permit** may be required for any activity, if requested by the SS operator, representatives from the Retail Division or representatives from the SD & HSE Division.

For the issuance of the written **work permit** (if the SS remains in operation) the contractor must cooperate with the worker of a contractual company providing FS and OHS services (hereinafter referred to as “contractual company”) or a representative of the SD&HSE Division and the SS operator.

The **work permit** must be issued and signed in 2 counterparts: one for the contractor’s competent representative on the site and one for the SS operator (if the SS remains in operation).

One **work permit** can be issued for one work type and for one contractor only. If several contractors are performing the same critical activity, separate work permits have to be issued.

The completed **work permit** should be stored in a transparent envelope or large zip lock bag and must be easily available and accessible at any moment of the work’s duration.

It is not allowed to change the content of the **work permit** or fill further data after the work permit has been signed and issued except for results of repeated (or continuous) atmosphere testing, notes of external control authorities and notes of the person designated for the control of the **work permit**.

The **work permit** is valid for a period and in the time period mentioned in it only. The validity can be extended (to the extent as specified in the work permit) by the issuer of the permit only if the permitted work has not been completed within the deadline and there has been no change in circumstances. One **work permit**, or any **extension of the work permit**, may be issued for a maximum of 12 hours.

In the case of the construction of a service station from “scratch”, the management system for work permits is under the contractor’s competence, fully responsible for it, if not defined otherwise by the contracting parties. (*Note: When building a “from scratch” the work permit may be extended for a longer period of time*)

The issuer of such permits or the authorized employee (or third party) acting on its behalf should check the compliance with the conditions identified in the issued permits as often as required.

The contractor is responsible to familiarizing its employees with the content of the work permit, to implement the safety measures determined in the work permit and to ensure the permanent supervision of the permitted work.

After the completion of the permitted work the exact time of the completion of the work must be entered into the work permit.

The issued work permit must be archived at the service station for at least 12 months.

Only competent person(s) are allowed to perform work that needs a work permit.

Sites handed over to the contractor:

In the case of construction sites, which were handed over to the contractor (except SS in operation, which have been rebuilt), the contractor is responsible for the management system for issuing work permits and is fully responsible for this unless the contracting parties provide otherwise.

Sites that are not handed over to the contractor (SS in operation):

In the case of sites not handed over to the contractor and sites remaining in operation, the procedure for issuing work permits is as follows:

- The contractor (work performer) shall notify the SS operator and the contractual company providing FP and OHS services about the start of the work performance at least 7 days in advance,
- Work permits of all types shall be filled out and approved by the competent representative of the contractor (work performer). The accuracy of the conditions and measures set out in the work permit can be confirmed by the contracting companies or an SD & HSE Division employee. In the event that at the announcement of the Work Permit neither the contracting company worker nor an SD & HSE Division employee is present, so the accuracy of the data is verified by the signature of the SS operator/SS shift manager/SS maintenance (but not the accuracy of the stated measures – see below).
- The SS operator/shift manager/SS maintenance shall approve the correctness of data on the work permit for the time period of its issuing and for employees of the work performer, who shall be performing the specified activities at the service station.

Job Safety Analysis (JSA):

Before the start of each work (HSE/critical risk activities), for which a written authorization to work is issued, a Job Safety Analysis must be carried out. The job safety analysis (hereinafter referred to as the “Analysis”) is one of the few ways to identify hazards and risks used in the chemical industry.

The obligation of the work performer will be to draw up the above document before starting the work, submitted to the issuer of the permit. Only after submitting this document, will it be possible to issue a written work permit and start the actual performance of the work. The method is performed at the workplace where the work will be performed, before issuing the written work permit.

All members of the working group must be included in the analysis.

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

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

The stated document does not need to be prepared in case the given works are part of the HSE Plan or the commissioning establishment of conditions for work, or the risk analysis is part of the work/technological procedure for the given work. The job safety analysis does not replace the issuing of the work permit.

All relevant documents relating to the HSE requirements for Retail contractors are available on the website:
http://www.slovnaft.sk/sk/o_nas/centrum_dodavatelov/sd_hse_poziadavky_pre_kontraktorov/

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IV. Requirements concerning occupational safety and health and with fire protection

The set of rules described below should always be followed strictly as minimum requirements during each activity referred to in the title of the chapter, but should not replace more appropriate and more effective policies specified in relevant laws and internal directives.

Note: This set of rules refers to general/normal operational conditions and does not cover those extraordinary situations like accidents or emergency cases.

1. Handover/takeover of site

In this case the handover/takeover process always must be performed between the Retail Division/worker for the Investment Projects - Retail Division (for the handover/takeover of the site the worker must be authorized by the Retail Division head in written form and must act according to the Retail Protocol) and the main contractor (even the site preparatory activities described in Point No. 2), and from this moment the designated representative of the main contractor (trained by the Retail Division, authorized jointly by his/her employer and the Retail Division in writing) should bear the responsibility of the issuing of the work permit issuing according to this set of minimally obligatory rules.

This is necessary for carrying out the work of the main contractor and the sub-contractor. This two-phase handover process can be implemented in one phase if every party is present.

The exact circumstances of the work area, the allocation of tasks and responsibilities between the Retail Division/workers for the Investment Projects - Retail Division, and the main contractors (and their sub-contractors) must be defined in writing (protocol) at the site as mentioned above.

In case of the construction, reconstruction, decommission or demolition of a service station and in case of interrupting the normal operation of the SS, the protocol procedure of the handover and takeover of the site shall take place. In these cases, the handing over of the site is initiated by the head of the *Investment Projects -Retail Division* (in consultation with the SD & HSE Division and with the head of the Retail Division for sales and operation, if necessary).

The protocol procedure shall be documented with the following minimum content:

- The full name of the responsible person of all the parties concerned
- Site boundaries
- Service at the site
- Procedural and non-technological risks present at the site
- Other independent contractors (sub-contractors) working at the site
- Required permissions for the performance of work at the site
- System for issuing permissions
- Desk officer for issuing permissions
- Training requirements
- Personal means of protection necessary at the site
- Emergency signals (signs)

- Tasks and responsibilities in the event of an emergency (accident)
- Requirements for HSE supervision
- Requirements for waste management
- Requirements for transportation at the site

At the site there must be available a construction log so that all relevant HSE comments and requirements relating to the work and their own site can be recorded into it. Records in the HSE construction site log may be performed only by a competent representative of the Retail Division.

The contractors and sub-contractors shall wear uniforms allowing their identification at the site (e.g. name of the company etc.). The foreman (workplace supervisor) of the contractor (and of the sub-contractors) shall be visually identifiable, e.g. by a protective helmet of a different color, marking on the uniform or on the safety vest, etc.

In the event that several contractors are at the location (site) at the same time, they shall define the allocation of HSE responsibilities with each other in writing.

This may be re-evaluated by a worker of the contractual company or by a representative of the SD & HSE Division. In addition, the worker of the contractual company or the representative of the SD & HSE Division may reserve the right to define the allocation of HSE responsibilities between these contractors.

The parties participating in the handover of the site are as follows:

- Representative(s) from the Retail Division
- The SS operator, if their participation is required
- Authorized head (manager) of the contractor
- Representative(s) of other interested units and/or third parties, for example SD & HSE

After the handover of the construction site to the contractor, the contractor is fully responsible for all HSE issues. When all the activities of the contractor are finished, the site shall be taken over by a competent representative from the Retail Division.

This site may be permanently monitored and/or inspected by representatives of the Retail Division (e.g. management, personnel of SD & HSE, etc.).

Preparation of the work space/site

After the handover/takeover of the work space/site the main contractor is responsible for the preparation of the work space to ensure the possibilities of safe working activities.

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Issuing of work permits

For any type of hazardous activity (including entry into a confined space and/or work with a risk of fire and/or work that is carried out in an environment with a risk of explosion and/or fire), included or not included in the process of taking over the handover/takeover of the site there can be issued a work permit only in accordance with the analysis of the assigned hazardous work. Basic hazards at SS are specified in Appendix No. 1.

For this reason the main contractor is responsible for preparing a hazard analysis, which is part of the HSE plan for its own activities and its sub-contractors' activities. The HSE plan must be submitted to the SD & HSE Division, which should approve it, prior to starting the on-site work.

Prior to the issuance of any work permit (permit for entry to a confined space, work permit for working with a risk of fire) the employee of the main contractor and the issuer of the work permit (contractor) must always check the work space/site right at the site where the issuer of the work permit must identify/assess the conditions for work and on the basis of this issue the work permit for dangerous/risky activities.

In simple cases, it may be part of the assessment procedure for issuing the work permit, documented in the actual issuing of the work permit.

Any kind of work can begin only if the workers involved have completed the safety training in a documented manner (through the contractor) and these workers have the necessary licenses, permits, and education for the performance of the work arising from legal conditions or internal management acts – the responsibility borne by the contractor.

Before issuing a work permit for the contractor, the representatives of all contractors (including the main contractor), designate in writing (empower) their employees for carrying out dangerous work and this document must contain at least the following information:

About the contractor:

- exact name, date of issuance of this document
- name and position of the manager who is responsible for the work
- list of equipment and tools to be used for the work (relevantly marked)
- a declaration or statement confirming that the employees assigned for the work hold the necessary qualification, competence, information and skills required for the work, including OSH and FP (fire protection). All the equipment, tools and apparatuses, including personal protective equipment (PPE), which are used for the work must fully comply with the relevant requirements of the work and the type of work.
- the signature of the employer (the representative of the contractor, who has direct employer rights for workers or these rights partly/completely delegated to them).

About the work:

- location/headquarters/operation (land)
- start date
- detailed description

About the workers:

- names
- the identification marks of the statutory authorization required for different jobs and the work positions.

A power of attorney must always be attached to the issued work permit with a risk of fire and work in a confined space.

Before the work permit is signed by the SS operator/shift manager and competent worker of fire protection and safety at work (specialist of the F-RISK company), who confirms the accuracy of the conditions specified in the work permit, they must visually check whether all the data specified in the authorization are sufficient and true (e.g. equipment and instruments used for working in a cramped space, especially if there are equipment used for explosive environment and are in satisfactory condition).

No working activity can be permitted and executed, if the workplace is located in zone 0 of the hazardous area (e.g. inner part of an opened HC storage tank, or utility pit in a working HC technology area, etc. which was not properly prepared). No work activity can be carried out and authorized, if the concentration of flammable material in the work environment reaches or exceeds the limit of 20% of the LEL - even if it is not included in Zone 0.

2. Personal portable gas detectors

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

Directions for personal portable gas detectors:

A personal portable gas detector (hereinafter referred to as a personal detector) is intended for the detection and continuous monitoring of the concentration of several gases in the work environment. A personal detector must be equipped with 2 types of sensors, which detect O₂, Ex. In the case of the possible occurrence of other gases, it is necessary to supplement the personal detector with these sensors.

It is allowed to use only a personal detector for which a period longer than 180 days since the last calibration has not expired!

Without a personal detector it is forbidden to enter:

1. into an area where there is a danger of explosion (Zones 0, 1 and 2),
2. into an area with a danger of reduced oxygen content in the air below 19%, or poisoning by H₂S, CO or other toxic gas,
3. into a closed space and a space below ground level.

Setting of warning signals on a personal detector:

Type of gas	1st degree warning signal	2nd degree warning signal
O ₂	drop below 19%	over 23%
Ex (C _x H _y)	5% LLE	20% LLE

Procedure during signals

1st degree warning signal

If the first degree signal sounds, it is necessary to interrupt the work and press the OK button on the personal detector (alarm confirmation). If the 1st degree signal sounds again after pressing OK, the employee must immediately leave the area they are located in and contact the internal operator or person responsible for the workplace in order to verify the source of the gas leak, or a lack of oxygen.

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

2nd degree warning signal

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

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

Use of the personal detector

During the performance of the work in an operation with the possibility of dangerous gas, the contractor's staff must have at least two personal gas detectors available in each working group (referred to in the work permit). The deployment of the contractor's working group members shall be such that in the event of a threat of gas occurrence, all the members of the working group immediately notice the warning signal of the personal detector (not valid for work in confined areas and below ground level, where each person must have a personal detector).

If this is not possible, in each of the contractor's working group such a number of personal detectors must be ensured so that every member can immediately notice the warning signal of the personal detector.

- The personal detector must be visible during wear and must be placed in the breathing zone (within a radius of up to approx. 30 cm from the mouth/nose). It is forbidden to wear it under clothing.
- Before each use, the worker must check the functionality of the personal detector. When it detects defects (e.g. notification of failure or other hazard on the device's display), or unrealistic views of the measured values (e.g., elevated measured values when in a guaranteed uncontaminated environment), they must immediately inform their superior employee about this status.
- When discovering a failure, the personal detector may not be used and it is necessary to ensure a replacement personal detector
- If during the stay in the dangerous gas zone the personal detector fails/runs out of power, the employee is obliged to immediately leave the given space and replace the personal detector with a functional one.
- When using a personal portable detector, the worker shall be obliged to observe the operating instructions, which they must be demonstrably familiarized with.

3. Works involving entry into confined/closed spaces

If you cannot remove the presence of any flammable or otherwise hazardous materials (harmful, toxic, poisonous) or the ventilation of the space is limited, it is a duty to constantly measure the concentration of gas during the work performance, even if the initial measurement of the gas presence was carried out, before issuing the permit for entry into a confined space.

The following parameters must be measured (prior to the issuing of the work permit and continuously, during the performance of work):

- flammable vapors/gases (LEL=limit exposition level)
- O₂
- harmful/ toxic vapors/gases

Harmful/toxic vapors, gases and oxygen

In the event that there are or may be present harmful/toxic gases in the environment, or their concentration could increase, regardless of the O₂ concentration (it is irrelevant whether it is above or below 19 ppm), the work can be performed only with the use of protective clothing, which provides full body protection and a breathing apparatus, which is fully independent from the ambient air.

In such conditions only the permanent measurement of flammable vapors/gases (LEL) is sufficient, but it must be continued under all circumstances.

Note:

- if work involving confined space entry is performed in an inert atmosphere, permanent measurements must be performed to make sure that this inert atmosphere is maintained. If it is not possible to ensure the continuous maintenance of an inert atmosphere, work must be permitted.

- If work involving entry into a confined space is performed in an atmosphere where the concentration of O₂ may be higher than the normal level (over 21 ppm), the O₂ concentration must be constantly measured and kept below 23 ppm, in order to avoid an increased risk of fire.

In the event that the O₂ concentration varies between 21 and 23 ppm, there must not be allowed any work with a risk of fire and only devices designed for explosive environments and non-sparking tools must be used (the protection mode is described in Point 4.3).

In the case of O₂ concentrations over 23 ppm a work permit and performance may only be allowed according to special technological instructions prepared/agreed upon in writing by all parties concerned and shall be subject to the given action!

Flammable materials

In the case of a work carried out in a confined space with the appearance or increased concentrations of flammable materials, flammable fumes/gases must be constantly measured (LEL) and may not be suspended under any circumstances, and the following actions are required:

- If there is air contamination at a level of 5% of the LEL (limit exposure levels) and it is evident that during the work the contamination may not achieve a higher level, work with a risk of fire can be permitted. If continuous measurements show increasing contamination, when reaching a 5% level of the LEL all work with a risk of fire should be immediately stopped.
- If the air contamination is above 5% of the LEL, work with danger of fire and work with sparking tools may not be permitted. If the concentration of contamination is between 5 – 20% of the LEL only equipment (electric) intended for an explosive environment and non-sparking tools may be allowed, which are intended for use in Zone 1, exclusively for Group II and the corresponding category of gases (A, B, C) and temperature (T1-T6) classification (**II 2 G Ex d/i/E/o/p/q IIA/B/C T 1-6**). Any potential static discharge or static sparks must be eliminated.
- the entrance to a confined space with a concentration of up to 20% of the LEL can be allowed only for types of activities that do not involve any type of work with a risk of fire, or use of sparking tools.

Activity in a confined space	LEL (Limit Exposition Level)		
	0 – 5%	5 -20%	over 20%
Not involving any work with a risk of fire	Yes	Yes	No
Involving work with danger of fire	Yes	No	No

Work in a confined/enclosed space with a concentration higher than 20% of LEL may not be permitted or performed!

Clean work environment

In the event that the activity (e.g. revision) is carried out in a confined area, which has been completely cleaned up prior to the exercising of this activity, with the result that there may be excluded any kind of hazardous substances (flammable, harmful, toxic) and the contractor's own activity will not lead to their formation and the area is effectively ventilated, i.e. the concentration of O₂ is sufficient (at least over 19 ppm), it is not necessary to use all body protection and breathing apparatus. Also, in these conditions, it is mandatory to have a continuous (permanent) measuring of the gas concentration as described in Point 4.1.

Other obligatory safety issues

All electrical equipment conforming to the above requirements, used in a confined space where any “foreign” electric potential may occur and cause the risk of electric shock, can be powered by electricity only via a separating transformer.

In the case of work that requires access to a confined space, in addition to workers working inside, at least one worker, a so-called entrance supervisor – from the contractor’s side carrying out the work – who may not have a different role or responsibility only for the supervision of the work, must carry out the control of atmosphere measurements and, if necessary, immediately start the safety activity and rescue of the workers inside.

The entrance supervisor must be equipped with personal protective working at the same level and must ensure continuous communication with the workers inside and must be trained, capable and equipped for rescue operations.

4. Work with a risk of fire and/or explosion

Work with a risk of fire is considered to be critical HSE activities and there must always be issued a permit to work prior to its performance, setting out adequate measures (preparation of the equipment and space to work; setting fire assistance patrols; measurement of air contamination for breathability, toxicity and explosiveness; determination of measures, based on measurements of the atmosphere; the subsequent control of the space, non-sparking tools, etc.).

After the interruption or termination of the work the contractor’s employees must carry out an inspection of the work in terms of fire protection and must remove all deficiencies and declare the work space in perfect condition in terms of fire protection.

Due to the fact that when working with a risk of fire in an environment with a danger of explosion, not involving entry into a confined space, it is not possible to exclude the presence of flammable or other hazardous materials (harmful, toxic, poisonous), in addition to the initial measurement of the atmosphere before the issuance of the permit to work with a risk of fire, the continuous measurement of air breathability, toxicity, and explosiveness is always mandatory.

The appropriate values must be written into the work permit.

In the event that the work includes entry to a confined space, all the rules described in the section related to confined spaces must be maintained.

When the work is performed in an environment where the appearance or increase in the concentration of flammable materials cannot be ruled out, the continuous measurement of flammable fumes/gases (LEL) must not be suspended under any circumstances.

The following parameters will be measured:

- flammable gases/vapors – lower limit of explosiveness (LLE),
- O₂ (vol.%)
- and toxic gases/vapors according to appropriate values.

Flammable gases/vapors are related to the following LLE limits:

Work in a confined space	LLE		
	0-5%	5-20%	more than 20%
includes working with an open fire	Yes	No	No
does not include working with an open fire	Yes	Yes	No

Yes, the work may be carried out

No, the work may not be carried out

The following limit values are valid for O₂ content:

- less than 19%, it is necessary to immediately stop work and leave the work space;
- in the range of 19 to 21% it is possible to permit work, subject to all other rules applicable for entry into a confined space;
- in the range of 21 to 23% it is not possible to allow any activities with an increased risk of fire and in a confined space there may be used only non-explosive equipment and non-sparking tools;
- it is not possible to perform any work at values above 23%.

When work with a risk of fire is performed in a work space where there are not present or do not occur flammable vapors/gases, and as a result there are no flammable hazardous substances and the contractor's activity cannot lead to its occurrence and the area is effectively ventilated (as, for example, on a site from "scratch"), continuous measuring of gas concentration is not mandatory – the contractor shall decide on the basis of the current circumstances in the measurements of the air in the working area.

In cases where the continuous measurement of air is not carried out, the contractor (the permission issuer) shall determine the need for air measurements and at what frequency it should be carried out in the work permit in the section Work with a Risk of Fire and/or Explosion.

In the case of the performance of multiple works with a risk of fire or explosion, or at the same time carrying out other work, any work must be taken into account and appropriate measures adopted.

When working with a risk of fire and/or explosion the assistance of fire patrols must be determined. Training for the fire assistance patrol is ensured by the contractor for the FP and OSH areas. The contractor is obliged to inform about the performance of work with the dangers of fire and/or explosion at least 7 days prior to the commencement of the work, and in the case of changes to the start of work immediately inform about it.

5. Requirements for work at heights

1. A work permit must be issued for work at heights (Appendix No. 2)
2. For ladders only simple work and the use of simple tools is permitted.
3. The contractor is obliged to use collective protection (e.g. certified scaffolding) with guardrail or protection, which has been verified by a professionally competent person in the case of long term work (which lasts longer than a simple task) and/or to use collective protection in the case of activities when simple tools are not being used.
4. If it is not possible to ensure collective protection, then it is necessary to use the equipment to ensure protection against falls, which has a suitable fuse mounted (preferably above the head), full-body harness, safety rope for synthetic fibers and a fall dampener (note: the fall dampener may be used only if there is fulfilled a requirement for the length of the fall indicated on the fall dampener). It is necessary to carry out a visual inspection of the equipment and system to ensure against falls, and all the equipment that is damaged or has been activated should be taken out of service. Safety belts are not allowed for fall protection.
5. Guardrails must protect open hoist areas. When a part of the guardrail is removed for hoisting, the involved employees must wear fall arrest systems.
6. Work at heights may be carried out only by trained and competent persons.

6. The requirements for construction works

1. The work permit must be issued for selected building work. Appendix No. 2
2. All hazards below ground level, i.e. pipelines, electrical cables, etc., must be identified, located and if necessary also isolated (separated) from the place where the workers enter the trenches.
3. Ground movement must be always controlled and its collapse must be prevented by systematically shoring, sloping, benching, etc., as appropriate.
4. Ground and environmental conditions must be continuously monitored for change.
5. Trenches more than 6 meters in depth must be designed by a registered professional engineer.
6. Only competent person(s) are allowed to perform construction work.

7. Requirements for the isolation of energy

1. An energy source is any electrical, mechanical, hydraulic, pneumatic, gravitational, chemical, nuclear, thermal, or other energy source that could cause injury.
2. Any energy system – mechanical, electrical, process, hydraulic and others – must be isolated in order to ensure safe work performance.
3. The method of isolation and discharge of stored energy must be agreed upon and executed by a competent person(s).
4. Any stored energy must be discharged (released).
5. As isolated points it is necessary to use a system of locks and labels.
6. In order to ensure that the isolation is effective, it is necessary to carry out tests (isolation), and there is a need to regularly monitor the effectiveness of energy separation.
7. The Lock Out Tag Out (LOTO) procedure must be implemented as follows. LOTO equipment must be used when servicing and performing maintenance on machines and equipment, in which the unexpected energization, or start up, or the release of stored energy could cause injury.
8. All energy sources associated with equipment must be locked and/or marked in the position that isolates the contractor's employees from the hazardous energy when maintenance/servicing work is being performed.
9. Employees of the contractor involved in the lockout must be knowledgeable of the type and amount of the energy, the hazards of the energy to be controlled, and the method or means to control the energy before turning off a machine or equipment.
10. All of the employees concerned, or the person acting on behalf of the contractor (as well as according to the need of the service station) must be familiarized by the authorized representative of the contractor (before and after) about the Lock Out/Tag Out procedure and on the prohibition related to attempts to start or commission equipment that is locked/tagged.
11. Machinery or equipment must be turned off or shut down using the procedures established. It is necessary to implement regular shutdowns to avoid additional or increased threats to the contractor's employees due to the shutdown of the equipment.
12. All equipment for the isolation of energy that is required to control the power to the machinery or equipment must be physically located and operated in a manner that separates the machines or equipment from the energy sources.

13. It is necessary to lock the equipment by an approved special lock, approved by the executive supervisor of the contractor. The label must be marked with the date and signature of the person performing the work.
14. The employee authorized by the executive supervisor of the supplier will affix LOTO equipment to each energy or isolating equipment. It is necessary to connect the equipment to the equipment isolating power so that it is kept in a "safe" or "off" position.
15. No lock must be affixed without a tag stating who locked out the equipment and the date and reason it was locked out.
16. Tagout equipment must be attached to clearly indicate that the operation or movement of energy isolating equipment in the "safe" or "off" position is prohibited. Where tagout equipment is used with energy isolating equipment designed with the capability of being blocked, the tag attachment must be affixed at the same place at which the lock would have been attached. Where a tag cannot be affixed directly to the energy isolating equipment, the tag must be located as closely and safely as possible to the equipment, in a position that will be immediately obvious to anyone attempting to operate the equipment.
17. If more than one group is working on the same item (including different maintenance craftsmen) each authorized person from each craft will place a lock on the multiple locks and will sign, date and hang the DANGER, DO NOT RUN tag. Each craft or other group will test the start position to ensure that the equipment cannot be operated.
18. Following the application of lockout or tagout equipment to the energy isolating equipment, all potentially hazardous stored or residual energy must be relieved, disconnected, restrained, or otherwise rendered safe. If there is a possibility of the re-accumulation of stored energy to a hazardous level, verification of isolation must be continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists.
19. After ensuring that all employees are at a sufficient distance, the equipment must be tested to verify that it is properly locked out and is not serviceable. Testing employees must be certain that the switch or START button that was used to test the lockout has returned to its OFF or NEUTRAL position.
20. At the beginning of each shift, or after any substantial absence from the work performance (breaks or lunch), the work group who has locked out the equipment will check this equipment and the disconnecting equipment to determine that all equipment is safe for further work and has not been returned to service during their absence.
21. Only competent person(s) are allowed to perform works related to energy isolations.

8. Requirements for lifting operations

1. All cranes, hoists, lifts and wire ropes used at Retail Department workplaces must be properly inspected, maintained and operated according to valid regulations.
2. The lift method and equipment must be verified and determined by a competent person.
3. Operators of lifting equipment must be trained/qualified and certified for the given equipment.
4. Lifting equipment and the elements must be certified for use during the last 12 months (the minimum). Prescribed documentation must be kept.
5. Assembling the load must be carried out by a professionally competent person(s).
6. It is not allowed to lift a load that exceeds the dynamic and/or static load carrying capacity of the lifting equipment.
7. All safety elements assembled to the lifting equipment must be operable.
8. All lifting elements and equipment must be visually examined before each lift by a competent person(s).

9. All lifting equipment must be in excellent technical condition. Operational, maintenance and inspection records have to be kept for a minimum of two years and must be available for a look-in by the Retail department representative.

9. The requirements of the work area

1. The work performance area (workplace) must be visibly marked and labelled with tags so that any unauthorized person cannot enter it.
2. In the case when a SS is shut down, the entry of third persons to the SS area must be prevented. This is also valid for sites under construction/reconstruction.
3. The escape routes and emergency exits must be permanently free.
4. The contractor must ensure that the workplace is clean (tidied up) after the performance of daily works.

10. Requirements for the use of personal protective equipment (PPE)

1. The contractor must ensure the required and suitable personal protective equipment for its employees according to the type and area of performed work in compliance with legislation and its own work procedures and risk analyses, and it is responsible for its proper use by employees.
2. Only certified PPE is allowed to be used.

11. Requirements for using tools, equipment, machines and lighting

1. All the used apparatus, tools, equipment and machines must be provably safe, certified and must be suitable to be used in the environment restricted by special requirements in compliance with valid legislation (e.g. in the explosive environment etc).
2. If machines (e.g. crane etc.) are used, these must be positioned in a way that these will not endanger personal safety and the property of the service station. Machines are allowed to be operated by competent and authorized personnel only.
3. The contractor must open equipment (technological parts of the service stations) especially in places where the access to the equipment is the safest, and if the equipment has an entrance hole, it must be opened as well.
4. The contractor must reliably and safely separate technological equipment, which is going to be fixed with other equipment, and must ensure its shutdown, depressurization, draining of substances and cleaning, etc.
5. The contractor must use lamps for the illumination of the equipment interiors that are in compliance with measured atmosphere values of present flammable or toxic substances' concentrations. During night, such works can be performed only if the adjacent external area is also sufficiently illuminated.

12. Requirements relating to the health

1. The contractor must ensure that all its employees or persons acting on its behalf are medically fit and have been granted all certificates required by legislation, and are eligible by their qualification and age for performance of the required work.
2. The contractor's employees and persons acting on its behalf are not allowed to enter the service station area if they are under the influence of alcohol or intoxicants and psychotropic goods; they are not allowed neither to bring these substances to the service station area nor consume them there.

3. The contractor must determine a rotation interval changes for shifts of its employees on the basis of the work conditions and their medical fitness.
4. The contractor must ensure the provision of the training of its own employees/persons acting on its behalf for providing first aid and ensure the proper equipment for that.

V. Requirements related to management change

1. The management of change elements must be implemented in the way that will cover temporary and/or permanent changes to equipment, materials, processes, etc. that are used/installed at service stations in order to identify and control potential hazards or impacts associated with changes that could affect the health and safety of personnel or threaten the environment.
2. The contractor is not allowed to implement any temporary or permanent change in equipments, materials, processes, etc. used/installed at service stations without the approval and authorization of an employee of a Fire and Process Safety Department, SD&HSE or Retail (PS Engineer).
3. The contractor as a “originator” of the proposed changes must report a description of the proposed change and the reason for the change clearly and in advance to the employer of the Fire and Process Safety Division, SD&HSE or Retail PS Engineer, who then must decide on the proposed changes in a provable way.
4. Prior to change implementation, the affected employees must be properly informed about this change. The contractor must formally establish and complete all of the requirements for training prior to its implementation.
5. The contractor is responsible to ensure that the change will be implemented as it was determined and the proper documentation will be drawn up; all legal notifications and requirements will be fulfilled and that the change will be verified after its implementation.
6. If the change is approved for a temporary, prescribed time limit, the contractor must ensure that these time limits and any other provisions of the temporary change have not been violated.
7. In the event of an exceptional emergency (i.e. action necessary to remedy an emergency situation that poses imminent impact to safety, health or the environment) it may be necessary to carry out a modification or procedural change before normal MoC procedures can be performed. In these cases, the change can be permitted only by the verbal permission of the employee of a Fire and Process Safety Division, SD&HSE or other competent person from the Retail Division. However, the emergency change should be subjected to normal MoC procedures at the earliest possible time.

VI. Requirements related to environmental protection

1. General requirements in the area of environmental protection

- The contractor is obliged to adhere to the laws in force in the field of the environment during its activities, and is responsible for compliance with them.
- In its activities, the contractor will approach environmental protection responsibly, systematically, instruct and train its staff regarding the obligations in the field of environmental protection.
- In the event of damage to the environment caused by the activity of the contractor, the contractor is obliged to remove the causes of the resulting condition immediately on their own behalf and at their own expense, consistently remove all damage to the environment, and put the location where the activity was

carried out to its original state. The contractor shall inform the representative of SLOVNAFT, a.s. regarding the progress of the work.

- In the case of non-compliance with the obligations in the field of environmental protection, a notice will be sent to the contractor regarding the infringement of obligations, or a claim will be applied to the payment of the costs incurred by non-compliance with the obligations.

2. Requirements in the area of water protection

The contractor undertakes to:

- to comply with Act No. 365/2004 Coll. on waters and for the SNC No. 372/1990 Coll. on offenses, as amended (Water Act) and the regulations issued on its basis,
- to comply with the “Plan of Preventive Measures” (contingency plans) within the meaning of Par. 39, Sec. 3) of the Act No. 364/2004 Coll. in order to prevent the leakage of polluting substances into the environment of the service station,
- to use such equipment and technological processes in the work activities, that do not endanger the quality of surface water and groundwater,
- to equip the workplaces with means to stop leakage of polluting substances into the waters or the environment related to the water,
- to immediately notify the competent employee of the service station regarding the leakage of oil substances or other polluting substances to free terrain or the discovered significant deterioration in the water quality
- to immediately cooperate on the elimination of polluting substances with the staff of the service station in case of any leakage of pollutants,
- to efficiently use water during its activities within the limits specified during the handover of workplace,
- to record the information on volume and method of water management in the worksheets.

Unauthorized consumption and discharge of water at the service stations is prohibited, except for cases specified in the Work Permit under conditions specified in the permit in writing.

It is strictly prohibited to discharge any liquid waste to the complex sewage system. If any liquid waste or wastewater arises during the activities of the contractor, the contractor is obliged to dispose of it outside the service station and prove its disposal in accordance with valid legislation in case of control.

If damage at the operation occurs as a result of the discharge of wastewater of the contractor or non-compliance with operating rules for the drainage system and related equipment, the contractor is obliged to take corrective measures at its own expense or reimburse the incurred costs.

If as a result of the contractor’s activities there is an enormous deterioration or exceeding of the limit values laid down in the authorization for the discharge of wastewater, and if a penalty is enforced by state control bodies, the contractor is obliged to compensate the costs of the imposed measures and the fine in full for the operation.

3. The requirements in the field of waste management

General requirements in the field of waste management

The contractor undertakes to comply with all applicable legislation in the field of waste management, in particular Act No. 79/2015 Coll., on waste management, as amended, and implementing regulations to this Act and other related legislation in force in the field of waste management.

The contractor ensures the sorting of all the emerging waste according to their types and their deposit in appropriate containers so as to prevent their destruction, theft or leakage and the threat to the environment. Containers shall be labelled in accordance with requirements of the legislation on waste management.

The contractor undertakes to transport and dispose of all wastes, including the excavated soil, at the facility for waste disposal, which was documented in advance by the contractor and approved by the client or authorized worker of the service station. Any identified violation of requirement will be penalized by a fine in accordance with Chapter XVI of this document.

The contractor is obliged to maintain the cleanliness and order throughout the whole place of its work performance.

Handling of wastes from service (maintenance), cleaning and maintenance works

SLOVNAFT, a.s. is the originator of the waste incurred during service, cleaning and maintenance works. The SS operator (lessee) carries out all acts related to filling, validation, evidence or setting-up of the documents on behalf of the originator related to the transport and disposal of these wastes.

The contractor, who is contracted for the performance of these work, is also under the contractual obligation to ensure transport and disposal of all waste resulting from its activities. If the contractor is not entitled to handle waste, it provides transportation and disposal of waste through a contractual partner (sub-contractor) authorized to handle waste.

The contractor becomes the holder of all the waste, which has arisen in the performing of its activities on the SS and is obliged to meet all the obligations of the waste holder referred to in Act No. 79/2015 Coll. on wastes and in the relevant implementing rules for this law.

The contractor is furthermore obliged to:

- show evidence of how they have secured the transport and final recovery/disposal of waste by means of the authorized company (in the final waste recipient) within the meaning of the Act on Waste before the work performance. The contractor shall submit a copy of the relevant part of the contract with a third party (sub-contractor) through which the waste will be recovered or disposed to the service station operator and copies of consents for hazardous wastes transportation and the operation of the equipment for waste management (recovery, disposal and waste collection). The obligation of the contractor to show proof of the third party's eligibility for waste management shall apply to each sub-contractor who will manage the waste,
- arrange its own containers or bins to collect appropriate waste arising during the performance of works. The location of the containers is decided by the responsible worker of the service station,
- to ensure "the Accompanying Document for Hazardous Waste" for each transport of hazardous waste and properly fill this form in cooperation with the authorized worker of the service station,
- to provide a completed and confirmed original of the page no. 1 of the ADHW form to the SS operator and to ensure delivery of original confirmed page No. 4 of the ADHW form and original of the weighing ticket to relevant SS after handing the waste to the authorized company, without undue delay, but no later than 30 working days after the acceptance of the waste by the recipient. Failure to provide the aforementioned documents and forms in the prescribed period shall be penalized in accordance with Chapter XVI of this document,
- to ensure and fill a form "Declaration on Receipt of Other Waste" in cooperation with the operator or with an authorized employee of SS for each transport of other (not hazardous) waste from SS,
- to provide a completed and confirmed original of this form to the SS operator and after handing the other waste to the authorized company ensure, without undue delay, but no later than 30 working days after the acceptance of waste by the recipient, delivery of the original for Declaration on Receipt of Other Waste by the recipient and the original of weighing ticket to the relevant SS. Failure to provide the aforementioned documents and forms in the prescribed period shall be penalized in accordance with Chapter XVI of this document,
- to ensure the analytical check of wastes, if this is required by the waste recipient, this at a scope which is required by the facility operator for the recovery and disposal of waste (landfills, incinerators, equipment for the biodegradation of soils, etc.),
- to ensure before handing over the work (construction site) that the places where they carried out their work are cleaned and prepared, without residues of materials and waste, including municipal waste produced by its employees. Failure to clean the premises will be penalized by a fine in accordance with Chapter XVI of this document.

Handling of waste from investment activity

SLOVNAFT, a.s. is the originator of all construction wastes (17 XX XX), which arose from the performance of the investment event. An investment event is such “structures” that are subject to the decision of the building authority, or which the building authority issues an opinion on or authorizes them within the meaning of the Building Act (building permit, demolition permit, reporting of small structures, etc.).

The contractor contracted for the implementation of the investment event is also under a contractual obligation to ensure transport and disposal of waste. Then the contractor assumes all obligations of the waste holder resulting from Act No. 79/2015 on wastes and from relevant implementing directives to this law.

The contractor is furthermore obliged to:

- before carrying out the work, document how transportation and other waste management are ensured through the authorized company (final waste recipient) within the meaning of the act on waste,
- in case there are any hazardous wastes expected during the implementation of the investment project and the transport and disposal of these wastes is performed with their own resources or equipment, submit all valid decisions to the client’s representative before the performance of work (approval for handling of hazardous waste, approval for the transport of hazardous waste, etc.), which have been issued to them for these activities
- if the transportation or disposal of hazardous waste is carried out by means of a contracted authorized company (subcontractor), submit a copy of the relevant part of the contract with this company (subcontractor) to the client’s representative before the start of the work’s implementation, as well as copies of the consents to the handling of hazardous wastes, consents to the transport of hazardous wastes, and approvals to operate facilities for hazardous waste recovery or disposal, which authorize them to dispose of the waste. The obligation of the contractor to show proof of the third party’s eligibility for waste management shall apply to each sub-contractor who will manage the waste,
- ensure that the responsibility for the waste is delegated in the contract for the transport and disposal of waste between them and the authorized company within the meaning of Act No. 79/2015 on wastes to an authorized company, which becomes the next holder of the waste,
- arrange their own containers or bins to collect appropriate waste arising during the execution of the works,
- for each transport of hazardous waste, provide the “Accompanying Document for Hazardous Waste” and properly fill out this form in cooperation with the SS manager or the client’s representative,
- give the completed and confirmed original of page no. 1 of the SLNO form to the SS manager and after handing the waste to the authorized company, ensure delivery of original confirmed page no.4 of SLNO form and original of the weighing ticket to relevant SS station or the client’s representative without undue delay, but not later than 30 days after accepting the waste by the recipient. Failure to provide the aforementioned documents and forms in the prescribed period shall be penalized in accordance with Chapter XVI of this document,
- for each transport of other (not hazardous) waste from the SS, provide “Protocol on acceptance of other waste” and complete it in cooperation with the SS manager or the client’s representative,
- provide the completed and confirmed original of this form to the SS manager and after handing the other waste to the authorized company, ensure delivery of original of the form “Declaration on receipt of other waste by the recipient” and the original of weighing ticket to the applicable SS or to the client’s representative without undue delay, but not later than 30 days after accepting the waste by the recipient. Failure to provide the aforementioned documents and forms in the prescribed period shall be penalized in accordance with Chapter XVI of this document,
- keep a continuous registry of waste for all types of waste, especially on the waste registry sheet in accordance with the implementation regulation to the Act on waste. In the comment section of the registration sheet, indicate the final recipient of the waste who recovered or disposed of the waste,
- before finishing work, or in case of long-term contracts (for several months), send the properly completed waste registry sheets to the representative of the client in an electronic form (.xls file) no later than after 5 working days of the following month,

- ensure the analytical inspection of the wastes, if required by the waste recipient or by the operator of the waste recovery/disposal plant, in which the waste will be disposed of. Sampling and the analysis to the required extent shall be ensured by the contractor through a qualified person, in accordance with Act No. 79/2015 on Waste and related implementing regulations to this Act. Copy of the Protocol on the Test (on analytical waste check) shall be submitted to the representative of the client and authorized SS worker,
- before handing over the work (construction site), ensure that the places where they carried out their work are cleaned and prepared, without residues of materials and waste, including municipal waste produced by their employees. Failure to clean the premises will be penalized by a fine in accordance with Chapter XVI of this document.

4. General requirements in the field of air protection

The contractor undertakes to comply with all applicable legislation in the field of air protection, in particular Act No. 137/2010 on air protection, as amended, and Act no. 401/1998 on charges for air pollution, as amended, implementing decrees and other related legislation in force in the field of air protection.

- The contractor undertakes to maintain all technological devices in such condition and perform all activities in the operations of Slovnaft, a.s. (including the SS) so as to prevent or limit leaks of emissions into the air as much as possible.

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VII. Requirements in case of emergencies

1. The contractors' employees or persons acting on their behalf are obliged to localize and extinguish the detected fire by available means, if possible. Independently of this and of the result of the action, they have to report the fire to the service station manager or operating staff immediately; they have to follow instructions of the SS manager, based on the fire alarm directives or emergency plan.
2. Any kind of extraordinary event (e.g. fire, gas leak, injury, spill, etc.) must be reported to the SS manager or staff immediately.
3. Emergency services (e.g. fire brigade, ambulance, police etc.) must be immediately informed if it is necessary.

VIII. Requirements in the cases of work disruptions

In case of any reason for interruption of work (time, delay of supply, weather conditions, etc.), the manager of the main contractor on one hand and service station manager and/or staff – work shift manager, are always obliged to check the work area/site directly on spot together, where they must look over and confirm security of work area/construction site.

Securing of the workplace/ site must meet the following conditions:

- Every opening or dangerous depression in floors and on the surface must be covered or put into enclosure. Hatch cover load capacity must correspond to load capacity of the surrounding floor. Hatch cover must be set up without possibility for independent movement or release and it must be embedded in the same level as the surrounding floor.
- Every opening in the walls must be secured against the falling of persons, if these persons could fall down deeper than 1.5 m.
- All removable elements that are loose or not permanently fixed to the roofs and covers must be secured against loosening even in the event of poor weather conditions.

In case of identification of failure to the work area/construction site security, the service station manager and/or operating staff – head of workshift, is obliged to report such failure without undue delay to the Investment Projects - Retail Department. Workers of this department are obliged to immediately contact the contractor and ensure the remedy for such failure.

IX. Contractual penalties for not complying with the obligations of the contractor in the field of OSH, fire and environmental protection under a relevant Contract, or HSE requirements above

- 1.) The representative of SLOVNAFT, a.s. (management, safety and fire technicians and SD&HSE employees) is entitled to check compliance with HSE regulations and these HSE requirements for contractors within the meaning of the contract provisions during the contract's fulfillment by the contractor.
- 2.) The representative of SLOVNAFT, a.s. shall produce a protocol after each inspection focused on compliance with 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 minutes shall be signed by the head of the contractor's professional activities or a person authorized to represent and act on behalf of the contractor.
- 3.) Based on deficiencies discovered by the inspection, representative of SLOVNAFT, a.s. shall consider what type of penalty shall be applied according to the facts below.
When determining the contractual penalty, representative of SLOVNAFT, a.s. shall take into account the following:
 - seriousness of the violation
 - whether it is a repeated violation (quantity, frequency),
 - the degree of the threat to the environment, property, other people and the person who committed the infringement or the status they caused.

In the event of violation of these HSE requirements for contractors, representative of SLOVNAFT, a.s. is entitled to charge a contractual penalty to the contractor listed in these HSE requirements for contractors. If representative of SLOVNAFT, a.s. discovers violations of obligations by the contractor justifying a penalty, even during several inspections at the workplace when performing the contract, they are entitled to charge a contractual penalty to the contractor 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 their sub-contractors, SLOVNAFT, a.s. 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 the purchase order.

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

Payment of the penalty provided for in these rules shall not exempt the contractor from the obligation to compensate for damage sustained by their conduct and exceeding the contractual penalty. SLOVNAFT, a.s. is entitled to claim damages from the contractor caused by a breach of the HSE regulations and/or these HSE requirements for contractors, which are covered by the contractual fine pursuant to these HSE requirements for contractors. SLOVNAFT, a.s. is entitled to claim damages from the contractor in excess of the contractual penalty.

- 4.) The contractor shall be also liable for their sub-contractors. The contractor is responsible for breach of the contract by the sub-contractors and the consequences caused by them. The concept of "worker" means the contractor's and the sub-contractor's worker.
- 5.) SLOVNAFT, a.s. shall perform the necessary actions for charging the contractual penalty for discovered deficiencies and violations no later than 45 days after the inspection. SLOVNAFT, a.s. shall send in the above period a list of charged/imposed contractual penalties for the identified infringements to the contractor, which will have a mandatory appendix consisting of the minutes of the performed inspection, the identified infringements, and the quantification of the penalty.
- 6.) Within the meaning of the below infringements, the terms shall be construed in accordance with the HSE regulations, these HSE requirements for contractors and pursuant to the relevant provisions of the contract.

Ser. number	Subject of inspection, the findings	Contractual penalty in the case of the first infringement (net €)	Contractual penalty in the case of the first infringement (net €)	Measure/consequences	Immediate penalty
1.	Documentation, work authorizations				
1.1.	The contractor is not able to demonstrate and document that before the start of the work, every worker of the contractor demonstrably attended a training on HSE (in accordance with internal guidelines).	€50	€150	Immediate cessation of activities, correction	yes
1.2.	The contractor does not have the HSE Plan/ OSH Plan, or this plan has not been approved by the competent HSE representative of the client. The contractor does not have a working procedure.	€100	€200	An immediate remedy, in case of repeated failure, withdrawal of permissions to work, interruption of work	no
1.3.	The contractor does not have a valid written permission to work issued by the head of the workplace for the given work, or they have not submitted the written authorization after the completion of works to the head of department.	€200	€400	The prohibition of entry onto the premises of SLOVNAFT, a.s. for a period of 12 months	yes
1.4.	The contractor did not satisfy the conditions laid down in the written authorization to work/or the requirements laid down in the determined conditions of work are not met, or the safe work procedure is not respected.	€100	€200	The prohibition of entry onto the premises of SLOVNAFT, a.s. for a period of 12 months	yes
1.5.	Performance of the work is not reported to the Labor Inspectorate (in case when this obligation is established for the contractor by law), or the contractor fails to provide proof of reporting at the client's request.	€50	€150	An immediate remedy, in case of repeated failure, withdrawal of permission to work	no
1.6.	The contractor's workers do not have a valid medical assessment of fitness for the given work task or work activity.	€100/person	€200/person	An immediate remedy, in case of repeated failure, withdrawal of permission to work	no

1.7.	The contractor does not have valid documents to confirm the necessary professional training/professional licence for the performance of the given activity and/or the presence at the workplace (e.g. certificates on the operation of VTZ, machines, welding certificate, etc.).	€100	€200	An immediate remedy, in case of repeated failure, withdrawal of permission to work	yes
1.8.	Missing labels containing characteristic identification marks of the tools, machines, equipment used in the work (e.g. manufacturer/brand, performance, type, etc.).	€50	€150	Correction	no
1.9.	The contractor does not have certificates of satisfactory technical condition, the necessary checks, periodic checks, on the implementation of the safe operation, periodic safety revisions relating to the used tools, machinery, equipment.	€100	€200	Correction	no
1.10	Carry out testing of the atmosphere for the presence of gas at any time when it is necessary to do so.	€100	€200	The prohibition of entry onto the premises of SLOVNAFT, a.s. for a period of 12 months	yes
1.11	The worker does not have a valid SCC certificate.	€300	€600	Correction	yes
2.	Work regulations at the place of work performance/workplace				
2.1.	Order in the workplace is not satisfactory, due to the activities of the contractor.	€50	€200	An immediate remedy, in case of repeated failure, withdrawal of permission to work	no
2.2.	Corridors, passageways, escape routes and emergency exits are blocked at the workplace by the fault of the contractor.	€50	€150	An immediate remedy, in case of repeated failure, withdrawal of permission to work	no
2.3.	The floor in the workplace is moist by the fault of the contractor/threat of slipping/missing warning label about the danger of slipping.	€50	€150	An immediate remedy, in case of repeated failure, withdrawal of permission to work	no
2.4.	The storage of materials in the workplace is outside the designated place.	€50	€150	An immediate remedy, in case of repeated failure, withdrawal of permission to work	no
2.5.	Nails or sharp objects endangering the safety are protruding in the workplace.	€50	€150	An immediate remedy, in case of repeated failure, withdrawal of permission to work	no
2.6.	The information leaflet with the emergency service lines and general instructions on the reporting of incidents is not available at the workplace	€70	€150	Correction	no
2.7.	The contractor's workers who are trained to provide first aid are not available at the workplace/construction site.	€40	€100	Correction	no
2.8.	The place of first aid provision is not marked at the site, first aid kit does not contain the required prescribed components, the materials are after the date of expiry.	€50	€150	Correction	no
2.9.	The contractor's workers on the construction site do not have toilets (ambient pollution) and hygiene products available.	€50	€150	Correction	no
2.10.	The contractor's workers do not have drinking water or other protective drink provided.	€50	€150	Correction	no
2.11.	The requirements for the works with an increased risk are not complied with (e.g., workplace fencing, workplace demarcation and the security zone are not marked during the pressure test at the workplace, the boundaries of the danger zone during demolition work are missing, etc.).	€100	€200	An immediate remedy, in case of repeated failure, withdrawal of permission to work	yes

2.12.	The contractor did not provide changing rooms, sanitary facilities, spaces suitable for breaks and meals, a container suitable for storage-refrigeration of food from the current day (refrigerator) at the construction site for their staff, the can for smokers was placed outside the authorized area.	€40	€70	Correction	no
2.13.	Missing indications for occupational safety and health.	€50	€100	Correction	no
2.14.	The traffic rules were not drawn up in the workplace where mechanisms (forklifts, etc.) are moving, or the rules are not located there.	€50	€100	Correction	no
2.15.	Head of the works was not appointed in the workplace or is not present at the site.	€50	€100	An immediate remedy, in case of repeated failure, withdrawal of permission to work	yes
2.16.	Workers move to or stay outside their construction site, site facility and the access roads without permission and without appropriate security training for operating staff.	€100	€200	In the case of the second infringement - the prohibition of entry onto the premises of SLOVNAFT a.s. for a period of 3 working days	no
2.17.	Protection against lightning strike and a certificate of conformity are missing.	€50	€150	Correction	no
3.	Chemical safety				
3.1.	Storage of chemicals otherwise than in the production packaging, missing label, unsuitable for material identification and determination of the danger.	€50	€150	Correction	no
3.2.	The contractor does not have a safety data sheet for dangerous substances and preparations and has not been demonstrably familiarized with the SDS.	€50	€150	Correction	no
3.3.	Bringing dangerous chemical substances to the workplace without the knowledge of the organization's representative.	€200	€400	Immediate cessation of activities, correction	yes
4.	Work requiring access to closed areas/under ground level				
4.1.	Authorization for the exercise of that activity is not available.	€200	€400	The prohibition of entry onto the premises of SLOVNAFT, a.s. for a period of 12 months	yes
4.2.	The conditions laid down in the written work authorization for the safe performance of the work are not met.	€200	€400	The prohibition of entry onto the premises of SLOVNAFT, a.s. for a period of 12 months	yes
4.3.	The contractor does not have a valid delegation for persons to sign a written authorization to work.	€50	€150	Immediate cessation of activities, correction	no
4.4.	Conditions for the measurement of the atmosphere (apparatus for the measuring of gas concentration does not work and/or is not used/calibration is missing) are not ensured.	€300	€600	The prohibition of entry onto the premises of SLOVNAFT, a.s. for a period of 12 months	yes
4.5.	The required number of workers providing supervision/securing of workers in confined spaces and/or below ground level, as defined in the permit to work, is not ensured.	€200	€400	The prohibition of entry onto the premises of SLOVNAFT, a.s. for a period of 12 months	yes
4.6.	The technological equipment is under pressure (including the residual pressure) and/or is not physically separated from the operational technologies (e.g. by blinding). Applies to investment actions, when the operation is responsible for the device's preparation.	€300	€600	The prohibition of entry onto the premises of SLOVNAFT, a.s. for a period of 12 months	yes

4.7.	Means of personal protection against falls from a height/into depth necessary for work/entrance to confined spaces (rescue rope, harness, etc.) are not provided.	€300	€600	The prohibition of entry onto the premises of SLOVNAFT, a.s. for a period of 12 months	yes
4.8.	Rescue team for rapid evacuation of persons from an enclosed space is not provided where it is needed.	€300	€600	Immediate cessation of activities, correction	yes
5.	Ladders				
5.1.	Unattached tools are placed on the ladder, material weighing more than 10 kg (e.g. a bucket of paint) are placed on a double-arm ladder.	€50	€150	Instant correction	no
5.2.	The ladder is cracked, broken or otherwise damaged, the steps slippery.	€100	€200	Instant correction	yes
5.3.	The ladder legs are not stable.	€50	€150	Instant correction	no
5.4.	Parts of multipart ladders or sliding ladders are not fastened, the reverse ejection barrier does not work.	€50	€150	Instant correction	no
5.5.	The arm of the supporting ladder is not fastened against accidental swinging, double-arm ladder is not protected against arbitrary folding.	€50	€150	Instant correction	no
5.6.	More than one person is located on the double-arm ladder at the same time.	€50	€150	Instant correction	no
5.7.	Supporting ladder does not exceed the backstop space at the ascent at least by 1.1 m or there is no solid grip or handle in the support area.	€50	€150	Instant correction	no
5.8.	Works which do not allow a safe grip are carried out on a straight ladder.	€50	€150	Instant correction	no
5.9.	Mobile ladders are not locked.	€50	€150	Instant correction	no
5.10.	Hanging ladders can shift, there is a danger of swinging.	€50	€150	Instant correction	no
5.11.	A free space of at least 0.18 m must be behind the rungs of the ladder; a free space of at least 0.6 m must be at the foot of the ladder from the access side.	€50	€150	Instant correction	no
6.	Activities with an increased danger of fire				
6.1.	For the given activity, there is no valid written authorization for work with danger of fire.	€200	€400	The prohibition of entry onto the premises of SLOVNAFT, a.s. for a period of 12 months	yes
6.2.	The conditions laid down in the permit to work with danger of fire are not met due to the fault of the contractor.	€200	€400	The prohibition of entry onto the premises of SLOVNAFT, a.s. for a period of 12 months	yes
6.3.	The contractor does not have a valid delegation for persons to sign a written authorization to work.	€50	€150	Immediate cessation of activities, correction	no
6.4.	Missing record of professional training of fire assistance patrols members and/or it is invalid.	€50	€150	Immediate cessation of activities, correction	yes
6.5.	The prescribed PPE is not used for arc welding (also applies to auxiliary staff).	€50	€150	Immediate cessation of activities, correction	yes
6.6.	The implementation of the periodic revision of the welding set has not been implemented or it is not possible to verify it.	€50	€150	Correction	no
6.7.	Flammable materials are not appropriately separated from hot surfaces due to the fault of the contractor.	€100	€200	Correction	no

6.8.	A fire extinguisher is not available in the quantity and with the refills specified in the permit to work with danger of fire.	€200	€400	Immediate cessation of activities, correction	yes
6.9.	Unoperable fire extinguisher.	€200	€400	Correction	no
6.10.	Smoking outside of the indicated place, making phone calls in an explosive area.	€600		The prohibition of entry onto the premises of SLOVNAFT, a.s. for a period of 12 months	yes
7.	Pressure vessels				
7.1.	Incorrect storage of pressure vessels, incorrect security against overturning and shifting (not in an upright position, they are not in vertical position, not fixed or placed on a cart, etc.).	€100	€200	Correction	no
7.2.	The contents of the bottle are not marked on pressure vessel.	€50	€150	Correction	no
7.3.	Protective cover is not placed on unused pressure vessels.	€50	€150	Correction	no
7.4.	Flammable materials are stored in the immediate vicinity of the pressure vessels.	€100	€200	Instant correction	yes
8.	Work surface				
8.1.	Uncovered, unbounded or unmarked holes/pits are located on the floor.	€200	€400	Instant correction	no
8.2.	On the work surface there is a risk of slips and trips due to the fault of the contractor.	€50	€150	Instant correction	no
8.3.	Distributions and hoses free of mechanical protection are placed through the passages.	€50	€150	Instant correction	no
8.4.	Entry of an unauthorized person into a secured area.	€100	€300	Instant correction	yes
8.5.	The area of the workplace not adapted to the weather conditions (workplace frozen over, slippery...).	€50	€150	Instant correction	no
8.6.	Inappropriate entry/ascent to the workplace.	€50	€150	Instant correction	no
9.	Work at heights				
9.1.	Missing double-rod railing or baseboard on the working platforms and scaffolding.	€300	€600	Immediate cessation of activities, correction	yes
9.2.	Missing scaffolding log, or scaffolding that has not been handed over is being used.	€200	€400	Immediate cessation of activities, correction	yes
9.3.	Review/inspection of scaffolding was not made within the prescribed period.	€200	€400	Immediate cessation of activities, correction	yes
9.4.	End railing is not installed.	€200	€400	Immediate cessation of activities, correction	yes
9.5.	Suitable access ramp for the safe access to the working deck is not provided.	€50	€150	Instant correction	no
9.6.	Free, non-compacted soil under the scaffolding, or missing matt.	€50	€150	Correction	no
9.7.	Arbitrary modification of the scaffold (removal of railings, floors...) without the competence to the given activity.	€200	€400	Immediate cessation of activities, correction	yes
9.8.	The load carrying capacity and the contractor of scaffolding are not posted, or the scaffolding table is incorrectly filled.	€50	€150	Correction	no
9.9.	Mobile scaffolding is not secured against accidental displacement.	€50	€150	Correction	no
9.10.	A person is located on the mobile scaffolding when moving it.	€200	€500	Immediate cessation of activities, correction	yes
9.11.	Work at height/over free depth without the use of a collective or individual protection against falls from a height/depth.	€300	€600	The prohibition of entry onto the premises of SLOVNAFT, a.s. for a period of 12 months	yes

9.12.	Use of an improper combination of personal securing means to ensure work at height/above free depth (full body safety harness, automatic pulley, fall damper, rope shortener, etc.).	€200	€400	Immediate cessation of activities, correction	yes
9.13.	The use of improper mounting point to anchor the employee during work at height/over free depth (railing, gutter, electrical wiring, energy distribution cabinets, vehicle...).	€200	€400	Immediate cessation of activities, correction	yes
9.14.	The use of scaffolding from the incorrect material in the area that is exposed to physical and/or chemical effects (e.g. in lime-alkaline environment it is not possible to use aluminium scaffolding and ladder).	€50	€150	Immediate cessation of activities, correction Scaffolding must not be used until the rectification!	yes
9.15.	Work at height/over free depth using climbing technology without the worker's competence.	€300	€600	The prohibition of entry onto the premises of SLOVNAFT, a.s. for a period of 12 months	yes
9.16.	Using elements of personal securing against falls from a height/into depth (whole-body safety harness, fall damper, automatic pulley, rope shortener, carabiners, auxiliary cable, portable anchor point, ...) that are damaged, non-certified or not controlled at prescribed intervals.	€150	€300	Immediate cessation of activities, correction	yes
9.17.	Work at a height/above free depth without securing the area endangered by work at a height/above free depth.	€200	€400	Immediate cessation of activities, correction	yes
10.	Personal protective equipment (PPE)				
10.1.	Protective glasses/shield should not be used and/or it is not possible to identify their protective effect and/or their protective ability is not satisfactory.	€50	€150	An immediate remedy, in case of repeated failure, withdrawal of permission to work	no
10.2.	The worker does not use protective helmet (with the exception of office work and professional work tasks in the interior out of danger of falling objects), status, lifetime guaranteeing effective protection (max. 5 years of production) is not suitable and/or the protective ability is not identifiable.	€50	€150	An immediate remedy, in case of repeated failure, withdrawal of permission to work	no
10.3.	Hearing protection devices are not used and/or their protective ability can not be identified, and/or it is unsatisfactory.	€50	€150	An immediate remedy, in case of repeated failure, withdrawal of permission to work	no
10.4.	Storage of means for respiratory protection in an unclean condition and/or revision was not done in a controllable manner.	€50	€150	An immediate remedy, in case of repeated failure, withdrawal of permission to work	no
10.5.	Respiratory protection devices are not used and/or their protection ability cannot be identified, and/or it is unsatisfactory.	€50	€150	The prohibition of entry onto the premises of SLOVNAFT, a.s. for a period of 12 months	no
10.6.	Protective shoes do not correspond to the danger and/or it is not possible to identify their protection ability, and/or it is unsatisfactory.	€50	€150	An immediate remedy, in case of repeated failure, withdrawal of permission to work	no

10.7.	Protective clothing does not correspond to danger (requirement: antistatic and/or non-flammable resistant to blazing substances, resistant to CH, mark "CE" indicating complete body protection), and/or its protective ability can not be identified.	€50	€150	An immediate remedy, in case of repeated failure, withdrawal of permission to work	no
10.8.	The use of PPE in an explosive zone, which does not meet the conditions for entry/work in an explosive area.	€200	€400	An immediate remedy, in case of repeated failure, withdrawal of permission to work	no
10.9.	The use of protective gloves with poor protection capability and/or it is not possible to identify their protection capacity.	€50	€150	An immediate remedy, in case of repeated failure, withdrawal of permission to work	no
10.10.	The use of inappropriate, damaged or contaminated PPE.	€50	€150	An immediate remedy, in case of repeated failure, withdrawal of permission to work	no
11.	Earthmoving/excavation work				
11.1.	The place of performance of earthwork is not delimited in an appropriate manner from the pedestrian and transport roads (for example, separating elements of rails shall not cause injury).	€50	€150	Correction	no
11.2.	The protection of the work excavation by slope, sheeting, or free security zone is not resolved, the descent and ascent is not secured (in the HSE plan it is necessary to indicate the method of protection against landslides).	€50	€150	The prohibition of entry onto the premises of SLOVNAFT, a.s. for a period of 12 months	yes
11.3.	Inappropriate means are used to secure the walls of the excavation.	€50	€150	In the case of the second infringement – prohibition of activities and entry to the premises of SLOVNAFT a.s. for 12 months	yes
11.4.	Inappropriately secured excavation (e.g. the use of the security tape on the edge of the excavation).	€50	€150	Immediate cessation of activities, correction	no
12.	The transfer of material, crane work				
12.1.	A person is located/working under the suspended load.	€150	€500	The prohibition of entry onto the premises of SLOVNAFT, a.s. for a period of 12 months	no
12.2.	The lifting area is not enclosed or otherwise secured (e.g., a patrol).	€50	€150	The prohibition of entry onto the premises of SLOVNAFT, a.s. for a period of 12 months	no
12.3.	There is no demonstrable documented review of connecting machine elements and/or binding elements, the documentation is not available.	€50	€150	An immediate remedy, in case of repeated failure, withdrawal of permission to work	no
12.4.	Lifting of persons by a machine (with the exception of the case when it is a lifting equipment, elevator, lifting basket designed and tested for that purpose).	€250	€500	The prohibition of entry onto the premises of SLOVNAFT, a.s. for a period of 12 months	yes
12.5.	The allowed capacity is not marked on the device.	€50	€150	An immediate remedy, in case of repeated failure, withdrawal of permission to work	no
12.6.	The status of the fasteners is not satisfactory (broken ropes, chains, etc.).	€50	€150	An immediate remedy, in case of repeated failure, withdrawal of permission to work	no
12.7.	At the site there is no lifting equipment log and/or it is not maintained on a regular basis.	€50	€150	An immediate remedy, in case of repeated failure, withdrawal of permission to work	no

12.8.	Missing/invalid revision, inspection, machine or equipment test.	€100	€200	An immediate remedy, in case of repeated failure, withdrawal of permission to work	yes
12.9.	In work machines, vehicles lack a barrier against unintended starting (e.g. starter key is in the starter while the operating personnel is not inside the vehicle).	€50	€150	Immediately remove key from the machine and return it after writing the log	yes
13.	Electrical equipment, electric appliances				
13.1.	The status of the devices and machines is not satisfactory.	€50	€150	An immediate remedy, in case of repeated failure, withdrawal of permission to work	no
13.2.	The status of the electrical wiring and connections is not satisfactory (e.g. faulty or additional insulation of the wiring).	€50	€150	An immediate remedy, in case of repeated failure, withdrawal of permission to work	no
13.3.	Distribution cabinets are not grounded or protected against handling by unauthorized persons.	€50	€150	Immediate rectification, withdrawal of work authorization in case of repeated deficiency	no
13.4.	Professional test has not been performed, a professional inspection of the electrical equipment of protection against hitting by a current and/or documentation is not available on the site.	€50	€150	An immediate remedy, in case of repeated failure, withdrawal of permission to work	no
13.5.	Mechanical protection of electrical cables to be conducted at the level of the floor is not resolved.	€50	€150	Immediate rectification, withdrawal of work authorization in case of repeated deficiency	no
13.6.	Electrical cables routed through the air are not fixed in several points or are not clearly marked.	€50	€150	An immediate remedy, in case of repeated failure, withdrawal of permission to work	no
13.7.	There is no separating transformer on a large metal working surface, or a type with unsatisfactory load capacity is used.	€50	€150	Immediate rectification, withdrawal of work authorization in case of repeated deficiency	no
13.8.	The use of non-certified tools and equipment.	€100	€200	Immediate rectification, withdrawal of work authorization in case of repeated deficiency	no
14.	Mechanical hand tools				
14.1.	The condition of hand tools does not meet the prescribed criteria and requirements (e.g. cracked or broken handle, greasy-dirty gear, the key hole stretched).	€50	€150	An immediate remedy, in case of repeated failure, withdrawal of permission to work	no
15.	Environmental protection				
15.1.	Discharge of liquid waste or waste water into the area's sewage system	€400	€3,500	Cleaning of area's sewage system, drainage and disposal of emergency tank contents	yes
15.2.	Failure to provide sufficient number and/or suitable tanks/containers for disposal of waste from the performance of work (in case this is included in the contract).	€300	€1,500	Cessation of activities, correction	no
15.3.	Waste handling without permission (does not have a valid consent for the handling of HW, consent to the transfer of HW, handover of waste to unauthorized person, etc.).	€300	€1,500	Cessation of activities, correction	yes
15.4.	Accumulation and collection of waste outside of area specified by the client / FS operator.	€300	€1,500	Immediate rectification, withdrawal of work authorization in case of repeated deficiency	no

15.5.	The contractor does not collect and sort waste by type when it is created	€300	€1,500	Immediate rectification, withdrawal of work authorization in case of repeated deficiency	no
15.6.	Failure to issue forms for waste transport in accordance with requirements of legislation on waste management (in cases when the transport is included in the contract).	€300	€1,500	Instant correction	yes
15.7.	Failure to leave a completed page no.1 of the SLNO form for FS before performing the transport.	€300	€1,500	Instant correction	yes
15.8.	Disposal or discharge of waste including the excavates soil at a recipient other than documented by the contractor and approved by the client or FS partner in advance.	€300	€1,500	Immediate rectification, withdrawal of work authorization in case of repeated deficiency	no
15.9.	Failure to provide approved documentation and forms on the transport and handling of waste by the specified deadline	€300	€1,500	Instant correction	yes
15.10.	Failure to clean the premises / places where work was performed.	€300	€1,500	Instant correction	no
16.	Work accident and other				
16.1.	Detection of alcohol ingestion, if the result of a positive breath test has been up to 0.14 mg/l, narcotic and psychotropic substances in the body of the tested persons, or their bringing into the premises of the company.	€300		Immediate cessation of entry/activities, immediate correction	yes
16.2.	Identifying alcohol consumption, if the result of a positive breath test is over 0.14 mg/l, or the person to be tested refuses to undergo a breath test for the detection of alcohol consumption, or a positive test up to 0.14 mg/l in the tested person repeated for the second time over the past 6 months.	€600		The prohibition of entry onto the premises of SLOVNAFT, a.s. for a period of 12 months	yes
16.3.	An accident at work, another accident, occupational disease, dangerous occurrence and serious industrial accident, gross or repeated breach of the OSH principles.	€3500		Immediate interruption of activities, prohibition of contractor's entry onto the premises of SLOVNAFT a.s. for a period of 12 months	yes
17.	Traffic regulations				
17.1.	Driving without a seatbelt.	€50	€150	Immediate interruption of activities, prohibition of contractor's entry onto the premises of SLOVNAFT a.s. for a period of 12 months	yes
17.2.	Driving without a helmet on a two-wheeled vehicle.	€100	€200	Immediate interruption of activities, prohibition of contractor's entry onto the premises of SLOVNAFT a.s. for a period of 12 months	yes
17.3.	Riding a non-motorized vehicle in winter and in bad weather (snow coverage, slippery, iced roads).	€200	€400	Immediate interruption of activities, prohibition of contractor's entry onto the premises of SLOVNAFT a.s. for a period of 12 months	yes
18.	Safety symbols				
18.1.	Removal of or damage to the safety signs, decommissioning of safety equipment/components without authorization.	€100	€200	The prohibition of entry onto the premises of SLOVNAFT, a.s. for a period of 12 months	yes
18.2.	Failure to identify an employee performing fire assistance patrol or entrance supervisor (or other functions requiring identification).	€50	€150	Abruption of work, immediate rectification	no

List of Appendices

Appendix No. 1	Basic hazards at service stations
Appendix No. 2	Work permit template
Appendix No. 3	HSE training identification card template (ID card of the contractor's employee)