

PROCEDURE APPROVED
by the Order No. V-25/16 of 6 June 2016
of Manufacturing Director of UAB “NEO GROUP”

**PROCEDURE OF ENVIRONMENTAL SAFETY, OCCUPATIONAL HEALTH AND
SAFETY AND FIRE PROTECTION OF CARRIER ORGANIZATIONS WORKING IN
THE TERRITORY OF UAB “NEO GROUP”**

Rev. 02

1. GOAL

- 1.1. The Procedure describes requirements for environmental safety, safety and health of employees and fire protection applied for carrier organizations providing services related to cargo carriage in the territory of UAB “NEO GROUP” (hereinafter – Company). This Procedure is an integral part of the Contract concluded between the Company and the carrier organization.
- 1.2. The goal of this Procedure is to make aware all managers and other employees of carrier organizations of the main requirements for environmental safety, occupational health and safety of employees and fire protection, which have to be observed during work in Company. This Procedure sets only the minimum requirements that have to be observed when working in Company. Carrier organizations may accept and apply stricter requirements than those stated in this Procedure and assuring better occupational safety and health of employees and reducing negative influence of economic activity to the environment, especially in regard with technical progress.
- 1.3. Information, which can help to all contracting organizations to determine existing hazards related to occupational health and safety, and guidelines, which can reduce these hazards and help control them, are also provided herein. Additional information about requirements, which are not described in this Procedure, can be provided by the staff of Quality, Environmental Protection, Occupational Health and Safety Service or managers of subdivisions supervising contract works.

2. APPLICATION

- 2.1. The Procedure is applied to all carrier organizations providing services related to carriage of cargo in the territory of the Company.

3. CONCEPTS

- 3.1 **Carrier Organization** – any enterprise providing services related to carriage of cargo in the territory of the Company and carrying out contractual obligations (hereinafter – Organization)
- 3.2 **Organization’s Employees** – employees of the Carrier Organization or the third party invoked by the Carrier Organization for execution of contractual obligations to UAB “NEO GROUP”.
- 3.3 **Driver** – an employee of the organization, who drives the vehicle in the territory of the Company.
- 3.4 **Road user** - a person who participates in the road traffic (a driver, a pedestrian, or a passenger).
- 3.5 **Road** – a lane of surface of the land or building all over its width used for used for traffic including carriageway, crossings, sidewalks, roadsides, footways and bicycle paths and dividers.

- 3.6 **Pedestrian** - a person on the road outside the vehicle as well as a person driving a wheelchair, leading bicycle, moped or motorcycle. A person working on the road is not treated as a pedestrian: the road for him is a workplace.
- 3.7 **Footpath** – the road part or a path for pedestrians marked by signs „Footpath“.

4. DESCRIPTION

4.1. General Requirements

- 4.1.1. Organization's Employees have to observe all legal acts of the Republic of Lithuania related to environmental safety, occupational health and safety and fire protection applicable to them as well as additional requirements requested by the Company.
- 4.1.2. The Organization has to appoint persons, who are trained to provide services foreseen in the Contract, possessing all the documents necessary for providing appropriate services pursuant requirement of legal acts of the Republic of Lithuania (necessary qualification certificates, fit employment documents, medical inspection documents, etc.) for providing of services foreseen in Contract.
- 4.1.3. In the territory of the Company, to operate only technically fit vehicles.
- 4.1.4. The Company reserves the right to limit the presence of the Organization's Employees in the territory of the factory providing they do not observe requirements of this Procedure. The Manager of the Organization or responsible person shall be respectively informed about it.
- 4.1.5. The Organization is fully responsible for loss made in the territory of the Company due to non-observance of requirements of occupational safety, environmental safety and fire protection, use of unacceptable and unwanted substances, improper organization of work or unprofessionalism of the Organization's Employees.
- 4.1.6. Failure to fulfil or wrong fulfilment of requirements for this Procedure shall be treated as violation of conditions of the Contract made between the Organization and the Company.
- 4.1.7. Organization invoking the third persons for providing of services related to cargo carriage in the territory of the Company is bound to make them aware of this Procedure in signing. At absence of written commitment of the third person to observe this Procedure, the Carrier Organization shall be liable for violation of the Procedure made by employees of the third persons.

4.2. Traffic Organization

- 4.2.1. Traffic in the territory of the Company is being organized pursuant the Law on Safe Traffic on Roads of the Republic of Lithuania, Road Traffic Rules of the Republic of Lithuania, General Regulations for Use of Work Equipment and the Law on Safety and Health at Work.
- 4.2.2. It is obligatory for Road Users to observe all necessary caution measures, not to cause risk to other road users, safety of other persons or their property and environment.
- 4.2.3. Behaviour of Road Users is based on mutual respect and caution.
- 4.2.4. Road Users are to follow all necessary caution measures, not to cause risk to other road users, safety of other persons or their property and environment, not to disturb the traffic, not to damage the road, traffic regulation means, distress lines and plantings.
- 4.2.5. In order to avoid detrimental effects or to reduce them, Road Users are bound to undertake all necessary measures with exception of the cases when danger could arise to their own or other persons' life or health due to it or such measures would cause even more harm in comparison with this that would be possible to prevent.

- 4.2.6. Road users, who have caused or noticed obstacle on the road, have caused or noticed hazard on it, are to eliminate this obstacle or hazard and, in case of failure to do it, to mark the obstacle or hazardous place and in all possible ways to notify other traffic participants about the obstacle or danger.
- 4.2.7. Safe traffic of vehicles in the territory of the Company shall be regulated by road signs and Traffic Regulation Plan (enclosed).
- 4.2.8. It is forbidden to replace, cover, remove or install arbitrary technical means determining traffic procedure, to block the road, to leave any objects on the road or to disturb otherwise the traffic.

4.3 General Duties of Drivers

- 4.3.1 Drivers of vehicles are to be aware of and carry out duties of Road Users; to know Road Traffic Rules and observe them; to carry out directions of responsible employees of the Company related to traffic procedure.
- 4.3.2 Persons, who do not possess the right to drive the vehicle, are not allowed to do it.
- 4.3.3 Persons in the drunken condition, under influence of drugs, medication or other intoxicating substances are forbidden to drive the vehicle. Also, it is not allowed to drive in sick or tired condition provided danger to safe traffic may occur due to it, to let the vehicle drive for persons who are influenced by at least one of the indicated factors.
- 4.3.4 It is forbidden to operate technically unfit and non-conforming with technical requirements vehicle. Prior start driving the Driver of motor vehicle is to check if the vehicle is technically fit, if there are fire protection equipment, emergency stop marking and other equipment obligatory for appropriate type of the vehicle. During work, it is obligatory to observe technical condition of the vehicle.
- 4.3.5 Sobriety of vehicle Drivers and Pedestrians, at necessity, may be checked under determined order of the Company.
- 4.3.6 Prior crossing the railway crossing, the Driver is to follow the road signs, marking and to make sure himself that there is no rail vehicle approaching the railway crossing.
- 4.3.7 When giving the way to the approaching rail vehicle, the Driver is to stop before the line „Stop“, road sign „Stop“ at the distance of not less than 3,5 m. If there are any signs, at the distance of not less than 10 m from the first rail.
- 4.3.8 In case of the vehicle's stop by force on the railway crossing, the driver is to undertake immediately all the actions to remove the vehicle from the railway crossing and to signal to the Driver of approaching rail vehicle. A circle motion with the arm (at daytime – with bright handkerchief or other visible object and at night time – with the flashlight, open fire is forbidden) is treated as a stop signal.
- 4.3.9 It is forbidden for vehicles to block passages, doors of buildings and electrical substations. The access roads and paths to the buildings, fire ladders, firefighting equipment, fire hydrants and water tanks should be free. It is forbidden for vehicles to block electrical panelling, movement paths, emergency exits, escape routes and fire stands.
- 4.3.10 It is permitted to drive the internal vehicles of the Company only sitting on the specially equipped seats. People may get in and off only after full stop of the vehicle. It is forbidden to drive standing on the steps, wings, beams, battery covers as well as on the loader frames and forks.
- 4.3.11 It is not permitted to the people not possessing the driving licence or other obligatory certificates, to test vehicles, machinery, and loaders or remove them to another place.

4.3.12 When driving by internal transport through entrances, which are close to the door of workshop or storage, from one premise to another, where the area of visibility is not sufficient; passing equipment, gathering places of people; driving backwards or in other dangerous places, it is necessary to slow down the speed and give audible signal.

4.4 Drivers' duties to Pedestrians

4.4.1 The Driver has to undertake all necessary measures to assure his own and Pedestrians' safety during work.

4.4.2 Prior starting to drive, changing lanes or changing driving direction the Driver is to stop and to start driving again only after assuring himself that there is no Pedestrian, whom he could disturb or cause risk to.

4.4.3 When entering the road from territories nearby the road, exiting the road or turning right or left in crossings, the Driver is to give the way to the Pedestrian, whose moving direction is being crossed by him. In all cases the Driver is bound to give the way to the Pedestrian when going backwards.

4.4.4 When approaching unregulated pedestrian crossing, the Driver is to slow down the speed or to stop at the road sign „Pedestrian Crossing“ to let go the Pedestrian entered into any traffic lane of his driving direction and on the roads with one traffic lane in each direction – into any traffic lane on the crossing.

4.5 Driving, manoeuvring, parking

4.5.1 Prior starting to drive the Driver is to make sure himself that it is safe to do it and give the way to other Road Users (not to disturb them).

4.5.2 Entering the road from territories nearby it, the Driver is to give the way for vehicles driving by it.

4.5.3 Exiting the road, the Driver is to give the way to vehicles driving by it, which moving direction is being crossed by him.

4.5.4 Turning left not at the crossing, the Driver is to give the way to vehicles driving in opposite direction and bypassing him.

4.5.5 When driving trajectories of vehicles cross, the way has to be given by the Driver, whom the vehicle is approaching from the right.

4.5.6 The vehicle Driver passing gathering places of people has to slow down the speed and to switch on the audible signal.

4.5.7 It is forbidden to bypass another internal transport driving in the same direction at the road crossings, in places with bad visibility or slippery road surface.

4.5.8 When driving backwards, the Driver is to give the way to other Road Users.

4.5.9 In the Company's territory, vehicles' speed must not exceed 20 km/h;

4.5.10 In case when it is difficult to pass the vehicle driving in opposite direction, the way is to be given by the Driver, on whose side is the obstacle.

4.5.11. Cars may be parked in the territory of the Company only in the indicated parking places. It is forbidden to stop and park:

4.5.11.1. on the railway crossings and at the distance of less than 50 m from them;

4.5.11.2. on Pedestrian crossings and at the distance of less than 5 m before them;

4.5.11.3. on the lawn, sidewalk;

4.5.11.4. on the footpath as well as at the distance of less than 5 m before crossing of the driveway with the footpath;

4.5.11.5. on the crossing of driveways and closer than at the distance of 5 m from it;

4.5.11.6. in places where the stopped vehicle would block the road signs to other Drivers or where it would disturb the traffic of other vehicles or Pedestrians.

4.5.11 The Driver may move from his place and leave the vehicle only after assuring himself that it shall not move off itself.

4.5.12 It is forbidden to get off the stopped vehicle not having looked around and not having assured himself that there is no danger for health and no manoeuvring vehicles nearby.

4.6 Loading Procedure

4.6.1. The vehicle having arrived for loading has to be neat and to have suitable load fixing equipment (12 fixing belts and 4 metal rods).

4.6.2. Prior arriving in the loading place, it is necessary to clean the trailer of the towing vehicle or container, to remove all accessory objects and trash. It is forbidden to litter in the territory of the Company and its vicinities.

4.6.3. The Driver having arrived at the security post is to get aware of directions of the security officer, to take a single permit for entry-exit of the vehicle and a helmet (unless the Driver has it).

4.6.4. The vehicle is being weighed at the security post (according to the direction).

4.6.5. Granule trucks, UBC and BULK (with included inside sack) containers are always weighed prior loading.

4.6.6. When going to the indicated loading place, it is obligatory to follow the traffic layout provided in the single permit sheet.

4.6.7. The vehicle has to be reliably stopped at the indicated loading ramp (silo), the engine switched off, the lowest gear and hand brake switched on, the rear wheels fixed by the wheel brakes and supports placed (for auto trains). If the ramp is busy, you have to wait. The vehicle has to be parked at the driveway side so that it would not disturb movement of other vehicles.

4.6.8. When the ramp is free – the green traffic light is on – it is allowed to place the vehicle.

4.6.9. The red signal means that the ramp is busy / the loading is going on. It is forbidden to place the vehicle at the ramp and to approach for the Driver.

4.6.10. The working place of the storekeeper is indicated by the information sign on the storage wall.

4.6.11. The Driver provides the storekeeper with the single permit and CMR.

4.6.12. The Driver is to get to get aware of directions of the storekeeper about loading process and ways of cargo fixing;

4.6.13. The Driver provides the storekeeper with the layout of cargo arrangement in the body.

4.6.14. The cargo has to be fixed only after the end of loading and only at the cargo fixing place indicated in the single permit sheet. The cargo (Big-Bags) in the vehicles is secured and sealed by the Driver of the vehicle.

4.6.15. The storekeeper takes picture of the secured cargo. Picture place is indicated in the single permit paper.

4.6.16. It is forbidden for the Driver:

4.6.16.1. to participate in the loading

4.6.16.2. to walk around the storage premises and territory;

4.6.16.3. to secure the cargo or to prepare for the cargo securing during its loading;

4.6.16.4. to observe the loading process: with lifted or pulled back side tent of the trailer; with his head shoved between being loaded vehicle and the side of loading ramp or otherwise what does not conform with the requirements of the work safety;

4.6.16.5. to smoke in the territory of the factory (with exception of special smoking zones);

4.6.16.6. to wash the vehicle or to litter in the territory of the factory or its vicinities;

4.6.16.7. to climb on the loaded production when securing the cargo (there is a risk to slip down or to be trapped between Big-Bags);

4.6.16.8. to climb on the ladder (there is risk to slip down).

4.6.17. It is obligatory to the Driver:

4.6.17.1. always to wear a helmet and a safety vest;

4.6.17.2. during loading to wait in the vehicle's cab and to observe the traffic lights' signal:

4.6.17.3. when the green signal of the traffic lights is switched on, not to detain the ramp – to go to the cargo securing place;

4.6.17.4. to secure the cargo only in the place dedicated for it (indicated by the storekeeper).

4.6.18. It is obligatory for Drivers of granule truck, UBC container:

4.6.18.1. after preparation of the vehicle for loading to remove the ignition key from the ignition slot (to prevent any unintentional moving off the place);

4.6.18.2. the Driver of the granule truck submits the Tank Wash Certificate to the storekeeper;

4.6.18.3. to assure that the ladder steps and handrails are safe and acceptable for maintenance works;

4.6.18.4. to assure that the roof of granule truck / container is clean (to prevent product contamination and for the safety of works);

4.6.18.5. prior start of loading to open the roof hatches for loading and to close them and seal after loading;

4.6.18.6. to climb onto the roof of the granule truck / container only using personal protective equipment.

4.6.19. It is forbidden to all Drivers:

4.6.19.1. to bring passengers and animals into the territory;

4.6.19.2. to express own opinion or disagreement with determinate rules using swear words;

4.6.19.3. to offend employees of the Company.

4.6.20. In case of emergency:

- 4.6.20.1. In case of an accident in the territory of the Company or after noticing an accident, immediately to provide the first aid to the injured and to inform the Quality, Environmental Safety, Occupational Health and Safety Service, the Shift Manager or the Storage Shift Manager (phone numbers are provided below). Not to change circumstances of the accident, with exception of cases when it is necessary in order to provide the first aid to the injured, and to wait for further directions.
- 4.6.20.2. Accidents are being investigated, recorded and it is reported about them to the state institutions pursuant Regulations on Investigation and Recording of Accidents of the Republic of Lithuania.
- 4.6.20.3. In case of noticing the fire to press immediately the fire alarm button and to inform by phone 112. After that to stop works, to switch off the equipment and to exit premises through the nearest doors and evacuate themselves from the building and/or the territory of the factory (see the layout) through the nearest exit perpendicularly to the wind direction.
- 4.6.20.4. IT IS FORBIDDEN during the fire: to use lifts, go through the smoke, leave open doors and return to the burning building.
- 4.6.20.5. In case of contamination of the building, to inform immediately the Quality, Environmental Safety, Occupational Health and Safety Service (or the Storage Shift Manager) and to undertake measures to localize and remove contamination.

Contact phones of the Company:

Storage Shift Manager: phone: +370 46 466786, mob. phone +370 698 24910;

Shift Manager: phone + 370 46 466 751, mob. phone +370 611 10064;

Quality, Environmental Safety, Occupational Health and Safety Service, phone: +370 46 466 709, mob. phone +370 620 16519;

ENCLOSED. Traffic Organization Plan of UAB “NEO GROUP”, 1 page.

Procedure prepared by:

Engineer for Civil and Fire Protection /Signature/

A. Žvaliauskas

COMMITMENT

When signing this document I acknowledge that I have read and got aware with this Procedure of Environmental Safety, Occupational Health and Safety and Fire Protection of Carrier Organizations Working in the Territory of UAB “NEO GROUP” and I shall assure that the Organization’s Employees working in the territory of the Company shall observe these requirements.

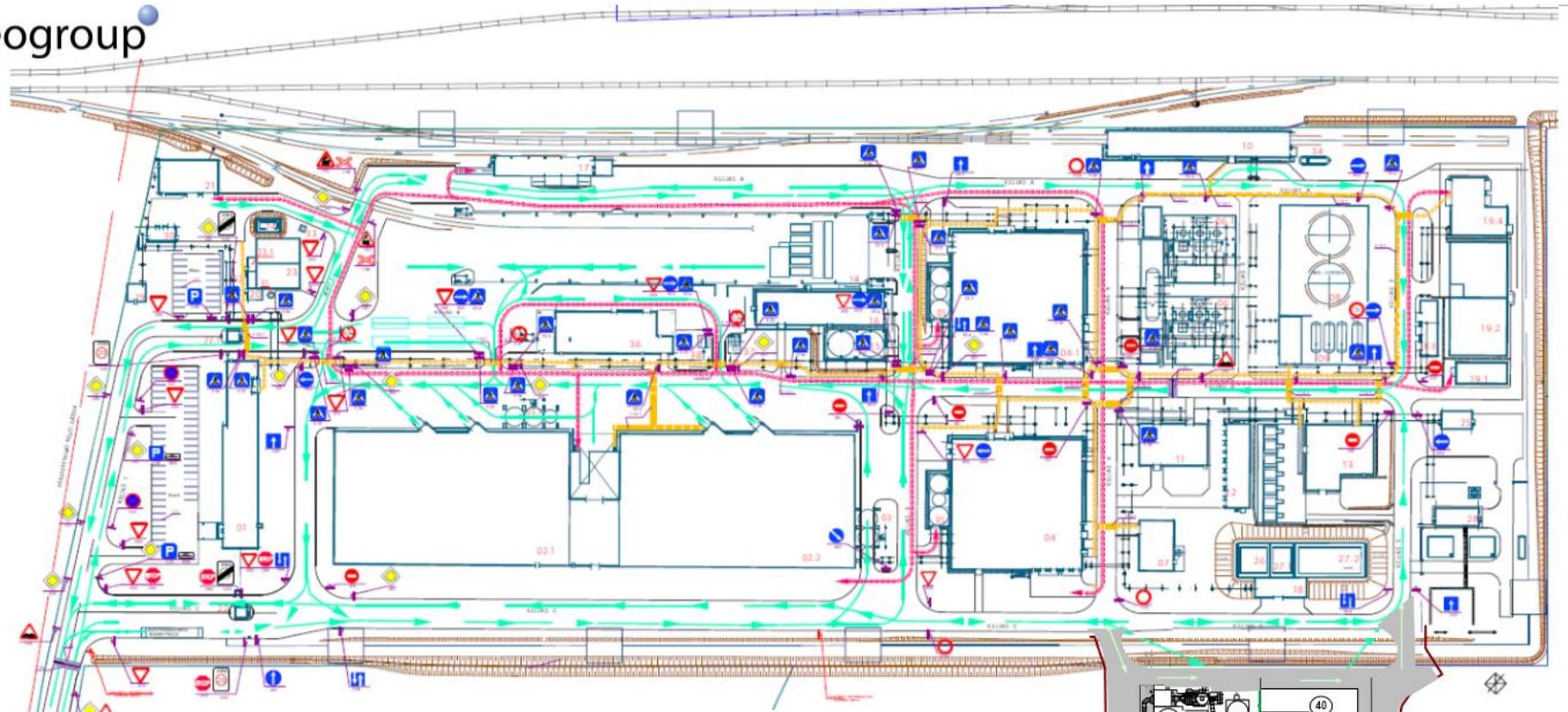
Authorized representative of the carrier enterprise:

Position, surname, name, signature

Phone number

Date

Stamp



- 01 ADMINISTRATIVE-DOMESTIC BLOCK
- 02.1 FINISHED PRODUCTS STORAGE
- 02.2 FINISHED PRODUCTS STORAGE
- 03 FINISHED PRODUCTS SILOS
- 03.1 FINISHED PRODUCTS SILOS
- 04 PET MANUFACTURE BLOCK (PET 1)
- 04.1 PET MANUFACTURE BLOCK (PET2)
- 05 AMORPHOUS GRANULES SILOS
- 05.1 AMORPHOUS GRANULES SILOS
- 06 HIGH TEMPERATURE HEAT CARRIER (ASNO BOILER ROOM)
- 06.1 HIGH TEMPERATURE HEAT CARRIER (ASN) BOILER ROOM
- 07 STEAM BOILER ROOM
- 09 MONOETHYLENGLYCOL STORAGE TANKS
- 10 PUMPING STATION FOR FEEDING OF MEG/DEG INTO MANUFACTURE BLOCK
- 11 COVERED RAMP FOR EMPYING OF MEG FROM RAILWAY TANKS
- 12 BLOCK OF MANUFACTURE OF NITROGEN AND PRESSED AIR
- 13 AUXILIARY ECONOMY TRANSFORMER ROOM
- 14 BLOCK OF WATER PREPARATION AND COOLERS

- 15 TEREPHTHALIC ACID (TFR) STORAGE SILOS
- 16 BLOCK OF UNLOADING OF PNEUMOTRANSPORT FOR TEREPHTHALIC ACID
- 17 COVERED RAILWAY RAMP FOR LOADING OF FINISHED PRODUCTS
- 18 PUMPING STATION FOR MANUFACTURE/FIRE FIGHTING WATER
- 19.1 BIOLOGICAL WATER TREATMENT PLANT: BUFFER CONTAINERS
- 19.2 BIOLOGICAL WATER TREATMENT PLANT: AEROTANKS
- 19.3 BIOLOGICAL WATER TREATMENT PLANT: STORAGE OF CHEMICAL SUBSTANCES
- 19.4 BIOLOGICAL WATER TREATMENT PLANT: SLUDGE DEWATERING ROOM
- 20 SEWAGE RECORDING UNIT
- 21 STORAGE
- 22 VEHICLE CONTROL POINT
- 22.1 VEHICLE CONTROL POINT
- 23 SURFACE WATER TANKS
- 23.1 SURFACE WATER PUMPING STATION
- 24 SURFACE WATER TREATMENT PLANT
- 25 10 KV DISTRIBUTION POINT (VST)
- 26 MANUFACTURE WATER TANK
- 27.1 WATER TANK FOR FIRE RIGHTING
- 27.2 WATER TANK FOR FIRE FIGHTING

- 28 110/10 KV TRANSFORMER STATIONS (VST)
- 29 GAS REGULATION POINT AND REGORDING UNIT
- 30 MODULAR TRANSFORMER STATION
- 31 SEWAGE PUMPING STATION
- 32 WATER RECORDING UNIT
- 33 SURFACE SEWAGE RECORDING UNIT
- 34 UNDERGROUND TANK FOR MEG WASTE
- 35 VEHICLE SCALES
- 36 PROJECTED BLOCK FOR POLYOL MANUFACTURE
- 37 CONTAINER FOR LIQUEFIED NITROGEN
- 38 WATER COOLER FOR POLYOL MANUFACTURE
- 39 BIOFUEL BOILER STATION
- 40 BIOFUEL STORAGE
- Buildings (represented by a rectangle symbol)
- Lawn/Macadam (represented by a circle symbol)
- Roads/Paths (represented by a dashed line symbol)
- Piers (represented by a vertical line with a crossbar symbol)

- Fence (represented by a red line with a crossbar symbol)
- Railway (represented by a black line with cross-ticks symbol)
- Vehicle Traffic Direction (represented by a green arrow symbol)
- Forklift Traffic Lane (represented by a red arrow symbol)
- Pedestrians Traffic Lane (represented by a yellow arrow symbol)
- Uncontrolled Pedestrian Crossing (represented by a yellow dashed line symbol)
- Traffic Signs (represented by a purple square symbol)