

## Dear visitors,

Welcome to HIP Petrohemija d.o.o. Pančevo. In order to ensure your safe stay, it is necessary to read this brochure carefully and strictly follow the listed rules.

### GENERAL RECOMMENDATIONS



The entire complex is considered dangerous due to the presence of hazardous materials and processes. Please, comply with all rules and procedures applicable in the facilities and premises in which you are staying. Observe the safety signs and instructions of the employees.

### PROHIBITIONS



It is forbidden to smoke inside the facility, including inside vehicles, except in specially marked areas.



The entry of persons under the influence of alcohol and other intoxicants is forbidden. It is forbidden to bring in and consume alcohol and other intoxicants.



It is forbidden to take photos, and make audio and video recordings, except with a special permission and procedure.



It is forbidden to dispose of garbage and waste on the places other than the ones intended for this purpose.

### MOVEMENT



The maximum speed on the road inside the factory ground area is 20 km/h.



Move only on marked streets.

### PERSONAL PROTECTIVE EQUIPMENT

In the areas of mandatory wearing of PPE:



MANDATORY USE OF PROTECTIVE FOOTWEAR



MANDATORY USE OF HELMET



MANDATORY USE OF PROTECTIVE CLOTHING



MANDATORY USE OF SAFETY GLASSES

In EX zones, in addition to the mandatory PPE:



MANDATORY USE OF PROTECTIVE GLOVES



MANDATORY USE OF APPLY-FACE PROTECTIVE MASK

### PROCEDURE IN CASE OF AN INJURY

- Call the emergency number
- If you are trained for that, give first aid to the injured person and wait for the rescue team to arrive
- Follow the instructions given by the person of the rescue team
- If you have come into contact with hazardous substances, call the emergency number



### PROCEDURE IN CASE OF AN EMERGENCY

#### If you are inside the building or in the open

- Call the emergency number
- If you notice a fire in its initial phase, start extinguishing it using a handheld fire extinguisher, if it is safe for you and others
- If your safety is endangered, move away from the danger zone
- Put on an evacuation mask or cover your mouth and nose with a wet fabric
- Follow the instructions given by the person of the rescue team

#### If you are in a vehicle

- Stop the vehicle and call the emergency number
- Close all windows and doors
- Switch off and shut the ventilation in the vehicle
- Move away from the danger zone
- Follow the instructions given by the person of the rescue team

### EVACUATION

In case of an emergency, immediately start evacuation independently or in a group. Use evacuation routes, follow the evacuation direction to the gathering points and move to the nearest gate (K1). Do not move in the direction of the wind and do not return for personal belongings.

# VISITOR'S GUIDE

PANČEVO



I confirm that I am familiar with the rules of conduct in the ground area of HIP Petrohemija d.o.o. Pančevo and that I fully understand the information given to me. In this regard, I sign this statement.

# STATEMENT

Name and surname

Company

ID number

Visit location

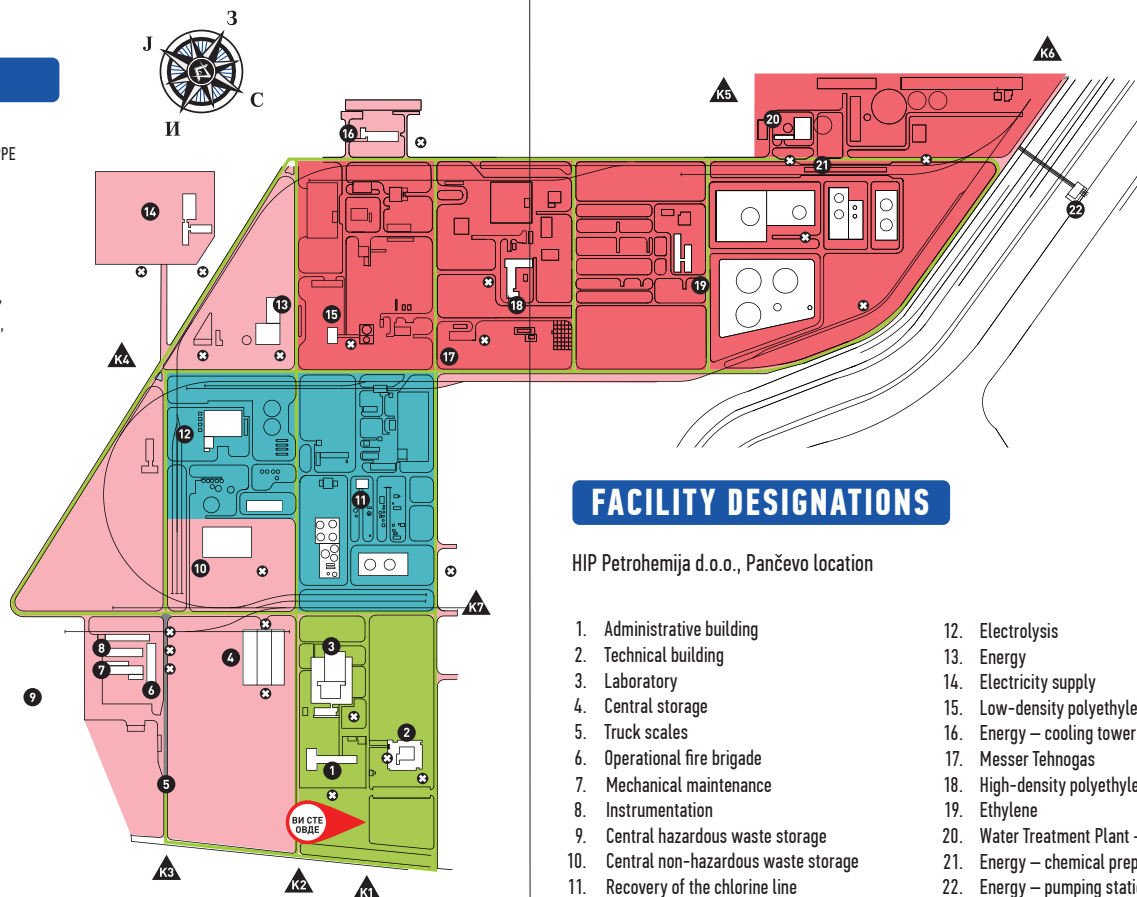
Visit host

Date and time

Signature

## KEY

- Zone without mandatory PPE
- Mandatory minimum PPE (helmet, work clothes, work shoes, and goggles)
- Mandatory use of helmet, work clothes, work shoes, goggles, evacuation mask, and gloves
- Restricted access
- Gathering place in case of an emergency
- Gate designation



## FACILITY DESIGNATIONS

HIP Petrohemija d.o.o., Pančevo location

- |   |  |
|---|--|
| 1. Administrative building              | 12. Electrolysis                           |
| 2. Technical building                   | 13. Energy                                 |
| 3. Laboratory                           | 14. Electricity supply                     |
| 4. Central storage                      | 15. Low-density polyethylene – LDPE        |
| 5. Truck scales                         | 16. Energy – cooling tower                 |
| 6. Operational fire brigade             | 17. Messer Tehnogas                        |
| 7. Mechanical maintenance               | 18. High-density polyethylene – HDPE       |
| 8. Instrumentation                      | 19. Ethylene                               |
| 9. Central hazardous waste storage      | 20. Water Treatment Plant – WTP            |
| 10. Central non-hazardous waste storage | 21. Energy – chemical preparation of water |
| 11. Recovery of the chlorine line       | 22. Energy – pumping station               |

## GOLDEN HSE RULES



**IT IS FORBIDDEN** to perform work in enclosed spaces without the presence of a person on standby with the obligatory use of rescue equipment



**IT IS FORBIDDEN** to perform work at unsecured height, including climbing and descending, without using fall protection equipment



**IT IS FORBIDDEN** to perform work, stand and/or move under suspended loads



**IT IS FORBIDDEN** to work in excavations (1 m deep or deeper) without placed protection against collapsing – application of substructures and/or sloping excavations



**IT IS FORBIDDEN** to perform maintenance activities in the Ex zone without continuous monitoring of the atmosphere



**IT IS FORBIDDEN** to perform high-risk activities without a previously issued Work Permit