

# INSTRUCTIONS FOR SAFE ACCESS TO AB „KN ENERGIES” TERMINALS

*NR. INSS007*

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<b>Area of activity</b>	13 Create and manage business capabilities
<b>Process group name</b>	13.7 Manage safety (environmental, occupational, fire, civil, process) and health
<b>Process Owner</b>	Business Resilience Director
<b>Process Manager</b>	Head of Occupational Health and Safety unit
<b>Prepared by</b>	Head of Occupational Health and Safety unit

## **PURPOSE**

1. The purpose of this Instruction is to establish minimum safety and health requirements for visiting or performing work and services at AB KN Energies (hereinafter referred to as KN) facilities (Klaipėda liquid energy products terminal, LNG terminal, Subačius liquid energy products terminal).

## **SCOPE**

2. This Instruction applies to all KN guests, visitors and contracting organizations (hereinafter referred to as the Contractor) performing construction, repair, design, product transportation, supply, security, and other work at KN facilities, as well as to all KN employees.

## **REFERENCES**

3. This Instruction does not cover or overrule other applicable laws of the Republic of Lithuania and internal KN regulatory documents (instructions, rules, provisions, etc.) that regulate the procedure for performing specific work.

## **RESPONSIBILITY**

4.1. All KN employees are responsible for complying with the requirements of this Instruction when visiting or working at KN facilities.

4.2. KN employees who organize visits and work by contractors or customers at KN facilities are responsible for providing these Instructions to contractors or customers.

## **SAFETY REQUIREMENTS**

5.1. The entry/exit of persons, vehicles, and material assets is permitted only through control points (posts) upon receipt of the relevant permits.


5.2. Persons who are intoxicated, under the influence of narcotic, psychotropic, or other intoxicating substances, or persons seeking to bring such substances into the territory, are not permitted to enter.

5.3. All guests on the premises must be accompanied at all times by a KN representative who is familiar with KN safety requirements.

5.4. The use of open flames is prohibited in KN facilities. Smoking is only permitted in specially designated and marked areas.

5.5. Filming, photography, or the use of other electronic (non ATEX) devices without permission is prohibited.

5.6. The use of open flames or electrical appliances is only permitted with a written work permit, which is issued on the basis of the relevant KN-approved instructions.

5.7. Potentially explosive environments marked with the symbol  may only be entered wearing special clothing and footwear that does not accumulate electrostatic charge. Clothing requirements are presented in Fig. 2.

5.8. When visiting or working at KN facilities, it is necessary to pay attention to informational, prohibitory, and other signs and to comply with the requirements of these signs.

5.9. Approaching the LNG terminal jetty by watercraft is only possible with prior agreement with the LNG terminal security service, and only at the service platform.

5.10. In adverse weather conditions (strong winds, icing, or ice drift) when it is not possible to moor at the service platform, guests and visitors are prohibited from visiting the LNG terminal. This prohibition does not apply if the visit is related to the operation of the terminal and is necessary for production reasons in order to ensure the uninterrupted operation of the LNG terminal.

5.11. When traveling to the LNG terminal by watercraft, it is necessary to wear a life jacket throughout the entire trip (this requirement does not apply if traveling to the jetty by a vessel specially adapted for passenger transport). In unfavorable weather conditions, when the average wind speed exceeds 10 m/s, it is recommended to wear a life jacket on the jetty at all times (except when staying or working inside buildings). When the average wind speed exceeds 15 m/s, life jackets must be worn on the quay at all times (except when inside buildings or performing work inside buildings).

5.12. Safe transportation of personnel by watercraft, embarkation, disembarkation:

5.12.1. All personnel (guests, contractors, KN employees, VST officers, etc.) are transported to the LNG terminal using contractors' floating vessels;

5.12.2. Boarding/disembarking of personnel onto/from a watercraft is possible ONLY after it has been fully moored to the jetty designated for boarding/disembarking of personnel and ONLY with the permission of the responsible persons (crew), after they have ensured that boarding/disembarking is safe;

5.12.3. When on a floating vessel, all personnel being transported MUST follow the crew's instructions.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

6.1. All Personal Protective Equipment must comply with EU requirements and must have a CE mark or certificate proving that it complies with the requirements of the applicable occupational health and safety regulations.

6.2. Required PPE when entering KN areas (does not apply to entry into potentially explosive environments and technological facilities) (Fig. 1):

- 6.2.1. Safety helmet with chin strap,
- 6.2.2. Safety glasses,
- 6.2.3. high-visibility vest or a jacket in high-visibility coloring.



**Fig. 1.** Mandatory PPE when entering the territories of KN Energies (does NOT apply to access to potentially explosive environments and technological facilities)

6.3. KN employees can walk along the paths marked with yellow diagonal stripes without personal protective equipment in the following cases:

6.3.1. employees included in one of the working titles of KN facilities:

6.3.1.1. during shift changes, when going to work from the checkpoints to the changing rooms;

6.3.1.2. during shift changes and at the end of the day shift when leaving after the shift from the changing rooms to the checkpoints;

6.3.2. Mechanics department employees, walking straight from the mechanics workshop forge exit to the central checkpoint and back;

6.3.3. Employees of the Electrical Automation Department, while performing their duties:

6.3.3.1. from the door of the KNT automation equipment room to the control room door (at object No. 19) and back;

6.3.3.2. from the doors of the automation engineers' workrooms to the central checkpoint and back.

6.3.4. Employees of the Water Management and Quality Control Department, walking from the entrance of the wastewater laboratory to the entrance of the wastewater control room (at facility No. 64) and back.

6.4. Essential PPE when entering KN technological facilities (including entry into potentially explosive environments) (Fig. 2):

6.4.1. helmet with chin strap (helmets without chin straps may only be used when walking on sidewalks in the territory, not in technological facilities or zones),

6.4.2. safety glasses,

6.4.3. work clothes (trousers, jacket; coat (during cold weather), overalls, long-sleeved shirts (during hot weather)), complying with standards EN ISO 1149 and EN ISO 11612:



EN 1149



EN ISO 11612

6.4.4. antistatic footwear (S3).



A safety helmet with a chin strap is mandatory

Eye protection must be worn all the time

It is necessary to wear high visibility (EN ISO 20471), electrostatic charge dispersive (EN 1149-5) and non-flammable (EN ISO 11612) protective clothing.

If participating in a boat transfer or mooring operations, it is mandatory to wear a life

Antistatic (type S3) safety shoes are mandatory

**Fig. 2.** Mandatory PPE when entering KN technological facilities (including entry into potentially explosive environments).

6.5. Contractors' employees working at KN facilities must wear work clothes that make it easy to identify which contractor the employee belongs to, i.e., the contractor's name and/or trademark should be indicated on the work clothes. KN employees, contractor representatives, guests, or visitors to the construction site and KN facilities (excluding areas with technological equipment or potentially explosive environments) must wear PPE as specified in Fig. 1.

6.6. Drivers transporting bitumen and participating in loading operations, as well as KN employees, must have the following PPE (Fig. 3):



**Fig. 3.** Mandatory PPE during bitumen loading operations when entering KN technological facilities (excluding entry into potentially explosive environments).



6.7. Mandatory PPE for drivers transporting LNG (liquefied natural gas) and participating in loading operations, as well as for KN employees (Fig. 4):



**Fig. 4.** Mandatory PPE during LNG loading, when entering KN technological facilities (including entry into potentially explosive environments).



6.8. Other contractors and drivers transporting non-explosive products entering areas with technological equipment but not entering potentially explosive environments must have the following PPE (Fig. 5):



A safety helmet with a chin strap is mandatory

Eye protection must be worn all the time

It is mandatory to wear high visibility (EN ISO 20471), electrostatic charge dispersive (EN 1149-5) protective clothing

Antistatic (type S3) safety shoes are mandatory

**5 pav.** Mandatory PPE when entering KN technological facilities (excluding entry into potentially explosive environments).

6.9. Guests and visitors before entering KN facilities must be issued with a high visibility vest, safety glasses and a safety helmet that is brightly colored and clearly visible (orange, yellow, etc.) and marked with the word "Guest".

6.10. Hearing protection is mandatory only in areas where noise exceeds the permissible limits set by KN Health and Safety standards (such areas are marked with appropriate signs).

### IMPLEMENTATION AND CONTROL

- 7.1. Unit heads are responsible for implementing and monitoring the requirements set out in this Instruction within their units.
- 7.2. The head of the Occupational Health and Safety unit is responsible for reviewing and updating this Instruction.
- 7.3. This instruction shall be reviewed as necessary, but at least once every three (3) years.