

SPOLANA s.r.o.		GUIDELINES		Number S-4.1.5 : Old. Number SGR-26-05 : Page 1 of 36	
Neratovice					
NAME: OBLIGATIONS OF EXTERNAL ENTITIES ON THE PREMISES OF SPOLANA s.r.o.					
Manager:		Integrated Management Systems			
Date of first effect:		March 26, 2019			
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				No. of copy / revision / 4	
				Effective from: Nov. 1, 2024	

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1 INTRODUCTION

1.1 SPOLANA s.r.o. places fundamental emphasis on:

- on occupational health and safety for both its own employees and **workers from external entities/companies operating on the premises of SPOLANA s.r.o.**,
- to minimize the environmental impact of activities carried out at the SPOLANA s.r.o. site.

1.2 Basic rules and obligations

This directive – together with directive S-4.1.7 "Entry and access to the SPOLANA s.r.o. premises" – sets out **the basic rules and obligations** for external entities and their employees operating on the premises of SPOLANA s.r.o. in the area of occupational health and safety, accident prevention, including risks arising from the storage of hazardous chemicals, fire protection, and environmental protection, **which these persons must comply with without exception.**

The obligation to comply with this directive and other SPOLANA s.r.o. legislative documents cited therein is enshrined in the relevant agreement (in the form of a contract or order) concluded between the external entity and SPOLANA s.r.o.

The relevant contractually binding legislative company documents and the forms (templates) cited for the purposes of training for external companies **are available on the SPOLANA s.r.o. website at <http://www.spolana.cz/>** under **"Services and premises / Legislation"** and under **"Services and premises / Forms and information for download"**.

The subject of the contractual agreement may also include the obligation **to comply with other company documents.**

The contractual agreement on compliance with the company regulations of SPOLANA s.r.o. does not exempt external entities from the obligation to comply with generally binding legal regulations, in particular in the areas of occupational health and safety, accident prevention, fire protection, and environmental protection.

External entities are obliged to:

- comply with the provisions of S-4.1.7 "Entry and access to the premises of SPOLANA s.r.o." and this directive S-4.1.5 and contractually commit their subcontractors to comply with them – compliance with the rules set out in this directive and S-4.1.7 is continuously monitored on a random basis.
- hand over a list of assets (materials, tools, machines, and items, including their production/registration numbers) that they bring into the SPOLANA s.r.o. premises as their property upon entering the premises. For the inspection procedure, see Appendix No. 2 S-4.1.7 "Entry and access to the SPOLANA s.r.o. premises."

1.3 This directive does not apply to:

to one-time short-term entries of external entities/persons accompanied by SPOLANA s.r.o. employees (who are responsible for their safety within the scope of SPOLANA s.r.o. company regulations (see Company Legislation in Lotus Notes), or have been familiarized with the "Safety Instructions" for short-term (one-time) entry/access, which they will receive at the SPOLANA s.r.o. reception desk – see S-4.1.7 "Entry and access to the SPOLANA s.r.o. premises).

2 SCOPE OF APPLICABILITY AND DISTRIBUTION LIST

This directive is binding for external entities:

- operating on the premises of SPOLANA s.r.o. in leased and owned buildings/premises,
- performing work on the premises of SPOLANA s.r.o.

This directive is distributed:

- in electronic form in the Lotus Notes environment:
 - to SPOLANA s.r.o. departments
 - to an external company providing security services for SPOLANA s.r.o. on a contractual basis (ORLEN Ochrana Sp.z o.o.)
 - to an external company providing purchasing services for SPOLANA s.r.o. on a contractual basis (Purchasing Department of ORLEN Unipetrol RPA s.r.o.)
- in electronic form (via e-mail – provided by the Site Management Department):
 - external company ORLEN Unipetrol Doprava s.r.o.
 - external entities on the basis of a contractual relationship (lease of non-residential space)
 - external entities with permanent headquarters on the premises of SPOLANA s.r.o. (property owners)
- on the SPOLANA s.r.o. website (<http://www.spolana.cz/> under "Services and premises / Legislation")
 - other external entities operating on the premises of SPOLANA s.r.o.

Prepared by: Responsible department František Saifrt Integrated Management Systems Department	Reviewed by: Martin Čech Director of HSE&Q, PVISŘ	Approved by: Piotr Robert Kearney Authorized Representative	No. of copy / revision / 4
			Effective from: November 1, 2024

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3 RISK INFORMATION

The obligation of mutual information sharing between multiple employers at a single workplace is stipulated in Section 101 of Act No. 262/2006 Coll. Labor Code, as amended.

The system of mutual information sharing at SPOLANA s.r.o. workplaces is as follows:

3.1 Risk Information and Safety Report SPOLANA s.r.o.

In accordance with the Labor Code (§101(3) et seq.) and Section 24(3) of Act No. 224/2015 Coll. on the prevention of serious accidents (both as amended), SPOLANA s.r.o. informs external entities staying on the premises of SPOLANA s.r.o. with the operator's knowledge and carrying out activities there:

- 1) **about the risks, safety measures, and desired behavior of persons** on the premises of SPOLANA s.r.o., about the layout of escape routes, and about the location of assembly points for evacuated persons – **in Appendix No. 2 to this directive** (with which external persons are demonstrably familiarized, see Section 4.1.1); information on risks is further supplemented by training (see this chapter) and, in the case of specified work, further specified by the work authorization system according to S-3.11.5 – see section 4.1.3 and chapter 9 of this directive.
- 2) **on the nature of selected hazardous chemicals, their location, and estimated behavior in the event of an accident – in Appendix 3 to this directive.** These are substances which, in the event of a serious leak, may endanger a significant part or the entire area of SPOLANA s.r.o., including its surroundings.
- 3) External persons are demonstrably familiarized (to the extent necessary) with the SPOLANA s.r.o. Safety Report in Appendix No. 10 to this directive; an excerpt from the Safety Report is also available on the SPOLANA s.r.o. website.

3.2 Information on risks brought into the SPOLANA s.r.o. premises by external companies

The external entity/company is obliged (before commencing work) **to send a risk assessment and the measures taken to limit possible threats to life, health, and the environment** in connection with the activities it will perform on the premises of SPOLANA s.r.o. (brought into the premises) to the lessor/operator in electronic (or written) form.

The risk assessments sent by external companies are then available in the EBA database in Lotus Notes (for tenants, this is provided by the Site Management department, for others by the Safety department after the documents have been handed over by the operator).

The manager of the external entity/company is responsible for the occupational health and safety of the employees of the entity/company, their training, the provision of appropriate personal protective equipment, and the use of such equipment during specific work activities. They must also **ensure (contractually) the same for their subcontractors**.

4 TRAINING OF EMPLOYEES OF EXTERNAL COMPANIES/ENTITIES

4.1 Training provided independently by external entities

4.1.1 The manager of the external company/entity is responsible **for training related to specific work activities** of external entities/employees of external companies. Training must be carried out in a demonstrable manner and a record of training must be available to the external company/entity.

In the case of training foreign nationals, the manager of the external entity/company shall arrange for a qualified translator into the native language of these employees of the external company/entity.

4.1.2 Initial training on this guideline S-4.1.5, S-4.1.7 "Entry and access to the SPOLANA s.r.o. premises" and other SPOLANA s.r.o. documents.

This training **applies to all employees of external entities/companies operating on the premises of SPOLANA s.r.o.** on a contractual basis who will perform the agreed activities on the premises of SPOLANA s.r.o., **and to employees of their subcontractors** who will perform the agreed activities on the premises of SPOLANA s.r.o.

Furthermore, **other SPOLANA s.r.o. documents specified in the concluded contract** with SPOLANA s.r.o.

The manager of the external company/entity is obliged to demonstrably ensure that their employees and subcontractors' employees have undergone the aforementioned training **before their first entry to the SPOLANA s.r.o. premises** (see section 1.2).

S-4.1.5 and S-4.1.7 are available on the SPOLANA s.r.o. website at www.spolana.cz, in the Services and Premises section, under Legislation.

4.1.3 Training from S-3.11.5 "Authorization of work on equipment and work under exceptional conditions"

The obligation to train employees of external companies/entities and workers of their subcontractors from S-3.11.5 applies in cases where the external company/entity performs activities for SPOLANA s.r.o. that require the issuance of a "Permit."

Prepared by: Responsible department František Saifrt Integrated Management Systems Department	Reviewed by: Martin Čech Director of HSE&Q, PVISŘ	Approved by: Piotr Robert Kearney Authorized Representative	No. of copy / revision / 4
			Effective from: November 1, 2024

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to work" (see Chapter 9 of this guideline). **This training applies only to those employees of external companies/entities who are authorized by the manager of the external company/entity to accept "Work Permits" for that company/entity;** these employees shall be identified by checking the box in the "Application for Initial Training and Issuance of an Identification Card (IK)" (for more details, see S-4.1.7).. The manager of the external company/entity is responsible for ensuring that their employees and subcontractors are trained. A list of employees of external companies/entities authorized to accept "Work Permits" is available at SPOLANA.

s.r.o. in the EBA database (provided by an authorized employee of the company's security department who accepts "Applications for initial training and issuance of identification cards (IK)")

S-3.11.5 "Authorization of work on equipment and work under exceptional conditions" is available on the SPOLANA s.r.o. website at www.spolana.cz, in the Services and Premises section, under Legislation.

4.1.4 Training of subcontractors from external companies

The obligations specified in sections 4.1.1 to 4.1.3 also apply in cases where one subcontractor has another subcontractor to perform certain activities on the premises of SPOLANA s.r.o.

4.2 Training of persons from external entities provided by SPOLANA s.r.o.

NOTE: An exception where no initial training is required is the rescue of human life (emergency services).

4.2.1 Supplier training (both permanent and those implementing specific projects)

For both permanent suppliers and those implementing specific projects, **the initial training** is two-stage, followed by **induction training** at the workplace or **cyclical training**.

- a) **The first phase of the initial training** applies to all supplier employees (including subcontractors who will be performing activities on the premises of SPOLANA s.r.o.); it is carried out on the day of commencement by viewing a video presentation (provided by a company security employee).

Before the start of the agreed work, at the latest when the employees attend the initial training, an authorized representative of the external entity/company shall submit an approved "Application for initial training and issuance of an identification card (IK)" or "Application for Vehicle Entry Permit and Issuance of IK" (see section 1.2 of this directive for the availability of forms).

The "Application" shall include a complete list of persons to be trained.

By signing the "Application," the authorized representative of the external entity/company certifies that their employees (listed in the "Application") have been trained in accordance with the SPOLANA s.r.o. guidelines:

- from this S-4.1.5 "Obligations of external entities on the premises of SPOLANA s.r.o." and
- S-4.1.7 "Entry and access to the SPOLANA s.r.o. premises."

By signing the "Application," the customer approves the issuance of personal identification cards (valid from - to) to employees of the external company/entity – for more details, see S-4.1.7 "Entry and access to the SPOLANA s.r.o. premises."

The "Application for Initial Training and Issuance of an Identification Card (IK)" is valid for 30 days from the date of submission to SPOLANA s.r.o. A new "Application" must be submitted for persons who do not attend the training within the specified period.

External persons who repeatedly perform agreed work within a period of less than 2 years from completing their last entry training are not required to complete entry training. This does not affect the obligation to complete entry training at a specific SPOLANA s.r.o. workplace.

For information on the processing of personal data for training purposes and the issuance of identification cards, see S-4.1.7 "Entry and access to the premises of SPOLANA s.r.o."

After completing the first phase of the initial training, the contractor's employees (or their subcontractors) will receive a Safety Instructions brochure, in which they will write their name, company, and date of training (see Fig. 1); a company security employee will then add the assigned entry ID card number to the brochure.

Records of completion of the first phase of initial training, including a record of the training entry in the Safety Instructions brochure, are stored by an authorized company security employee in the Initial Training Book. Copies of the records are forwarded to an authorized employee of the Security Department at the end of the third week of each month.

Based on the first phase of training, a security guard will issue the trained person with an ID card authorizing them to enter the premises of SPOLANA s.r.o., see S-4.1.7 "Entry and access to the premises of SPOLANA s.r.o."

Employees/workers of contractors must have the Safety Instructions brochure with them at all times when working on the premises of SPOLANA s.r.o.!

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- b) **The second phase of the initial training applies only to managers (!)**, i.e., managers of the contractor's work groups, but also subcontractors; it is conducted by the Safety Department in person on the day of the first phase of training; In isolated and exceptional cases, it may also be held on a different date, provided that the Safety Department is informed of this sufficiently in advance. The training is organized by the director/manager of the plant/operation/department for which the supplier will perform activities, sufficiently in advance (!) before the supplier enters the premises and commences the performance of activities/ordered services; The director/manager shall agree on the training date with the company's security staff and the safety department in a timely manner and coordinate it so that it follows on from the first phase of training for the supplier's employees.

The content of the second phase of the initial training is specified in the training syllabus, which is part of the attendance sheet with records of the persons trained.

Fig. 1

After completing the training, a test is conducted to verify the knowledge acquired during the training. **If the manager fails the test, they will not be allowed to perform the activities of a supplier manager on the premises of SPOLANA s.r.o.** After successful completion of the training, including the test, the Safety Department employee records this training in the attendance sheet and in the Safety Instructions brochure, see Fig. 1, and then files it together with the test.

In the event that the person in charge changes during the supplier's activities, the supplier is obliged to inform the director/manager of the plant/department for which the supplier performs activities of this change in sufficient advance, who will agree on the second phase of training with the Safety Department.

The content of the second phase of the initial training concerns the basic rules and instructions for ensuring occupational health and safety and accident prevention at the SPOLANA s.r.o. premises and serves as a supplement to training on local operating conditions at the workplace. The content of the training is specified in the training syllabus, which is part of the attendance sheet with records of the persons trained.

This training is mandatory for managers/employees of contractors and subcontractors before entering a specific workplace and commencing the performance of the ordered activities (!).

The information obtained from this training must be demonstrably passed on to their subordinates before entering a specific workplace and, upon request, the attendance sheet must be submitted to the Safety Department for inspection (!).

c) **Induction training for all employees of external companies/entities at a specific SPOLANA s.r.o. workplace.**

The obligation to complete this training applies to employees of external companies/entities (including subcontractors) who will be performing activities on the premises of SPOLANA s.r.o.; they must demonstrably familiarize themselves at the specific workplace of SPOLANA s.r.o., where they will be performing the agreed activity, with:

- health and safety conditions at the workplace
- risks arising from the location of hazardous substances in the workplace and their handling (safety data sheets)
- the partial emergency plan of the relevant department – in terms of the prevention of serious accidents, this includes familiarization with:
 - properties of hazardous substances in the workplace in terms of risks to health, property, and the environment
 - requirements for behavior in areas where hazardous substances are located
 - methods of protection (use of personal protective equipment, evacuation procedures)
 - methods of informing, notifying, and warning employees
 - the placement and use of communication devices, including important telephone numbers

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- conditions for entering areas with a risk of explosion (permission see Annex 8 to this directive)
- other SPOLANA s.r.o. company documents necessary for the performance of the given activities.

The director/manager of the given plant/department keeps records of training in the "List of trained employees," which specifies the regulations on which external employees were trained, and authorizes the list (date, job position, name, signature). External persons confirm their training at the given workplace by signing the "List of trained employees" (a copy of the list is also received by the manager of the given external company/entity).

The validity period of this training, assuming unchanged conditions, is a maximum of 1 year.

After completing the training, external workers are required to comply with SPOLANA s.r.o. regulations, with which they have been demonstrably familiarized, as well as generally binding safety regulations when performing agreed work on the premises of SPOLANA s.r.o. If these workers cause damage to a SPOLANA s.r.o. department by violating the regulations, the relevant external entity/external company is obliged to compensate for this damage.

d) Cyclical training of employees of external companies/entities at a specific SPOLANA s.r.o. workplace

In the case of external companies/entities performing long-term activities for SPOLANA s.r.o. on a contractual basis, the director/manager of the plant/department in which they perform the agreed activity is obliged to ensure repeated (cyclical) training of external employees after 1 year from the initial training; the content of the training is the same as in point c).

4.2.2 Training of entities based on the premises of SPOLANA s.r.o. in their own or leased buildings/premises

- Persons from the above-mentioned external companies/entities are required to complete **initial training** in accordance with S-4.1.7 "Entry and access to the SPOLANA s.r.o. premises" and register in the visitor program.
- Persons from the above-mentioned external companies/entities who perform activities for SPOLANA s.r.o. are subject to the same rules as suppliers.

5 ISSUANCE, USE, AND RETURN OF IDENTIFICATION CARDS

SPOLANA s.r.o. has an electronic system in place to enable and record the entry of persons and vehicles. The document authorizing passage through the gatehouses is a person's identification card / vehicle identification card.

The method of issuing and using identification cards, including refundable deposits, is specified in S-4.1.7 "Entry and access to the SPOLANA s.r.o. premises".

6 MOVEMENT ON THE PREMISES OF SPOLANA s.r.o.

6.1 Passage through the gates and movement within the SPOLANA s.r.o. premises

When passing through the SPOLANA s.r.o. gatehouses and when moving around the Commercial Zone and the CHEMOPARK zone, external persons are required to comply with the relevant provisions of S-4.1.7 "Entry and access to the SPOLANA s.r.o. premises" (where the zones are defined).

All pedestrians moving around the SPOLANA s.r.o. premises are required to use the sidewalks. Where sidewalks are not marked, they must walk on the left shoulder of the road. They are required to comply with all provisions of § 53 et seq. of Act No. 361/2000 Coll. on Road Traffic (as amended).

Notice: A CCTV system with recording is in operation on the premises of SPOLANA s.r.o.; every person entering the SPOLANA s.r.o. premises is notified of **the camera system monitoring** by information boards with a camera pictogram at gates 3 and 4, at the reception desk, and on the notice board on the entrance door of the B5100 administrative building.

In order to allow persons to enter the SPOLANA s.r.o. premises and issue an identification card, the head of the external entity/external person shall fill in the "Application for entry training and issuance of an ID card" for employees of external entities/companies and submit it to the relevant company department/client or by e-mail tokaretni.centrum@spolana.cz.

Further information about the camera system is available from the company's security specialist.

Information on the processing of personal data by the camera system (no personal data is processed by the thermal imaging camera system) – see S-4.1.7 "Entry and access to the premises of SPOLANA s.r.o.".

Further information can be obtained on request from the group's representative atosobniudaje@orlenunipetrol.cz.

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6.1.1 Procedure in the event of an epidemic/pandemic of viral diseases

In connection with measures and/or recommendations announced by the Government of the Czech Republic or the relevant regional public health authority, SPOLANA s.r.o. is authorized to:

- establish temporary changes to the rules set out in S-4.1.7 "Entry and access to the SPOLANA s.r.o. premises"
- delegate measures approved by the crisis management team and management of SPOLANA s.r.o. to the company's security service
- adjust the operation of the reception desk and the implementation of entry training.

External persons are required to respect and comply with the rules and instructions set by SPOLANA s.r.o., and to respect and comply with temporary changes to the established rules.

Note: In the event of an epidemic/pandemic, **thermal cameras for measuring body temperature** are permanently installed at gatehouse no. 3 and at the TIR SPOLANA s.r.o. check-in point; the temperature of persons is measured at random, with a reference limit of 37.5°C.

Body temperature is indicated by thermal cameras on a monitor at the company security office; if a person's temperature is measured at above 37.5°C, company security is obliged and authorized to stop that person, prevent them from entering the SPOLANA s.r.o. premises, and ask them to have their temperature measured again after 5 minutes.

Records from thermal cameras with negative results are not stored.

If, in the event of an epidemic/pandemic, representatives of external entities/companies participate in meetings on the premises of SPOLANA s.r.o., SPOLANA s.r.o. requires them to complete a declaration of the participant's state of health (see Appendix 9 to this directive for a sample declaration).

6.2 Entry into controlled areas

A controlled area is an area designated for work with chemical carcinogens (or other hazardous substances) in accordance with Act No. 258/2000 Coll. on the protection of public health and Act No. 309/2006 Coll. on ensuring further conditions for safety and health protection at work (both as amended).

For an overview of controlled areas at SPOLANA s.r.o., see Appendix 6 to this directive.

Controlled areas established at SPOLANA are marked with an information sign indicating that a controlled area is located behind this marking and that entry is prohibited to all persons who are not performing work, repairs, maintenance, tests, inspections, checks, or supervision in it.

Other persons are **PROHIBITED from entering the areas designated as controlled zones!**

In controlled areas, Act No. 258/2000 Coll. stipulates, among other things, the following obligations:

- enter the zone only with personal protective equipment,
- comply with the ban on eating, drinking, and smoking,
- Prohibition of work by minors, pregnant and breastfeeding women, and mothers until the end of the ninth month after giving birth.

Permission to enter controlled areas for designated employees of external companies is granted by the manager of the company concerned, in agreement with the relevant director/head of department/plant of SPOLANA s.r.o., where they will be carrying out activities in the controlled area.

Records of entries into/exits from the controlled zone are kept in the "Controlled Zone Entry Log" available at the workplace, in which **external persons are required to record their entry into/exit from the controlled zone.**

Employees of external companies who perform authorized activities in the controlled zone are required to record the following in the relevant "Logbook" before entering the controlled zone:

- your first and last name, ID card number (from which your date of birth can be traced)
- time (hour + minute) of entry and purpose of stay in the controlled area.

When leaving the controlled area, SPOLANA s.r.o. employees/external company workers who have performed authorized activities in the controlled area are required to record the following in the "Record Book" for the given exit from the controlled area:

- their first and last name, identification card number (from which the date of birth can be traced)
- the time (hour + minute) of exit.

Upon request, SPOLANA s.r.o. is obliged to provide information to external companies in the event of an inspection by OSD (state supervisory authorities, e.g., OIP, KHS, etc.).

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Violation of the above provisions by employees of external companies/external entities is grounds for imposing sanctions on the relevant external company/entity in accordance with the terms of the contractual relationship.

The relevant employer (the external company/entity in question) is obliged to keep records in accordance with Act No. 258/2000 Coll. **and to store them for a period of 40 years from the end of the contractual relationship.**
required to keep records in accordance with Act No. 258/2000 Coll. and store them for a period of 40 years after the end of exposure.

6.3 Rules for driving motor vehicles on the premises of SPOLANA s.r.o.

The conditions for vehicles entering the Commercial Zone and the CHEMOPARK Zone are set out in S-4.1.7 "Entry and access to the SPOLANA s.r.o. premises".

At SPOLANA s.r.o., it is **necessary to comply with** legal provisions (Act No. 361/2000 Coll. on Road Traffic, as amended), traffic signs (including portable ones) and **company specifics** (set out in SGR-15-06, subsequently S-4.1.11 "Traffic and Operating Rules"):

- **The maximum speed limit** for vehicles on the premises of SPOLANA s.r.o. is **30 km/h**; in areas where there are many people, the speed limit is **20 km/h**.
- Cars belonging to external companies entering the SPOLANA s.r.o. premises must be **marked with the company name** (on the bodywork or on a sign behind the window).
- Cars belonging to external companies/entities entering the SPOLANA s.r.o. premises must be equipped with warning **signals when reversing**; if they do not have them, another person must ensure safe reversing.
- **The routing of vehicles** to individual loading and unloading points at SPOLANA s.r.o. is marked on information boards at gate no. 4 and by signs on the roads between blocks. The exact route to the destination handling point will be communicated to the driver by an employee of the check-in office in front of gate no. 4; the driver must use **the shortest route**.
- **No entry to buildings and facilities** unless designated for this purpose.
- **No entry to buildings, structures, and other production areas throughout block D4** (part of VCM-TZO / PVC operations) **and on road S5-D (marked with a "No Entry" traffic sign)**. Entry to these areas is **only** permitted on the basis of a written "Permit to enter areas with explosion hazard", which shall be issued in justified and reasonable cases by an authorized employee of the operation in accordance with Annex No. 8 to this directive.
- **No towing of loads** (bars, pipes, etc.) and no driving of tracked vehicles on their own axles on any roads.
- **It is prohibited to stop and park** any vehicles in front of buildings C5440 and C5480 of the company's fire brigade (HZSP). Observe the warning lights in the area in front of these buildings when HZSP vehicles are leaving.
- **Respect the company's portable signs** marking the area of a hazardous substance leak.
- **When exiting (entering) the building onto the tracks and vice versa**, make sure that no railway wagons are being moved on the tracks, then open the barrier (gate), drive out (exit), close the barrier (gate) (if the driver of the vehicle does not have sufficient visibility when exiting, he/she shall use another properly instructed person to secure the journey); when entering the tracks to the ramps, where the vehicle remains in the passage section of the siding for longer than the time needed to simply cross the tracks, follow the instructions of the authorized employee of the handling site.
- **Temporary parking of vehicles** is permitted in a designated parking area designated by the director/manager of the plant/department with which the external company/entity cooperates on a contractual basis, or by the operator/lessor.
- **Vehicle parking** is permitted on the basis of an approved application in designated areas on the premises of SPOLANA s.r.o. (usually marked with a "Parking" traffic sign in accordance with Decree No. 294/2015 Coll., implementing the rules of road traffic, as amended) to employees of external companies/entities who have a valid identification card. An exception is made for stopping and parking vehicles outside the designated area only for the time necessary to perform work duties (bringing tools to the place of work), provided that traffic rules and other safety regulations are not violated, after which the area must be vacated and parking is only permitted in designated areas.
- **Parking is prohibited** in areas that are unsuitable from a work safety perspective, in areas where firefighting equipment may be needed, in the protective zone of utility networks, under pipe bridges, and in areas where the surface is not sufficiently solid.
- **Any traffic accident** that occurs on the premises of SPOLANA s.r.o. must be reported immediately (by the participants or witnesses of the accident) to the dispatcher at the SPOLANA s.r.o. Fire and Rescue Service Operations Center (who will then notify the relevant superiors of the accident participants) – see Appendix No. 4 to this directive (important telephone numbers).
The traffic accident is being investigated by the Czech Police in accordance with the relevant Czech laws and the Road Traffic Act.

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6.4 Rules for the use of bicycles/scooters/electric bicycles/electric scooters on the premises of SPOLANA s.r.o.

The rules for the use of bicycles / scooters / electric bicycles / electric scooters on the premises of SPOLANA s.r.o. are set out in B-3.16.12 "Use of bicycles and scooters on the premises of SPOLANA s.r.o." and in related regulations.

Bicycles/scooters or electric bicycles/electric scooters may only be used if a permit has been issued.

"Permission to ride a bicycle/scooter on the premises of SPOLANA s.r.o." and for electric bicycles/scooters "Permission to ride an electric bicycle/scooter in the commercial zone of SPOLANA s.r.o.". The conditions of the "Permit" are set out in S-4.1.7 "Entry and access to the SPOLANA s.r.o. premises" and B- 3.16.12 "Use of bicycles and scooters on the SPOLANA s.r.o. premises." (both documents are available on the SPOLANA s.r.o. website "<http://www.spolana.cz/>" under "Services and premises / Legislation").

For a sample application for a permit to ride a bicycle/scooter on the premises of SPOLANA s.r.o., see Appendix No. 2 B-3.16.12. For a sample application for a permit to ride an electric bicycle/electric scooter in the commercial zone of SPOLANA s.r.o., see Appendix No. 3 B-3.16.12.

Note: Bicycles/scooters equipped with auxiliary electric motors are prohibited from entering the CHEMOPARK zone and "Ex" zones marked as explosion hazard zones.

6.5 Rules for the use of forklift trucks on the premises of SPOLANA s.r.o.

- When operating forklift trucks, it is necessary to comply with ČSN 26 8805, ČSN EN ISO 3691, ČSN 26 9030, and SGR 15-06 Transport and Operating Rules (section on forklift trucks) and the transport and operating rules for forklift trucks.
- The use of forklift trucks** in production/storage areas marked with an "EX" warning sign (**danger – explosive environment**) is **strictly prohibited** due to the possibility of initiating an explosion. Exceptions to this provision are:
 - trucks directly designated and certified by the manufacturer for use in explosive environments in accordance with ČSN EN 1755 (the organization of work, work and technological procedures in environments with a risk of explosion is specified by Government Regulation No. 406/2004 Coll.)
 - in exceptional and justified cases, it is also possible to enter these areas with a non-certified motorized forklift, based on a written "Permit to enter areas with explosion hazards" issued by an authorized employee of the relevant operation.

7 HEALTH AND SAFETY AT WORK

7.1 Responsibility for safety and health at work

The manager of an external company/entity is responsible for the health and safety of the employees of the external company/entity, for their training, appropriate equipment, and the use of personal protective equipment during specific work activities.

7.2 Operation of technical equipment

Only persons who are professionally and medically qualified (in accordance with the relevant generally binding regulations – in particular the implementing regulations of the government to Act No. 250/2021 Coll. on the operation of electrical, gas, pressure, and lifting equipment at SPOLANA s.r.o. may only be operated by persons who are professionally and medically qualified (in accordance with the relevant generally binding regulations – in particular the implementing regulations of the government to Act No. 250/2021 Coll. on occupational safety in connection with the operation of reserved technical equipment and on amendments to related laws), who are authorized to perform this activity and have been appropriately trained by the operator of this equipment.

In the case of leasing technical equipment to an external entity/company, the lessee becomes the operator and is subject to the relevant generally binding and technical regulations and standards.

Note: The conditions for the safe operation of lifting equipment at SPOLANA s.r.o. are set out in B-3.16.38 System for the safe operation of lifting equipment at SPOLANA s.r.o. (available on the SPOLANA s.r.o. website at <http://www.spolana.cz/> under "Services and premises / Legislation" / Documentation on the safe performance of activities on the premises of SPOLANA s.r.o.).

7.3 Operation of electrical equipment

Safety rules for operating and working on electrical equipment at SPOLANA s.r.o. are set out in Directive **S-3.16.1**

"Work on and operation of electrical equipment"; this is **binding for external companies that provide electrical equipment operation, work on electrical equipment, and work in the vicinity of live parts** on the premises of SPOLANA s.r.o. on the basis of a contractual relationship.

Prepared by: Responsible department František Šaifrt Integrated Management Systems Department	Reviewed by: Martin Čech Director of HSE&Q, PVISŘ	Approved by: Piotr Robert Kearney Authorized Representative	No. of copy / revision / 4
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Guideline S-3.16.1 is available on the SPOLANA s.r.o. website "<http://www.spolana.cz/>" under "Services and premises / Legislation," or from the director/plant manager/department manager of SPOLANA s.r.o. where they will perform the agreed activity, or from the lessor.

Only employees authorized by the operator of the equipment may operate the MV, LV, and HV electrical equipment of SPOLANA s.r.o. These may be employees of SPOLANA s.r.o. or employees of an external company authorized by SPOLANA s.r.o. to perform activities on its electrical equipment.

Only employees of an external company/entity who are authorized to perform this activity by the operator of the equipment may operate low-voltage, low-voltage, high-voltage, and extra-high-voltage electrical equipment at SPOLANA s.r.o. (see Appendix No. 5 to Directive S-3.16.1 for a sample authorization form). on the basis of a contract concluded for the operation of electrical equipment at SPOLANA s.r.o. These persons must:

- Have the appropriate qualifications in accordance with Government Regulation No. 194/2022 Coll. on requirements for professional competence to perform activities on electrical equipment and for professional competence in electrical engineering (implementing Act No. 250/2021 Coll.).
- Have authorization issued by the equipment operator (SPOLANA s.r.o.),
- Be properly familiar with the electrical equipment in operation, its function, and the work performed on the equipment,
- Be properly familiar with the operating rules and safety instructions for the workplace in question,
- Use personal protective equipment (PPE) and work aids that are prescribed for the operation of electrical equipment, and before each use of these means and aids, make sure that they are in proper condition.
- Comply with S-3.16.1 "Work on and operation of electrical equipment."
- A work supervisor must be appointed (by the manager of the external company/entity) and safety measures must be established.

7.4 Working with hand-held power tools, using electrical extension cords and power generators, conditions for the use of portable switchboards on the premises of SPOLANA s.r.o.

General

Electrical equipment used on the premises of SPOLANA s.r.o. must be in a safe and operational condition and must be subject to regular testing, inspections, and checks.

It is prohibited to use any damaged equipment, and it is also prohibited to carry out any repairs to such equipment yourself or in an unprofessional manner.

Any repairs, inspections, and maintenance of electrical installations and devices may only be performed by persons with professional qualifications in electrical engineering.

Hand-held power tools, extension cords (intended for powering hand-held power tools), and portable switchboards must be in a safe and operational condition and undergo regular testing, inspections, and checks, the results of which may be requested by SPOLANA s.r.o. employees.

In addition to regular tests, inspections, and checks, a visual inspection is performed once every three months (by the operator). The inspection is identified using a color coding system. Color coding can be done with tape wrapped around the part of the equipment in a clearly visible manner or with a label. Each organization is responsible for providing its own means of marking equipment.

The color codes for the calendar year are as follows:

January - March: white April -

June: green July - September:

red October - December: blue

The first two weeks of each quarter are considered a transition period during which it is permitted to use electric hand tools marked from the previous quarter.

Hand-held power tools

All work involving the use of power tools must be carried out in accordance with the manufacturer's operating instructions and within the scope specified in the Safety Instructions.

Electrical extension cords

The use of household extension cords (standard extension cords for office use, etc.) is prohibited in industrial facilities and outdoor areas.

The extension cables used must be designed for industrial use with increased mechanical resistance H07 RN-F and water resistance IP 44.

The maximum length of the extension cord from the construction site switchboard must not exceed 50 m.

Prepared by: Responsible department František Saifrt Integrated Management Systems Department	Reviewed by: Martin Čech Director of HSE&Q, PVISŘ	Approved by: Piotr Robert Kearney Authorized Representative	No. of copy / revision / 4
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Cables must be protected against damage caused by third parties, e.g., in the case of a road crossing with a cable, crossing bridges must be installed, or cables must be routed on supports without direct contact with the ground or in cable trays without contact with the ground. Before each use of an extension cord, the user must visually inspect it for damage. Damaged insulation on extension cords must not be repaired with insulating tape, and the cord must be taken out of service.

Power generators

The generator must be operated in accordance with the original manufacturer's instructions, which are provided to employees for permanent use. The instructions contain instructions for the installation, operation, and maintenance of the generator, in particular a description of the grounding method and the possibility of operation without grounding.

When using a generator, exhaust emissions must be directed away from people and enclosed spaces. Fuel may only be added using suitable funnels to prevent spillage, and only when the generator is switched off and the hot parts have cooled down. When filling fuel tanks, open flames and work that may cause sparks are prohibited.

It is prohibited to use the generator in environments with a risk of explosion.

Portable switchboards

Portable switchboards must be operated in accordance with the manufacturer's instructions and accompanying documentation.

Connection, repairs, inspections and maintenance of switchboards may only be carried out by persons with professional qualifications in electrical engineering.

The switchboard must be marked:

- the manufacturer's type plate with technical data.
- information about the operator/user (company name).
- contact details of the person responsible for the condition of the equipment.

If portable switchboards are used, they should be equipped with a standard 63A plug and powered by a suitably selected rubber-insulated cable; the cable must be protected against mechanical damage (especially on roads).

The switchboard must be equipped with a residual current device with a tripping current of 30 mA. After connecting the power supply to the switchboard, a functional test of the residual current device must be performed using the "TEST" button and recorded in the operator's logbook (diary).

The portable switchboard may only be used with a valid Electrical Equipment Inspection Report.

7.5 Temporary workplaces with enclosed radioactive sources

When setting up temporary workplaces with radioactive sources (sources of ionizing radiation intended for work for a predetermined short period of time) on the premises of SPOLANA s.r.o., external companies/entities are obliged (within the meaning of Atomic Act No. 263/2016 Coll. as amended) to notify the supervising person at SPOLANA s.r.o. (Mr. René Novák, mobile number 739 384 743) and at the same time submit:

- Identification details of the external company/entity,
- Copy of the certificate for the radioactive source used (ionizing radiation sources imported from abroad must be accompanied by a certificate issued in the Czech Republic),
- Time period and reason for defining a temporary workplace,
- Information on the reason for designating a temporary workplace and the expected period of its use,
- In the case of work with an open emitter, also a permit for the handling of ionizing radiation sources issued by the State Office for Nuclear Safety, and Accompanying document for an open ionizing radiation source.

7.6 Work at heights and above open depths, work on scaffolding, ladders, etc.

The employer shall take technical and organizational measures to prevent employees from falling from heights or into depths, falling through or slipping, or to ensure their safe arrest (fall protection) and shall ensure their implementation. The implementation of these measures must be ensured:

- at workplaces and access routes located at any height above water or above substances that pose a threat to life or health in the event of a fall, for example, burns, chemical burns, acute poisoning, suffocation,
- at all other workplaces and access routes if they are located at a height of more than 1 m above the surrounding level, or if the free depth below them exceeds 1 m.

Note: The limit for working at heights and above free depths set at 1 m is in accordance with the requirements of the ORLEN Group's "S4 Working at Heights" standard.

Prepared by: Responsible department František Šaifrt Integrated Management Systems Department	Reviewed by: Martin Čech Director of HSE&Q, PVISŘ	Approved by: Piotr Robert Kearney Authorized Representative	No. of copy / revision / 4
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Fall protection is provided by the employer:

- Preferably by means of collective protection, which mainly includes technical structures such as protective railings and fences, covers, safety scaffolding, fences or nets, and temporary structures such as scaffolding or work platforms.
- Personal protective equipment, which is personal protective equipment against falls – this is used when the nature of the work precludes the use of collective protective equipment, or when the use of collective protective equipment is not practical or sufficient in terms of safety due to the nature, expected scope, and duration of the work and the number of people involved.

When working at heights and above open depths, working on scaffolding, ladders, etc., **the responsible employee of the external company / entity** shall determine the work procedure, including personal protective equipment (PPE), for its in addition, employees of external companies/entities who perform activities on a contractual basis at SPOLANA s.r.o. facilities are **required to comply with SPOLANA s.r.o. safety instructions** appropriate to the work performed (available on the SPOLANA s.r.o. website "<http://www.spolana.cz/>" under "Services and premises"

/ Legislation" or to the director/manager of the SPOLANA s.r.o. plant/department where they will perform the agreed activity):

- B-3.16.16 "Working at heights"
- B-3.16.18 "Working at heights – use of temporary structures (scaffolding)"
- BI 00-16 (subsequently B-3.16.19) "Excavation work"
- BI 00-17 (subsequently B-3.16.20) "Work in hazardous areas".

7.7 Safety conditions for contractors using the premises and equipment of SPOLANA s.r.o. (ORLEN Group rules)

- Permanent workplaces** of external companies may be located on the premises of SPOLANA s.r.o. on the basis of a concluded contract.
- Temporary facilities** and equipment at the workplace of external companies/entities
The period during which the workplace may perform its function is valid for the period specified in the order/contract for the performance of ongoing work and may not exceed 6 months (it may be extended in justified cases). The date of release of the equipment by the external company must be specified (according to the date or according to the event/purpose of the construction of the equipment). This measure is taken to prevent the risk of temporary equipment becoming permanent.

Each user of the equipment and facilities of an external company/entity:

- must have a permit for the temporary placement of equipment at the work site approved by the person performing supervision on behalf of SPOLANA s.r.o.
- must have a report on the handover of the workplace and submit it in accordance with the requirements of the authority that performs inspections in terms of occupational health and safety, fire protection, and environmental protection,
- is responsible for taking over the workplace and adjacent areas until the work is completed, and is also liable for damage caused by their actions in relation to the company's premises, equipment, and property from the moment of takeover until handover after completion of the work,
- is obliged to secure the workplace, comply with generally binding requirements relating to the construction of buildings and workspaces, comply with the principles of control and supervision of compliance with OHS, fire protection and environmental protection conditions, and comply with additional requirements for vehicles, machines and self-propelled equipment.
- **For more detailed safety conditions for temporary facilities and equipment at the workplaces of external companies, see Appendix 7 to this directive (ORLEN Group rules).**

c) Utility facilities

- The external company/entity shall provide social facilities for its employees and subcontractors and remove them after completion of the activities.
- Temporary utility facilities must not be located outside the designated area. Any exceptions must be approved by the responsible employee of SPOLANA s.r.o.
- The external company is obliged to keep the roads in good condition.
- The external company shall pay (based on the contract) the costs associated with energy consumption (according to the data from the measuring devices) and the costs associated with the disposal of liquid and solid waste, wastewater, the collection of waste produced, and all related activities.
- Before commencing work, the external company is obliged to inform its partner at SPOLANA s.r.o. of the number of containers planned (offices, social facilities, warehouse, workshops, and sanitary containers).

External entities are required to maintain cleanliness and order in their assigned work areas. Smoking is prohibited in the work areas (for exceptions, see section 11.3 of this directive).

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7.8 Bulk material storage facilities

If an external entity/company operates storage facilities on the premises of SPOLANA s.r.o., it is obliged to comply with the requirements for the safe operation and use of stable bulk material storage facilities within the meaning of Government Regulation No. 378/2001 Coll., which lays down detailed requirements for the safe operation and use of machinery, technical equipment, instruments, and tools. The conditions for storage facilities on the premises of SPOLANA s.r.o. are set out in B-3.16.11 "Ensuring the safety of work and operation of bulk material storage facilities" (available from the Safety Department of SPOLANA s.r.o.).

8 PERSONAL PROTECTIVE EQUIPMENT (PPE)

8.1 Obligations of managers of external companies/entities

- Managers of external companies/entities entering and operating on the premises of SPOLANA s.r.o. are required **to provide their employees and subcontractors with personal protective equipment (PPE) and cleaning and disinfecting agents** for the performance of contractual work, **in accordance with generally binding regulations in the field of occupational health and safety, and to monitor the use of PPE, cleaning and disinfecting agents for the performance of specific work** in accordance with generally binding regulations for occupational health and safety, and **to monitor the use of PPE.**
- Due to the specific risks of the working environment at SPOLANA s.r.o. **in the CHEMOPARK zone, it is absolutely necessary to equip external persons with suitable respiratory protection** based on a risk assessment – e.g., a mask with a combined filter (e.g., type AVEC S-97), which protects the respiratory tract against hazardous substances, an escape mask in case of evacuation (masks according to Annex No. 2 S-3.16.3 "Provision of personal protective equipment," which is available from the director/manager of the plant/department where the contractor will perform the agreed activity; if the customer is a company that has a permanent establishment on the premises of SPOLANA s.r.o., this directive is available from them).

8.2 Use of PPE when moving around and working in the Commercial Zone

PPE is not required for movement in the commercial zone (unless other activities are being performed).

All persons must respect the installed warning safety signs (e.g., prohibition, warning, command, and information signs).

For specific work activities performed by employees of external companies/external entities, the scope of PPE use for the activities performed is determined by the responsible employee of the company/entity (in accordance with generally binding regulations).

8.3 Use of PPE when moving around and working in the CHEMOPARK zone

The boundaries of the CHEMOPARK zone are marked by safety signs, including the demarcation of so-called **Green Zones, where there is no obligation to wear personal protective equipment** (see section 8.4 and Annex 1 to this directive). This **does not apply if work activities are carried out in these zones.**

8.3.1 PPE for movement within the CHEMOPARK zone

Employees of external companies/entities moving within the CHEMOPARK zone are required to wear the following PPE at all times, with the exceptions specified in sections 8.4 and 8.5:

- PROTECTIVE HELMET** with a four-point chin strap (according to ČSN EN 397 + A1, EN 50365) Color coding of helmets for employees of external entities (contractors):

WHITE - persons performing management activities on the construction site (site managers, inspectors, designers)	RED - persons performing activities in the field of occupational safety and fire protection supervision	ORANGE - persons performing management activities in connection with work permits (recipients, acceptors)	GRAY – visitors, excursions, interns	YELLOW - other workers (does not apply to transport drivers)
				

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- **PROTECTIVE WORK GLASSES WITH SIDE SHIELDS**

According to EN 166, EN 170

Smoked safety glasses may be worn on sunny days.

For persons wearing prescription glasses:

- Combination: Prescription glasses + Helmet with built-in removable visor
- COMBINATION: Prescription glasses + safety glasses
- Prescription work glasses

- **PROTECTIVE WORK CLOTHING**

Specifications protective work clothing is designed according to local operating conditions, e.g. with antistatic (according to EN 1149-5:2018), flame-retardant (according to EN ISO 11612:2015), acid-resistant (according to EN 13034+A1:2009) treatment, see Annex No. 2 to this directive.

Reflective elements must also be part of protective work clothing.

Consultation with the Safety Department of SPOLANA s.r.o. is possible.

You can also use OVERCLOTHING OVER YOUR OWN CLOTHING (blue work coat, min. ¾ length, available for loan to visitors from the manager/director of the relevant SPOLANA s.r.o. plant/department) - possible for inspection authorities or visitors who will not enter the hazardous area of the technology (if they do enter, they must wear complete PPE).
Recommended minimum weight 220 g/m².

- **SAFETY ANKLE BOOTS/SHOES**

Safety footwear according to EN ISO 20345:2011 in category S3

The following must be available at all times:

- **PROTECTIVE ESCAPE MASK FOR EVACUATION**

Protection against organic gases and vapors with a boiling point higher than 65 °C, toxic inorganic gases and vapors, chlorine, hydrogen sulfide. Also acidic gases and vapors, sulfur dioxide, hydrogen chloride, ammonia, hydrazine, and organic ammonia compounds.

Also applies to excursions, visits, etc. (not for work, but only in case of evacuation).

If employees use a full-face mask with a combined filter A2B2E2K2 or UP3 at work based on the risks, they do not need to be equipped with an escape mask.

8.3.2 PPE for performing activities in the CHEMOPARK zone

For specific work activities performed by employees of external companies/entities in the CHEMOPARK zone, the scope of PPE use is determined by the manager of the external company/entity according to the necessary protection against risks arising from the activities performed by the external company/entity and also in accordance with the operating conditions of the SPOLANA s.r.o. workplace where the work is performed, with the "Work Permit", safety instructions - local operational safety regulations for the workplace, operating rules, and other specifics of the activities performed. When determining the PPE necessary for the performance of activities by employees of external companies/entities at SPOLANA s.r.o. workplaces, the manager of the external company/entity cooperates with the relevant director/manager of the plant/operation/department of SPOLANA s.r.o.).

8.3.3 PPE for drivers at loading and unloading sites

Persons entering the SPOLANA s.r.o. premises for the purpose of loading/unloading or other logistics-related activities must use the following PPE in the CHEMOPARK zone after exiting the vehicle:

- protective helmet with a four-point chin strap (according to ČSN EN 397 + A1, EN 50365).
- protective work glasses with side shields (according to EN 166, EN 170), or a helmet with a built-in removable visor.
- S3 safety footwear (according to EN ISO 20345:2011 in category S3) – ankle/low shoes
- protective work clothing – the specifications of protective work clothing are determined according to local operating conditions, e.g. with antistatic (according to EN 1149-5:2018), flame-retardant (according to EN ISO 11612:2015), acid-resistant (according to EN 13034+A1:2009) treatment (consultation with the Safety Department of SPOLANA s.r.o. is possible).
- reflective vest (according to ČSN EN ISO 20471).

Notes:

- **Drivers and delivery personnel are not required to carry** a protective escape mask in case of evacuation during a single trip to and from the handling site – a storage facility for protective masks is set up at each handling site, upon arrival.

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The handling site operator shall inform drivers and delivery personnel of the location of protective masks and the possibility of taking a mask in the event of a hazardous substance leak. This does not apply to employees of external companies/entities with which SPOLANA s.r.o. has concluded a contract for the performance of activities – these persons are required to be equipped with protective masks by their employer/manager of the company/entity.

- For drivers and passengers of vehicles entering the SPOLANA s.r.o. premises for the purpose of loading and unloading deliveries and products for external companies/ entities operating on the premises of SPOLANA s.r.o., the manager/responsible employee of the external company/entity for which the handling (shipping) is being carried out is obliged to provide the appropriate PPE.

8.4 Green zones for passageways in the CHEMOPARK zone

So-called **Green Zones** have been created for the passage of persons in the CHEMOPARK zone – they are marked with directional signs with green arrows and a green rectangle (marked in Appendix No. 1 to this directive); In Green Zones, it is permitted to move around without personal protective equipment (PPE) and in civilian clothing for the necessary time, i.e., to move to and from the changing rooms and to the administrative areas connected to the Green Zones. It is prohibited to leave these zones without personal protective equipment.

The above applies only to movement within these zones that is directly related to the performance of work tasks, such as tasks necessary for the performance of work, activities necessary before the start of work or after its completion, and tasks customary during breaks for meals and rest (when traveling to/from work and to/from lunch).

Outside the Green Zone markings mentioned above, workers must use all prescribed PPE.

8.5 Exceptions to the obligation to use PPE

A protective helmet does not have to be worn:

- When performing their duties in the CHEMOPARK zone, company security employees may use a "baseball-style protective cap" (with an impact-resistant shell in accordance with EN812) as an alternative means of head protection; this exception does not apply to movement in areas where technology is installed.

Protective helmets and goggles do not have to be worn:

- When moving around (outside of work hours!) in administrative buildings, offices, changing rooms, sanitary facilities, canteens,
- When driving vehicles and other machines, if they have covered cabins for the driver and passengers,
- When riding a bicycle/scooter and electric bicycle/electric scooter on roads within the SPOLANA s.r.o. premises, it is mandatory to wear only an approved bicycle helmet in accordance with B-3.16.12 "Use of bicycles and scooters on the premises of SPOLANA s.r.o." (when walking a bicycle/scooter, the person does not have to wear the helmet, but must have it with them),
- In all control rooms of production plants/operations.

9 WORK PERMIT SYSTEM according to S-3.11.5 "WORK PERMITS FOR EQUIPMENT AND WORK UNDER EXCEPTIONAL CONDITIONS"

9.1 Work for which a "Work Permit" must be issued

- All repairs to equipment and buildings, including repairs carried out as part of maintenance and preparatory work
- Cleaning work (e.g., high-pressure water, sandblasting, etc.); work where there is a risk of damage to health in connection with a risk to the health of employees
- All repairs to above-ground and underground technological and energy distribution systems
- Repairs of all technical equipment (gas, electrical, pressure, lifting), including preparatory work
- Blinding and unblinding of containers and pipes of all kinds
- All scaffolding work, i.e., assembly and disassembly of scaffolding structures, including work performed on these structures
- All maintenance of measuring equipment in control rooms and measuring rooms
- All work in areas with hazardous chemicals in the working environment or with a lack/excess of oxygen (oxygen content between 19.5 and 23.5%), which mainly includes work:
 - in storage tanks, reservoirs, gas tanks, bulk material reservoirs (silos), distillation columns, washers, boilers, shafts, large-diameter pipes, railway and road tankers, furnaces, etc.
 - in pits, depressions, reservoirs, and channels (including energy channels) below ground level
 - all excavation and earthworks below ground level

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- Work with lifting equipment
- Work in areas with a risk of explosion – work may only be carried out in accordance with explosion protection documentation; the "Work Permit" must be marked "areas with explosion risk "V"".
- Work on equipment and in areas with a risk of explosion of combustible dust, gases, and vapors in cases where fire or other sources of ignition will be used during work (during grinding, vehicle entry, etc.), the "Work Permit" must be extended to include a permit to work with fire.
- Work during divestment events – the "Work Permit" is issued by the contractor for a designated workplace with restricted access (fenced off and accessible only to persons from the given company, the project team on the part of SPOLANA s.r.o., and a representative of the Safety Department); the contractor is responsible for all activities taking place at the site and issues the "Work Permit" to its employees and subcontractors.
- Work on investment construction – the contractor's designated person shall collect the completed "Work Permit" from the designated issuer (see Site Handover Protocol) at a specified time each day and at the same time provide them with the necessary information about the contractor's subsequent activities for the next period so that the exhibitor can take the necessary measures in advance and prepare the "Work Permit" for the continuous continuation of work without unnecessary downtime.
- Work on the maintenance of greenery.

9.2 A "Work Permit" does not need to be issued for the following activities:

- Replacement of registration tapes and refills in measuring instruments in areas without explosion hazard
- Inspection rounds by maintenance workers, electromechanics, and electricians
- Cleaning of roads (snow removal, gritting, etc.)
- Work where there is a risk of delay – work related to averting danger to life and health, work related to averting damage to the environment, and work preventing damage to property; Work may only be carried out under conditions specified in a "Work Permit" (e.g., mandatory use of personal protective equipment, self-contained breathing apparatus, environmental analysis, explosion protection).
- Interventions (including training) by integrated rescue system units and work by company security to secure closed-off areas at risk, in the event of dealing with or preventing emergencies as required by the incident commander (company fire brigade) or dispatch center.

9.3 Conditions for obtaining a "Work Permit"

Designated persons authorized to accept "Work Permits" for external companies/entities **must be demonstrably familiar with S-3.11.5** during their initial training (see section 4.1.3 of this guideline). **Persons other than these designated persons are not permitted to accept the "Permit"!**

In the event of a request to change the persons authorized to accept the "Permit," the manager of the external company/entity shall submit to the authorized employee of the company's security department providing initial training at SPOLANA s.r.o. an updated list of persons authorized to accept the "Permit" and a "Request" with a statement of training of new authorized persons from the above regulations (from this directive S-4.1.5, S-4.1.7 "Entry and access to the premises of SPOLANA s.r.o." and S-3.11.5 "Authorization to work on equipment and work under exceptional conditions").

9.4 Conditions for accepting and performing work (with a "Work Permit")

Employees of external companies/entities may not commence or perform work for SPOLANA s.r.o. as defined in section 9.1 of this directive without a valid "Permit" issued by an authorized employee of the operator (SPOLANA s.r.o.).

S-3.11.5 "Authorization of work on equipment and work under exceptional conditions" stipulates through the issued "Work permit" scope and method of familiarizing employees of an external company/entity (prior to performing activities) with the principles of working on equipment and the specifics of working under exceptional conditions, in particular working in areas with a risk of dust, flammable gases, or vapors.

In cases where fire or other potential sources of ignition are used during work (e.g., vehicle entry, etc.), the "Permit" must be extended to include a permit to work with fire.

The work group leader or other authorized employee of an external company/entity (contractor) is required to:

- Ensure that employees of external companies/entities authorized to accept "Work Permits" are demonstrably familiar with SPOLANA s.r.o. Directive S-3.11.5 "Authorization of work on equipment and work under exceptional conditions" (availability of this directive: "http://www.spolana.cz/ - Services and premises/Legislation") during the initial training (see section 4.1.3 of this directive). **No one other than these designated persons may accept the "Permit"!** An authorized list of names of employees of external companies/entities who are authorized by the head of the external company/entity to accept the "Work Permit" for this company/entity is part of the "Application for Initial Training and Issuance of an Identification Card," which is a l s o

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- training employees regulations (availability "Application":
<http://www.spolana.cz/> - Services and premises/Forms and information for download"); in the event of a request to change the persons authorized to receive the "Work Permit," the head of the external company/entity shall submit to the authorized employee of the company's security service providing initial training at SPOLANA s.r.o. "Request" with a statement of training of authorized employees in the above regulations
- Ensure that all members of the work group (your employees and subcontractors) are demonstrably familiar with the work task and the entire work procedure, including risk assessment, safety provisions, and the use of personal protective equipment.
 - Fill in the LRMA (Last Minute Risk Assessment) form at the exhibitor's premises to confirm that you are familiar with the risks at the workplace (this form remains with the exhibitor with the relevant "Work Permit").
 - Personally take over the workplace from the authorized employee of the plant/operation/department
 - **Keep the "Permit" at the workplace for the entire duration of the work; all workers involved in the performance of the work task must confirm their familiarization by signing the "Permit"**
 - Report completion of work to the SPOLANA s.r.o. employee who issued the "Permit", even if the work is completed on the given day but will be continued on subsequent days
 - Hand over the repaired equipment (including thorough cleaning of the workplace) to the operator's authorized employee.
 - After handing over the work, return the original "Permit" to the issuer and have the completion of the work confirmed on your copy. "Work Permit".

The SPOLANA s.r.o. employee who issued the "Permit" confirms the completion of work on all issued copies of the "Permit" with their signature.

10 ENVIRONMENTAL PROTECTION (HAZARDOUS CHEMICALS, WATER, WASTE, AIR), FLOOD PREVENTION, PREVENTION OF SERIOUS ACCIDENTS, POLLUTION OF THE SPOLANA s.r.o. PREMISES

All activities of external companies/entities on the premises of SPOLANA s.r.o. must be carried out in such a way as to prevent damage to the environment and extraordinary events (leakage of hazardous chemicals, fire, explosion – see Chapter 13 of this directive).

The following requirements do not exempt external companies/entities from their obligation to comply with generally binding regulations, in particular the Environmental Protection Act No. 17/1992 Coll., the Chemicals Act No. 350/2011 Coll. and Act No. 258/2000 Coll. on the Protection of Public Health (all as amended) and generally binding regulations in the field of air protection, soil protection, water protection, and waste management.

10.1 Handling of hazardous substances and mixtures

The handling of chemical substances and mixtures is restricted according to their hazardousness – see Chemical Act No. 350/2011 Coll. (Act on Chemical Substances and Chemical Mixtures, as amended), European Regulations EU 2006/1907 (REACH) and EU 2008/1272 (CLP) and other related regulations.

According to Act No. 258/2000 Coll., the handling of hazardous chemical substances and chemical mixtures includes their manufacture, import, distribution, sale, use, storage, packaging, labeling, and internal transport.

10.1.1 Characteristics of selected classified substances at SPOLANA s.r.o.

Annex 3 to this directive contains key information on hazardous chemicals that are sources of major accident hazards and may endanger human life or health. Given the quantities stored, these substances may endanger a significant part or the entire area of the SPOLANA s.r.o. premises, including the surrounding area.

Further information on hazardous chemicals not listed in Appendix 3 can be found in the company's database of safety data sheets "Sheet" (accessible only to SPOLANA s.r.o. employees), in the safety instructions at the workplace, and at the workplaces themselves.

Instructions for safety, health protection, environmental protection, first aid, and accident procedures are included in the safety instructions, work instructions, or operating rules for the workplace.

Prepared by: Responsible department František Šaifrt Integrated Management Systems Department	Reviewed by: Martin Čech Director of HSE&Q, PVISŘ	Approved by: Piotr Robert Kearney Authorized Representative	No. of copy / revision / 4
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10.1.2 List of hazardous substances/mixtures. Safety data sheets

External companies/entities that wish to operate technology and handle hazardous substances on the premises of SPOLANA s.r.o. must submit to SPOLANA s.r.o. copies of documentation required by generally binding environmental protection legislation, including revisions.

Obligation to submit documentation on hazardous chemicals used or stored by external entities/companies (this obligation also applies to their subcontractors):

- in leased buildings on the premises of SPOLANA s.r.o. - submit the documentation to the Site Management Department and then to the Environmental Specialist - Chemical Substances (OOZ - professionally qualified person)
- in owned buildings on the premises of SPOLANA s.r.o. - the documentation is handed over to the Site Management Department and then to the Environmental Specialist - Chemical Substances (OOZ)
- providing services to SPOLANA s.r.o. (e.g., construction, maintenance, repairs, demolition, etc.) – they hand over the documentation to the department that signed the contract on behalf of SPOLANA s.r.o. and then to the environmental specialist – chemical substances (OOZ)
- providing SPOLANA s.r.o. with investment services - submit documentation to the Investment Preparation and Implementation Department and subsequently to the Environmental Protection Specialist - Chemical Substances (OOZ).

All external companies/entities are also required to submit an up-to-date list in electronic form and the maximum quantity of hazardous chemicals located on the premises of SPOLANA s.r.o. (e.g., paints, flammable materials, adhesives, thinners, pressure and heating bottles, substances hazardous according to Act No. 254/2001 Coll. Water Act). The list must include:

- the name of the external entity, contact person including telephone number,
- the trade and chemical name of the substance and its classification,
- the estimated maximum quantity,
- the designation of the facility where the substance is located,
- the names of authorized warehouse staff, including their telephone numbers,
- name of the professionally qualified person in the event that they handle (i.e. also store) highly toxic substances classified under the CLP Regulation as "acutely toxic category 1 or 2".

The list must be accompanied by current safety data sheets (in Czech) for classified substances and mixtures that the external company/entity will handle on the premises of SPOLANA s.r.o.

In the event of any changes, external companies/entities are required to update the list (or send a statement once a year at the end of February confirming that there have been no changes to the list of classified substances).

When handling/working with hazardous chemicals and chemical mixtures, every employee of an external company/entity is required to protect the health of individuals and the environment and to follow the hazard warning symbols, standard hazard statements, and instructions for safe handling in accordance with European Regulation 2008/1272.

The manager of the external company/entity is responsible for the safety of its employees when handling chemicals/chemical mixtures in accordance with the Chemicals Act and the above-mentioned European regulations.

10.1.3 Securing storage areas for hazardous substances/mixtures

External companies/entities are required to store hazardous chemicals/chemical mixtures in such a way as to protect them from theft, leakage, substitution, and harmful interaction with other hazardous chemicals. At the same time, products of a different nature (food, beverages, etc.) must not be stored together with these chemical substances. It is also recommended to store each chemical substance separately within individual groups (types) according to its hazardous properties.

External companies/entities are required to store hazardous chemicals/chemical mixtures in a designated location (on the premises, as agreed with the relevant manager of SPOLANA s.r.o., in their original packaging or in replacement packaging designated for this purpose and labeled in accordance with Regulation (EC) No. 1272/2008.

Hazardous chemicals must be stored in areas designated for this purpose, depending on their hazardousness. During storage, their interchangeability and mutual harmful effects must be excluded, and their penetration into the environment (collection trays, impermeable flooring, etc.) and endangerment to human health (ventilation

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, emission extraction, etc.). Substances classified as acute toxicity category 1 or 2 according to Regulation (EC) No. 1272/2008 must be stored in lockable areas that are secured against burglary and unauthorized access. In laboratories, these chemicals must be stored in a separate, lockable cabinet designated exclusively for these substances.

Stored hazardous chemicals must be packaged and labeled in accordance with the Chemicals Act and the above-mentioned European regulations.

Chemical storage facilities must be equipped with personal protective equipment, first aid equipment, personal cleaning equipment, and storage area decontamination equipment (depending on the nature of the stored chemicals).

10.1.4 Marking of chemical storage areas

Storage areas and containers with hazardous chemicals owned or leased by external companies/entities must be labeled with the name of the substance and warning signs in accordance with Government Regulation No. 375/2017 Coll.

Containers for the storage of hazardous chemicals and mixtures and pipelines that transport these substances or mixtures must be labeled by external companies/entities (throughout their storage or transport) with a pictogram in a visible place with a contrasting background and, if necessary, with the formula or name of the chemical substance or mixture.

External companies/entities are required to mark rooms, enclosed spaces, or areas where multiple hazardous chemicals or mixtures are stored or transported with a warning sign if the signs on individual packages or containers are insufficient, and to indicate the responsible person (including telephone number).

Storage facilities for large quantities of hazardous chemicals or mixtures must be marked near the storage location or on the storage facility door, depending on the situation, and the responsible person (including telephone number) must be indicated.

10.2 Water management

10.2.1 General requirements

All external companies/entities operating on the premises of SPOLANA s.r.o. must comply with the basic rules and obligations in the area of water and soil protection as stipulated by legislation.

All external companies/entities operating on the premises of SPOLANA s.r.o. that have water consumption and discharge conditions specified in concluded contracts (energy supply contracts, including regulatory measures) must comply with them. For example, they withdraw water and use some of the SPOLANA s.r.o. sewerage network to discharge wastewater from their own or leased premises.

External companies/entities are required to cooperate with SPOLANA s.r.o. departments and provide them with the necessary information, allow authorized SPOLANA s.r.o. employees to check compliance with legislative requirements and contractual agreements on water management, including checks in emergency situations, threats or suspected threats to water and groundwater quality on the SPOLANA s.r.o. premises and in the surrounding area.

Overview of SPOLANA s.r.o. employee contacts for cooperation:

- | | | |
|--|-------------------------|--------------------------------|
| • Wastewater Treatment Plant Operations Manager: | Ing. Adéla Holá | + 420 315 663 880; 736 501 200 |
| • Head of the Environment Department: | Ing. Michaela Tymichová | + 420 315 663 542; 736 506 503 |
| • Head of Quality Management: | Jan Mikoláš | + 420 315 665 784; 736 758 777 |
| • Head of Waterworks Operations: | Jiří Dudek | + 420 315 664 540; 736 506 481 |

10.2.2 Obligations of external companies/entities providing services to SPOLANA s.r.o. (e.g., construction, maintenance, repairs, demolition, etc.)

- Provide the client (SPOLANA s.r.o. department) with lists of chemicals used for the agreed activity (work).
When storing hazardous substances or during planned handling of substances that may pose a threat to the quality of wastewater / increased risk of leakage of hazardous substances into water and soil, immediately notify the client (SPOLANA department) of these facts.

Prepared by: Responsible department František Saifrt Integrated Management Systems Department	Reviewed by: Martin Čech Director of HSE&Q, PVISŘ	Approved by: Piotr Robert Kearney Authorized Representative	No. of copy / revision / 4
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- If it is necessary to discharge wastewater from the activity being carried out, arrange a place for its discharge with the wastewater treatment plant (WWTP).
- Contact the WWTP and request instructions for water management whenever water is drained from construction sites, during maintenance and investment projects, during emergency excavations, etc.
- Do not restrict access to important water management facilities of SPOLANA s.r.o. (water meters, shafts, boreholes, etc.) during the activities performed.
- Do not restrict access to, damage, or destroy hydrogeological boreholes on the premises of SPOLANA s.r.o. If a borehole is found in the area where work is being carried out or if it is damaged, immediately contact the Environmental Department and consult with them on further procedures.
- Comply with the regulatory measures for water management announced by SPOLANA s.r.o. in exceptional cases.
- Minimize the risk of accidents and the subsequent penetration of harmful substances into water, soil, and sewage systems.
- Minimize the consequences of hazardous substance spills.
- In the event of an accident or leakage of harmful substances into the sewage system, water, or soil, immediately prevent further leakage and eliminate the causes. Immediately inform SPOLANA s.r.o. – the dispatcher of the HZSP Operations Center and the head of the Wastewater Treatment Plant.
- Comply with the emergency plans and other regulations of the relevant department of SPOLANA s.r.o., with which they were familiarized during their initial training at the workplace and which are related to the subject of the agreed work (services).
- For the subject and scope of the work performed, have emergency equipment available in case of leakage of hazardous substances into water, soil, and sewage systems.

10.2.3 Obligations of external companies/entities in their own or rented buildings/premises on the premises of SPOLANA s.r.o.

- Operate equipment and sewerage systems inside buildings up to the sewer connection to the main sewer network in such a way as to ensure compliance with the conditions of water management permits, integrated permits, and the Sewerage Regulations of SPOLANA s.r.o., including compliance with the permitted consumption specified in the relevant technical and economic standards and integrated permits. Ensure the distribution of individual wastewater according to the type of pollution into the sewerage system in accordance with the Sewerage Regulations and operate the internal sewerage system.
Do not make any connections of used or waste water without consulting the Environment Department of SPOLANA s.r.o. and the head of the SPOLANA s.r.o. Wastewater Treatment Plant.
- Monitor the quality of the wastewater produced and comply with the wastewater sampling regime in accordance with the media supply contract. Immediately report any malfunctions of the sampling equipment to the Environment Department of SPOLANA s.r.o. Ensure repairs to the sampling equipment and ensure replacement samples are taken. Inform the Environment Department and the Wastewater Treatment Plant Manager if the limit values for substances in the wastewater sample are exceeded. Justify this situation and take appropriate measures.
- Monitor water management, regularly read or enable the reading of water meters. Monitor the amount of water used and wastewater discharged; in case of discrepancy, inform the head of the Wastewater Treatment Plant, the head of the Waterworks, and the Environment Department of SPOLANA s.r.o.
- Maintain permanent access to important water management facilities (water meters, shafts, boreholes, etc.).
- Submit test result reports – results of wastewater discharge analyses
- Inform SPOLANA s.r.o. (departments listed below) about:
 - extraordinary water withdrawals - the dispatcher of the HZSP Operations Center and the Waterworks Operations Manager,
 - changes in the amount of discharged water or planned handling of substances that may cause deterioration in wastewater quality or increased risk of leakage of harmful substances into water and soil (in advance) - dispatcher of the HZSP Operations Center, head of the Wastewater Treatment Plant, Environment Department,
 - water supply failures (immediately after the failure occurs) - the HZSP Operations Center dispatcher, the Waterworks Operations Manager, the Environment Department,
 - disruptions in water drainage (immediately after the disruption occurs) - dispatcher at the HZSP Operations Center, head of operations at the Wastewater Treatment Plant, Environment Department,
 - use of fire water (use is only possible in justified cases such as fire, accident, etc.) - dispatcher of the HZSP Operations Center, Waterworks Operations Manager.
- Perform inspection activities, continuously monitor the condition of equipment that may affect the quality of discharged wastewater or cause the leakage of harmful substances into the sewer system, groundwater, and soil. Regularly inspect water management equipment in accordance with applicable operating rules and instructions and check the internal sewer system for leaks.

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- Operate a control system for detecting leaks of hazardous substances in accordance with Section 3 of Decree No. 450/2005 Coll. on the requirements for handling hazardous substances and the requirements for emergency plans (as amended), and record the results.
- The control system for above-ground facilities where it is possible to perform a sensory inspection of the entire outer shell may be based on sensory observation by a trained and authorized person from the external entity/company. The basis of the inspection is a visual inspection of warehouses and landfills, an assessment of their technical condition, a check of the outputs from technical control systems, and a check of the functionality of systems for continuous level measurement and overflow protection. The inspections also include drawing-based operational and technological documentation of buildings and facilities designed for supplying the company with water or treating wastewater.
Keep records of the inspections. Allow inspections to be carried out by the Environment Department of SPOLANA s.r.o. and cooperate during the inspections.
- At least once every five years, ensure that pipes, storage tanks, means of transport, emergency sumps, and wastewater sumps used in the handling of hazardous substances are tested for leaks or tested by alternative means by a professionally qualified person. External companies/entities must provide evidence of these tests to the Environment Department during inspections.
- Inspect tanks for petroleum substances and liquefied hydrocarbon gases in accordance with applicable standards.
- Minimize the risk of malfunctions and subsequent leakage of harmful substances into water, soil, and sewage systems. Minimize the consequences of harmful substance leaks.
- In the event of a leak of harmful substances into the sewage system, water, or soil, immediately prevent further leakage and eliminate the causes. Immediately inform SPOLANA s.r.o. – the dispatcher of the HZSP Operations Center and the head of the Wastewater Treatment Plant.
- In the event of a malfunction of equipment for handling hazardous substances, ensure that this equipment is repaired as a matter of priority. In the event of an emergency, take measures to limit leaks (collection in containers, installation of temporary seals, etc.) and ensure that the quality of wastewater does not deteriorate. Ensure that samples of discharged wastewater are taken for analysis of their composition and, upon request, allow SPOLANA s.r.o. employees to take samples.
- In the case of planned repairs to production equipment, renovations, intensifications, or construction of new production facilities with an impact on increased water consumption or wastewater quality, discuss repair, modification, or construction procedures with the head of the Environment Department of SPOLANA s.r.o. and with the head of the Wastewater Treatment Plant, the head of the Waterworks (Energy and Water Management plant).
- In the event of changes in the storage of hazardous substances or planned handling of substances that may lead to a deterioration in wastewater quality/increased risk of hazardous substances leaking into water and soil, immediately notify the head of the wastewater treatment plant, the dispatcher of the HZSP Operations Center, the Quality Control Department, and the Environment Department of SPOLANA s.r.o.
- Comply with regulatory measures for water management announced by SPOLANA s.r.o. in exceptional cases.
- Operate remediation pumping on equipment that monitors the impact of the activities of an external entity/company on groundwater quality, if this activity has been imposed on them by state authorities, the Environment Department of SPOLANA s.r.o., or if this equipment has been taken over as part of the construction.
- Notify the SPOLANA s.r.o. Environmental Department of the maximum stored quantity and changes in the chemicals, oils, lubricants, and other operating fluids used.
- Whenever water is drained from construction sites, during maintenance and investment projects, during emergency excavations, etc., contact the WWTP operator and request instructions for water disposal.
- Operate production facilities and waterworks in accordance with your own technological operating documentation.
- In the case of handling substances hazardous to water, draw up an "Emergency Response Plan" (in accordance with Act No. 254/2001 Coll. on Water) and submit it for approval to the head of the Environment Department and the director of the company's Fire and Rescue Service. After approval of the "Plan," submit one copy to the Environment Department and one to the Fire and Rescue Service.
- Do not restrict access to, damage, or destroy hydrogeological boreholes on the premises of SPOLANA s.r.o. If a borehole is found in the area where work is being carried out or if it is damaged, immediately contact the Environmental Protection Department and consult with them on further procedures.
- If it is necessary to clean up oil-contaminated equipment, do so in a water-safe location.

External companies/entities (operators of production facilities and waterworks) must operate the equipment in accordance with their own technological operating documentation, which they update, maintain the equipment in working order, and minimize the risk of malfunctions and the consequences of leaks of harmful substances.

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10.2.4 Plan of measures for accidents resulting from the leakage of harmful substances into water and soil

External **companies/entities that handle substances hazardous to water** are **required** by Water Act No. 254/2001 Coll. (as amended) to **draw up their own "Action Plan for Accidents"**.

This Action Plan precisely defines the responsibilities for dealing with emergencies involving the leakage of hazardous substances from facilities and lists and describes the structural, technological, and design measures.

The basis for the preparation of these plans is Directive S-3.22.4 "Plan of measures for accidents resulting from the release of hazardous substances into water and soil" (available on request from the Fire Brigade of SPOLANA s.r.o. – HZSP), which specifies:

- List of hazardous substances connected to the SPOLANA s.r.o. chemical sewer system
- SPOLANA s.r.o. chemical sewer system (diagram)
- List and description of possible routes for emergency discharge of hazardous substances, SPOLANA s.r.o. chemical sewer system – connection
- Addresses and telephone numbers of administrative authorities and entities involved in accident response
- Notification procedure in the event of a leak of hazardous substances into water and soil. Scope of accident reporting
- Requirements for the Partial Action Plan for Accidents. Example of how to fill in the title page of the Partial Action Plan
- Non-hazardous sewage system SPOLANA s.r.o. (diagram)

Diagrams of wastewater and rainwater drainage routes are provided in the annexes to Directive S-3.22.4 "Action Plan for Accidents Involving the Release of Hazardous Substances into Water and Soil":

- Appendix No. 2 – CHEMICAL SEWAGE SYSTEM SPOLANA s.r.o. (diagram)
- Appendix No. 3 – DIAGRAM OF THE CHEMICAL SEWAGE SYSTEM OF SPOLANA s.r.o. (connection of plants/operations and some external companies)
- Appendix No. 7 – Non-hazardous sewage system SPOLANA s.r.o. (diagram)

The action plan is submitted by external companies/entities for approval by the head of the Environment Department and the director of the HZSP Department. Once the action plan has been approved, one copy must always be submitted to the Environment Department.

The same procedure applies to updates (revisions) of the Action Plan.

10.3 Obligations of external companies/entities – waste producers during the generation and collection of waste

10.3.1 Obligations of external companies/entities in their own or leased buildings/premises on the premises of SPOLANA s.r.o.

- Comply with generally binding regulations for waste management (Act No. 541/2020 Coll. on waste, as amended, and related decrees).
- Keep records as a waste producer to the extent specified by the Waste Act and its implementing regulations.
- Upon request by the Environmental Department of SPOLANA s.r.o., provide evidence of the method of waste collection, storage, and disposal.
- Store waste (generated by the company) in its own or rented collection containers.
- When collecting waste, ensure that there is no damage to the environment or leakage of waste into the surrounding area.
- Do not place waste outside of collection containers.
- Properly label waste collection containers in accordance with applicable legislation.

10.3.2 Obligations of external companies/entities that provide services to SPOLANA s.r.o. (e.g., construction, maintenance, repairs, demolition, etc.)

- An external company/entity whose activities generate waste is always the originator of this waste, unless otherwise specified by the customer in the contract or order.
- The external company/entity is obliged to dispose of the waste generated at its own expense and in accordance with the provisions of the Waste Act, i.e. sorting, analysis, transport, and final disposal or removal of waste.
- The disposal or utilization of waste must be contractually secured through an authorized person within the meaning of the Waste Act.
- Own or lease waste collection containers that are technically suitable and labeled for the type of waste for which they are intended.

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- Store waste generated by their activities in their own or company-leased collection containers.
- Not to use outdoor or indoor areas of buildings for temporary waste collection without the written permission of the director/plant manager/department head.
- When collecting waste, ensure that there is no damage to the environment or leakage of waste into the surrounding area.
- Label waste collection containers properly in accordance with applicable legislation.
- Do not place waste outside of collection containers.
- Only hand over waste to persons who are authorized to operate facilities for the utilization, disposal, collection, or purchase of such waste.
- Prove that the means used for the transport of hazardous waste in quantities exceeding the limits specified in the ADR regulation are equipped and marked in accordance with this regulation and that the drivers of these means are appropriately trained.
- As the waste producer, keep records to the extent specified by the Waste Act and its implementing regulations.
- As part of the documentation on the completion and acceptance of the work by the contractual partner, provide copies of the documents by which the contractor proves the method of waste disposal or recovery.
- Transport waste for final disposal or recovery via gate no. 4. It is necessary to have a duly completed and confirmed "Green Strip Pass" (see S-4.1.7 "Entry and access to the SPOLANA s.r.o. premises"). This must be requested from the contractual partner together with confirmation of waste generation. Provide the waste that is handed over for final disposal or utilization with the documents required by law.

10.3.3. Originator and owner of metal waste

SPOLANA s.r.o. is always the originator and owner of uncontaminated metal waste (unless expressly stipulated otherwise in a contract).

The removal of all uncontaminated metal waste and dismantled equipment owned by SPOLANA s.r.o. must be carried out through the SPOLANA s.r.o. scrap yard (within the Site Management department) or through the Divestic department (non-ferrous and precious metals).

In cooperation with the customer, an external company shall remove protective insulation from uncontaminated metal waste, clean it, weigh it, and, with the "Certificate of Transfer of Secondary Raw Materials to the Company Scrap Yard" and "weighing slip," deliver it to the company scrap yard in accordance with this directive, Appendix No. 11:

Rules for the transfer of metal material to the company scrap yard:

- Contact the authorized employee of the company scrap yard (Mr. Petr Matoušek, landline 315 665 899, mobile 736 506 505) and proceed in agreement with him.
- Ensure the removal of linings, insulation, protective layers, dismantling of fittings, and burning holes in pressure vessels and barrels.
- Ensure that the transferred material is sorted according to type and weighed on the company scales.
- Issue and hand over a weighing slip + proof of transfer of secondary raw materials (issue in duplicate) at the company scrap yard - the form is provided in Appendix 11 to this directive.

If a contract concluded with an external company/entity stipulates that it is the originator and owner of the metal waste, the export regime shall be governed by the relevant provisions of Annex No. 2 S-4.1.7 "Entry and access to the premises of SPOLANA s.r.o.".

10.4 Air protection

External companies wishing to operate **technologies associated with air emissions** on the premises of SPOLANA s.r.o. are required to submit a list of anticipated emitted substances and their quantities to the Environmental Department of SPOLANA s.r.o. (the reason for this is the possible deterioration of the spectrum of emitted substances on the premises, or possible odor nuisance to the surrounding area).

A contractor operating a source of air pollution on the premises within the meaning of the Air Protection Act is required, in the event of an accidental leak at this operated source, to:

- immediately inform the Spolana control room (2555) of this fact. Provide the contact details of the competent employee and their telephone number.
- immediately after completion, send a copy of the accident assessment report and the corrective measures submitted to the Czech Environmental Inspectorate to the Environment Department.

During the period of declared regulation levels, the contractor/tenant is obliged to follow the instructions of the Environment Department of SPOLANA s.r.o.

The contractor shall take appropriate measures to limit excessive dust in the vicinity of the construction site.

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10.5 Obligations of external entities in the area of flood prevention and emergency preparedness

10.5.1 Flood activities – general

During **flood activities**, the Site Management Department **ensures that** external entities/companies on the SPOLANA s.r.o. premises **are informed** via the OS HZSP (sending SMS messages). A list of external companies (including names and mobile phone numbers) is part of the Site Management Department's partial flood plan, which is forwarded to the OS HZSP. The dispatcher of the HZSP Operations Center (OS HZSP) provides ongoing information about the situation, forecasts, and activities being carried out via the company radio or internal communication.

In the event of changes to names and mobile phone numbers, external companies/entities are required to report the change immediately to the SPOLANA s.r.o. Site Management Department.

External entities/companies are also informed about the flood situation and other forecasts at the SPOLANA s.r.o. premises by:

- The Investment Department in the case of investment projects
- The Divestic Department in the case of divestment activities
- By the heads of operations/departments and shift supervisors in the case of loading or unloading of goods.

10.5.1.1 Flood activity levels

Flood activity levels are declared taking into account the current water level and flow rates in the flood profiles at the company's own water gauge, according to the flood situation, forecasts, and the flood activity level declared by the superior flood authority (Neratovice Municipal Office or Central Bohemian Region Flood Commission, or Central Flood Commission).

Given the specific nature of flood activities at SPOLANA s.r.o., the company's Fire Brigade Operations Center (OS HZSP) may declare a level of activity in advance of the announcement by the flood authorities, following a decision by the SPOLANA s.r.o. Flood Commission.

Declared flood activity levels:

- **1st degree of flood activity (alert status)**
- **Level 2 flood activity (state of alert)**
- **3rd flood activity level (state of emergency).**

If necessary, below is a list of SPOLANA s.r.o. employee contacts for cooperation in the event of flooding:

SPOLANA s.r.o. Fire and Rescue Service Operations Center	+420 315 662 222 or +420 315 662 223
HZSP Operations Center - Company Dispatcher	+420 315 662 555 or +420 315 662 585
Head of the Environment Department	+420 315 663 542 or +420 736 506 503
Head of Security	+420 315 662 531 or +420 736 505 747
Security Specialist SPOLANA s.r.o.	+420 315 664 422 or +420 736 505 572
Director of the Company Fire Brigade Unit	+420 315 664 100 or +420 603 565 248
Head of the Facility Management Department	+420 315 663 705 or +420 736 506 562
Investment Director	+420 315 665 250 or +420 736 506 187
Head of Divestic	+420 315 665 401 or +420 736 501 044

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10.5.2 Obligations of external companies/entities providing services to SPOLANA s.r.o. (e.g., construction, maintenance, repairs, demolition, etc.)

10.5.2.1 Flood prevention

External companies performing contractual activities on the premises of SPOLANA s.r.o. that have been completely handed over for a period longer than 30 calendar days and external companies performing contractual activities on the premises of SPOLANA s.r.o. that have been completely handed over for a period shorter than 30 days, but whose activities may lead to a worsening of the flood situation, i.e., damage to interests protected by the state and the company during floods (e.g., damage to health, the environment, significant property losses, etc.), are required to prepare their own flood plan, effective for the duration of their agreed activities at SPOLANA s.r.o.

However, the obligation to prepare a flood plan may also be imposed on the basis of a decision by any flood control authority of the state administration, local government, or on the basis of a decision by the responsible departments of SPOLANA s.r.o.

External companies/entities submit their own flood plans for approval to:

- the director of the company's Fire Rescue Service (HZSP)
- the head of the Environment Department of SPOLANA s.r.o.
- the head of the Safety Department
- the secretary of the SPOLANA s.r.o. Flood Commission
- the Investment Director (in the case of investment projects)
- Head of the Divestment Department (in the case of divestment projects)

A copy of the approved printout must be sent to the Head of the Safety Department, Head of the Environment Department, Director of the Company Fire Brigade, Secretary of the SPOLANA s.r.o. Flood Commission, Head of the Divestic Department (in the case of divestment projects) and Director of the Investment Department (in the case of an investment event).

External companies/entities/short-term visitors/truck drivers moving around the SPOLANA s.r.o. premises shall follow the instructions of the workplace manager (or the recipient of the visit) when flood activity is declared.

For activities in the event of a flood alert and state of emergency, see section 10.5.2.2 of this directive.

10.5.2.2 Flood alert and state of emergency

In the event of a flood alert being declared **at the SPOLANA s.r.o. premises** (2nd degree flood activity), employees of external companies/entities (performing contractual activities at the SPOLANA s.r.o. premises) are required to follow the instructions of the SPOLANA s.r.o. workplace manager at which they perform the agreed activities and submit a list of hazardous substance stocks and their location to the OS HZSP.

In the event of a state of emergency (level 3 flood alert) or a threat due to the disruption of the Slapy - Orlik, the responsible persons of external companies/entities shall, among other things, ensure the evacuation of company employees, close the main natural gas shut-off valves, turn off the electricity, and submit a list of hazardous substance stocks and their locations to the OS HZSP.

For evacuation principles, see section 10.5.4 of this directive.

The above activities must be completed within 30 minutes before the arrival of the flood wave.

10.5.3 Obligations of external companies/entities in their own or leased buildings/premises on the premises of SPOLANA s.r.o.

10.5.3.1 Flood prevention

External companies/entities in their own or leased buildings/premises on the premises of SPOLANA s.r.o. (separate legal entities) have obligations under Act No. 254/2001 Coll. on Water (Water Act), as amended.

These external companies/entities, which are subject to the obligation to prepare a flood plan under Act No. 254/2001 Coll., **are governed by their own flood plan**, which must be prepared in accordance with the relevant valid documents of SPOLANA s.r.o. (**S-3.17.4 "SPOLANA s.r.o. Flood Plan"**).

This document is sent in electronic form by the Site Management Department to all companies/entities required to prepare their own flood plan. In other cases, it is available from the Safety Department of SPOLANA s.r.o.

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The flood plans of external companies/entities are subject to approval by: ~~the same persons as in point 2.1 of this annex.~~

- Director of the Company Fire Brigade (HZSP)
- Head of the Environment Department at SPOLANA s.r.o.
- Head of the Safety Department
- Secretary of the Flood Commission at SPOLANA s.r.o.
- Head of the Site Management Department

After approval and issuance of the plan, a copy must always be submitted to the Director of the Fire Brigade, the Secretary of the Flood Commission of SPOLANA s.r.o., the Head of the Safety Department, the Head of the Environment Department, and the Head of the Facility Management Department.

In the event of an update to S-3.17.4 (concerning matters also affecting external companies/entities), the head of the external company/entity is obliged, at the request of the Site Management Department, Fire and Rescue Service, Safety Department, or Environment Department of SPOLANA s.r.o., to ensure that this plan is updated in accordance with the above procedure.

10.5.3.2 Flood alert and state of emergency

External companies/entities **with permanent headquarters on the premises of SPOLANA s.r.o.** (separate legal entities) are **subject to the obligations set out in Act No. 254/2001 Coll. Water Act**, as amended.

In the event of a flood alert (2nd degree of flood activity) being declared on the premises of SPOLANA s.r.o., employees of external companies/entities **shall follow their own flood plan** (see section 10.5.3.1 of this annex) and submit a list of stocks of hazardous substances and their location to the OS HZSP.

In the event of a state of emergency (level 3 flood activity) or a threat due to the disruption of the Slapy - Orlik, the responsible persons of external companies/entities shall, among other things, ensure the evacuation of company employees, close the main natural gas shut-off valves, switch off the electricity, and submit a list of hazardous substance stocks and their locations to the OS HZSP.

For evacuation principles, see section 10.5.4 of this directive.

The above activities must be completed within 30 minutes before the arrival of the flood wave.

10.5.4 Principles of evacuation of persons during floods

10.5.4.1 Upon receiving information about a flood threat from SPOLANA s.r.o., managers or authorized employees of external companies/entities must immediately:

1. Flood activity level

Inform all persons (including their subcontractors) who, to their knowledge, are present at their workplaces on the premises of SPOLANA s.r.o. about the declared 1st degree of flood activity (state of alert) and know their number.

Initiate cooperation with the manager of the department where they perform their activities.

Inspect the workplace, focusing on the location of valuable and other materials that are at risk from flooding and prolonged power outages. Also inspect the outdoor area to see if there are any bulky and heavy objects that could float in the direction of the water flow (containers, barrels, construction cells, etc.). Consider their necessity and the development of the flood situation and, if necessary, arrange for their removal.

Obtain a list of subordinate employees who, with their knowledge, are present at their workplaces on the premises of SPOLANA s.r.o. The list must contain the names and telephone numbers of these employees.

Check that all employees have respiratory protection with them in accordance with the SPOLANA s.r.o. Internal Emergency Plan.

At flood activity level 2 (state of alert)

- Inform all persons (including subcontractors) at workplaces on the premises of SPOLANA s.r.o. about the declared 2. level of flood activity (state of emergency).
- Inform all persons that they are entitled to refuse to perform work which they have reasonable grounds to believe poses an immediate and serious threat to their life or health (Labor Code, Section 106(2)).

Prepared by: Responsible department František Saifrt Integrated Management Systems Department	Reviewed by: Martin Čech Director of HSE&Q, PVISŘ	Approved by: Piotr Robert Kearney Authorized Representative	No. of copy / revision / 4
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- Activate all personal protective equipment (**have respiratory protection on standby**).
- Submit a list of hazardous substance stocks and their locations to the OS HZSP SPOLANA s.r.o.
- Cooperate with the crisis management authorities of SPOLANA s.r.o. and follow the instructions issued by the warning system (Fire and Rescue Service units, Fire and Rescue Service Operations Center, Flood Commission, Crisis Management Team, Company Security) and the instructions of SPOLANA s.r.o. department staff.

During a Level 3 flood alert (state of emergency)

- Close windows, turn off computers and other electrical appliances.
- Evacuate all persons who are not immediately necessary to ensure safe operation and to carry out inspections **from the SPOLANA s.r.o. premises to the southern parking lot at gate no. 3 (buildings A 6010, A 6020)**. These persons shall take their personal protective equipment and personal belongings (bags, valuables, money) with them. With the knowledge of the supplier's recipient, the evacuation of these persons may be decided already at flood activity level 2, provided that the workplace is secured.
- **Do not use elevators during evacuation!**
- Submit a list of hazardous substance stocks and their locations to OS HZSP SPOLANA s.r.o.
- Stop and safely secure all filling and emptying of hazardous substances, loading and unloading.
- Suspend repairs to equipment and all work involving open flames, with the exception of repairs that would otherwise jeopardize operational safety, worsen the environmental impact of production, or seriously threaten the operability of production units or the supply of energy and water to SPOLANA s.r.o.
- Cooperate with the crisis management authorities of SPOLANA s.r.o. and follow the instructions issued by the warning system (Fire and Rescue Service units, Fire and Rescue Service Operations Center, Flood Commission, Crisis Management Team, Company Security, Czech Police) and the instructions of SPOLANA s.r.o. employees.

10.6 Prevention of serious accidents

Information on the risks of possible danger to life and health, the risks of a major accident, preventive safety measures, and the desired behavior of persons in the event of a major accident at the SPOLANA s.r.o. premises is provided in Appendix 2 to this directive, including a situation diagram of escape routes and the location of assembly points for evacuees.

External companies/entities that are required by Act No. 224/2015 Coll. on the prevention of major accidents (as amended) to prepare an internal emergency plan shall follow their own internal emergency plan, which must be prepared in accordance with the relevant legislation in force at SPOLANA s.r.o. (The internal emergency plan of SPOLANA s.r.o., see S-3.17.5 "Emergency planning - prevention of major accidents" - is available to the Fire and Rescue Service (HZSP) of SPOLANA s.r.o.).

This plan is submitted by external companies/entities for approval to the director of the HZSP SPOLANA s.r.o. department.

After approval and issuance of the plan, the relevant copy must always be submitted to the HZSP department.

In the event of changes to the internal emergency plan of SPOLANA s.r.o. concerning external companies/entities, the head of the external company/entity is obliged, at the request of the HZSP department or the Safety department, to ensure that this plan is updated in accordance with the above procedure.

In the departments of SPOLANA s.r.o., external persons performing contractual activities are allowed access to emergency documentation. The director/manager of the relevant plant/department is responsible for training employees of external companies/entities on the emergency documentation of the workplace where they perform the agreed activities for SPOLANA s.r.o. (to the extent necessary before commencing activities).

The managers of external companies/entities with permanent headquarters on the premises of SPOLANA s.r.o. are responsible for training their employees in their own internal regulations and instructions for emergencies.

10.7 Pollution of the premises at SPOLANA s.r.o.

External companies/entities are required to maintain cleanliness and order at their workplace and to implement measures to prevent pollution or damage to roads, paths, lawns, greenery, etc.

Vehicles, mobile mechanisms, and technological equipment of external companies operating on the premises of SPOLANA s.r.o. premises must meet the legal requirements for technical inspections. They must not leak petroleum substances or chemicals. They must not pollute the environment with excessive emissions. When not in use, their engines must be turned off.

In the event of contamination of the road, **the person responsible for the contamination** is obliged **to remove it without delay** and restore the road to its original condition at their own expense. If they fail to do so, the director/manager of the plant/department of SPOLANA s.r.o.,

Prepared by: Responsible department František Šaifrt Integrated Management Systems Department	Reviewed by: Martin Čech Director of HSE&Q, PVISŘ	Approved by: Piotr Robert Kearney Authorized Representative	No. of copy / revision / 4
			Effective from: November 1, 2024

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to whose use the road belongs according to the zoning plan, have the necessary work carried out to remedy the situation **at the expense of the external company/entity that caused the pollution** and failed to restore the road to its original condition.

Any work (excavations, landfills, dumps, handling, etc.) on the premises of SPOLANA s.r.o. **may not be carried out without the written consent** of the above-mentioned director/plant manager/department manager of SPOLANA s.r.o.

11 FIRE SAFETY OBLIGATIONS

11.1 Obligations of all persons in the area of fire protection (FP)

- Act in such a way as not to cause a fire or endanger the life and health of persons, animals, and property.
- Act in such a way as to prevent the outbreak of fire, especially when using thermal, electrical, gas, and other appliances and chimneys, when storing and using flammable or fire-hazardous substances, when handling them or open flames or other sources of ignition.
- Be familiar with and comply with the Fire Alarm Guidelines, Fire Evacuation Plan, and Fire Regulations (if developed for the workplace), follow orders, and comply with fire safety prohibitions in designated areas.
- Participate in fire protection training, know how to raise the alarm and call for help in the event of a fire, explosion, accident, etc., know the location and use of portable fire extinguishers and hydrants.
- Maintain order in the workplace and other places where a fire may occur and hinder the intervention of the Fire and Rescue Service, keep escape routes, assembly areas, and access to emergency exits, electrical distribution equipment, water and gas shut-off valves in buildings, and fire protection equipment clear.
- Immediately report to your supervisor any defects that could result in a fire and defects in firefighting equipment (especially portable fire extinguishers, hydrant equipment, etc.) or their use or misuse.
- Extinguish the fire, if possible, or take the necessary measures to prevent its spread (unless this would expose them or persons close to them to serious danger or risk, or unless prevented by important circumstances). Provide personal or material assistance to the Fire and Rescue Service Unit at the request of the incident commander.
- When fighting fires, natural disasters, and other emergencies, provide reasonable personal assistance, unless this would expose you or those close to you to serious danger or threat, or unless important circumstances prevent you from doing so, and provide the necessary material assistance; take the necessary measures to rescue endangered persons.
- Immediately report any emergency (fire, accident, hazardous substance leak, etc.) to the HZSP operations center (tel. 2222).

11.2 Further information on fire protection

They are listed in Directive S-3.17.8 "Fire Protection" (available from the director/manager of the SPOLANA s.r.o. plant/department where external companies/entities will perform the agreed activities, in the HZSP department, or from the lessor):

- an overview of the fire protection training provided to external persons by SPOLANA s.r.o.
- on the departments responsible for fire protection tasks on the premises of SPOLANA s.r.o.
- on ensuring fire protection during reduced operation and outside working hours
- on fire safety characteristics
- fire extinguishers, designated types of fire protection equipment, and fire safety devices
- on responsibility for ensuring fire protection (FP) in individual buildings
- Conditions for issuing a "Permit to enter areas with explosion hazards."

For the labeling, storage, and placement of hazardous chemicals, including containers of flammable liquids and pressure vessels, see sections 10.1.3 and 10.1.4 of this directive.

Prepared by: Responsible department František Saifrt Integrated Management Systems Department	Reviewed by: Martin Čech Director of HSE&Q, PVISŘ	Approved by: Piotr Robert Kearney Authorized Representative	No. of copy / revision / 4
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11.3 The following is PROHIBITED on the premises of SPOLANA s.r.o.

Prohibition	Details	Exceptions to the prohibition
Smoking	- This also applies to areas in buildings owned or leased by external entities/companies. - No-smoking zones are defined as the areas in front of gatehouses 3 and 4 and the reception area. - This also applies to electronic cigarettes.	- An exception may be granted to an external company/entity upon written request for a precisely defined area submitted to the head of the SPOLANA s.r.o. facility management department. - Permission to smoke is granted by the director of the HZSP department based on a local investigation (ventilation options, disposal of cigarette butts, compliance with fire prevention principles, etc.). Permission is limited by the relevant fire safety documentation. - In areas and buildings where smoking is permitted, a signed "Smoking Permit" must be displayed in a visible location. - In the event of a violation of the established rules, the director of the HZSP department may cancel the smoking rooms with immediate effect.
The use of mobile phones, radio stations, dictaphones, cameras, cameras	- In areas marked with a "DANGER OF EXPLOSION" sign (zones 0, 1, 2, 20, 21, 22) and the sign "No smoking or open flames" sign. - Devices must be turned off!	In areas marked in this way, the use of radio stations and devices designed for use in areas with a risk of explosion and clearly marked "EX" is permitted in areas marked with a sign saying "EXPLOSION HAZARD" (zones 0, 1, 2,
Working with open flames	- Without a "Permit for welding and work with open flames" (hereinafter referred to as "Permit"). - Without professional competence to perform such work - (for details of the "Permit", see S-3.11.5 "Permitting work on equipment and work under exceptional conditions" and its Annexes 1, 2, 6, and 7)	Issued <u>"Permit for welding and working with open flames"</u>: - Work in areas with increased and high fire risk must be approved by a professionally qualified person in the field of fire protection (fire and accident prevention specialist of the HZSP unit), or in their absence, by the shift commander of the HZSP unit - HZSP unit commander or his/her deputy, always with a record in the "Permit." - If it is not possible to clearly define the risks associated with the use of open flames, the relevant director/manager is obliged to establish a commission with the participation of a person professionally qualified in the field of fire protection <u>Permanent permit for welding and working with open flames:</u> - Granted by the director of the HZSP department on the basis of a written request and inspection of the premises by a person professionally qualified in the field of fire protection. - External companies/entities apply for a "Permanent Permit" from the lessor (Facility Management Department), who forwards the application to the HZSP Department.
Damage to fire protection equipment and its use for purposes other than intended	- Fire safety equipment includes fire extinguishers, fire safety equipment, fire safety devices, etc. - The ban also includes warning and safety signs.	None.
Entry of motor vehicles into areas with explosion hazard	These areas are marked with a sign "EXPLOSION HAZARD" (zones 0, 1, 2, 20, 21, 22).	In justified and reasonable cases, the relevant manager may issue a "Permit to enter areas with explosion hazard". This does not affect the provisions of S-4.1.7 "Entry and access to the premises of SPOLANA s.r.o."

12 REPORTING OF WORK-RELATED ACCIDENTS

In the event of an injury to an employee of an external company/entity on the premises of SPOLANA s.r.o., the injured person, if able, or another person who witnesses the accident or learns of it, is obliged to **immediately notify**:

- the dispatcher at the SPOLANA s.r.o. Fire and Rescue Service Operations Center (telephone numbers 315 662 555 or 315 662 585),
- the director/manager of the plant/department of SPOLANA s.r.o. for which the external company/entity performs activities on a contractual basis,
- the authorized representative of the company/entity or the superior of the affected person.

Prepared by: Responsible department František Šaifrt Integrated Management Systems Department	Reviewed by: Martin Čech Director of HSE&Q, PVISŘ	Approved by: Piotr Robert Kearney Authorized Representative	No. of copy / revision / 4
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! The priority is to **provide first aid and call for medical assistance if necessary**:

- from a landline, dial 155, 112, or 2233 (you will be connected to the SPOLANA s.r.o. Fire Department Operations Center),
- from a mobile phone or telephone outside the SPOLANA s.r.o. premises, dial 155 (the Central Bohemian Region Emergency Medical Service will answer), 112 (the Central Bohemian Region Fire Department Operations and Information Center will answer) or 315 662 233 (the SPOLANA s.r.o. Fire Department Operations Center will answer).

The manager of the external company/entity or the immediate superior of the affected person is obliged to:

- **Immediately report important circumstances** surrounding the accident by telephone to the dispatcher at the SPOLANA Fire and Rescue Service Operations Center s.r.o. (telephone numbers: 315 662 555 or 315 662 585),
- **ensure compliance with the obligations arising from generally binding regulations** (investigation of the accident at work, writing up an accident report, reporting, etc.), cooperate with the director/manager of the SPOLANA s.r.o. plant/department for which the external company/entity performs activities on a contractual basis, and with the SPOLANA s.r.o. Safety Department, which participates in investigating the causes of the accident (among other things, ensure that an internal accident report is drawn up in accordance with Directive S-3.17.2 "Reporting, investigation, and recording of extraordinary events and occupational accidents").

The reporting of occupational accidents to the SPOLANA s.r.o. Fire and Rescue Service Operations Center is mandatory for external companies/entities on the SPOLANA s.r.o. premises.

In the event of an accident at work involving an employee of an external company/entity on the premises of SPOLANA s.r.o., **the dispatcher at the SPOLANA s.r.o. Fire and Rescue Service Operations Center** shall:

- Report the accident without undue delay by telephone to the Czech Police in Neratovice if the facts indicate that a criminal offense was committed in connection with the accident (on the instructions of the relevant manager of the workplace where the accident occurred), or in the case of a fatal accident, to the Regional Labor Inspectorate.
- In the event of an accident (including a fatal accident) involving an external person/employee of an external company/entity (employee of another employer), the director/manager of the plant/department for which this person performs contractually agreed activities shall be called. The manager called in shall ensure that the employer of the injured person is informed and shall participate in the investigation of the causes of the accident.
- In the event of an accident at work involving an external person on the premises of SPOLANA s.r.o., who is transported by the emergency services to hospital for treatment, immediately informs by telephone or SMS:
 - the authorized representative of the company or the manager whose department has a contractual relationship with this company, who will contact the authorized representative of the company (if the dispatcher does not have the contact details of the representative of the company in question),
 - the director/senior employee at whose plant/department the accident occurred, and other designated persons at SPOLANA s.r.o.
- In the event of an accident at work on premises contractually leased to an external company/entity or duly handed over as a construction site, only the Czech Police in Neratovice and the Regional Labor Inspectorate shall be notified.
- The dispatcher shall proceed in the same manner in the event of a death at the workplace that is not related to an accident at work. In the event of a natural death of a person that is not related to an accident at work, the Czech Police shall be notified (by telephone) only if there are clear signs of third-party negligence.

13 EMERGENCY EVENTS

13.1 General principles

An emergency is an undesirable event limited in time and space that results in a threat to or damage to the health or life of persons, property, the environment, the working environment, or reputation; accidents, traffic accidents, hazardous situations, and near-accidents are also considered emergencies.

The managers of external companies/entities are responsible for the training, preparedness, and instruction of their employees in accordance with their own internal regulations and instructions for emergencies and for the organization of their activities.

All activities must be carried out in such a way as to prevent emergencies (leakage of hazardous chemicals, fire, explosion). In the event of an emergency, activities must be directed towards eliminating the emergency and minimizing its consequences.

Immediate notification of emergencies (even if they were eliminated without the involvement of the HZSP) to the HZSP SPOLANA s.r.o. Operations Center **is mandatory for external companies/entities on the premises of SPOLANA s.r.o.:**

- from a landline: 150, 112, 2222 (you will be connected to the SPOLANA s.r.o. Fire Department Operations Center),
- from a mobile phone or a phone outside the SPOLANA s.r.o. premises: 150, 112 (you will be connected to the Regional Operations and Information Center of the Fire and Rescue Service of the Central Bohemian Region) or 315 662 222 (you will be connected to the Operations Center of HZSP SPOLANA s.r.o.),
- for other telephone contacts, see Appendix No. 4 to this directive.

Prepared by: Responsible department František Saifrt Integrated Management Systems Department	Reviewed by: Martin Čech Director of HSE&Q, PVISŘ	Approved by: Piotr Robert Kearney Authorized Representative	No. of copy / revision / 4
			Effective from: November 1, 2024

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When reporting, proceed in accordance with the emergency plan or fire alarm directive.

External entities/companies **are informed about the declaration of an emergency at the SPOLANA s.r.o. premises** via the SPOLANA s.r.o. Fire Department Operations Center (by sending SMS messages). In the event of changes to names and mobile phone numbers, external companies/entities are required to report the change to the SPOLANA s.r.o. Site Management Department.

Employees of selected external companies based at the SPOLANA s.r.o. premises, to whom SPOLANA s.r.o. sends directive S-3.17.5 "Emergency planning - prevention of serious accidents" (including the Internal Emergency Plan of SPOLANA s.r.o.), shall proceed in accordance with S-3.17.5.

Employees of other **external companies/entities operating on the premises of SPOLANA s.r.o.** shall proceed in the event of an accident in accordance with the following paragraphs of this directive and in accordance with their own internal regulations and instructions.

Access of employees of external companies/entities and other persons performing contractual activities in the department to accident documentation and their demonstrable familiarization with it to the extent necessary before commencing activities, see paragraph 10.6 and Chapter 4 of this directive.

13.2 Procedure for detecting leaks of substances into water/soil/air (non-standard conditions associated with increased emissions or possible epidemiological impact)

The release of hazardous substances into the environment is pollution of the air, surface water, including sewage systems, groundwater, or the rock environment (soil) on or off company premises or workplaces due to the release of hazardous substances (gases, liquids, dust, or solids) as a result of incorrect handling, operational accidents, technical equipment failure, fire, explosion, vehicle accident, natural disaster, etc.

Upon detection of a threat of an accident or leakage of a hazardous substance into water, soil, or air (including sensory detection of increased emissions), **all employees of external companies/entities are required to immediately:**

- report this fact to the dispatcher of the HZSP SPOLANA s.r.o. Operations Center (see Appendix 4 of this directive for telephone numbers), either themselves or through their immediate supervisor. When reporting, they shall provide:
 - the name and telephone number of the reporting person
 - the facility (plant/operation, location, or source of the leak) and the facility number (listed on the telephone)
 - what happened (briefly), the location of the incident and the type of hazardous substance (if possible).
- take the necessary measures, to the best of their ability, to avert the threat, prevent further leakage, or mitigate the consequences of the incident.

Employees of external companies/entities shall proceed in accordance with the following paragraphs of this directive and their own internal regulations and instructions (their own "Action Plan for Accidents Resulting from the Release of Hazardous Substances into Water and Soil", see section 10.2.4) when a leak is detected. and when a chemical alarm is declared, they shall also proceed in accordance with the Partial Emergency Plan of the relevant plant. They shall then warn endangered persons and leave the contaminated area if possible.

13.3 Procedure for declaring a chemical alarm

A chemical alarm is declared when a hazardous gaseous substance is released into the air.

SPOLANA s.r.o. informs external entities/companies (i.e., tenants and companies operating on the premises of SPOLANA s.r.o.) about the declaration of a Level 2 and 3 chemical alarm via the SPOLANA s.r.o. Fire and Rescue Service Operations Center **by sending SMS messages.**

Employees of external companies/entities **must be familiar with the types of warning signals** used at SPOLANA s.r.o. **to declare a chemical alarm** (see Appendix No. 5 to this directive).

Obligations of all persons when a chemical alarm is declared:

- 1) Report the leak of a hazardous substance to the Operations Center (OC) of HZSP SPOLANA s.r.o.
- 2) Act calmly and with caution.
- 3) Discontinue telephone calls unless they are absolutely necessary to ensure the operation of technology, interventions in the operation of equipment or the shutdown of production units or parts thereof, or to warn persons and organize necessary activities related to the declared emergency. Calls must be kept to a minimum.
- 4) Respect the smoking ban with immediate effect, even in otherwise permitted areas. Switch off electrical appliances and extinguish open flames, interrupt work involving open flames.
- 5) Warn other persons (employees, visitors, etc.) if possible.
- 6) Do not approach the accident site.
- 7) When the company siren sounds, immediately listen to the company radio (in rooms equipped with it).

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- 8) Prepare personal protective equipment, especially an escape mask.
- 9) Follow the instructions of the relevant director/manager of the SPOLANA s.r.o. plant/department, follow the instructions of law enforcement officers and authorities, i.e. the company's fire brigade, security guards, emergency medical services, and the Czech Police.
- 10) In the event of sheltering and evacuation, follow these instructions:

Evacuation principles:

- 1) Act calmly and with caution.
- 2) Do not approach the accident site.
- 3) After the evacuation has been announced, turn off your PC, electrical and gas appliances (except refrigerators and freezers).
- 4) Extinguish any open flames and stop working with open flames.
- 5) Close windows.
- 6) Leave the workplace and take your personal belongings with you (bags, handbags, valuables, money).
- 7) Follow the instructions issued by the warning system and the instructions of law enforcement officers and authorities (Fire and Rescue Service Operations Center, Fire and Rescue Service, Company Security, Czech Police, Emergency Medical Services).
- 8) Exercise increased caution to avoid unnecessary injury.
- 9) During evacuation, use personal protective equipment, especially respiratory protection.
- 10) Do not use elevators that are not marked as evacuation elevators.
- 11) Register at the designated assembly point for evacuees.

Escape routes from workplaces with complex fire conditions are described or graphically illustrated in the fire evacuation plans for the relevant workplaces. Evacuation management is ensured by the shift supervisors of the individual plants/operations. For a situational diagram of escape routes and the location of assembly points for evacuees, see the end of Appendix 2 to this directive.

In the event of a hazardous gas leak into the atmosphere, the company security service opens (if necessary) the CHEMOPARK zone barriers on streets S1 – S4 to allow the evacuation of people, cars, and mobile equipment.

13.4 Procedure in case of fire at the SPOLANA s.r.o. premises

A fire is any undesirable combustion that results in the death or injury of persons or animals, damage to material assets or the environment, and undesirable combustion that poses an immediate threat to persons, animals, material assets or the environment. For reporting a fire, see section 13.7 of this directive.

For example, the burning of electrical windings of rotating electrical machines due to electrical ignition is not considered a fire, provided that the burning does not spread beyond the winding area or smoldering of electrical installations.

Obligations in the event of a fire or other emergency (accident, leakage of hazardous substances, etc.):

- a) Immediately report any emergency (fire, accident, leakage of hazardous substances, etc.) to the HZSP operations center (telephone numbers 315 662 222 or 315 662 223).
- b) Take the necessary measures to rescue people in danger.
- c) When fighting fires, natural disasters, and other emergencies, provide reasonable personal assistance, unless this exposes you or those close to you to serious danger or threat, or unless important circumstances prevent you from doing so, and provide the necessary material assistance to the HZSP Unit at the request of the incident commander.
- d) Extinguish the fire, if possible, or take the necessary measures to prevent it from spreading.
- e) Follow the fire evacuation plan for the building, follow the fire alarm guidelines and instructions from members of the company's fire brigade or security staff.
- f) Do not use elevators during evacuation!

13.5 Measures to be taken in the event of a bomb threat to the SPOLANA s.r.o. premises

13.5.1 Information about the threat

If an external company/entity receives information about a threat to its own/leased buildings/premises on the SPOLANA s.r.o. premises, it is necessary to immediately inform the dispatcher of the SPOLANA s.r.o. Fire and Rescue Service Operations Center (telephone numbers 315 662 555 or 315 662 585) and proceed in accordance with sections 13.5.2 and 13.5.3 of this directive.

Upon receiving a threat or information about a bomb threat on the premises of SPOLANA s.r.o., the HZSP Operations Center shall ensure that external entities on the premises of SPOLANA s.r.o. are informed by sending SMS messages; all persons on the premises of SPOLANA s.r.o. shall be informed of the threat by the VISO warning system.

Prepared by: Responsible department František Saifrt Integrated Management Systems Department	Reviewed by: Martin Čech Director of HSE&Q, PVISŘ	Approved by: Piotr Robert Kearney Authorized Representative	No. of copy / revision / 4
			Effective from: November 1, 2024

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13.5.2 Upon receiving information about a threat

Upon receiving information about a threat from SPOLANA s.r.o., managers or authorized employees of external companies/entities must immediately ensure the following:

- Inform all persons (including their subcontractors) at workplaces on the premises of SPOLANA s.r.o. about the threat.
- Inform all persons that they are entitled to refuse to perform work which they have reasonable grounds to believe poses an immediate and serious threat to their life or health (Labor Code, Section 106(2)).
- Activate all personal protective equipment (**have respiratory protection ready**).
- Evacuate all persons who are not immediately necessary to ensure safe operation and to carry out checks; for the principles of evacuation of persons, see Section 13.5.3 of this directive.
- Stop and securely secure all filling and emptying of hazardous substances, loading and unloading.
- Suspend repairs to equipment and all work involving "open flames," except for repairs without which the safety of operations would be compromised, the environmental impact of production would be worsened, or the operability of production units or the supply of energy and water to SPOLANA s.r.o. would be seriously endangered.
- Perform a visual inspection of workplaces, especially hazardous substance storage areas, control rooms, and areas with a high concentration of personnel, to ensure that there are no inappropriate items (packages, bags, boxes, etc.) in the premises. **If such items are found, do not handle them, leave the area, and report to the dispatcher at the SPOLANA s.r.o. Fire and Rescue Service Operations Center** (telephone numbers 315 662 555 or 315 662 585).
- Cooperate with the SPOLANA s.r.o. crisis management authorities (crisis management team, SPOLANA s.r.o. Fire and Rescue Service Operations Center).

13.5.3 Evacuation procedures in the event of a bomb threat to the SPOLANA s.r.o. premises

Immediately after receiving information about the threat, all persons who are not essential for operating the equipment, ensuring safe operation, informing external organizations/companies, and performing checks are evacuated. Before leaving their workplaces, all persons perform a visual inspection of their workplace and proceed according to the evacuation principles:

- Perform a quick visual inspection of their workplaces to ensure that there are no suspicious objects; report any suspicious objects (from a safe distance) immediately to OS HZSP (tel. 2555, 2585, 2222), do not handle the object.
- Turn off computers, electric cookers, kettles, and other electrical appliances.
- Stop working with "open flames."
- Close windows and leave the doors to individual offices unlocked in case of a pyrotechnic inspection.
- Leave the workplace and take your personal protective equipment and personal belongings (bags, handbags, valuables, money) with you.
- The recipient of the visit is responsible for its evacuation.
- Do not use elevators during evacuation.
- During evacuation, exercise extreme caution to avoid unnecessary injury.
- Follow the instructions announced by the warning system and the instructions of law enforcement personnel and authorities (Fire and Rescue Service units, Fire and Rescue Service, company security, Czech Police, Crisis Management Team).
- After the emergency is over, return to the workplace as instructed by the Crisis Management Team.

13.6 Cooperation in resolving and investigating emergencies

Reporting emergencies – every person is obliged to report the following to the company's Fire Brigade Operations Center (OS HZSP), either personally or through their superior:

- an accident occurring at their workplace – immediately (from a fixed company line 150, 112, 2222, from a mobile phone or a phone outside SPOLANA s.r.o. 150, 112),
- any fire or explosion on the premises of SPOLANA s.r.o., even if it was extinguished without the involvement of the Fire and Rescue Service,
- registration of increased emissions.

If a **complaint about increased emissions** from the equipment of an external company/entity has been recorded, the responsible employee of this company/entity shall, at the request of the dispatcher of the HZSP Operations Center, ensure that an inspection of the technological regime of the company/entity is carried out as soon as possible (10-15 minutes) during the time period when the complaint was recorded; and report the results of the inspection to the dispatcher by telephone.

When dealing with an emergency, **employees of external companies/entities are required to cooperate** with SPOLANA s.r.o. departments (HZSP department, including the HZSP Operations Center, Environment department, etc.) and with the external company providing security services for SPOLANA s.r.o., **follow their instructions**, subsequently cooperate with the relevant investigation commission, and provide the required documentation.

Prepared by: Responsible department František Saifrt Integrated Management Systems Department	Reviewed by: Martin Čech Director of HSE&Q, PVISŘ	Approved by: Piotr Robert Kearney Authorized Representative	No. of copy / revision / 4
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After an emergency occurs **in the leased premises**, the manager of the external company/entity is obliged to:

- **ensure that the emergency is investigated**; in the event of increased emissions, where the source of the emissions has been identified, prepare a report on the causes of the leak with details of the location, quantity (calculated or professionally estimated) and time course of the emissions, specifying specific remedial measures and signed by the relevant manager
- **submit one copy of the investigation report** to the director of the HZSP department and the HZSP Operations Center.

14 INFORMATION TECHNOLOGY (IT) SECURITY. PERSONAL DATA PROTECTION

14.1 Obligations when authorized to use IT assets of the ORLEN Unipetrol Group

External companies/entities authorized to use the IT assets of the ORLEN Unipetrol Group (including the IT assets of SPOLANA s.r.o.) as end users **are required to comply with the ORLEN Unipetrol Group guidelines**:

- **Guideline 075 "ICT Security Rules for End Users"**
- **Guideline 071 "IT Contingency Planning Strategy"**

An external entity/company that does not accept the above ORLEN Unipetrol Group guidelines is not authorized to use the Group's IT assets, including the IT assets of SPOLANA s.r.o. The guidelines apply without exception to all end users, i.e., employees and external workers with access to the Group's IT assets.

These guidelines are available at SPOLANA s.r.o., where external companies/entities will perform the agreed activities.

14.2 Obligations in relation to personal data. Camera system

External entities / companies are required **to comply with** Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter referred to as "GDPR").

SPOLANA s.r.o. operates **a camera system in continuous recording mode** on the legal basis defined in Article 6(1)(f) of the GDPR, where processing is necessary for the purposes of the legitimate interests pursued by the controller or a third party (in particular for the necessary protection of the security and property of the company).

Data subjects are **informed** about the use of the camera system **by means of an information board** containing a camera pictogram with the text "The area is monitored by a camera system with recording", a notice on the entrance door of the B5100 administrative building, and also in section 6.1 of this directive.

Further information can be obtained on request from the group's data protection officer atosobniudaje@orlenunipetrol.cz .

15 LIABILITY INSURANCE. COMPENSATION FOR DAMAGES IN THE EVENT OF FAILURE TO FULFILL OBLIGATIONS

External companies/entities must have liability insurance for the activities that are the subject of their business.

If the employees of the relevant external company/entity cause damage to SPOLANA s.r.o. **by violating regulations** in the area of occupational health and safety, fire protection, other generally binding regulations, or SPOLANA s.r.o. regulations with which they have been demonstrably familiarized, , these **external companies/entities are obliged to compensate for such damage**, including consequential damage caused by production downtime in connection with the damage caused.

Compensation for damage or non-pecuniary harm caused to SPOLANA s.r.o. by an external company/entity or external employee shall be claimed from that entity or employee to the extent specified in the contract concluded with them. If this issue is not covered by the contract, compensation shall be claimed in accordance with the relevant provisions of law.

16 RELATED DOCUMENTS

In this directive, related documents are listed directly in the relevant chapters and are therefore not listed in this chapter.

17 RECORD

Due to the nature of Directive S-4.1.5, this chapter does not contain an overview of the records resulting from this directive. External entities/companies are responsible for maintaining, storing, and archiving records that apply to them and result from this directive.

pared by: Responsible department: František Saifrt Integrated Management Systems Department	Reviewed by: Martin Čech Director of HSE&Q, PVISŘ	Approved by: Piotr Robert Kearney Authorized Representative	No. of copy / revision / 4
			Effective from: November 1, 2024

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18 INTERPRETATION OF TERMS AND ABBREVIATIONS

- SPOLANA s.r.o. premises - for the purposes of this directive, this refers to the SPOLANA s.r.o. site bounded by a fence and the Elbe River on the eastern side, as well as the adjacent buildings and areas (e.g., parking areas, landfill on the right bank of the Elbe, etc.)
- external entity/company - a legal or natural person operating on the SPOLANA s.r.o. premises on a contractual basis (performing activities that are the subject of their business for SPOLANA s.r.o. and/or another legal entity operating on the SPOLANA s.r.o. premises in rented or owned buildings/premises)
- external person/worker - any natural person operating on the premises of SPOLANA s.r.o. who is not an employee of SPOLANA s.r.o.
- Ordering party - a manager of SPOLANA s.r.o. or an employee authorized by him, or a responsible employee of an external entity who arranges for another external entity/company to perform work on the premises of SPOLANA s.r.o., or arranges for the rental of a building on the premises of SPOLANA s.r.o. premises to an external entity/company (lessor)
- Company security - external company ORLEN Ochrana Sp. z o.o. providing security for SPOLANA s.r.o. on a contractual basis, initial training and management of identification cards, and accepting related cash payments
- company - definition according to the entry in the Commercial Register: Business name: SPOLANA s.r.o., ID No. 45 14 77 87
Registered office: ul. Práce 657, Neratovice, PSČ 277 11
- "Work permit" - permit to work on equipment and work under exceptional conditions according to S-3.11.5 "Permitting work on equipment and work under exceptional conditions"
- Landlord - for the purposes of this directive, usually the Site Management department (in relation to the tenant, the landlord is SPOLANA s.r.o.)
- operator - for the purposes of this directive, the SPOLANA s.r.o. department for which an external entity/company performs activities on equipment or work under exceptional conditions on a contractual basis
- Subcontractor - for the purposes of this directive, an external company that performs certain activities for SPOLANA s.r.o. on the basis of a contractual relationship with the contractor.
- manager of an external entity/company - for the purposes of this directive, an employee of an external entity/company authorized to manage its employees (must be specified in the contract), who represents the external entity/company during the period of its activities for SPOLANA s.r.o.
- contractor - for the purposes of this directive, an external company that performs or arranges activities for SPOLANA s.r.o. (the operator) on a contractual basis (e.g., according to a concluded contract for work)
- PPE - personal protective equipment (for more details, see Section 104 of the Labor Code)
- OS HZSP - Operations center and fire reporting center of the SPOLANA s.r.o. Fire Rescue Service
- GDPR - Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)

19 FINAL PROVISIONS

19.1

Departments that issue contracts or orders with external entities/companies on behalf of SPOLANA s.r.o. are required to provide information about this directive to external companies/entities providing services to SPOLANA s.r.o.
This directive is available on the SPOLANA s.r.o. website (<http://www.spolana.cz/> under "Services and premises / Legislation").

19.2

Given the scope of this directive, the deadline for familiarizing external entities/companies with this document is extended by 14 working days from the effective date of this document.

Prepared by: Responsible department František Saifrt Integrated Management Systems Department	Reviewed by: Martin Čech Director of HSE&Q, PVISŘ	Approved by: Piotr Robert Kearney Authorized Representative	No. of copy / revision / 4
			Effective from: November 1, 2024

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20 LIST OF APPENDICES

Appendix No. 1 - Basic layout of the SPOLANA s.r.o. premises (map) showing:

- gatehouses, main roads (marked with traffic signs), and parking lots
- CHEMOPARK zones with escape routes/passages (+ signs marking the boundaries of the CHEMOPARK zone)
- Green zones in the CHEMOPARK zone (where the use of personal protective equipment is not necessary)

Appendix No. 2 - Information on risks, safety measures, and desired behavior of persons on the premises of SPOLANA s.r.o.

Situational diagram of escape routes and locations of assembly points for evacuees

Appendix No. 3 - Information on selected hazardous chemicals and mixtures, their location and estimated behavior in the event of an accident

Appendix No. 4 - Important telephone numbers (for use in emergency situations) Appendix No. 5

- Types of warning signals. Announcement of warning signals

Appendix No. 6 – Definition of the scope of controlled areas at SPOLANA s.r.o. Neratovice

Appendix No. 7 – Safety conditions for temporary facilities and equipment at contractors' workplaces (ORLEN Group rules) Appendix No. 8 – Permit to enter areas with explosion hazard (template)

Appendix No. 9 – External entity declaration

Appendix No. 10 – Familiarization with the SPOLANA s.r.o. Safety Report Appendix No. 11

– Document confirming the transfer of secondary raw materials to the company scrap yard

Prepared by: Responsible department František Saifrt Integrated Management Systems Department	Reviewed by: Martin Čech Director of HSE&Q, PVISŘ	Approved by: Piotr Robert Kearney Authorized Representative	No. of copy / revision / 4
			Effective from: November 1, 2024

Basic layout of the SPOLANA s.r.o. premises

1. Marking of entrances and access points to the Chemopark zone



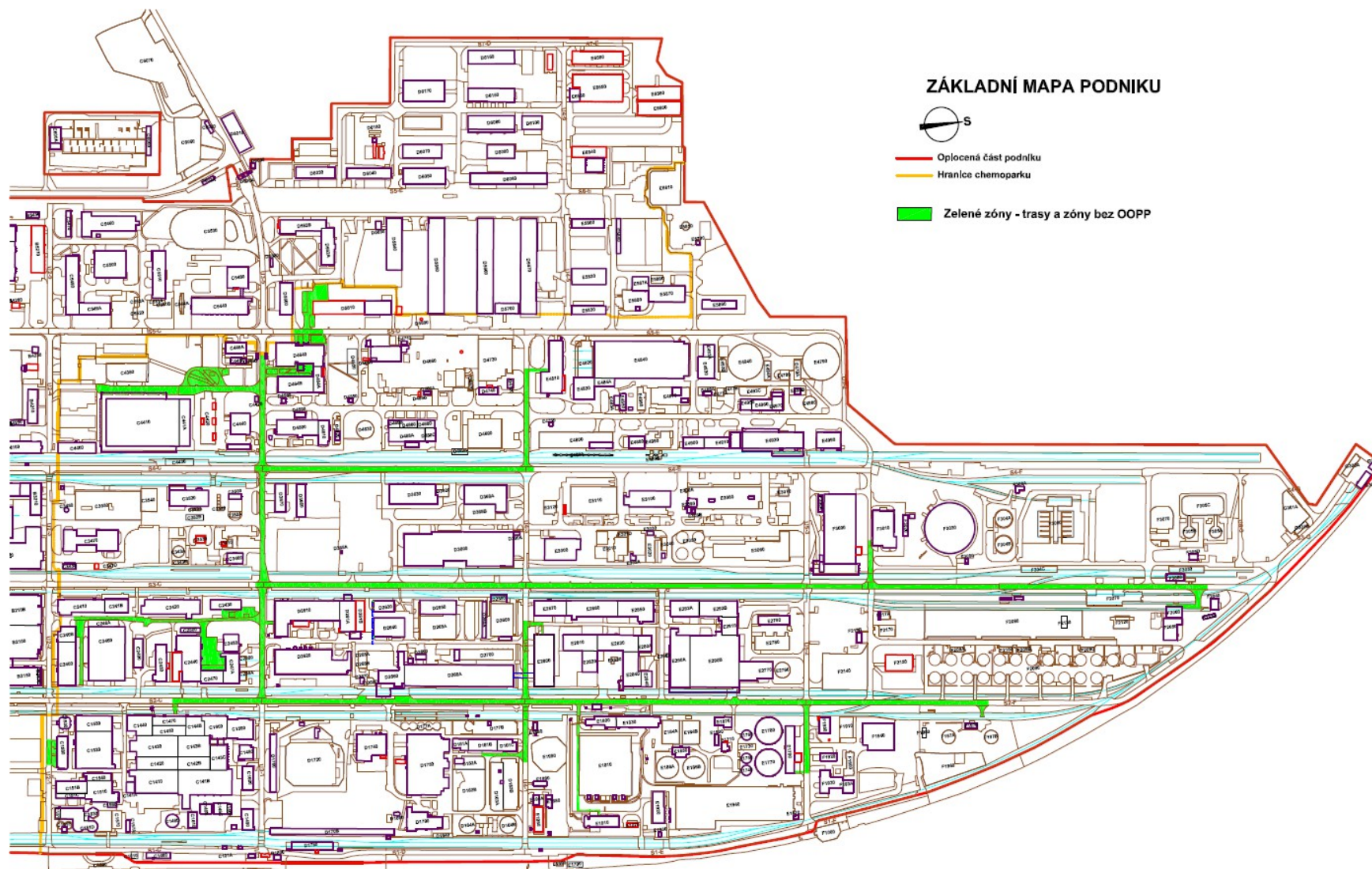
2. Marking the boundaries of the Chemopark zone



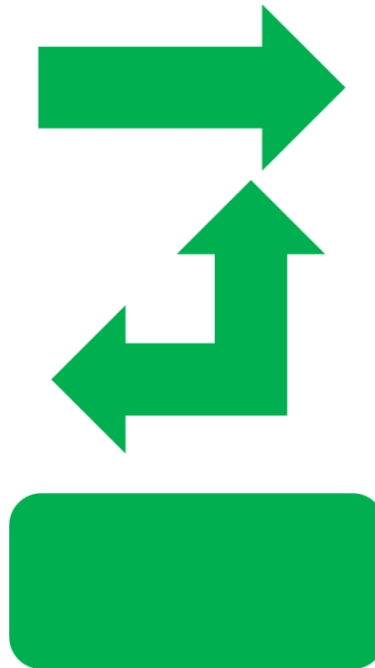
3. Marking the boundaries of the Chemopark zone



**Basic map of SPOLANA s.r.o. with marked green zones
(corridors for passage without personal protective equipment)**



Marking of Green Zones:



INFORMATION ON RISKS, SAFETY MEASURES AND DESIRABLE BEHAVIOR OF PERSONS ON THE PREMISES OF SPOLANA s.r.o.

In accordance with the provisions of Section 101(3) of the Labor Code and Section 24(3) of Act No. 224/2015 Coll. on the prevention of major accidents (both as amended), SPOLANA s.r.o. hereby informs other natural or legal persons staying at its workplaces with its knowledge

about the risks of possible danger to their life and health and about the risks of a major accident, preventive safety measures, and their desired behavior in the event of a major accident.

Serious accident = an extraordinary, partially or completely uncontrollable, time- and space-limited event, in particular a serious leak of a hazardous substance, fire, or explosion, which has occurred or is imminent in connection with the use of the facility, leading to a serious threat or serious consequences for the lives and health of people and animals, the environment, or property, and involving one or more hazardous substances.

The SPOLANA s.r.o. site is a large production facility with a high concentration of chemical and energy equipment in which hazardous substances are present. The source of danger is the processing, production, storage, and transport of hazardous substances and their handling, as well as the nature of the production equipment. These substances occur at the SPOLANA s.r.o. site mainly in liquid or gaseous form, and their danger in the event of non-compliance with regulations and procedures lies in their ability to cause a serious accident.

Information on risks is further supplemented in the case of work on equipment at individual SPOLANA s.r.o. departments by initial training (company and departmental) and further specified by the system of authorizing work on equipment ("Work Permit" according to S-3.11.5 "Authorizing work on equipment and work under exceptional conditions").

1. General risks threatening human life and health and other risks at the SPOLANA s.r.o. site

Risk	Technical and organizational measures – generally applicable	Personal protection
<u>Spillage/leakage of gases, vapors, aerosols, and dust</u> Explosion, fire Consequential risk: burns, scalds, injuries caused by radiant heat, toxic effects of leaked substances and dangerous combustion products after inhalation, injuries caused by flying and falling objects, injuries caused by shock waves. <u>Exposure to hazardous chemicals and mixtures (hereinafter also referred to as HCHM)</u> Consequential risk: toxic effects of NCHL when it comes into contact with living tissue (inhalation, contact with eyes or skin, or accidental ingestion). <u>Exposure to hot substances under pressure</u> Consequential risk: scalding, pressure contusion. <u>NCHL and oxygen-displacing substances</u> Consequential risk: nausea, oxygen deficiency. <u>NCHL liquefied by cold (pressure)</u> Consequential risk: hypothermia, frostbite. <u>Leakage of flammable liquid</u> Explosion, fire Subsequent risk: burns, ignition, inhalation of combustion products, toxic effects of released liquid vapors. <u>Electric shock</u> Subsequent risk: cardiac arrest, respiratory arrest, damage to the nervous system, burns, secondary injuries - fall. <u>Mechanical risk and risk from traffic</u> Blow, impact, crushing, falling objects, possibility of entanglement in rotating parts of equipment. <u>Noise</u> Consequential risk: hearing damage. <u>Transport</u> Consequential risk: slipping, tripping, falling through. <u>Warehouses</u> Mechanical injuries (crushing, running over, cutting), falls – tripping, collisions with vehicles, objects falling from a height, falls from a height or into a depth, leakage of stored substances due to damage to packaging.	Knowledge of and compliance with generally binding legal regulations and provisions relating in particular to: - Emergency prevention, education, and training system. - Respect for the emergency information system. - Ensuring care for third parties. - Prohibition of movement outside of communication. - Reporting obligations when entering production areas. - Prohibition of entry into areas marked off, for example, by barriers, warning signs, warning markings, etc., or guarded by an authorized person. - Respecting the instructions of persons guarding hazardous areas. - Obligations to prevent the possibility of initiating an explosion (fire) by electric charge, heat transfer, open fire: - use of equipment appropriate for the conditions in the production areas = machines, devices, tools, fasteners with appropriate covers, antistatic clothing and footwear, - compliance with the ban on vehicle entry. - Prohibition of starting work without the appropriate "Work Permit" etc. - Knowledge of first aid principles. - Knowledge of how to call for emergency medical assistance. - Knowledge of how to call the fire department. - Knowledge of the nearest means of communication (telephone, etc.). - Compliance with rules for movement on the premises - Compliance with the rules for working with electrical equipment, including marking equipment with a label confirming the validity of the inspection. - Do not enter obviously abandoned buildings or workplaces without being accompanied by or having the consent of the person responsible after all risks relating to the area have been communicated. - Compliance with warehouse operating rules, which will be explained by the responsible employee.	The specifics (properties) of individual PPE are determined based on the location of the employee's movement (see risks below) and based on individual work tasks. - When riding a bicycle, use visibility elements, including bicycle helmets. - When moving around the warehouse with other people, use visibility elements. A protective helmet with a chin strap shall be used if goods are stored in the warehouse at a height of over 200 cm, unless the warehouse operating rules specify otherwise.

2. Risks threatening the life and health of persons in the production technology area in the event of an emergency (malfunction, accident, etc.)

Kaprolactam plant

Production plant / facility	Risk	Additional measures
Caprolactam	Explosion, fire: cyclohexanone, cyclohexanone oxime, ammonia gas, vapors and dust of caprolactam Scalding, burns: steam, steam condensate, molten cyclohexanone oxime, lactam acid, solutions and molten caprolactam, trichloroethylene, contact with hot parts of equipment, sulfate lyes, hydroxylamine sulfate Hypothermia, frostbite: liquid ammonia Chemical burns: ammonia, oleum, lactam acid, NaOH, ammonia water, hydroxylamine sulfate, caprolactam Inhalation, nausea, poisoning, suffocation: ammonia, cyclohexanone, cyclohexanone oxime, trichloroethylene, nitrogen, oleum, hydroxylamine sulfate	Compliance with the rules set out in this directive and use of PPE when moving around the CHEMOPARK zone. In designated areas with the possibility of increased noise exposure: use of hearing protection.
Hydroxylamine sulfate	Explosion, fire: ammonia gas, ammonium nitrite Scalding, burns: steam, steam condensate, contact with hot parts of equipment, hydroxylamine sulfate Chemical burns: ammonia, ammonia water, hydroxylamine sulfate, nitric acid, nitrous gases, SO₂, SO₃ Hypothermia, frostbite: liquid ammonia, liquid CO₂ Inhalation, nausea, poisoning, suffocation: ammonia, SO₂, CO₂, natural gas, nitrogen, nitrous gases, sodium phosphate dodecahydrate, ammonium nitrite, ammonium bisulfite, hydroxylamine sulfate, ammonium hydroxylaminedisulfonate	General – EX zones – rules in PnP Outer clothing: antistatic with reduced flammability, protection against liquid chemicals. Minimum weight 220 g/m² Full-face mask with filter.
Production of sulfur dioxide and hydrogen boiler	Explosion, fire: natural gas, sulfane, SO₃ Scalding, burns: steam, steam condensate, contact with hot parts of equipment, liquid sulfur Inhalation, nausea, poisoning, suffocation: nitrogen, SO₃, natural gas, SO₂	
Ammonium sulfate	Explosion, fire: ammonia gas, ammonium sulfate dust Scalding, burns: steam, steam condensate, sulphate lyes Corrosion: ammonia, SK Fert water repellent, sodium phosphate dodecahydrate Inhalation, nausea, poisoning, suffocation: sodium phosphate dodecahydrate, ammonia	
Sulfuric acid	Explosion, fire: sulfur, light fuel oil Scalding, burns: steam, steam condensate, molten sulfur, contact with hot parts of equipment Corrosion, inhalation, poisoning: H₂SO₄, oleum, SO_x, BASF catalyst – vanadium dioxide, fuel oil	
Filling with sulfuric acid and oleum	Scalding, burns: steam, steam condensate, contact with hot parts of equipment Corrosion: sulfuric acid, oleum Inhalation, nausea, poisoning, suffocation: sulfur dioxide	
Bottling of cyclohexanone	Explosion, fire: cyclohexanone Inhalation, nausea, poisoning, suffocation: cyclohexanone	

Trichloroethylene bottling	Explosion: trichloroethylene DMV: 7.9% HMV: 41% Inhalation, nausea, poisoning, suffocation: trichloroethylene	
Filling of caprolactam	Scalding, burns: steam, steam condensate, contact with hot parts of equipment, molten caprolactam Inhalation, nausea, poisoning, suffocation: nitrogen, caprolactam vapors	
LV/HV substations	Electric shock: burns, cardiac arrest	Compliance with the rules set out in this directive and use of PPE when moving around the CHEMOPARK zone. Entry only accompanied by an authorized person. In the switchgear area, it is necessary to use the prescribed PPE for LV/HV. Outer clothing: antistatic with reduced flammability, protection against liquid chemicals. Minimum weight 220 g/m²

PVC plant – Electrolysis disposal

<i>Production plant/facility</i>	<i>Risk</i>	<i>Additional measures</i>
Electrolysis disposal operation	Inhalation, nausea, poisoning, death: Hg is toxic	Compliance with the rules set out in this directive and use of PPE when moving around the CHEMOPARK zone. At selected workplaces: mask with filter in standby position. Outer garments with reduced flammability. Minimum weight 220 g/m². When working where exposure to mercury is possible, PPE must be determined individually in relation to the activity – e.g., based on the contractor's technological procedure modified on the basis of the Ekora project.
LV/HV substations	Electric shock: burns, cardiac arrest	Compliance with the rules set out in this directive and use of PPE when moving around the CHEMOPARK zone. Entry only when accompanied by an authorized person. In the switchgear area, it is necessary to use the prescribed PPE for LV/HV. Outer clothing: antistatic with reduced flammability, protection against liquid chemicals. Minimum weight 220 g/m².

Note: Old environmental hazards (buildings contaminated with dioxins and mercury) have been removed and decontaminated.

PVC plant – VCM and TZO operations

<i>Production plant/facility</i>	<i>Risk</i>	<i>Additional measures</i>
VCM and TZO – filling and filling VCM	Explosion, fire: ethylene, propylene, vinyl chloride, dichloroethane, natural gas Scalding, burns: steam, steam condensate, hydrocarbons and their mixtures, contact with hot parts of equipment Hypothermia, frostbite: vinyl chloride, propylene Chemical burns: sodium hydroxide, hydrochloric acid, chlorine, hydrogen chloride Inhalation, nausea, poisoning, suffocation: chlorine, hydrogen chloride, vinyl chloride, dichloroethane, nitrogen, natural gas, liquid distillation residues, ethylene, propylene Working with chemical carcinogens: Vinyl chloride – Category 1 carcinogen distillation residues containing VCM	Compliance with the rules set out in this directive and use of PPE when moving around the CHEMOPARK zone. Controlled areas are designated within the plant premises and are subject to controlled access. Controlled areas are designated within the plant premises under controlled conditions. In designated areas with the possibility of increased noise exposure: use of hearing protection. Outerwear: antistatic with reduced flammability, protection against liquid chemicals. Minimum weight 220 g/m².

PVC plant – PVC operation

PVC	Explosion, fire: vinyl chloride, ethanol, organic peroxides, PVC dust, exhaust gases Scalding, burns: steam, steam condensate, contact with hot parts of equipment Hypothermia, frostbite: vinyl chloride Corrosion: hydrogen peroxide, sodium and potassium hydroxide, 4-tert-butylpyrocatechol, calcium hydroxide, ammonia water Inhalation, nausea, poisoning, suffocation: vinyl chloride, ethanol, fumes, nitrogen, ammonia water Working with chemical carcinogens: Vinyl chloride – Category 1 carcinogen	Compliance with the rules set out in this directive and use of PPE for movement in the CHEMOPARK zone. Controlled areas are designated within the plant premises and are subject to controlled access. In designated areas with potential for increased noise exposure: use hearing protection. Outer clothing: antistatic with reduced flammability, protection against liquid chemicals. Minimum weight 220 g/m².
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LV/HV substations	Electric shock: burns, cardiac arrest	Compliance with the rules set out in this directive and use of PPE when moving around the CHEMOPARK zone. Entry only when accompanied by an authorized person. In the substation area, it is necessary to use the prescribed PPE for LV/HV. Outer clothing: antistatic with reduced flammability, protection against liquid chemicals. Minimum weight 220 g/m².
	PVC plant – PVC packaging and shipping operation	
PVC packaging and shipping	Explosion, fire: PVC dust Mechanical risk (impact, collision, crushing): increased traffic of forklifts and trucks Electrostatic charge: pneumatic transport of PVC powder, raw materials, packaging equipment	Compliance with the rules set out in this directive and use of PPE when moving around the CHEMOPARK zone. Use hearing protection in designated areas with the possibility of increased noise exposure. Outer clothing: antistatic with reduced flammability. Minimum weight 220 g/m².
LV/HV substations	Electric shock: burns, cardiac arrest	Compliance with the rules set out in this directive and use of PPE when moving around the CHEMOPARK zone. Entry only when accompanied by an authorized person. In the substation area, it is necessary to use the prescribed PPE for LV/HV. Outer garments: antistatic with reduced flammability, protection against liquid chemicals. Minimum weight 220 g/m².

PVC plant – Material filling operation

Material filling – filling and storage of liquid chlorine	Explosion, fire: hydrogen in waste gas Scalding, burns: steam, steam condensate, contact with hot parts of the equipment Corrosion: chlorine, liquid chlorine, water containing chlorine Hypothermia, frostbite: liquid chlorine Inhalation, nausea, poisoning, suffocation: chlorine, chlorine off-gases, nitrogen	Compliance with the rules set out in this directive and use of PPE when moving around the CHEMOPARK zone. When working near the plant, a full-face mask with a combined filter is required. Outerwear: antistatic with reduced flammability, protection against liquid chemicals. Minimum weight 220 g/m².
Material processing – chlorination, storage and bottling of sodium hypochlorite	Explosion, fire: hydrogen Scalding, burns: steam, steam condensate, contact with hot parts of equipment Corrosion: sodium hypochlorite, NaOH Inhalation, nausea, poisoning, suffocation: chlorine, nitrogen	Compliance with the rules set out in this directive and use of PPE when moving around the CHEMOPARK zone. Outer clothing: antistatic with reduced flammability, protection against liquid chemicals. Minimum weight 220 g/m²
EDC (1,2-dichloroethane)	Explosion, fire: Highly flammable substance. At room temperature, it forms explosive mixtures with air. May explode in the presence of air in vapors/gaseous state. Serious long-term effects cannot be ruled out with prolonged and repeated exposure to the substance Ethylene dichloride, 1,2-Dichloroethane Inhalation, nausea, poisoning, causes cancer: Ethylene dichloride, 1,2-Dichloroethane	Compliance with the rules set out in this directive and use of PPE for movement within the CHEMOPARK zone. Controlled areas are designated within the plant premises and are subject to controlled access. Outer clothing: antistatic with reduced flammability. Minimum weight 220 g/m².
Bulk handling – Bottling of sodium hydroxide	Fire explosion: Beware of heat generation when diluted with water. Causes severe skin burns and eye damage	Compliance with the rules set out in this directive and use of PPE when moving around the CHEMOPARK zone. Outerwear: antistatic with reduced flammability, protection against liquid chemicals. Minimum weight 220 g/m²

Hydrochloric acid spillage	Corrosion: hydrochloric acid, Inhalation, nausea, poisoning, suffocation: hydrogen chloride, chlorine	Compliance with the rules set out in this directive and use of PPE for movement in the CHEMOPARK zone. Controlled areas are designated within the plant premises. Outer clothing: protection against liquid chemicals. Minimum weight 220 g/m ²
Granulation (The equipment is currently out of operation. The building is scheduled for divestment)	Explosion, fire: PVC dust	Compliance with the rules set out in this directive and use of PPE when moving around the CHEMOPARK zone. Outer garments with reduced flammability. Minimum weight 220 g/m ² . When working, PPE must be determined individually in relation to the activity – e.g., by technological process.
LV/HV substations	Electric shock: burns, cardiac arrest	Compliance with the rules set out in this directive and the use of PPE for movement within the CHEMOPARK zone. Entry only when accompanied by an authorized person. In the substation area, it is necessary to use the prescribed PPE for LV/HV. Outer clothing: antistatic with reduced flammability, protection against liquid chemicals. Minimum weight 220 g/m ² .

Energy and Water Management Plant		
<i>Production plant/facility</i>	<i>Risk</i>	<i>Additional measures</i>
New energy center	Scalding, burns: steam, steam condensate, contact with hot parts of equipment Explosion, fire: natural gas Mechanical risk (impact, collision, crushing): possibility of entanglement in rotating parts of the equipment Chemical burns: Nalco 1206, BT 3811	Compliance with the rules set out in this directive and use of PPE when moving around the CHEMOPARK zone. In designated areas with the possibility of increased noise exposure: use of hearing protection. Outer clothing: antistatic with reduced flammability. Minimum weight 220 g/m²
RS 12000	Explosion, fire: natural gas Inhalation, nausea, dizziness, suffocation: natural gas	
LV/HV substations	Electric shock: burns, cardiac arrest	Compliance with the rules set out in this directive and use of PPE when moving around the CHEMOPARK zone. Entry only when accompanied by an authorized person. In the switchgear area, it is necessary to use the prescribed PPE for LV/HV. Outer garments: antistatic with reduced flammability, protection against liquid chemicals. Minimum weight 220 g/m².
Return condensate treatment plant	Scalding, burns: steam, steam condensate, contact with hot parts of equipment	Compliance with the rules set out in this directive and use of PPE when moving around the CHEMOPARK zone. In designated areas with the possibility of increased noise exposure: use of hearing protection.
Temperature energy distribution	Scalding, burns: steam, steam condensate, contact with hot parts of equipment	
Wastewater treatment plant, toxic waste landfill	Inhalation: hydrated lime, methane, ammonia, sludge Corrosion: sodium hydroxide, calcium hydroxide, phosphoric acid Mechanical risk (impact, collision, crushing): possibility of entanglement in rotating parts of the equipment Open channels, tanks: falling into open tanks STO: handling of hazardous waste	

Water treatment plant	Chemical burns: hydrochloric acid, sodium hydroxide, lime milk, Nalco 7359, Nalco 3D TRASAR 3DT118, Nalco 7137 Mechanical risk (blow, impact, crushing): possibility of entanglement in rotating parts of equipment	When working with chemicals at this facility, a full-face mask with a combination filter is required. Outer clothing: antistatic with reduced flammability, protection against liquid chemicals. Minimum weight 220 g/m²
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Desired behavior of persons in the event of a serious accident at the SPOLANA s.r.o. premises

1) Immediately report the incident to the SPOLANA s.r.o. Fire and Rescue Service Operations Center at the following telephone number:

- 2222 (landline – fire reporting) or 315 662 222 (from a mobile phone)
- 2233 (landline – emergency medical assistance) or 315 662 233 (from a mobile phone)
- 2555 (landline – other emergencies) or 315 662 555 (from a mobile phone) and to their supervisor (foreman, manager).

All persons must follow the instructions of their supervisor, who is obliged to act in accordance with the instructions of the senior staff of SPOLANA s.r.o., emergency services, company security, law enforcement, or the instructions of the dispatcher of the SPOLANA s.r.o. Fire and Rescue Service Operations Center issued via the company radio.

2) After the siren alarm is sounded:

- obey the warning signal and instructions,
- do not smoke, extinguish open flames, turn off electrical appliances,
- If the instructions from the sirens are unclear, go to the nearest company radio receiver in the building, wait and listen for further information (announcement of the accident location and wind direction, instructions from the dispatcher of the SPOLANA s.r.o. Fire Department Operations Center regarding the incident) and immediately follow the instructions on how to behave,
- inform colleagues or people nearby about the alarm,
- when prompted, put respiratory protection equipment in standby mode (open, assemble, check, prepare for use),
- monitor the weather situation, especially the wind direction (wind socks, smoke, steam, etc.) and estimate the direction of the leak, if necessary or instructed, leave the endangered area by the shortest route, i.e., perpendicular to the wind direction and using respiratory protection,
- After the instruction to leave the endangered area has been issued, leave it as soon as possible and proceed to the pre-designated safe areas (see the situation diagram of escape routes and the location of assembly points for evacuees on page 9 of this appendix).
- if it is not possible or appropriate to leave the area, find shelter in the corner of a room in the building, out of reach of broken window glass, close windows and doors and seal them with fabric if necessary, turn off the air conditioning,
- if possible, report your emergency location to your supervisor,
- do not overload telephone lines; only make calls if absolutely necessary,

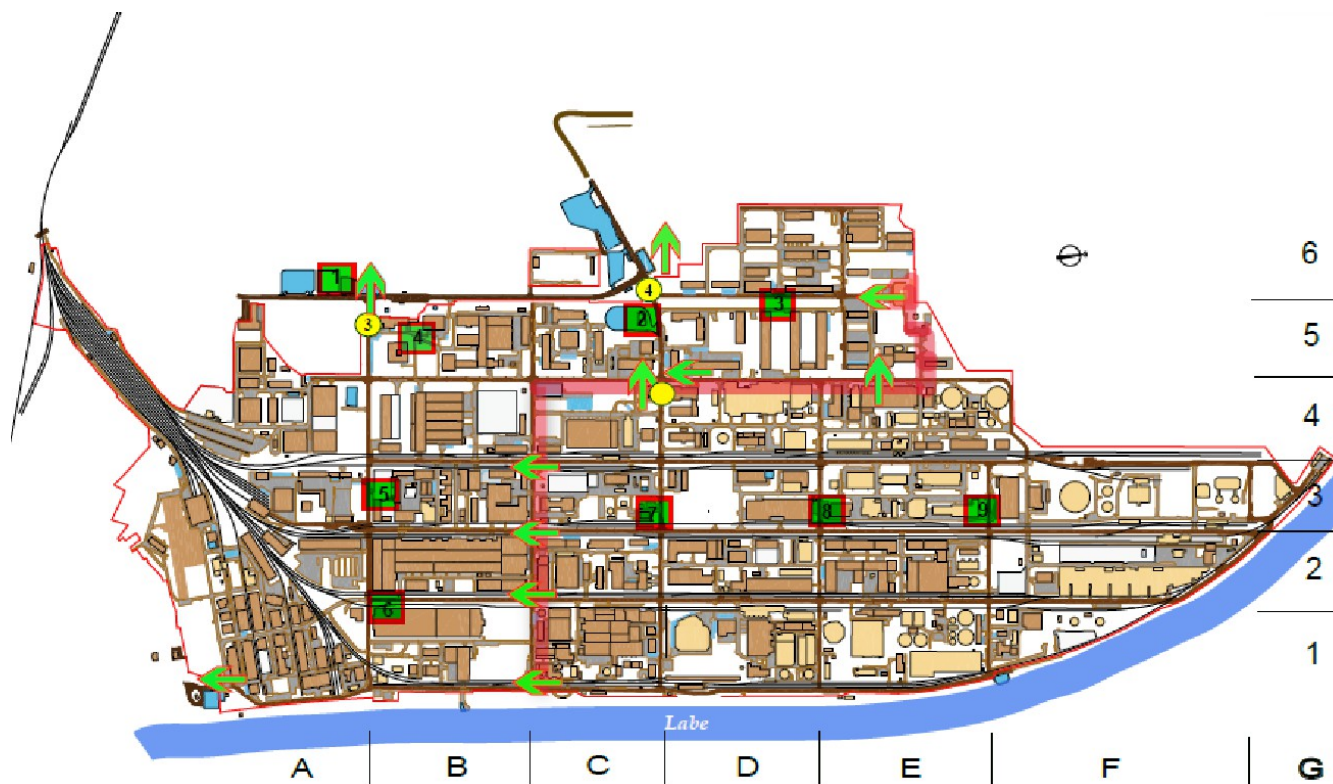
3) A motor vehicle driver who hears a siren is required to stop the motor vehicle as close to the edge of the road as possible, turn off the engine, listen to the audio message, and follow the instructions given in it. In the event of an accident involving a leak of flammable/explosive or toxic gas and the vehicle is located in the accident area, the driver is required to leave the vehicle keys on the driver's seat and leave the vehicle on foot perpendicular to the direction of the wind. In all other cases of an accident, the driver is required to leave the scene without delay and safely, taking into account other evacuated persons, by driving the vehicle away from the accident site.

4) When providing assistance to persons affected by the accident: follow the principles of first aid, while ensuring your own safety and using designated and other available protective equipment to ensure it.

5) Do not enter, drive into, or otherwise approach the accident site unless you are involved in the accident response.

6) Provide truthful information and witness statements during the investigation of the causes of the incident and cooperate with the investigation upon request.

Situation diagram of escape routes and location of assembly points for evacuated persons



	Entrance to the SPOLANA s.r.o. premises (gatehouses No. 3 and 4) + entrance to CHEMOPARK (gatehouse No. 5)
Assembly points for evacuees	
EVAK-1	A6000 - kolárna před 3.vrátnicí
EVAK-2	C5530 - parkoviště nákladních automobilů u váhy
EVAK-3	D6050 - ulice S6-D
EVAK-4	B5100 - křižovatka severně od výpočetního střediska
EVAK-5	B3280 - parkoviště
EVAK-6	B116B - křižovatka U1-S2
EVAK-7	C3400 - betonová plocha severně od objektu
EVAK-8	E3000 - parkoviště před velínem LAO
EVAK-9	F3000 - prostor vykládky solí JV roh objektu

Místní značení pro Shromaždiště evakuovaných osob:

Informační tabule na sloupku stylu dopravního značení 50x70 cm.



INFORMATION ON SELECTED HAZARDOUS CHEMICAL SUBSTANCES AND MIXTURES, THEIR LOCATION AND ESTIMATED BEHAVIOR IN THE EVENT OF AN ACCIDENT

Hazardous substance cards have been prepared for the substances listed below in the overview "Approximate limits of "harmful" concentrations and explosion limits of hazardous substances".

The cards contain data characterizing **the hazardous substance (hereinafter referred to as HS)**, physical and chemical properties, hazardous effects of the substance at various concentration limits, means of protection, method of disposal, etc. For selected HS, scenarios of the maximum reach of emergency manifestations of HS leaks are provided. These scenarios serve primarily to determine the approximate effects of NL depending on the weather situation.

Approximate limits of "harmful" concentrations and explosion limits of hazardous substances

Name of substance	Explosive limits in vol. %		10% LEL			20% LEL			50% LEL			Conversion to ppm	Conversion to mg/m ³	IDLH (30 min) Injury concentration	
	DMV	HMV	% vol.	ppm	mg/m ³	% vol.	ppm	mg/m ³	% vol.	ppm	mg/m ³	per mg/m ³	per ppm	mg/m ³	ppm
ammonia	15	28	1.5	15000	10350	3	30,000	20,700	7.5	75,000	51,750	0.69	1.44	210	300
cyclohexane	0.9	9.5	0.09	900	3600	0.18	1800	7200	0.45	4500	18,000	4.02	0.25		
EDC	5.6	16	0.56	5600	22232	1.12	11,200	44464	2.8	28,000	111,160	3.97	0.26		
ethylene	3	32	0.3	3000	3450	0.6	6000	6900	1.56	15,000	17,250	1.15	0.87		
Chlorine												2.91	0.34	70	25
hydrogen chloride												1.47	0.68	150	100
propylene	2.2	10.3	0.22	2200	3784	0.44	4400	7568	1.1	11,000	18,920	1.72	0.58		
VCM	3.6	33	0.36	3600	9216	0.72	7200	18432	1.8	18,000	46,080	2.56	0.39		
sulfur dioxide												2.62	0.38		
sulfur oxide												3.23	0.31		
natural gas	5	15	0.5	5000	3250	1	10,000	6500	2.5	25,000	16,250	0.65	1.54		

Explanation of abbreviations and concentration limits (listed in the cards)

DMV = lower explosive limit ()

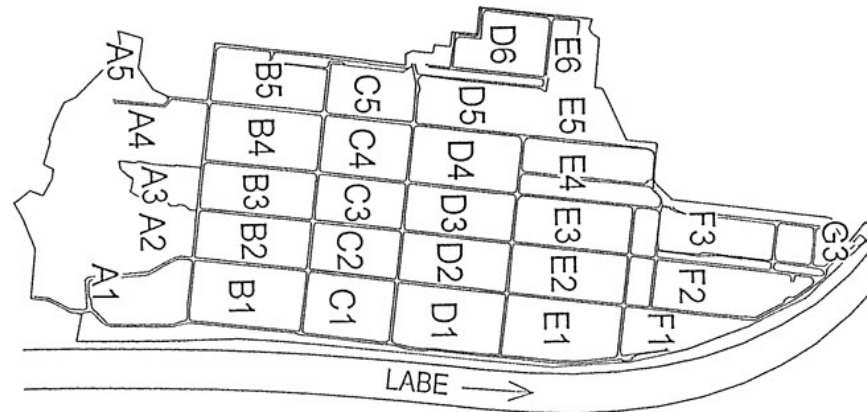
LC₅₀: (7 min) = lethal concentration of NL for 50% of people in the affected area after 7 minutes of inhalation exposure.

IDLH: (30 min) = maximum concentration of NL during 30 minutes of exposure without irreversible health effects or death. NL= hazardous substance

VZ = commander of the SPOLANA s.r.o. Fire and Rescue Service (HZSP)

The site is divided by roads into individual blocks, designated by a combination of capital letters A to G (south to north) and numbers 1 to 6 (east to west), see the figure below. The table to the left of the figure describes the location of the largest storage tanks for selected hazardous substances. Smaller quantities of these substances are also present in the processing operations at individual plants; the overview below does not include pipelines and technologies that contain these media.

Overview of the location of selected hazardous chemicals	
Name of substance	Territorial block of occurrence of the substance
Liquid ammonia	F-1
Liquid chlorine	E-4
liquid hydrogen chloride	D-4
Oleum	D-1, D-2
Propylene	D-4
VCM (liquid vinyl chloride)	D-4, E-6, F-3
Ethylene	D-4
Cyclohexanone	D-2, E-3
EDC	D-4, F-2



Ammonia (ammonia) anhydrous

EC number: 231-635-3

CAS number: 7664-41-7

Signal word: Danger (Danger, Dgr.)

Source: <https://echa.europa.eu/registration-dossier/-/registered-dossier/15557/2/1>

Hazard class and category codes	Standard/supplementary hazard statement codes	Standard/supplementary hazard statements
Acute Tox. 3	H331	Toxic if inhaled
Aquatic Acute 1	H400	Very toxic to aquatic life
Aquatic Chronic 2	H411	Toxic to aquatic life with long-lasting effects
Flam. Gas 2	H221	Flammable gas.
Press. Gas	H280	Contains gas under pressure; may explode if heated.
Skin Corrosion 1B	H314	Causes severe skin burns and eye damage.
	EUH071	Causes respiratory tract corrosion.

Precautionary statement codes	Precautionary statements
P210	Keep away from heat, hot surfaces, sparks, open flames and other ignition sources. No smoking.
P260	Do not breathe dust/fumes/gas/mist/vapors/spray.
P261	Avoid breathing dust/fumes/gas/mist/vapors/aerosols.
P264	After handling, wash contaminated body parts thoroughly.
P271	Use only outdoors or in well-ventilated areas.
P273	Avoid release to the environment.
P280	Wear protective gloves/protective clothing/eye protection/face protection/hearing protection/...
P301+P330+P331	IF SWALLOWED: Rinse mouth. DO NOT induce vomiting.
P303+P361+P353	IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water [or shower].
P304+P340	IF INHALED: Remove person to fresh air and keep comfortable for breathing.
P305+P351+P338	IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.
P310	Immediately call a POISON CENTER/doctor/...
P311	Call a POISON CENTER/doctor/....
P312	If you feel unwell, call a POISON CENTER/doctor/...
P321	Special treatment (see ... on this label).
P363	Wash contaminated clothing before reuse.
P377	Leaking gas fire: Do not extinguish unless leak can be stopped safely.
P381	In case of leak, remove all sources of ignition.
P391	Collect spilled product.
P403	Store in a well-ventilated place.
P403+P233	Store in a well-ventilated place. Keep container tightly closed.
P405	Store locked up.
P410+P403	Protect from sunlight. Store in a well-ventilated place.
P501	Dispose of contents/container in accordance with local, national, or international waste regulations.

Or

Scenario description	amount of NL	air stability class	Ambient temperature [°C]	wind speed [m/sec]	fatal injuries [%]	length of affected area [m]	width of affected area [m]
immediate leakage from spherical tank	510 t NH3	D	20	5	1	3131	514
					10	2139	472
					20	1811	453
					30	1599	439
					40	1433	427
					50	1291	415
					60	1158	403
					70	1027	389
					80	872	373
					90	733	350
99	477	293					

Scenario description	Leaking quantity NL [kg/sec]	Air stability class	Ambient temperature [°C]	wind speed [m/sec]	fatal injuries [%]	length of affected area [m]	width of affected area [m]
Continuous leak of NH3 through DN100 pipe from spherical storage tank (510 t)	32.658	F	10	1.7	1	839	711
					10	503	514
					20	402	439
					30	341	390
					40	286	350
					50	260	315
					60	228	281
					70	199	249
					80	171	211
					90	141	-
99	95	-					

Immediate ammonia leak from a railway tank car

Scenario description	Amount of NL	air stability class	Ambient temperature [°C]	wind speed [m/sec]	Fatal injuries [%]	length of affected area [m]	width of affected area [m]
immediate leak from railway tank	48.7 t _{NH3}	D	2	5	1	1204	124
					10	875	111
					20	754	106
					30	673	102
					40	607	98
					50	550	95
					60	496	92
					70	444	88
					80	390	83
					90	324	76
					99	204	56

Continuous leak of liquid ammonia from a railway tank car through a DN80 pipe

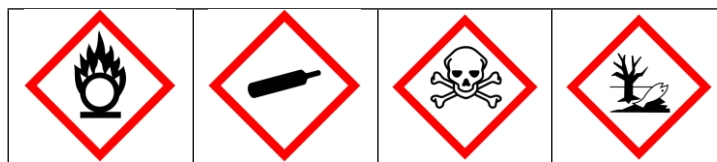
scenario description	leaking quantity NL [kg/sec]	Air stability class	Ambient temperature [°C]	wind speed [m/sec]	fatal injuries [%]	length of affected area [m]	width of affected area [m]
Continuous _{NH3} leak through DN80 pipe from railway tanker (48.7 t)	20.643	F	10	1.7	1	751	638
					10	478	471
					20	397	420
					30	343	378
					40	301	342
					50	365	311
					60	232	280
					70	214	248
					80	183	216
					90	115	-
					99	101	-

Chlorine

EC number: 231-959-5

CAS number: 7782-50-5

Signal word: Danger (Danger, Dgr.)

Source: <https://echa.europa.eu/registration-dossier/-/registered-dossier/16137/2/1>

Hazard class and category codes	Standard/supplementary hazard statement codes	Standard/supplementary hazard statements
Acute Tox. 3	H331	Toxic if inhaled.
Aquatic Acute 1	H400	Very toxic to aquatic life.
Eye Irrit. 2	H319	Causes serious eye irritation.
Oxid. Gas 1	H270	May cause or intensify fire; oxidizer.
Pressurized gas (liquid)	H280	Contains gas under pressure; may explode if heated.
Skin Irrit. 2	H315	Irritating to skin.
STOT Single Exp. 3	H335	May cause respiratory irritation.

Precautionary statement codes	Precautionary statements
P220	Keep away from clothing and other flammable materials.
P244	Keep valves and accessories clean - free of oils and greases.
P261	Avoid breathing dust/fume/gas/mist/vapors/spray.
P264	Wash contaminated skin thoroughly after handling.
P271	Use only outdoors or in well-ventilated areas.
P273	Avoid release to the environment.
P280	Wear protective gloves/protective clothing/eye protection/face protection/hearing protection/...
P302+P352	IF ON SKIN: Wash with plenty of water/soap.
P304+P340	IF INHALED: Remove to fresh air and keep at rest in an position comfortable for breathing.
P305+P351+P338	IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.
P311	Call a POISON CENTER/doctor/....
P312	If you feel unwell, call a POISON CENTER/doctor/...
P321	Professional treatment (see accompanying technical documentation).
P332+P313	If skin irritation occurs: Get medical advice/attention.
P337+P313	If eye irritation persists: Get medical advice/attention.
P362+P364	Take off contaminated clothing and wash it before reuse.
P370+P376	In case of fire: Stop the leak if you can do so without risk.
P391	Collect spilled product.
P403	Store in a well-ventilated place.
P403+P233	Store in a well-ventilated place. Keep container tightly closed.
P405	Store locked up.
P410+P403	Protect from sunlight. Store in a well-ventilated place.
P501	Dispose of contents/container in accordance with local, national, or international waste regulations.

Further information on NL is available to SPOLANA s.r.o. employees in the safety data sheet in the SHEET database in Lotus Notes. Safety data sheets are also available at workplaces where substances are handled.

Chlorine leak

The following models illustrate the reach of a chlorine cloud (the contours of the cloud are defined by a given chlorine concentration) in the event of an immediate and continuous leak from a storage tank and a railway tanker (scenarios with the longest reach were selected).

Immediate leak of liquid chlorine from the TK-12.01 tank

Scenario description	Amount of NL	air stability class	ambient temperature [°C]	wind speed [m/sec]	Fatal injuries [%]	length of affected area [m]	width of affected area [m]
immediate leakage from TK-12.01 tank	85 t Cl ₂	F exposure t = 900 seconds	10	1.7	1	4019	1110
					10	2782	950
					20	2346	874
					30	2057	820
					40	1834	774
					50	1644	733
					60	1466	693
					70	1293	652
					80	1099	607
					90	846	547
					99	468	424

Continuous leakage of liquid chlorine from the TK-12.01 tank through DN50 piping

Scenario description	Leaking quantity of NL [kg/sec]	Air stability class	Ambient temperature [°C]	wind speed [m/sec]	fatal injuries [%]	length of affected area [m]	width of affected area [m]
continuous leak liquid Cl ₂ DN50 pipe from the tank TK-12.01 (85 t)	10.536	F exposure t = 900 seconds	10	1.7	1	3681	801
					10	2583	612
					20	2245	556
					30	1594	511
					40	1206	474
					50	1009	441
					60	850	410
					70	697	378
					80	556	340
					90	400	292
					99	183	187

Immediate escape of liquid chlorine, during which all chlorine is released from the railway tank in a very short time

Scenario description	Probability Deaths	Max. cloud range for a given probability of death [m]	Max. cloud width for a given probability of death [m]	Max. received dose [min.×(mg ^{m(-3)}) ^η]
immediate leak of liquid chlorine from a railway tank (45 t)	1.00-0.90	650	360	> 1.20×10 ⁹
	0.90-0.80	780	390	1.20×10 ⁹
	0.80-0.70	870	410	6.15×10 ⁸
	0.70-0.60	940	420	4.06×10 ⁸
	0.60-0.50	1,000	440	3.10×10 ⁸
	0.50-0.40	1,070	460	2.40×10 ⁸
	0.40-0.30	1,140	480	1.87×10 ⁸
	0.30-0.20	1,230	500	1.42×10 ⁸
	0.20-0.10	1,370	540	1.04×10 ⁸
	0.10-0.01	1,720	620	6.68×10 ⁷

In the event of an immediate leak of 45 tons of liquid chlorine, part of the liquid will evaporate adiabatically (28%, i.e. approx. 12.5 tons). To this initial evaporation, 1.9 tons were added, which will evaporate from the resulting puddle within 60 seconds.

Continuous leakage of liquid chlorine from a railway tank car due to a rupture in the DN 40 pipe upstream of the first valve

Scenario description	Probability of fatalities	Max. cloud range for a given probability of death [m]	Max. cloud width for a given probability of death [m]	Max. received dose [min.×mg ^{m(-3)}]
Continuous leakage of liquid chlorine from a railway tank car through a DN 40 pipe (45 t)	1.00-0.90	410	25	> 8.65×10 ⁸
	0.90-0.80	480	270	8.65×10 ⁸
	0.80-0.70	550	290	5.57×10 ⁸
	0.70-0.60	610	310	4.07×10 ⁸
	0.60-0.50	670	320	3.12×10 ⁸
	0.50-0.40	740	340	2.43×10 ⁸
	0.40-0.30	820	360	1.87×10 ⁸
	0.30-0.20	940	380	1.42×10 ⁸
	0.20-0.10	1,110	410	1.04×10 ⁸
	0.10-0.01	1,690	480	6.68×10 ⁷

A maximum of approx. 6.2 kg/s of a two-phase liquid-gas mixture (at a temperature of 10°C) may leak from a broken (torn) DN 40 pipe (length to the opening approx. 2.25 m) at a height of approx. 3 m above the ground. At this discharge rate, the leak will last approx. 120 minutes.

Hydrogen chloride

EC number: 231-595-7

CAS number: 7647-01-0

Signal word: Danger (Danger, Dgr.)

Source: <https://echa.europa.eu/registration-dossier/-/registered-dossier/15859/2/1>

Hazard class and category codes	Standard/supplementary hazard statement codes	Standard/supplementary hazard statements
Acute Tox. 3	H331	Toxic if inhaled.
Press. Gas (Liq.)	H280	Contains gas under pressure; may explode if heated.
Skin Corr. 1A	H314	Causes severe skin burns and eye damage.

Precautionary statement codes	Precautionary statements
P260	Do not breathe dust/fumes/gas/mist/vapors/spray.
P261	Avoid breathing dust/fume/gas/mist/vapors/spray.
P264	After handling, wash affected areas or entire body thoroughly.
P271	Use only outdoors or in well-ventilated areas.
P280	Wear protective gloves/protective clothing/eye protection/face protection.
P301+P330+P331	IF SWALLOWED: Rinse mouth. DO NOT induce vomiting.
P303+P361+P353	IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water [or shower].
P304+P340	IF INHALED: Remove person to fresh air and keep comfortable for breathing.
P305+P351+P338	IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.
P310	Immediately call a POISON CONTROL CENTER/doctor/...
P311	Call a POISON CONTROL CENTER/doctor/....
P321	Professional treatment (see accompanying technical documentation).
P363	Wash contaminated clothing before reuse.
P403+P233	Store in a well-ventilated place. Keep container tightly closed.
P405	Store locked up.
P410+P403	Protect from sunlight. Store in a well-ventilated place.
P501	Dispose of contents/container in accordance with local, national, or international waste regulations.

Further information on NL is available to SPOLANA s.r.o. employees in the safety data sheet in the SHEET database in Lotus Notes. Safety data sheets are also available at workplaces where substances are handled.

Hydrogen chloride leak

Models of cloud reach in the event of a hydrogen chloride leak (cloud contours are defined by a given concentration of hydrogen chloride). The models illustrate a continuous leak of HCl from a damaged inlet pipe of the T 204 liquid HCl storage tank.

Models used	Two-phase continuous leak from a pipe Spray effect Dispersion of heavy gas leaking from a pipe Concentration contours			
Parameters for calculations	Pipeline DN 50, pipeline length 1 m, temperature -39°C, pressure 0.79 MPa, height of opening above ground 4 m, weather conditions – F, 1 m.s ⁻¹			
Opening size [mm]	Leak rate [kg ^{s(-)} (1)]	Toxic Concentration	Accident range	
			Cloud length / cloud drift [m]	cloud width [m]
DN 50	8.3	LC50= 17200 mg/m ³	65	50
DN 25	2.1		25 / 10	30
DN 5	0.08		2	5
DN 50	8.3	IDLH= 150 mg/m ³	470 / 10	940
DN 25	2.1		320 / 10	460
DN 5	0.08		230 / 2	70

Note:

Weather conditions: F – atmospheric stability class with very stable and deteriorated dispersion conditions, 1 m/s – wind speed.

Initiating event – **Immediate release of liquid hydrogen chloride, resulting in the release of all hydrogen chloride from the T-204 tank within a very short time.**

Scenario – **toxic dispersion**

Assessment for worst-case atmospheric conditions

In the event of an immediate leak of 10 m³ of liquid hydrogen chloride (approx. 10.3 t at a considered temperature of -33°C), a significant portion will evaporate adiabatically and another portion will evaporate from the resulting puddle. A total of approx. 8.3 t of gaseous hydrogen chloride was considered for the overall dispersion.

Determined dispersion parameters

Scenario description	Probability of death	Max. cloud range for a given probability of death of persons [m]	Max. cloud width for a given probability of death of persons [m]	Max. received dose [min.×(mg·m ⁻³) ^η]
immediate leak of liquid hydrogen chloride from the T-204 tank (10.3 t)	1.00-0.90	80	90	>1.36×10 ⁵
	0.90-0.80	100	100	1.36×10 ⁵
	0.80-0.70	110	110	1.20×10 ⁵
	0.70-0.60	130	120	1.10×10 ⁵
	0.60-0.50	140	120	1.00×10 ⁵
	0.50-0.40	150	130	9.53×10 ⁴
	0.40-0.30	200	150	8.89×10 ⁴
	0.30-0.20	310	170	7.15×10 ⁴
	0.20-0.10	520	190	5.23×10 ⁴
	0.10-0.01	1,070	260	3.35×10 ⁴

Initiating event – **Leakage of liquid hydrogen chloride from a ruptured DN 50 pipe of tank T-204 upstream of the first valve**

Scenario – **toxic dispersion**

Evaluation for worst atmospheric conditions

A maximum of approx. 7.4 kg/s of a two-phase liquid-gas mixture (at a temperature of -33°C) may leak from a broken (torn) DN 50 pipe (length to the opening approx. 3.5 m) at a height of approx. 5 m above the ground. At this discharge rate, the leak will last approx. 24 minutes.

Detected dispersion parameters

Scenario description	Probability of death	Maximum cloud range for a given probability of death [m]	Max. cloud width for a given probability of death [m]	Max. received dose [min.×mg·m ⁻³ (3)]
Continuous leakage of liquid hydrogen chloride from the T-204 tank through DN 50 piping (10.3 t)	1.00-0.90	10	40	>1.35×10 ⁵
	0.90-0.80	120	50	1.35×10 ⁵
	0.80-0.70	130	60	1.19×10 ⁵
	0.70-0.60	140	60	1.10×10 ⁵
	0.60-0.50	145	70	1.02×10 ⁵
	0.50-0.40	150	70	9.52×10 ⁴
	0.40-0.30	190	80	8.87×10 ⁴
	0.30-0.20	250	120	7.16×10 ⁴
	0.20-0.10	370	180	5.20×10 ⁴
	0.10-0.01	940	350	3.36×10 ⁴

Sulfur dioxide

EC number: 2231-195-2

CAS number: 7446-09-5

Signal word: Danger (Danger, Dgr.)

Source: <https://echa.europa.eu/registration-dossier/-/registered-dossier/15352/2/1>

Hazard class and category codes	Standard/supplementary hazard statement codes	Standard/supplementary hazard statements
Acute Tox. 3	H331	Toxic if inhaled
Press. Gas (Liq.)	H280	Contains gas under pressure; may explode if heated
Skin Corr. 1B	H314	Causes severe skin burns and eye damage

Precautionary statement codes	Precautionary statements
P260	Do not breathe dust/fumes/gas/mist/vapors/spray.
P261	Avoid breathing dust/fume/gas/mist/vapors/spray.
P264	After handling, wash affected areas or entire body thoroughly.
P271	Use only outdoors or in well-ventilated areas.
P280	Wear protective gloves/protective clothing/eye protection/face protection.
P301+P330+P331	IF SWALLOWED: Rinse mouth. DO NOT induce vomiting.
P303+P361+P353	IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water [or shower].
P304+P340	IF INHALED: Remove person to fresh air and keep comfortable for breathing.
P305+P351+P338	IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.
P310	Immediately call a POISON CENTER/doctor/...
P311	Call a POISON CENTER/doctor/....
P321	Specialized treatment (see accompanying technical documentation).
P363	Wash contaminated clothing before reuse.
P403+P233	Store in a well-ventilated place. Keep container tightly closed.
P405	Store locked up.
P410+P403	Protect from sunlight. Store in a well-ventilated place.
P501	Dispose of contents/container in accordance with local, national, or international waste regulations.

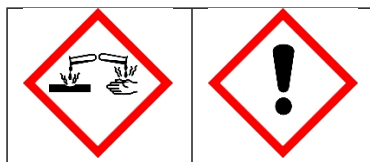
Further information on NL is available to SPOLANA s.r.o. employees in the safety data sheet in the SHEET database in Lotus Notes. Safety data sheets are also available at workplaces where substances are handled.

Oleum, 32% SO₃

EC number: 231-197-3

CAS number: 7446-11-9

Signal word: Danger (Danger, Dgr.)

Source: <https://echa.europa.eu/registration-dossier/-/registered-dossier/15436/2/1>

Hazard class and category codes	Standard/supplementary hazard statement codes	Standard/supplementary hazard statements
Eye Damage 1	H318	Causes serious eye damage
Skin Corr. 1A	H314	Causes severe skin burns and eye damage
STOT SE 3	H335	May cause respiratory irritation.
	EUH014	Reacts violently with water

Precautionary statement codes	Precautionary statements
P260	Do not breathe dust/fumes/gas/mist/vapors/spray.
P261	Avoid breathing dust/fume/gas/mist/vapors/spray.
P264	After handling, wash affected areas or entire body thoroughly.
P271	Use only outdoors or in well-ventilated areas.
P280	Wear protective gloves/protective clothing/eye protection/face protection.
P301+P330+P331	IF SWALLOWED: Rinse mouth. DO NOT induce vomiting.
P303+P361+P353	IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water [or shower].
P304+P340	IF INHALED: Remove person to fresh air and keep comfortable for breathing.
P305+P351+P338	IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.
P310	Immediately call a POISON CENTER/doctor/...
P312	If you feel unwell, call a POISON CENTER/doctor/emergency medical services.
P321	Professional treatment (see accompanying technical documentation).
P363	Wash contaminated clothing before reuse.
P403+P233	Store in a well-ventilated place. Keep container tightly closed.
P405	Keep locked up.
P501	Dispose of contents/container in accordance with local, national, or international waste regulations.

Further information on NL is available to SPOLANA s.r.o. employees in the safety data sheet in the SHEET database in Lotus Notes. Safety data sheets are also available at workplaces where substances are handled.

Initiating event – **immediate oil spill from a railway tanker**Scenario – **toxic dispersion of sulfuric oxide**

Oleum is a technical solution of free sulfur trioxide (SO_3) in concentrated (100%) sulfuric acid. When oleum leaks, it releases toxic sulfur dioxide, which can cause severe skin burns and eye damage, irritation or burns to the respiratory tract (highly toxic if inhaled), and can cause fire when in contact with combustible materials. It reacts violently with water. For a wind speed of $1.7 \text{ m}\cdot\text{s}^{-1}$, a release rate of $0.85 \text{ kg}\cdot\text{s}^{-1}$ was determined, and for a wind speed of $5 \text{ m}\cdot\text{s}^{-1}$, a release rate of $2.40 \text{ kg}\cdot\text{s}^{-1}$ was determined. These results were used for subsequent calculations of sulfur dioxide dispersion using the Effect program. However, the calculations do not take into account the fact that the released sulfur dioxide hydrolyzes due to its high affinity for water (and water vapor). Hydrolysis with air humidity thus creates sulfuric acid mist (oleum itself is highly hygroscopic and eagerly absorbs water vapor from the air).

Dispersion parameters determined for the worst atmospheric conditions

scenario description	Probability of death	Max. cloud range for a given probability of death [m]	Max. cloud width for a given probability of death [m]	Max. concentration reached $[\text{mg}\cdot\text{m}^{-3}]$
immediate oil leak from a railway tanker (45 t)	1.00-0.90	30	40	> 10,840
	0.90-0.80	50	60	10,840
	0.80-0.70	70	70	6,466
	0.70-0.60	100	80	4,512
	0.60-0.50	130	90	3,249
	0.50-0.40	170	100	2,424
	0.40-0.30	230	120	1,816
	0.30-0.20	330	130	1,315
	0.20-0.10	530	160	906
	0.10-0.01	1650	240	539

Initiating event – **continuous leakage of oil from a railway tanker**Scenario – **toxic dispersion of sulfur dioxide**

This is a similar case to the previous one, with the difference that a smaller puddle area (300 m^2) is considered. Under this assumption, the rate of sulfur dioxide release from the oil was $0.60 \text{ kg}\cdot\text{s}^{-1}$ (wind speed $1.7 \text{ m}\cdot\text{s}^{-1}$) and $1.69 \text{ kg}\cdot\text{s}^{-1}$ (wind speed $5 \text{ m}\cdot\text{s}^{-1}$), respectively. The same equations and programs were used for the calculations as for the previous event.

Dispersion parameters determined for the worst atmospheric conditions

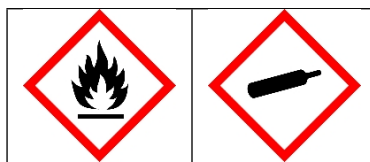
scenario description	Probability of death	Max. cloud range for a given probability of death [m]	Max. cloud width for a given probability of death [m]	Max. concentration reached $[\text{mg}\cdot\text{m}^{-3}]$
Continuous oil leak from a railway tanker (45 t)	1.00-0.90	20	30	> 10,890
	0.90-0.80	40	50	10,890
	0.80-0.70	60	60	6,512
	0.70-0.60	80	70	4,487
	0.60-0.50	100	75	3,238
	0.50-0.40	130	80	2,425
	0.40-0.30	180	90	1,796
	0.30-0.20	260	110	1,314
	0.20-0.10	430	130	899
	0.10-0.01	1310	200	539

Propylene

EC number: 204-062-1

CAS number: 115-07-1

Signal word: Danger (Danger, Dgr.)

Source: <https://echa.europa.eu/registration-dossier/-/registered-dossier/16184/2/1>

Hazard class and category codes	Standard/supplementary hazard statement codes	Standard/supplementary hazard statements
Flam. Gas 1A	H220	Extremely flammable gas.
Press. Gas (Liq.)	H280	Contains gas under pressure; may explode if heated

Safety instruction codes	Precautionary statements
P210	Keep away from heat, hot surfaces, sparks, open flames, and other ignition sources. No smoking.
P377	Gas leak fire: Do not extinguish unless leak can be stopped safely.
P381	In case of leak, remove all sources of ignition.
P403	Store in a well-ventilated place.
P410+P403	Protect from sunlight. Store in a well-ventilated place.

Further information on NL is available to SPOLANA s.r.o. employees in the safety data sheet in the SHEET database in Lotus Notes. Safety data sheets are also available at workplaces where substances are handled.

Propylene leak

Modeling of propylene leakage from damaged piping to H 204 (column C 202) Emergency

manifestations of the reach of combustion of vapors escaping from the opening – "Jet Fire" type fire.

Models used	Two-phase continuous leakage from the pipe Spray effect Jet fire	
Parameters for calculations	Pipe DN 150, max. pressure 1.5 MPa (vapor pressure at 36 °C), temperature -7 °C, pipe length to opening 40 m	
Opening size [mm]	Leak rate [kg ^{s(-)} (1)]	Accident range [m]
		Distance from the leak site at which 50% mortality of unprotected persons occurs after 20 seconds of exposure
DN 50	16.7	4
DN 25	4.2	30
DN 5	0.16	10

Emergency manifestations of the effects of overpressure generated by a pressure wave during a vapour cloud explosion – type "VCE".

Models used	Two-phase continuous leak of liquefied gas from a pipeline Spray effect Dispersion of heavy gas Explosion of the created cloud (explosion force 5)		
Parameters for calculations	Pipe DN 150, max. pressure 1.5 MPa, temperature -7°C, pipe length to the opening 40 m, height of the opening above ground 1 m, weather conditions – F, 1 m.s ⁻¹		
Opening size [mm]	Leak rate [kg ^{s(-)} (1)]	Maximum overpressure range from the epicenter [m]	
		Epicenter shift [m]	0.3 bar 0.1 bar
DN 50	16.7	30	- 80
DN 25	4.2	15	- 30
DN 5	0.16	-	- -

Emergency manifestations of heat flux range during vapor cloud burnout – "Flash Fire" type.

Models used	Two-phase continuous leakage of liquefied gas from a pipeline Spray effect Dispersion of heavy gas Cloud burnout		
Parameters for calculations	Pipeline DN 150, max. pressure 1.5 MPa, temperature -7°C, pipeline length to the opening 40 m, height of the opening above ground 1 m, time = 10 (50) sec, weather conditions – F, 1 m.s ⁻¹		
Opening size [mm]	Leak rate [kg ^{s(-)} (1)]	Accident range	
		Cloud length [m]	Cloud displacement [m] Cloud width [m]
DN 50	16.7	65	5 80
DN 25	4.2	20	5 30
DN 5	0.16	-	- -

Note: In areas affected by a pressure wave (VCE) with an overpressure greater than 0.3 bar (0.3 MPa), all unprotected persons are expected to die. Conversely, with an overpressure of less than 0.1 bar, no deaths will occur.

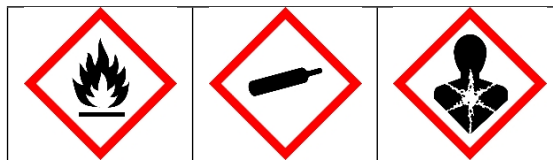
Meteorological conditions: F – atmospheric stability class with very stable and deteriorated dispersion conditions, 1 m/s – wind speed.

Vinyl chloride

EC number: 200-831-0

CAS number: 75-01-4

Signal word: Danger (Danger, Dgr.)

Source: <https://echa.europa.eu/registration-dossier/-/registered-dossier/16163/2/1>

Hazard class and category codes	Standard/supplementary hazard statement codes	Standard/supplementary hazard statements
Flam. Gas 1A	H220	Extremely flammable gas.
Press. Gas (Liq.)	H280	Contains gas under pressure; may explode if heated.
Carc. 1A	H350	May cause cancer.

Precautionary statement codes	Precautionary statements
P201	Obtain special instructions before use.
P202	Do not use until you have read and understood all safety instructions.
P210	Keep away from heat, hot surfaces, sparks, open flames, and other ignition sources. No smoking.
P280	Wear protective gloves/protective clothing/eye protection/face protection.
P308+P313	IF exposed or concerned: Get medical advice/attention.
P377	Leaking gas fire: Do not extinguish unless leak can be stopped safely.
P381	In case of leak, remove all sources of ignition.
P403	Store in a well-ventilated place.
P405	Store locked up.
P410+P403	Protect from sunlight. Store in a well-ventilated place.
P501	Dispose of contents/container in accordance with local, national, or international waste regulations.

Further information on NL is available to SPOLANA s.r.o. employees in the safety data sheet in the SHEET database in Lotus Notes. Safety data sheets are also available at workplaces where substances are handled.

VCM leak

Modeling of VCM leakage in the event of damage to the pipeline from tank T 1411.

Emergency manifestations of the reach of vapors escaping from the opening – a "jet fire" type fire.

Models used	Continuous leak from the Jet Fire pipe	
Parameters for calculations	Pipeline DN 150, pressure 0.4 MPa, temperature 25 °C, pipeline length to the opening less than 0.1 m	
Opening size [mm]	Leakage rate [kg ^{s(-) (1)]}	Accident range [m]
		Distance from the leak site at which 50% mortality of unprotected persons occurs after 20 seconds of exposure
DN 50	32	60
DN 25	7.6	38
DN 5	0.33	13

Emergency manifestations of the effects of overpressure generated by a pressure wave during a vapour cloud explosion – type "VCE".

Models used	Continuous leakage of liquefied gas Spray effect Dispersion of heavy gas Explosion of the created cloud (explosion force 5)			
Parameters for calculations	DN 150, pipe length to the tank max. 0.1 m, temperature 25 °C, pressure 0.4 MPa, height of the opening above ground 1 m, weather conditions – F, 1 m.s ⁻¹			
Opening size [mm]	Leak rate [kg ^{s(-) (1)]}	Maximum overpressure range from epicenter [m]		
		Epicenter shift [m]	0.3 bar	0.1 bar
DN 50	32	20	-	50
DN 25	-	-	-	-
DN 5	-	-	-	-

Emergency manifestations of heat flux range during vapor cloud burnout – "Flash Fire" type.

Models used	Continuous leakage of liquefied gas Spray effect Heavy gas dispersion Cloud burnout			
Parameters for calculations	DN 150 pipe, pipe length to tank max. 0.1 m, temperature 25 °C, pressure 0.4 MPa, height of opening above ground 1 m, time = 10 sec, weather conditions – F, 1 m.s ⁻¹			
Opening size [mm]	Leak rate [kg ^{s(-) (1)]}	Accident range		
		Cloud length [m]	Cloud displacement [m]	Cloud width [m]
DN 50	32	35	-	40
DN 25	-	-	-	-
DN 5	-	-	-	-

Note: In areas affected by a pressure wave (VCE) with an overpressure greater than 0.3 bar (0.3 MPa), all unprotected persons are expected to die. Conversely, with an overpressure of less than 0.1 bar, no deaths will occur.

Weather conditions: F – atmospheric stability class under very stable and deteriorated dispersion conditions,
1 m/s – wind speed.

Initiating event – **Immediate release of liquid VCM from spherical storage tank T-1411**

Scenario – **Pool fire (pool fire) VCM****Accident assessment**

Models used	Parameters for calculations	Value Heat flux [$\text{kW}^{\text{m}(-2)}$]	Heat flux range from the center of the fire [m]
Pool fire (confined)	pool area 1,100 m ² , leaked quantity 1,550 t, wind speed 5 m/s	4	60
		8	5
		15	30
		100	–

This table shows the heat flux range at given levels from the center of the fire for assessing property damage.

Scenario – **VCE**

Assessment for worst-case atmospheric conditions

In the event of an immediate leak of 1,550 tons of liquid VCM, part of it will evaporate adiabatically (32%, i.e. approx. 500 tons). To this initial evaporation, 0.7 tons were added, which will evaporate from the puddle formed in the catchment and emergency sump within 60 seconds.

The maximum amount of VCM within the explosion limits that can be created under these atmospheric conditions is approximately 115 tons. Given the amount of VCM within the explosion limits, deflagration of the cloud with transition to detonation is expected. In accordance with the technical literature, it was assumed that 8% of the total amount of VCM within the explosion limits would detonate.

Accident parameters

Center of explosion	Overpressure range from the center of the explosion [m]	
from the leak location [m]	> 30 kPa	30–10 kPa
320	160	370

The range of the relevant pressure wave from the center of the explosion, for assessing property damage and the occurrence of a domino effect, is shown in the following table.

Range of the pressure wave at a given overpressure from the center of the explosion

Overpressure value [kPa]	Level of damage to buildings	Range from the center of the explosion [m]
> 83	Total destruction	100
> 35	Severe damage	145
> 17	Moderate damage	250
> 3.5	Mild damage	930

Scenario – **Flash fire**

Evaluation for worst atmospheric conditions

This is a similar situation to the VCE scenario, but after the cloud is initiated, it does not explode, but burns out quickly without significant pressure effects.

Accident parameters

Maximum cloud dimensions in the direction of the wind	
Length [m]	Width [m]
370	670

Initiating event – **Continuous leak (through DN 200 pipe) of liquid VCM from tank T-1411**Scenario – **Pool fire Accident****assessment**

Models used	Parameters calculations for	Heat flux value [$\text{kW}\cdot\text{m}^{-2}$]	Range of the given heat flux from the center of the fire [m]
Pool fire (confined)	Pool area 1,100 m ² , leaked quantity 1,550 t, wind speed 5 m/s	4	60
		8	50
		15	30
		100	–

This table shows the heat flux range at given levels from the center of the fire for assessing property damage.

Scenario – **BLEVE**

The accident scenario assumes first a leak of VCM from a damaged (ruptured) liquid phase pipeline and subsequent initiation with the formation of a surface fire under the storage tank (and in the emergency sump). As a result of the fire, the storage tank ruptures after approximately 15 minutes and a BLEVE occurs. The pressure at which the rupture occurs is considered to be 1.21 times the pressure at which the safety valves are set, as recommended by the methodology.

Specified and calculated parameters

Parameters for calculations	Calculated fireball parameters
pipe rupture DN 200, length pipe to escape opening approx. 2 m; VCM escape rate approx. 150 kg/s; time to BLEVE 15 min., pressure tank rupture pressure 9.7 bar, amount of VCM involved in BLEVE 1411 t	duration: 34 s; radius: 320 m heat flux on the surface: 110 kW/m ² flame temperature: 910°C

Due to the short duration of the heat flux (approx. 34 s), no significant threat to property is expected outside the range of the fireball (320 m). The main consequence will be the ignition of vegetation and combustible materials within the range of the fireball.

Scenario – **VCE**

Assessment for the worst atmospheric conditions

A maximum of approx. 150 kg/s of a two-phase liquid-gas mixture (at a considered temperature of 10°C) may leak from a damaged (ruptured) DN 200 pipe (length to the opening approx. 2 m). At this discharge rate, the leak will last approx. 2 hours and 54 minutes.

The maximum amount of VCM within the explosion limits that can be created is approx. 4.4 t. Given this amount, deflagration of the cloud with transition to detonation is expected. In accordance with the technical literature, it was assumed that 8% of the total amount of VCM within the explosion limits will detonate.

Accident parameters

Center of explosion from leak location [m]	Overpressure range from the center of the explosion [m]	
	> 30 kPa	30–10 kPa
70	50	130

The range of the relevant pressure wave from the center of the explosion, for assessing property damage and the occurrence of a domino effect, is shown in the following table.

Range of the pressure wave at a given overpressure from the center of the explosion

Overpressure value [kPa]	Level of damage to buildings	Range from the center of the explosion [m]
> 83	Total destruction	30
> 35	Severe damage	50
> 17	Moderate damage	90
> 3.5	Mild damage	310

Scenario – Flash fire

Assessment for worst atmospheric conditions

This is a similar situation to the VCE scenario, but after the cloud is initiated, it does not explode, but burns out quickly without significant pressure effects.

Accident parameters

Maximum dimensions of the cloud in the direction of the wind	
Length [m]	Width [m]
130	190

Ethylene

EC number: 200-815-3

CAS number: 74-85-1

Signal word: Danger (Danger, Dgr.)

Source: <https://echa.europa.eu/registration-dossier/-/registered-dossier/16094/2/1>

Hazard class and category codes	Standard/supplementary hazard statement codes	Standard/supplementary hazard statements
Flam. Gas 1A	H220	Extremely flammable gas.
Press. Gas (Comp.)	H280	Contains gas under pressure; may explode if heated.

Safety instruction codes	Precautionary statements
P210	Keep away from heat, hot surfaces, sparks, open flames, and other ignition sources. No smoking.
P377	Gas leak fire: Do not extinguish unless leak can be stopped safely.
P381	In case of leak, remove all sources of ignition.
P403	Store in a well-ventilated place.
P410+P403	Protect from sunlight. Store in a well-ventilated place.

Further information on NL is available to SPOLANA s.r.o. employees in the safety data sheet in the SHEET database in Lotus Notes. Safety data sheets are also available at workplaces where substances are handled.

Ethylene leak

Modeling of ethylene leakage in the event of damage to the supply pipe:

Emergency manifestations of the reach of gas combustion escaping from an opening – a "flare" type fire.

Models used	Gas leak from a container through an opening in a flare pipe	
Parameters for calculations	Pipe DN 100, initial pressure 26.4 MPa, hole at a height of 3 m above ground	
Opening size [mm]	Leak rate [kg ^{s(-1)}]	Accident range [m]
		Distance from the leak site at which 50% mortality of unprotected persons occurs after 20 seconds of exposure
DN 50	52	81

Emergency manifestations of the reach of overpressure generated by a pressure wave during a gas cloud explosion – type "VCE".

Models used	Single gas leak Neutral gas dispersion Explosion of the created cloud (explosion force 10)			
Parameters for calculations	single release of 8,000 kg, weather conditions – F, 1 m.s ⁻¹			
-	Amount leaked [kg]	Maximum overpressure range from epicenter [m]		
		Epicenter shift [m]	0.3 bar	0.1 bar
-	8000	430	190	410

Emergency manifestations of heat flux range during deflagration burnout of a gas cloud – "Flash Fire" type.

Models used	Single gas leak Neutral gas dispersion Cloud burnout			
Parameters for calculations	single leak 8000 kg, time = 350 sec, meteorological conditions – F, 1 m.s ⁻¹			
-	Leaked quantity [kg]	Accident range		
		Cloud length [m]	cloud shift [m]	cloud width [m]
-	8000	200	250	30

Note: In areas affected by a shock wave (VCE) with an overpressure greater than 0.3 bar (0.3 MPa), all unprotected persons are expected to die. Conversely, with an overpressure of less than 0.1 bar, no deaths will occur.

Meteorological conditions: F – atmospheric stability class with very stable and deteriorated dispersion conditions,
1 m/s – wind speed.

Natural gas (methane)

EC number: 200-812-7

CAS number: 74-82-8

Signal word: Danger (Danger, Dgr.)

Source: <https://echa.europa.eu/registration-dossier/-/registered-dossier/14250/2/1>

Hazard class and category codes	Standard/supplementary hazard statement codes	Standard/supplementary hazard statements
Flam. Gas 1A	H220	Extremely flammable gas.
Pressure. Gas (Comp.)	H280	Contains gas under pressure; may explode if heated

Safety handling instructions codes	Precautionary statements
P210	Keep away from heat, hot surfaces, sparks, open flames, and other ignition sources. No smoking.
P377	Leaking gas fire: Do not extinguish unless leak can be stopped safely.
P381	In case of leak, remove all sources of ignition.
P403	Store in a well-ventilated place.
P410+P403	Protect from sunlight. Store in a well-ventilated place.

Further information on NL is available to SPOLANA s.r.o. employees in the safety data sheet in the SHEET database in Lotus Notes. Safety data sheets are also available at workplaces where substances are handled.

Natural gas leak

Modeling natural gas leakage from damaged pipelines.

Emergency manifestations of the effects of gas combustion escaping from an opening – a "flare" type fire.

Models used	Unsteady gas leak from a long pipeline Flare	
Parameters for calculations	Pipeline DN 150, pressure 0.3 MPa, temperature 20 °C, opening 6 m above ground level	
Opening size [mm]	Leak rate [kg ^{s(-)} (1)]	Accident range [m] Distance from the leak site at which 50% mortality of unprotected persons occurs after 20 seconds of exposure
DN 25	0	5
DN 5	0.004	-

Emergency manifestations of heat flux during deflagration combustion of a gas cloud – "Flash Fire" type.

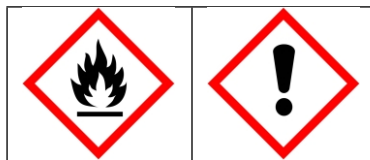
Models used	Unsteady gas leak from a long pipe Dispersion of neutral gas Cloud combustion			
Parameters for calculations	Pipe DN 150, pressure 0.3 MPa, temperature 20 °C, opening at a height of 6 m above ground, time = 100 sec			
Opening size [mm]	Leak rate [kg ^{s(-)} (1)]	Accident range		
		Cloud length [m]	Cloud displacement [m]	Cloud width [m]
DN 25	0.1	20	-	1
DN 5	-	-	-	-

Cyclohexanone

EC number: 203-631-1

CAS number: 108-94-1

Signal word: Warning (Warning, Wng.)

Source: <https://echa.europa.eu/registration-dossier/-/registered-dossier/15388/2/1>

Hazard class and category codes	Standard/supplementary hazard statement codes	Standard/supplementary hazard statements
Acute Tox. 4	H332	Harmful if inhaled
Flam. Liquid 3	H226	Flammable liquid and vapor.

Precautionary statement codes	Precautionary statements
P210	Keep away from heat, hot surfaces, sparks, open flames and other ignition sources. No smoking.
P233	Keep container tightly closed.
P240	Ground and bond container and dispensing equipment.
P241	Use [electrical/ventilation/lighting] equipment suitable for use in explosive atmospheres.
P242	Use tools made of non-sparking metal.
P243	Take measures against static electricity discharges.
P261	Avoid breathing dust/fume/gas/mist/vapors/spray.
P271	Use only outdoors or in well-ventilated areas.
P280	Wear protective gloves/protective clothing/eye protection/face protection.
P303+P361+P353	IF ON SKIN (or hair): Remove/Take off immediately all contaminated clothing. Rinse skin with water [or shower].
P304+P340	IF INHALED: Remove person to fresh air and keep comfortable for breathing.
P312	If you feel unwell, call a POISON CENTER / doctor / emergency medical service.
P370+P378	In case of fire: Use materials according to the accompanying technical documentation to extinguish the fire.
P403+P235	Store in a well-ventilated place. Keep cool.
P501	Dispose of contents/container in accordance with local, national, or international waste regulations.

Further information on NL is available to SPOLANA s.r.o. employees in the safety data sheet in the SHEET database in Lotus Notes. Safety data sheets are also available at workplaces where substances are handled.

1,2-dichloroethane

EC number: 203-458-1

CAS number: 107-06-2

Signal word: Danger (Danger, Dgr.)

Source: <https://echa.europa.eu/registration-dossier/-/registered-dossier/15430/2/1>

Hazard class and category codes	Standard/supplementary hazard statement codes	Standard/supplementary hazard statements
Acute Tox. 4	H302	Harmful if swallowed.
Carc. 1B	H350	May cause cancer.
Eye Irrit. 2	H319	Causes serious eye irritation.
Flam. Liq. 2	H225	Highly flammable liquid and vapor.
Skin Irrit. 2	H315	Irritating to skin.
STOT SE 3	H335	May cause respiratory irritation.

Precautionary statement codes	Precautionary statements
P201	Obtain special instructions before use.
P202	Do not use until you have read and understood all safety instructions.
P210	Keep away from heat, hot surfaces, sparks, open flames, and other ignition sources. No smoking.
P233	Keep container tightly closed.
P240	Ground and bond container and dispensing equipment.
P241	Use [electrical/ventilation/lighting] equipment in explosive environments.
P242	Use non-sparking tools.
P243	Take measures against static electricity discharges.
P261	Avoid breathing dust/fume/gas/mist/vapors/spray.
P264	After handling, wash affected areas or entire body thoroughly.
P270	Do not eat, drink, or smoke when using this product.
P271	Use only outdoors or in well-ventilated areas.
P280	Wear protective gloves/protective clothing/eye protection/face protection.
P301+P312	IF SWALLOWED: Call a POISON CENTER/doctor/emergency medical service if you feel unwell.
P302+P352	IF ON SKIN: Wash with plenty of water/soap.
P303+P361+P353	IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water [or shower].
P304+P340	IF INHALED: Remove person to fresh air and keep comfortable for breathing.
P305+P351+P338	IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.
P308+P313	IF exposed or concerned: Get medical advice/attention.
P312	If you feel unwell, call a POISON CENTER/doctor/emergency medical service.
P321	Professional treatment (see accompanying technical documentation).
P330	Rinse mouth.
P332+P313	If skin irritation occurs: Get medical advice/attention.
P337+P313	If eye irritation persists: Get medical advice/attention.

P362+P364	Take off contaminated clothing and wash it before reuse.
P370+P378	In case of fire: Use materials according to the accompanying technical documentation to extinguish the fire.
P403+P233	Store in a well-ventilated place. Keep container tightly closed.
P403+P235	Store in a well-ventilated place. Keep cool.
P405	Store locked up.
P501	Dispose of contents/container in accordance with local, national, or international waste regulations.

Further information on NL is available to SPOLANA s.r.o. employees in the safety data sheet in the SHEET database in Lotus Notes. Safety data sheets are also available at workplaces where substances are handled.

IMPORTANT TELEPHONE NUMBERS

(used for handling emergency situations)

From a landline	From other phones
Fire, explosion, hazardous substance leak:	
150 You will be connected to the SPOLANA s.r.o. Fire and Rescue Service Operations Center.	150 The Operations and Information Center of the Central Bohemian Region Fire Department will respond.
2222 or 2223 You will be connected to the SPOLANA s.r.o. Fire and Rescue Service Operations Center.	315 662 222 or 315 662 223 The SPOLANA s.r.o. Fire Department Operations Center will answer.
112 You will be connected to the SPOLANA s.r.o. Fire and Rescue Service Operations Center.	112 You will be connected to the Operations and Information Center of the Central Bohemian Region Fire Department.
Emergency medical assistance:	
155 You will be connected to the SPOLANA s.r.o. fire department operations center.	155 The Central Bohemian Region Emergency Medical Service will answer.
2233 The SPOLANA s.r.o. Fire and Rescue Service Operations Center will respond (it has an ambulance at its disposal).	315 662 233 The SPOLANA s.r.o. Fire and Rescue Service Operations Center will respond (has an ambulance available)
Czech Police	
158, 2205 The Czech Police Neratovice – permanent service will respond.	158, 315 662 205 The Czech Police Neratovice – permanent service will respond
SPOLANA s.r.o. Fire Department Operations Center (firefighter-dispatcher):	
2555 or 2585 The dispatcher at the SPOLANA s.r.o. Fire Department Operations Center will answer.	315 662 555 or 315 662 585 You will be connected to the dispatcher at the SPOLANA s.r.o. Fire and Rescue Service Operations Center.
Emergencies and near misses:	
5555 You will be connected to the answering service.	
Other important numbers:	
4364 A fire and accident prevention specialist will answer	315 664 364 A fire and accident prevention specialist will answer
2531 or 6284 You will be contacted by the head of the Safety Department or an OHS specialist.	315 662 531 or 315 666 284 The head of the Safety Department / OHS specialist will respond.
315 A process safety specialist will answer.	315,663,155 A process safety specialist will contact you
2274 SPOLANA s.r.o. security manager will contact you	315 662 274 The security manager at SPOLANA s.r.o. will answer.
4141 SPOLANA s.r.o. security control center permanent service	315 Permanent security service provided by SPOLANA s.r.o.
3128 SPOLANA s.r.o. gatehouse no. 3 will respond.	315 663 128 Gatehouse No. 3 SPOLANA s.r.o. will answer.
3167 SPOLANA s.r.o. gatehouse no. 4 will respond.	315 663 167 SPOLANA s.r.o. gatehouse no. 4 will answer.
3168 Gatehouse No. 5 SPOLANA s.r.o. will respond.	315 663 168 You will hear gatehouse no. 5 SPOLANA s.r.o.
5006 The specialist for initial training and identification cards will respond.	315 665 006 You will be connected to a specialist in initial training and identification cards.
3726, 2110 The reception and mailroom of SPOLANA s.r.o. will respond.	315 663 726, 315 662 110 You will be connected to the reception and mailroom of SPOLANA s.r.o.
Faults within SPOLANA s.r.o.: Gas: 3193 or 2535 The heating plant operations panel or heating plant foreman will answer. High voltage electric current: 2331 The electrical operation panel will sound Water: 3608 The DEMI station panel will sound	Faults within SPOLANA s.r.o.: Gas: 315 663 193 or 315 662 535 The heating plant operations panel or heating plant foreman will respond Electricity: HV: 315 662 331 The Elektro operations panel will respond Water: 315 663 608 The DEMI station panel will respond

TYPES OF WARNING SIGNALS. ANNOUNCEMENT OF WARNING SIGNALS

1 Warning of persons is ensured by a warning system consisting of the following warning devices:

- VISO 2002 warning system – allows access to warning systems connected to surrounding municipalities; it includes a network of outdoor and indoor loudspeakers (company radio), wireless receivers, and wireless voice sirens.
- Siren of the integrated dispatch system IKIS, which is an internal service system of the Fire and Rescue Service, serving as a backup.
- Company telephone network.
- Local warning systems at some production plants (loudspeakers, radio stations).

2 Types of warning signals and their meanings

If a hazardous substance (NL) occurs in the air in such an amount (concentration) that it may cause damage to the respiratory tract or acute poisoning, or exceeds 10% of the lower explosion limit and there is a risk of explosion or fire, SPOLANA s.r.o. .

A chemical alarm is also declared in the event of an explosion or fire involving VCM, EDC, ammonia, and trichloroethylene, and in the case of other NLs if they may subsequently arise as combustion products.

3 Chemical alarm level I

It is declared when **the leak of a hazardous substance (NS) is only local and does not exceed the boundaries of the facility/plant**. The HZSP Operations Center (OS) staff **verbally informs the warning system a b o u t** the declaration of a Level I chemical alarm – with details of the location of the leak (plant, facility, building), the type of NL, and the wind direction (see paragraph 8).

4 Level II chemical alarm

The leak **of a hazardous substance (NS) extends beyond the plant, but does not exceed the boundaries of the SPOLANA s.r.o. premises**. A Level II chemical alarm is declared by the OS HZSP with **a fluctuating siren tone for 140 seconds**.

After the siren tone has faded, it verbally informs persons on the premises of SPOLANA s.r.o. about the declaration of a Level II chemical alarm, the location of the leak (plant, operation, building), the type of NL, and the wind direction (see paragraph 8).

5 Level III chemical alarm

The leak **of a hazardous substance (NL) has already exceeded (or is clearly going to exceed) the boundaries of the SPOLANA s.r.o. premises**. The OS HZSP declares a Level III chemical alarm for the company **by sounding a fluctuating siren tone for 140 seconds**.

After the siren tone has faded, it verbally informs persons on the premises of SPOLANA s.r.o. about the declaration of a Level III chemical alarm, the location of the leak (plant, operation, building), the type of NL, and the wind direction (see paragraph 8).

Furthermore, the VISO system informs the population of surrounding municipalities in the emergency planning zone about the declaration of a Level III chemical alarm.

If the siren is activated (except in cases of siren testing or alarm drills), a Level II or Level III chemical alarm is always declared. The level is then announced in a subsequent voice message.

Example of a Level III chemical alarm announcement (after the siren tone has faded):

"Attention, attention, a level III chemical alarm has been declared in Spolana Neratovice. This is a VCM leak at the VCM and TZO plant, VCM warehouse, building F 305A. The wind is blowing west, i.e. in the direction of the Elbe River, Tišice."

The OS HZSP operator **announces** the message **three times in a row with a 5-10 second pause**.

6 Change of alarm level to higher

The OS HZSP announces this via voice communication as follows:

Attention, attention, change in chemical alert level. A (higher) chemical alert level has been declared. This is"

The OS HZSP operator **announces** the message **three times in a row with a 5-10 second pause**.

7 Ways of informing about the end of the threat

Cancellation of chemical alert level III

The OS HZSP announces this via voice broadcast as follows:

"Attention, attention, the Level III chemical alarm in Spolana Neratovice is canceled and the Level II chemical alarm remains in effect" or

"Attention, attention, all levels of chemical alarm have been canceled at Spolana Neratovice."

The OS HZSP operator **announces** the message **three times in succession with a 5–10 second pause between each announcement**.

8 Wind direction

Wind direction data is provided by the OS HZSP with geographical names (from where) and a more precise indication of the direction (to where), e.g.:

- easterly wind (90 degrees) blowing from east to west, direction Libiš,
- southern wind (180 degrees) blows from south to north, direction Štěpánský most.

According to geographical directions, SPOLANA s.r.o. is oriented as follows:

- north – cooling tower, Štěpánský Bridge,
- south – 1st gatehouse, Neratovice,
- east – Elbe River line, Tišice,
- west – line of 3rd and 4th gatehouses, Libiš.

9 Communication of necessary actions

Information is communicated to persons on the premises of SPOLANA s.r.o. via the warning system's voice broadcast.

10 Verification of the warning system

On **the first Wednesday of every month at 12:00 noon**, the operational readiness of the unified warning and notification system is verified by testing the end elements of the warning and notification system – siren test. This is performed using a test siren tone, i.e., **an uninterrupted siren tone lasting 140 seconds**.

The test is followed by a message announcing its completion.

Subsequently, tests of the SPOLANA s.r.o. warning systems are performed with a test tone, i.e.:

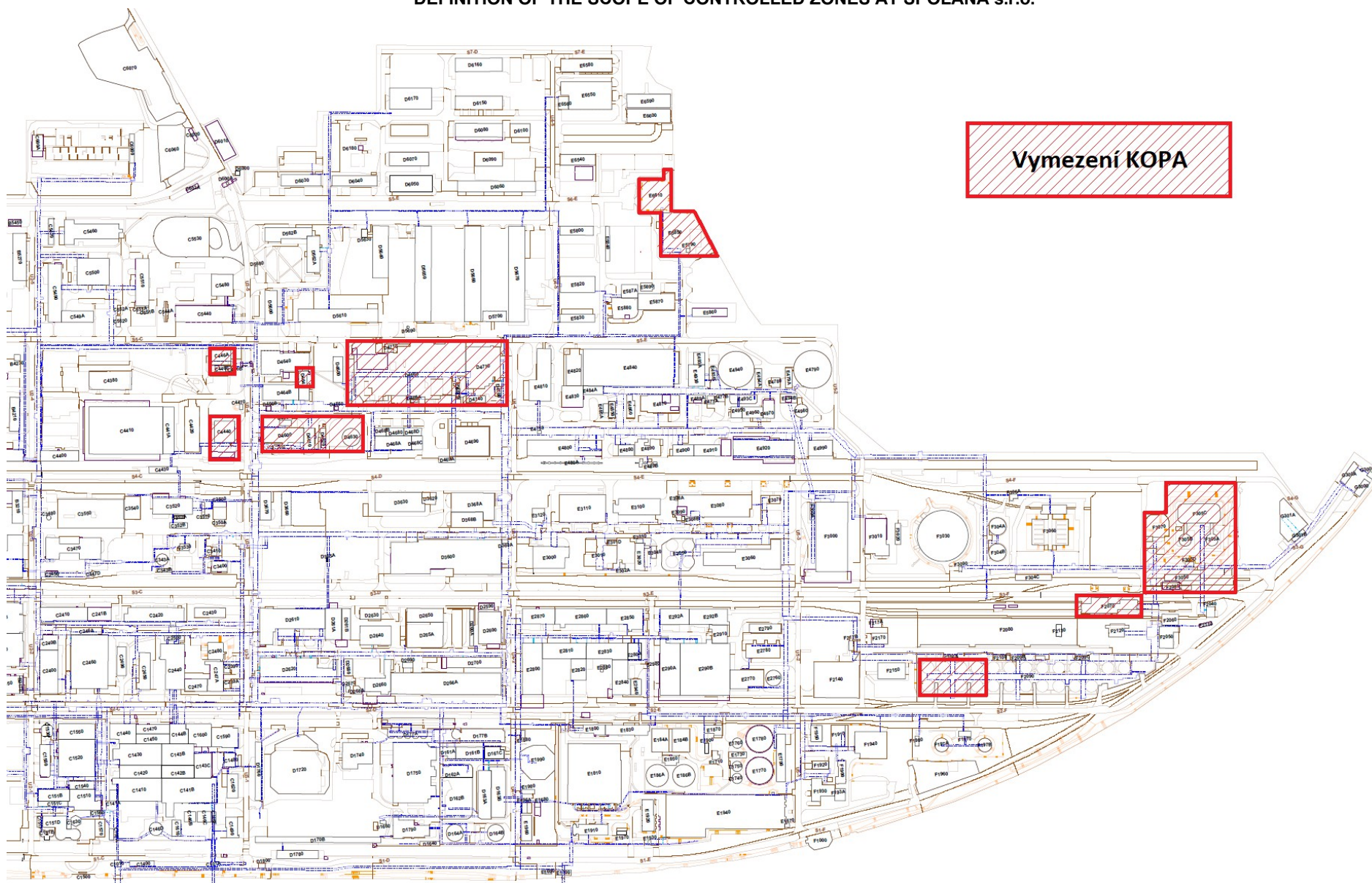
- for the integrated dispatch system, **an uninterrupted siren tone lasting 140 seconds**,
- In the VISO system, **a continuous siren tone sounds for 140 seconds**.

Before each individual test (before the siren is activated), a voice message is broadcast, i.e., a warning that it is a siren test. Each test is followed by a message announcing its completion.

At approximately 12:15 p.m., a test of signal penetration into the warning systems of surrounding municipalities is performed, consisting only of a voice message informing that this is a test.

In the case of **chemical alarm drills**, a warning that this is a **chemical alarm drill** or alarm rehearsal always precedes the siren tone.

DEFINITION OF THE SCOPE OF CONTROLLED ZONES AT SPOLANA s.r.o.



Safety conditions for temporary facilities and equipment at contractors' workplaces

Place of work	General safety conditions: ➤ Work areas must be closed off and enclosed by structural fencing to ensure safety and separation of the workplace. ➤ The workplace must have an access control system in place with appropriate organizational procedures to identify persons entering or leaving the workplace. ➤ Access roads and sidewalks must be maintained by the owner of the property so that the roadway is even and solid with sufficient load-bearing capacity. ➤ Sidewalks for pedestrians must have paved surfaces that are even and separated from the roadway, made of porous and non-slip material. Parking spaces must meet the following requirements:
	➤ The layout and arrangement of parking and maneuvering areas must meet all technical parameters for the given type of vehicles and work machines. ➤ Parking spaces must be arranged in such a way that it is not necessary to move any vehicle or machine due to the arrival/departure of another vehicle. ➤ Sufficient space must be maintained between parked vehicles and machines. ➤ The area must be lit in such a way as to completely eliminate dark spots (min. 100 lx). ➤ Drainage system for parking lots and maneuvering yards - Provide a drainage system for the vehicle fleet to ensure the drainage of rainwater flowing from the surface, the drainage of water from the parking lot and maneuvering yard, and discharge in accordance with water and environmental protection requirements - Secure the drainage system for the parking lot and handling area with the aim of: - capture rainwater - drain water from the parking lot and maneuvering area - discharge water in accordance with environmental protection conditions ➤ a separate, independent area for filling vehicles - if necessary, compliance with occupational health and safety and fire protection requirements, as well as prevention of hydrocarbon mixtures leaking into the soil ➤ this also applies to warehouses for hydrocarbon or other chemical compounds ➤ Separate location of assembly areas and stations, use of basic personal and reflective protective equipment in these areas ➤ clearly and legibly marked waste storage area ➤ organize the work site so that all technical requirements for the collection of waste and other used materials, components, and equipment are met ➤ the user of the workplace is obliged to organize the infrastructure to the extent necessary for the duration of the work ➤ any change or conversion of the workplace must comply with the relevant documentation and detailed measures: - the plan for the development of the workplace as well as the relevant assembly and social facilities - agreement with the landlord of the premises regarding the provision and consumption of electricity, telecommunications connections, etc. - agreement on the conditions for the organization and performance of work, as well as the expiry date of the contract and removal of the workplace - Measures concerning the scope of dismantling work after the end of operations

Equipment

- Each piece of equipment must be clearly marked with:
 - the name of the user, the name of the responsible person, the telephone number of the person responsible for the workplace
 - separate areas or workplaces that are not visibly marked are considered unused and should be removed
- all workplace equipment must comply with the relevant legal standards and requirements for use, as well as assembly, residential, and construction workplaces

Buildings and building structures:

- Buildings and other structures in which work is carried out must be designed and used in accordance with technical documentation
- All buildings must comply with the conditions set out in the technical and legal documentation.
- All buildings must be equipped with: sanitary facilities, heating, and electricity supply
- Requirements for rooms and workstations should be in accordance with the requirements specified in the regulations of the relevant state authorities
- equipment must be adapted to its function
- maintained in proper technical and functional condition
- Workplaces and areas intended for the presence of persons must be adapted to the activities performed therein, as well as to the number of persons present at the workplace
- the surface and height of workplaces must meet occupational health and safety requirements, taking into account the nature of the work performed, the technology used, and the time spent by employees at the workplace
- Natural or mechanical air exchange must be ensured in the areas in use. Natural ventilation can consist of suitably located ventilation openings, roof openings and ventilation ducts. Mechanical ventilation should be provided in work areas.
- Installation of heating equipment to ensure that the temperature in the work area does not fall below 14°C during cold periods for light physical work / below 18°C in offices
- The floor must meet basic technical parameters such as: stability, non-slip, resistance to falls and pressure, easy maintenance
- Administrative and office spaces should meet requirements such as sufficient number and size of rooms to ensure the performance of work activities.
- Technical conditions for the use of office and administrative premises are defined by legislation

Location and organization of temporary work facilities	Location
	➤ In order to ensure maximum protection for the contractor's employees, the work area should be located at a sufficient distance from systems, public infrastructure, tanks, and buildings classified as Class I and II fire hazards
	➤ The workplace should meet the following criteria: - location at least 30 m from production facilities / at least 10 m from other facilities - a single contractor's workplace consists of a maximum of three trailers or other spaces - If necessary, the number of devices installed may be increased based on justification confirmed by the customer. - The distance from the main road must be at least 5 m from the curb, and the built-in elements must not restrict the driver's visibility.
	➤ The placement of containers and trailers with sanitary facilities under the main supply pipe of any medium is prohibited. ➤ If the workplace is arranged in a different manner that has not been agreed upon or is not in accordance with the specified conditions or whose validity has expired, the landowner has the right to demand its removal ➤ If the owner is not identified, the user is obliged to remove it and cover the associated costs.
	Workplace organization
	➤ The workspace should be divided into two parts: social and assembly, and these parts must be visibly separated from each other. ➤ In the social and residential areas of the workplace, containers may be arranged on two levels, if local conditions allow. ➤ It is essential that the containers are in good technical condition and meet all health and safety and fire protection requirements. ➤ Supplier companies operate containers at their own responsibility and expense, as well as providing lighting, drinking water with metering devices, sewage systems, meter boxes, and grounding systems ➤ compensation is based on an agreement concluded with the customer

Inspection and control of compliance with occupational health and safety and fire protection	The contractor's obligations include: - supervision of compliance with basic OHS and fire prevention principles - maintaining order and cleanliness at the assigned workplace - compliance with specific rules designated for the workplace - protection of the workplace and adjacent areas / greenery and other elements / - preventive inspection and control services by ORLEN Group bodies, which may be carried out at any time at the workplace to check compliance with health and safety, fire protection, and environmental protection rules, as well as compliance with the conditions for the workplace in question
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OHS	The workplace user undertakes to: - identify potential risks to persons and property that may arise during the construction, implementation, assembly, commissioning, testing, operation, or decommissioning of equipment located at the site of construction and other work, as well as take measures to prevent the activation of such risks - pay attention to risks that could lead to situations posing a risk to OHS and thus ensure uninterrupted operation - perform all activities in such a way as to achieve the highest level of occupational health and safety during the construction, implementation, assembly, commissioning, testing, operation, and decommissioning of equipment - immediately inform the ORLEN Group's safety and fire protection department of any dangerous incidents, fires, accidents, leaks of hazardous substances, or injuries that have occurred in accordance with procedures - keep an inspection log and make the leased space accessible to the lessor so that inspections can be carried out to check all chemicals, tools, materials, and equipment used during the work and define their impact on occupational health and safety and fire prevention - agree that all hazardous substances will only be kept at the workplace for the time necessary to carry out the work. Hazardous substances will be removed and relocated in accordance with regulations on the handling and disposal of hazardous substances and waste - minimize smoke and dust generated during the work - The contractor is obliged to monitor the noise level at the workplace and comply with the restrictions set by local authorities, and also undertakes to reduce the noise level by selecting and maintaining appropriate protective devices and equipment
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Fire protection	➤ Smoking is only permitted in designated areas. ➤ In order to prevent the risk of fire caused by open flames, the contractor is obliged to comply with the ban on smoking and handling open flames throughout the premises (except for designated areas) ➤ The smoking ban applies to all persons present on the company's premises and applies to all buildings and structures, except for designated areas. ➤ Work involving a fire risk may only be carried out in accordance with the conditions set out in the principles and internal rules applicable in the company. ➤ Suppliers are required to comply with all fire safety rules. ➤ are required to use fire protection equipment in accordance with the conditions specified in the agreement with the lessor ➤ it is prohibited to perform any activities at the workplace and in its immediate vicinity that may cause a fire or its spread, prevent evacuation or rescue operations, and use open flames
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Environmental protection	It is strictly prohibited to create landfills or storage areas for any waste associated with the contractor's activities. The contractor is obliged to apply environmental protection rules and comply with the relevant provisions: - protect the soil from contamination by pollutants / oil, paints, products containing hazardous substances / - store materials needed to perform the ordered work and waste produced in designated areas in a manner that protects the environment - remove waste generated during the work - use the water supply and sewage system only in accordance with the terms of the contract concluded with the customer
	It is strictly prohibited to: - remove trees and shrubs in the work area (unless otherwise specified in the contract with the landlord) - causing damage to greenery - using equipment containing substances that emit ionizing radiation without the consent of the client

Additional requirements for self-propelled vehicles, machines, and equipment	➤ All vehicles, machines, and self-propelled equipment must be equipped with warning/flashing lights (vehicle movement signaling) and a backup audible signal—this does not apply to vehicles used for passenger transport ➤ When entering the production system/facility area, the driver or operator of the vehicle must place a current and valid permit in the cab, behind the windshield, which applies to all vehicles on the premises ➤ Vehicles and equipment entering the production plant area must be marked with the name of the owner of the equipment or vehicle and must have valid technical inspections ➤ On roads located on the construction site/contractor's property, as well as on platforms and ramps, there is a speed limit of 20 km/h
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Permission to enter areas with explosion hazards

V Z O R

SPOLANA s.r.o. Neratovice				Permission to enter areas with explosion hazard			
Reference No.:		Permit validity:	Date	from	to		
Plant:			Hour	from	to		
Operation:							
Issued to department / external company:							
Vehicle type:							
Purpose of entry:							
Safety measures:							
Special regulations:							
Operations employee (issuer): Name, date, signature		Employee of the executing department: Name, date, signature		Head of adjacent district: Name, date, signature			
Extension of permit validity: Date				from	to	Time from to	
Operations employee (issuer): Name, date, signature		Employee of the executing department: Name, date, signature		Head of adjacent district: Name, date, signature			



Declaration of an external entity

SAMPLE

1. In connection with the rules established within the ORLEN Unipetrol Group concerning measures applied in the event of the spread of a viral disease, an employee of the company's security service (ORLEN Ochrona Sp. z o.o.) asks you to complete this declaration.
2. It is very important to fill out this form thoroughly, completely, and truthfully. Your data will be processed in accordance with the GDPR (General Data Protection Regulation – EU 2016/679) and used only for the specified purposes of processing.

3. I declare that:

- I have no symptoms of a viral disease;
- I am not in mandatory quarantine;
- I have not been in contact with a person suffering from a viral disease in the last 14 days;
- I have not been in contact with a person in quarantine in the last 14 days;
- I have not been in countries with a high risk of infection in the last 14 days.

4. Personal information:

First name: Last name:

..... Company/organization name:

..... Contact telephone number:

..... Name, surname, and position of the person

visited at SPOLANA s.r.o.:

.....

I confirm that I am familiar with the information clause attached to this statement, which concerns the rules for the processing of my personal data by the ORLEN Unipetrol capital group.

.....
(date and signature)

INFORMATION CLAUSE TO THE DECLARATION OF AN EXTERNAL ENTITY

I. PERSONAL DATA CONTROLLER

The controller of your personal data is SPOLANA s.r.o., with its registered office in Neratovice, ul. Práce 657, postal code: 277 11, registered in the Commercial Register maintained by the Municipal Court in Prague, file no. C 305391, ID no.: 45147787 (hereinafter referred to as "SPOLANA s.r.o." or "Controller"). SPOLANA s.r.o. places great emphasis on the transparency of processing and security of your personal data, which is considered strictly confidential, and handles it in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter referred to as the "GDPR"), Act No. 110/2019 Coll. on the processing of personal data, and other applicable legal regulations.

II. DATA PROTECTION OFFICER

We have appointed a data protection officer whom you can contact regarding personal data protection and processing at the email address osobniudaje@orlenunipetrol.cz or in writing at the mailing address ORLEN Unipetrol RPA s.r.o., Information Protection Department, Milevská 2095/5, 140 00 Prague 4.

The contact details of the data protection officer are also available on our website www.unipetrolrpa.cz in the "Contacts" section.

III. PURPOSE OF PROCESSING AND ITS LEGAL BASIS

The purpose of processing the personal data required in the "External Entity Declaration" document is to ensure the safety and protection of persons, including public health, during the occurrence of a viral disease and to protect the premises, facilities, and equipment of SPOLANA s.r.o. The legal basis for such processing of personal data is our legitimate interest pursuant to Article 6(1)(f) of the GDPR. The provision of your personal data is necessary to allow you to enter the premises of SPOLANA s.r.o., including with materials. If you refuse to provide your personal data, you will not be allowed to enter the protected premises of SPOLANA s.r.o.

IV. CATEGORIES OF PERSONAL DATA PROCESSED

For the purposes stated above, your personal data will be processed to the extent of:

- identification data (first and last name);
- work data (company/organization name);
- contact details (phone number).

IV. TRANSFER OF PERSONAL DATA

When processing your personal data, we use the services of third parties who may have access to your personal data. The security of your personal data is ensured by these processors through their contractual obligations. For more information, please contact our data protection officer. Your personal data will not be transferred to countries outside the EU, EEA, or to international organizations.

V. PERSONAL DATA RETENTION PERIOD

We process your personal data for no longer than is necessary for the purposes for which it is processed, but for a maximum of 3 months. The retention period for personal data may be extended if processing is necessary to establish or enforce our claims or defenses, or if required by specific legal regulations.

After the retention period has expired, your personal data will be destroyed or anonymized.

VI. YOUR RIGHTS

In connection with the processing of your personal data, you have the following rights vis-à-vis SPOLANA s.r.o.:

- access your personal data,
- to correct inaccurate or incomplete personal data,
- to erase personal data if the conditions under the GDPR are met,
- to restrict the processing of personal data, if the conditions under the GDPR are met,
- to object, if the conditions under the GDPR are met, and
- the right to contact the Office for Personal Data Protection if you feel that your personal data is not being handled in accordance with the law.

The above rights can be exercised by contacting the data protection officer using the contact details provided in Article II of this clause.

INTRODUCTION TO THE SPOLANA s.r.o. SECURITY REPORT

This information is intended for all employees and other persons who, with the knowledge of SPOLANA s.r.o., are present on the premises within the meaning of Act No. 224/2015 Coll., § 15, paragraph 2.

Prepared by: Ing. Sandra Kudrnová, Process Safety Specialist Effective from: September 4, 2019

Follows on from update no. 3 of the SPOLANA s.r.o. Safety Report. Approved by: Ing.

Branislav Hric, Ph.D., Head of the Safety Department

1 Introduction

The Safety Report (Update No. 3) was prepared in November 2017 by SPOLANA

s.r.o. in cooperation with Mr. Luboš Kotek, Ph.D., and Prof. František Babinec, CSc., who prepared the Risk Analysis and Assessment, which is an integral part of the company's safety documentation. The Safety Report was updated in accordance with the requirements of Act No. 224/2015 Coll., on the prevention of serious accidents caused by dangerous chemicals or chemical mixtures (hereinafter referred to as the Act on the Prevention of Serious Accidents).

The decision of the Regional Authority of the Central Bohemian Region to update the Safety Report in accordance with the Act on the Prevention of Major Accidents became legally effective on July 15, 2019.

2 Summary of the content of the Safety Report

The Safety Report is divided into **seven parts**, each of which focuses separately on the information required by the decree.

The most important part of the Safety Report is Part III - **Assessment of Major Accident Risks**, which selects sources of major accident risks in the company, analyzes the probability of major accidents occurring at selected sources of major accident risks, assesses their possible consequences, and evaluates their acceptability in terms of social risk.

Part I of the Safety Report provides basic information about the facility.

Part II. The safety report provides descriptive, informational, and data details about the company. This part focuses primarily on the layout of the facility, provides an overview of the hazardous substances located there, their quantities in the facility or equipment, and their properties, and provides detailed information on technologies, activities, and processes associated with the risk of a major accident, internally/externally provided services, and environmental components in the company's location.

Part III. Safety Reports consists of individual annexes and describes the identification of major accident hazards and their selection for detailed quantitative analysis. The selection of hazards was carried out using the Major Accident Hazard Selection method. The method used takes into account the properties and quantities of hazardous substances present in the facility and also considers process conditions. On this basis, 113 safety units – risk sources – were selected for quantitative risk analysis (QRA). **QRA was applied to seven major accident risk sources**, as shown in Table 1 – Selected major accident risk sources for QRA.

A description of the parameters of selected risk sources is provided in each analysis of individual sources.

Table 1 – Selected sources of major accident hazards for QRA

Designation	Process/ Storage	Substance	Quantity (kg)
Spherical storage tank T1411	S	VCM	1,550,000
T1412 ball magazine	S	VCM	1,450,000
T204 magazine	P	HCl	78,000
Rail tank (transfer)	P	Chlorine	45,000
Rail tank (transfer)	P	Ammonia	50,000
Spherical storage tank T1.1A	S	Ammonia	510,000
Spherical tank T1.1B	S	Ammonia	510,000

Part III. Safety Reports also describes the procedures and results of identifying initiating events and severe accident scenarios, their causes, and the selection of representative scenarios. For the purposes of risk analysis and assessment, representative initiating events were selected based on the recommendations of the CPR 18E (Purple Book) technical literature.

The risk assessment evaluated the potential impact on:

- municipalities in the affected area,
- road transport in the vicinity of the facility
- rail transport.

The results of the study are presented in tables; the group risk appears to be acceptable for scenarios involving both immediate and continuous leakage of hazardous substances.

- a) **Threats to human health and life** – the storage of chlorine, ammonia, and hydrogen chloride in tanks and the filling of rail tankers are sources of risk of a major accident with probable loss of life. The same applies to the storage of VCM. Modeling of major accidents shows that the consequences of an accident will extend beyond the boundaries of the facility. Given the reach of the toxic cloud, municipalities within the range of the chlorine and ammonia sources may be at risk. The consequences of an accident can be mitigated by effective intervention by the fire department and rapid warning of the population.
- b) **Environmental hazards** – serious environmental consequences are primarily caused by the possible leakage of hazardous liquids into watercourses. To reduce risks, existing storage tanks are equipped with a system to capture any leaks.
- c) **Seriousness of the accident in terms of soil and groundwater contamination** – can be mitigated by rapid decontamination of the affected area.
- d) **Threat to property** – given the nature of the hazardous substance (toxicity), the consequences of possible accidents involving toxic substances do not pose a threat to property outside the Spolana s.r.o. premises. The consequences of a VCM leak will mainly be felt inside the premises.

At the end of this section, the influence of the human factor on the possibility of a major accident in connection with relevant sources of risk is analyzed. The analysis covers job positions involved in the operation of selected sources of risk.

Part IV of the safety report focuses on the principles, objectives, and policy of major accident prevention. The principles relating to major accident prevention are as follows:

- Enhancing the professional competence of employees and clearly defining their responsibilities at work.
- Improving activities focused on employee safety and reducing environmental impacts.
- Monitoring the environmental impact (especially from sources of pollution) resulting from the company's business activities.
- Monitoring risks in the areas of the environment, occupational safety, and accident prevention.
- Compliance with legal requirements in the area of the environment and safety.
- Regular assessment of compliance with current legislation.
- Development of communication, awareness, and transparency within the company.
- Involvement of all employees in the process of continuous improvement in the area of safety and environmental protection.
- Activate external companies and tenants as well.

The major accident prevention policy is part of the company's integrated management systems policy, which is based on the core values of the UNIPETROL Group and, at the same time, on the values of the PKN ORLEN Group:

- Responsibility.
- Development.
- People.
- Energy.
- Our company.

The main objective of the company in the area of major accident prevention is to achieve, with the active involvement of all employees, a level of occupational health and safety and major accident prevention that meets at least the requirements of applicable laws.

Permanent objectives for individual areas of the major accident prevention system:

➤ *Human resources and their management*

Objective No. 1: Maintain employee awareness of major accident prevention principles.

➤ *facility management*

Objective No. 2: Monitoring, evaluating, and minimizing existing risks; identifying, evaluating, and minimizing new risks.

Objective No. 3: Keep technological operating documentation up to date.

➤ *Management of changes in the facility*

Objective No. 4: Ensure that any technological change or change in work procedures affecting operational safety is reviewed and assessed for risks.

- *Emergency planning*
Objective No. 5: Regularly review or create new internal emergency planning documentation.
- *Monitoring and evaluation of the fulfillment of objectives set by the safety management policy and system*
Objective No. 6: Verify the fulfillment of program objectives and tasks, evaluate results, and identify the causes of unfulfilled program objectives and tasks.
- *Audit of the safety management system and major accident prevention policy*
Objective No. 7: Effectively implement the audit system.

Part V describes the safety management system.

For the entire area of safety, including the prevention of serious accidents and fires, the duties and responsibilities of employees, managers, and other persons are specified, and measures are set out in:

- descriptions of individual job functions prepared as part of process No. 3.8.1 Human Resource Management – Job Creation,
- work rules, organizational rules, and other organizational and management standards of the company, in service contracts,
- operational documentation prepared in accordance with SGŘ-05-03 Technological Operational Documentation (technological regulations, work instructions) and SGŘ-05-06 Preparation, Approval, and Issuance of Safety Instructions, in documentation prepared as part of process no. 2.5. Storage and removal from storage – storage regime (operating rules) and standard operating procedures, prepared as part of process no. 2.8 Quality control,
- emergency documentation, i.e. SGŘ-22-05 Internal Emergency Plan of SPOLANA a.s., SGŘ-24-04 Plan of measures for accidents resulting from the release of hazardous substances into water and soil, S-3.17.4 Flood plan of SPOLANA s.r.o., in S-3.17.7 Threats to the premises of SPOLANA s.r.o.,
- organizational and management standards for health and safety, i.e. BI-00-01 Basic safety instructions for employees, fire protection according to S-3.17.8 Fire protection and crisis prevention, including serious accidents, according to R-3.17.1 Crisis management.

The duties and responsibilities of employees of external organizations and visitors in the area of major accident prevention are set out in S-4.1.5 Duties of external entities on the premises of SPOLANA s.r.o., which is available on the company's computer network and website.

Part VI describes preventive safety measures to limit the possibility of a major accident occurring and its consequences. Safety equipment for accident prevention includes safety measures for individual technological equipment depending on the type, quantity, and nature of the hazardous substances contained therein. These include, in particular:

- automatic shutdown systems,
- automatic blocking systems,
- gas detection systems (company-wide and local systems),

- wastewater monitoring,
- electrical fire alarm system,
- automatic fire and explosion protection systems,
- collection and emergency sumps with appropriate pumping equipment,
- remote-controlled emergency quick-closing valves, safety valves, diaphragms, and check valves,
- level, temperature, and pressure measurement, inert atmosphere,
- camera systems,
- access control systems for people and vehicles.

In addition to safety equipment for accident prevention, the company has adopted **other preventive measures** to reduce the likelihood of accidents and the severity of possible consequences. The most important accident prevention measures include:

- a hierarchically organized system of company regulations,
- procedures developed to minimize the consequences of crisis situations (emergency plans, flood plans, site threats, etc.),
- Regular employee training and drills according to plans,
- measures for protection within the framework of the physical protection plan for the premises,
- centralized security desk,
- rapid shutdown and other emergency procedures,
- preventive maintenance and repairs of equipment.

Fire safety equipment also includes, for example, fire water distribution systems, fixed and semi-fixed fire extinguishing equipment, fire doors including their functional equipment, fire dampers, emergency lighting, warning devices, systems and elements ensuring increased fire resistance of building structures, water and steam curtains, fire barriers and seals, etc.

The most important repressive unit for limiting and eliminating the consequences of accidents on the premises is the Fire Rescue Service of SPOLANA s.r.o., which has the appropriate material and technical equipment at a very good level for eliminating all possible types of accidents in the company, as described in Part III of the Safety Report. This is a professional brigade with the necessary equipment and continuous operation 24 hours a day, 7 days a week. The OS HZSP also houses the company's production dispatcher's office. If necessary, OS HZSP and production dispatch staff cooperate in dealing with emergencies, passing on information, etc.

Part VI describes the company's own and contractually secured protective and intervention equipment.

The chapter also describes in detail the means of communication, systems, and methods of warning and notification in the event of an emergency. The entire company premises are equipped with the VISO warning system, which includes a network of outdoor and indoor loudspeakers (company radio), wireless receivers, and wireless voice sirens. This system allows access to warning systems connected to surrounding municipalities in the emergency planning zone and others. The VISO warning system has a control center at the OS HZSP. These systems significantly reduce the potential impact of a serious accident on people by providing timely information about the accident. The functionality of these measures is periodically verified.

Part VII contains a final summary of the key facts presented in the document.

3 Conclusion

With regard to the content of the Safety Report, it can be stated that:

- the integrated management system (including the major accident prevention system) has been implemented,
- risk assessment for major accidents carried out,
- preventive safety measures established and implemented,
- rescue and clean-up forces and resources secured,

are sufficient and adequate for the identified sources of major accident risks and the assessment of social risk acceptability. These have a significant impact on reducing the likelihood of a major accident occurring or minimizing its consequences.

Every employee of the company is part of the Major Accident Prevention System. They contribute to the implementation of this system by meeting the qualification requirements, having the relevant professional and health qualifications, following the established binding procedures in their work, and complying with the applicable internal regulations. In the event of an indisposition or non-compliance, they shall immediately notify their superior or other responsible persons. **By performing their work safely, employees also require safe work from their co-workers and external employees, protecting not only themselves but also the entire company, including its good name.**

The company expects the same from tenants operating on the premises of SPOLANA s.r.o. and from suppliers.

All employees of SPOLANA s.r.o. have been demonstrably familiarized with this information. The information has also been demonstrably passed on to external companies on the premises (tenants, suppliers) for the familiarization of their employees.



DOCUMENTATION OF THE TRANSFER OF SECONDARY RAW MATERIALS TO THE COMPANY SCRAP YARD

Description and weight by type of raw material:

.....
.....

Plant/Operation/Department:

.....

.....
Name, position, and signature of the person handing
over

.....
Name and signature of recipient

Date of transfer:



DOCUMENT OF DELIVERY OF SECONDARY RAW MATERIALS TO THE COMPANY SCRAP YARD

Description and weight by type of raw material:

.....
.....

Plant/Operation/Department:

.....

.....
Name, position, and signature of the person handing
over

.....
Name and signature of the recipient

Date of handover: