

LIMITED LIABILITY COMPANY “VILNIUS VANDENYS”
Registration number 120545849

**SAFETY AND HEALTH AT WORK INSTRUCTION FOR WORKERS UNDER A
CONTRACT FOR CONSTRUCTION OR SERVICE PROVISION AT UAB “VILNIUS
VANDENYS” OBJECTS No. 114**

I. PURPOSE AND APPLICATION

1. “Safety and Health at Work Instruction for Workers under a Contract for Construction or Service Provision at UAB “Vilnius Vandenyys” Objects No. 114” (hereinafter referred to as the “Instruction”) establishes safety and health at work, fire safety and environmental protection requirements for companies-contractors working or providing services in the territory and/or at the objects (hereinafter referred to as the “Objects”) of UAB “Vilnius Vandenyys” (hereinafter referred to as the “Company”).
2. Purpose of the Instruction is to introduce all the managers of Contractors which provide services or perform construction, repair, facility maintenance and other contract work at the Company’s Object and/or provide services in the Company under the terms of respective contracts with the Company to the main hazardous and noxious factors, safety and health at work, fire safety and environmental protection requirements to be followed when working for the Company.
3. Additional information on work not covered in this Instruction and the requirements for it may be obtained from the Occupational Safety Department staff and Heads of the Company’s structural units supervising contracts for construction or provision of services (hereinafter referred to as the “Company’s Coordinators”).

**II. HAZARDS OR RISKS THAT EXIST WITHIN THE COMPANY THAT THE
EMPLOYEE MAY FACE**

4. Main hazardous and noxious factors in the Company may be the following:

| No. | Title of works | Hazardous/noxious factor |
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| 1. | Works in water supply and sewage wells, chambers, manifolds, reservoirs, technical corridors, enclosed, partially enclosed, cavernous or partially enclosed openings in machinery and other equipment. | - Toxic gas environment; - flammable gas environment; - asbestos; - biological agents that may cause infection, allergies, or poisoning to a worker. |
| 2. | Soil mining and fixing, other works on slopes higher than 1.5 meters and in trenches deeper than 1.5 meters. | - Landslide; - falling from a height; - fall of objects, work pieces; - operating vehicles; - climatic conditions; - falling on a flat surface; - uneven ground; - use of lifting tools: ladders, scaffolding or other. |
| 3. | Works in sewage and sludge treatment facilities where contact with sewage and sludge is possible. | - Biological agents that may cause infection, allergies, or poisoning to a worker. |
| 4. | Manual handling of excessively heavy or | - Risk of injury, especially of the back; |

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| | bulky loads. | <ul style="list-style-type: none">- falling on a flat surface;- fall of objects, work pieces (on legs, etc.);- other various injuries. |
| 5. | Installation and placement of prefabricated heavy elements using load lifting mechanisms. | <ul style="list-style-type: none">- Weight fall;- falling from a height;- access to high objects: a high part of a machine, etc.;- unstable lifting method: incorrect position on the ground, incorrectly positioned load or centre of gravity is too high;- improper load (irregularly stacked or packaged, or weak, fracture-resistant structure)'- objects stored at height. |
| 6. | Works in lanes of motorways. | <ul style="list-style-type: none">- Road vehicles;- part of the zone which is adjacent to uncovered openings, stairs, pits, platform. |
| 7. | Works in areas where there is or may be a risk caused by adjacent construction-repair work. | <ul style="list-style-type: none">- Fall of objects, work pieces;- operating vehicles;- falling on a flat surface;- dangerous zones;- dust;- spilled products (water, oil, fuel);- uneven ground;- work adjacent to operating electrical installations. |
| 8. | Works in workplaces with daily exposure noise levels above 85 dB (A.) (in plumbing and sewage pumping stations, sewage treatment plants and nearby operating vehicles). | <ul style="list-style-type: none">- Noise;- vibration. |
| 9. | Works with operating electrical equipment (pumps, fans, drills, cutting equipment, etc.). | <ul style="list-style-type: none">- Current;- rotating parts;- vibration;- noise;- splinters;- possibility of cutting;- falling, tipping, rolling, tilting, falling components, parts of equipment. |
| 10. | Maintenance of open water treatment tanks and ponds. | <ul style="list-style-type: none">- Danger of drowning;- spilled products (water, sewage, etc.);- biological agents that may cause infection, allergies, or poisoning to a worker. |
| 11. | Work carried out more than 5 meters above the surface of the ground or soil, overlay, scaffold or floor, where work harness is the primary means of protection against falls. | <ul style="list-style-type: none">- Falling from a height;- access to high objects: a high part of a machine, etc.;- fall of objects, work pieces. |

5. Based on the hazardous and/or noxious factors that may affect the Contractor's employees in the workplaces of the Company, personal protective/collective measures must be selected and the safety measures to be taken at the particular workplace must be decided.

III. GENERAL REQUIREMENTS FOR A CONTRACTOR AND CONTRACTOR'S COORDINATOR

6. Employees of the Contractor shall comply with all applicable legislation of the Republic of Lithuania on safety and health of employees, fire safety and environmental protection, as well as additional requirements of the Company.
7. The Contractor shall, by order, designate a person(s) responsible for the safety and health of the workers, fire safety, environmental protection and performance of the work at the object (hereinafter referred to as the "Contractor's Coordinator") for the period covered by the contract for construction or provision of services (hereinafter referred to as the "Contract").
8. Contractor shall:
 - 8.1. have valid certificates and other documents necessary for the performance of the relevant work;
 - 8.2. appoint only properly trained, instructed and certified Contractor's employees to carry out the work;
 - 8.3. ensure that all Contractor's employees have undergone health examination in accordance with the laws of the Republic of Lithuania in accordance with the hazardous and/or noxious working environment factors that they may be exposed to while performing the contracted work and/or providing services in the Company and have health records. Contractor's employees who fail to check their health on time are prohibited from working at the Company's Objects;
 - 8.4. ensure that the Contractor's employees are provided with appropriate and orderly work wear bearing the logos of the Contractor's company name;
 - 8.5. provide the Contractor's employees with appropriate (to carry out the work specified in the Contract) personal and collective protective equipment;
 - 8.6. establish procedures for carrying out hazardous works (fire works, height works, works in confined spaces, works with electrical installations, etc.);
 - 8.7. ensure that all transport and work equipment, devices and tools used in the execution of contract work are in order, inspected and/or tested in accordance with the requirements of the Republic of Lithuania legislation on safety and health at work and have all necessary documents for their operation;
 - 8.8. ensure that, while using potentially hazardous equipment (hereinafter referred to as the "PHE") during the execution of the works, only trained, certified and having relevant certifications PHE maintenance technicians as well as managers and employees working with (using) PHE are assigned to operate this equipment;
 - 8.9. inform the Company's Coordinator of incoming chemicals and potentially hazardous equipment that they intend to use at the Company's Objects and obtain prior authorization for the import of these substances/equipment into the Company's Objects;
 - 8.10. report any workplace accidents, fires and damaged equipment of the Company at the Contractor's place of work to the head of the structural unit where the works/services are performed, the Company's Coordinator and the Occupational Safety Department (Customer Service phone number 1889);
 - 8.11. introduce subcontractor's work supervisors with the requirements of this Instruction, if the Contractor hires subcontractors to perform the work and/or provide services.
9. Contractor's Coordinators shall:
 - 9.1. have the necessary qualifications and supporting documents;
 - 9.2. participate in the coaching in the Company, confirm the fact of the coaching by the signature in the journal of the coaching in the workplace of the structural unit of the Company where the work will be performed or of the initiator of the intended work or service;

- 9.3. ensure that all Contractor's employees working at the Company's Objects are instructed in the workplace, introducing them to this Instruction, current and potential hazards and risks, employees' actions in the event of accidents, and the Company's safety and health at work requirements when performing their duties as well as other requirements that employees must know;
 - 9.4. make sure that the Contractor's employees are additionally instructed with this Instruction in accordance with the Contractor's instructions before commencing work at the Company's Objects;
 - 9.5. ensure that the Contractor's employees comply with the requirements of the legislation of the Republic of Lithuania regulating fire safety at the workplace;
 - 9.6. ensure that the Contractor's employees wear all mandatory personal protective equipment (work clothes, footwear, etc.) during work, additional protective equipment in places marked with special signs, and use collective protective equipment if necessary for the safe performance of their work;
 - 9.7. not start dangerous work without issuing assignments and permits in accordance with the legislation of the Republic of Lithuania and the procedure established by the Contractor;
 - 9.8. ensure that the Contractor's employees at the Company's Objects are sober, do not consume alcohol and/or are not intoxicated with psychoactive substances;
 - 9.9. inform the Contractor's employees that smoking and use of open fires is prohibited in the Company's Objects. Smoking is permitted in specially designated and marked areas;
 - 9.10. in the event of fire/explosion/etc. at the Company's Objects, evacuate all Contractor's employees from the dangerous area to the designated "Meeting Point". If it is dangerous to meet at the "Meeting Point", another safe place shall be selected and it shall be calculated whether all Contractor's employees have evacuated and information shall be provided to the person responsible for fire safety at the Company's Object and/or to the Special Services personnel;
 - 9.11. supervise the work area and to clean it after the work;
 - 9.12. ensure that the Contractors' employees protect greenery and lawns;
 - 9.13. prevent pollution – use electricity and water sparingly.
10. The Contractor/Contractor's Coordinator shall be responsible for the removal and utilization of the waste generated at the Company's Objects during its activities in accordance with the requirements of the Republic of Lithuania environmental legislation. The Contractor may be authorized to use the Company's waste containers for the disposal of small quantities of waste, subject to prior approval by the Company's Coordinator.
 11. It is forbidden to pour chemicals into drains or to discharge them into Company's Objects.
 12. The Contractor's Coordinator may contact the Company's Coordinator or directly the Company's Occupational Safety Division on any matter regarding safety and health at work (email: info@vv.lt).

IV. RESPONSIBILITIES AND ACTIONS OF THE CONTRACTORS' WORKERS IN THE EVENT OF AN ACCIDENT AND AN INCIDENT AT WORK

13. Contractor's employees shall immediately inform their immediate supervisors, the Company's Coordinator/Company's Occupational Safety Division (Customer Service phone number 1889)/Head of the structural unit where any work is performed/services provided about any accident at the workplace, fires or damaged equipment of the Company.
14. The Contractor's employees shall provide the victim with first aid and call an ambulance at emergency number 112.

15. The workplace and the condition of the equipment must remain as it was at the time of the accident. If this endangers the life and health of the surrounding Contractor's/Company's employees, only minor changes may be made, which shall be formalized.
16. The Contractor shall submit a written notice of the accident to the Company's Occupational Safety Division no later than 4 hours after the accident (email: info@vv.lt).
17. Accidents at work involving an employee of the Contractor shall be investigated and recorded by the Contractor in the presence of a representative of the Company in accordance with the procedure established by the laws and regulations of the Republic of Lithuania.
18. In the event of an emergency at the Company's Object, notify employees of the Company and the Contractor and notify their immediate supervisor and Company's Coordinator.
19. In the event of an emergency, or in other cases where the safety and health of the Contractor's employees are in danger, the Contractor's Coordinators shall not give any instructions to continue or commence work.
20. In the event of danger, the Contractor's employees shall have the right to stop working, leave their jobs and leave the work premises. The actions of the Contractor's employees in the event of danger cannot be subject to material or other liability if they sought to protect themselves or other employees of the Company or the Contractor from danger.

V. RESPONSIBILITIES AND ACTIONS OF THE CONTRACTORS' EMPLOYEES IN THE EVENT OF FIRE

21. Prior to commencing work at the Company's Object, Contractor's Coordinators shall introduce their employees to the following:
 - 21.1. Object evacuation plans and escape routes from the Contractor's employees workplace(s);
 - 21.2. primary fire-fighting equipment and their locations in the Object; and
 - 21.3. prepared accident prevention and elimination plans.
22. In the event of a fire at the Company's Object, the Contractor's Coordinators / Employees must immediately call the fire brigade at 112 and notify their immediate and Company structural unit manager. Having assessed their capabilities, they may take measures to extinguish the fire with the available extinguishing media (provided there is no danger to health or life).
23. The Contractor's employees, like all employees of the Company, must escape from the dangerous area to a designated "Meeting Point". If it is dangerous to meet at the "Meeting Point", another safe place shall be selected.
24. During evacuation, the Contractor's employees must follow the "Guidelines for Employees in the Event of Fire or Explosion" approved by the Company:

| No. | Actions of the employees | Order of actions | Executors – a responsible person |
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| 1. | Notification of fire or explosion and call for fire fighters and other services. | In case of fire: <ul style="list-style-type: none"> ● press the fire alarm button (if the alarm was not triggered automatically); <i>/two signs of the fire alarm button/</i> ● inform the surrounding employees of the fire verbally by shouting "Fire"; ● call the emergency number 112 and provide the following information: what, where (address, place of fire), when (time) happened; ● report to the manager. | The first person to notice a fire or explosion |
| 2. | 2.1. Firefighting until | Assess the size of the fire and their | Employees closest |

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| | firefighters arrive | capabilities and immediately eliminate the fire with all available extinguishing equipment: <ul style="list-style-type: none"> ● fire extinguishers (powder or carbon dioxide); ● fire taps; ● non-flammable cloth; ● sand, water, etc. | to the fireplace Actions shall be coordinated by the person responsible for fire safety |
| | 2.2. Power and ventilation system shutdown | Disconnect the power supply. Switch off ventilation systems in burning and adjacent rooms. Stop technological processes in the fire zone. | The person responsible for the evacuation Employees |
| | 2.3. Evacuation of employees/Company visitors and rescue of property | Evacuate through evacuation exits: <ul style="list-style-type: none"> ● follow evacuation direction signs and rush to the marked “Meeting Point”; <i>/"Meeting Point" sign/</i> ● in case smoke collects in the room, go leaning or crawl towards the exit with the face covered with a damp cloth and close the door behind; ● not return to a burning building; ● take important documents and valuable items with you; ● if the room cannot be exited – smoke or flame blocked the exits, it is required to close the room door and clog it with a damp cloth to prevent smoke; ● call for help through open windows; ● upon leaving the building, the employees must immediately meet in a place marked with a “Meeting Point” sign and present themselves to the manager; ● the manager records who did not evacuate and informs the person responsible for fire safety. | All employees Actions shall be coordinated by the person responsible for fire safety |
| 3. | Meeting firefighters | Meet incoming firefighters (open the gate; show the direction to the fire). Inform about the circumstances of the fire, provide information on evacuation of people and other important information. | The person responsible for fire safety |
| 4. | Actions of employees upon arrival of firefighters | Follow instructions from fire and rescue services. | All employees |

25. Contractor’s Coordinators at the “Meeting Point” shall collect information on the evacuated Contractor’s employees and record persons who have failed to evacuate, inform the person responsible for fire safety at the Company’s Object and/or Special Services personnel of the current situation.

VI. TRAFFIC MANAGEMENT AND DUTIES OF ROAD USERS AT THE COMPANY'S OBJECTS

26. Traffic safety of vehicles at the Company's Objects is regulated by road signs. Drivers shall comply with road traffic rules and traffic management plan requirements.
27. Behaviour of road users is based on mutual respect and caution.
28. It is forbidden to drive a vehicle under the influence of alcohol (being drunk) and/or psychoactive substances. Driving sick or tired, which may endanger safe traffic, or entrusting the vehicle to persons who are affected by at least one of the above factors shall also be prohibited.
29. Entry/Exit of Contractor's Employees, vehicles and material assets to/from the Company's Objects shall be permitted only through checkpoints upon signing the Mutual Safety at Work Liability Limits Act.
30. Road users shall take all necessary precautions, shall not endanger the safety of other road users, other persons (Company's employees and visitors, Contractor's employees, etc.) or their property and environment, shall not hinder the traffic, shall not damage the road, traffic control measures, emergency lines and greenery.
31. Road users shall take all necessary safety measures to avoid or minimize damaging effects (unless this would endanger their own or other people's lives or health, or cause more damage compared to what could have been avoided).

VII. LIABILITY

32. A Contractor which, through its act or omission, has violated the requirements of the legislation on safety and health at work and thereby failed to ensure safe and healthy working conditions shall be liable in accordance with the procedure established by laws.
33. The Contractor's Coordinator shall ensure that all works are carried out in accordance with the Contract, this Instruction and the legislation of the Republic of Lithuania governing safety and health at work.
34. The Contractor's employee who violates the safety and health at work legislation or the Company's safety and health at work regulations, of which he/she has been informed, shall be subject to the statutory liability.
35. The Company's Coordinator ensures compliance with the Company's instructions and safety requirements. In the event of any violation of the health and safety requirements, the Company's Coordinator shall have the right to suspend the Contractor's works and provide the Contractor's Coordinator with the information related to potential hazards at the Company's Objects.

THE INSTRUCTION IS PREPARED BY:
Occupational Safety Division