……………………….

(Stamp of the Contractor/Subcontractor)

No. ……..

**ORLEN S.A**

**st. Chemists 7**

**09-411 Płock**

**OHS and KP department in ORLEN Group**

**APPLICATION**

**on training in safety and health hazards as well as fire and chemical hazards for employees of external contractors performing works on the premises of ORLEN SA**

In connection with the implementation of the Agreement No. .................................................

.................................................................................................................................................

for the scope entitled …………………………………………………………………………………

..................................................................................................................................................

I request training on hazards on ......……………, at …………………… listed below  
in the table of persons:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **no.** | **The person's surname and first name** | **Contractor/subcontractor name**  Enter the name of the contractor or subcontractor who actually employs the person directed to the training | **Status**  **PW** - contractor's employee 1)  **NP** - not an employee 2)  **PP** - subcontractor's employee 1) | **Type of contract**  in the case of persons employed on a basis of other than an employment contract |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1) A person employed under an employment contract. 2) A person employed on a basis other than an employment contract (e.g. a contract for specific work or a contract of mandate).

|  |  |  |
| --- | --- | --- |
| (date) |  | (company stamp and signature of the applicant) |

**Confirmation of the implementation of the said Agreement**

Responsible person from the Procurement Office or the Investment Office or the Technology Office, depending on the type of Contract.

................................................... ...................................................

(Name date, stamp and signature) (Name date, stamp and signature)

**Decision: I consent/I do not consent to the training on** ………………….

Director of the OHS and KP Department in ORLEN Group or an authorized person

...................................................

(date, stamp and signature)

**Participation in this training is only in private clothes & shoes** (persons in working uniforms, work-wear and safety boots will not be allowed into the training room).

**Instructions**

**An excerpt from the Instruction of rules and mode of organization and control of trainings in scope of occupational health and safety, fire protection** **and conducting on-the-job trainings at ORLEN SA *. i.e. Appendix No. 1 to the Ordinance in this matter.***

1. **Training for employees of external contractors performing works on the premises of ORLEN SA**
2. The purpose of the training is to provide information on safety and health, as well as fire and chemical hazards for employees of external companies performing work on the premises of ORLEN SA
3. The training is conducted by occupational health and safety specialists and fire protection specialists of ORLEN SA at the request of the contractor of works for ORLEN SA and its subcontractors.
4. Employees of external entities, working for ORLEN SA, receive a referral for training on hazards to the OHS and KP Department in ORLEN Group from the person ordering the service *.*
5. Training on hazards occurring at the ORLEN SA production facility in Płock, the PTA Plant in Włocławek, and the CCGT Plant in Włocławek are conducted in the OHS building on Mondays, Wednesdays (additional dates activated if necessary) and Fridays outside the premises of the production facility in Płock in Room No. 4a, (outside of public holidays). The training starts at **8 00 (Wednesday at 10 00 ) and lasts about 2 hours.** Additionally, every Wednesday at 12:00 trainings in English are conducted.
6. Trainings on hazards occurring at the production facility of ORLEN SA in Płock and PTA in Włocławek, CCGT in Włocławek for foreigners are conducted after receiving a referral for training on hazards confirmed by the Control and Safety Office to the OHS and KP Department in ORLEN Group from the person ordering the training and individual arrangement training date.
7. The date of the training for employees employed outside the production facility in Płock and the PTA Plant in Włocławek, the CCGT Plant in Włocławek ORLEN SA is set by the heads of organizational units with the employees of ORLEN Eko Sp. z o. o
   1. The fact of completing the training on hazards is recorded in the Certificate for employees of external contractors performing work on the premises of ORLEN SA. **The training is valid for 12 months. For foreigners, an English translation of the certificate, confirming completion of the training, is allowed.**
8. **Procedure of Contractors having signed contracts with ORLEN SA**
9. **Make arrangements with the training coordinator** by phone at **24 286 84 22** or by e-mail : [**szkoleniabhp@orlen.pl**](mailto:szkoleniabhp@orlen.pl) to confirm whether there are vacancies in training room on the date indicated in the application.
10. **Complete the application by entering the required data and information.** If the required data are not entered in the table, the application will be returned to the Applicant for completion.
11. **Get confirmation of the contract.** Without confirmation of the contract’s implementation, the application will be returned to the applicant for supplementation. In the case of subcontractors, it is necessary to obtain the signature of the general contractor for whom the subcontractor will work and the representative of ORLEN, who in turn will confirm the commencement of the contract with the contractor.
12. **Deliver the completed application in person to the OHS and KP Department in the ORLEN Group** (Health and Safety Building at gate no.1 of the Production Facility in Płock - room 14) or byby e-mail to the address[**: szkoleniabhp@orlen.pl**](mailto::%20szkoleniabhp@orlen.pl)

**Attention !**

1. Persons may participate in the training on hazards only on the basis of a properly prepared application.

**Participation in this training is only in private clothes & shoes** (persons in working uniforms, work-wear and safety boots will not be allowed into the training room).

1. If you have any questions or doubts, information is provided every day from Monday to Friday from from 8:00 to 14:00 by phone at **24 286 84 22** or in person at the OHS and KP Department in ORLEN Group (OSH building at gate no.1 of the production facility in Płock - room 14).
2. Training on hazards conducted in the OHS and KP Department in the ORLEN Group **is free of charge.**
3. Providing incorrect or inconsistent data in the table is subject to an additional penalty indicated in the Contract.
4. Applications for issuing or extending Identification Cards together with certificates confirming completion of OHS training should be verified (signed) in person with Specialists of the OHS and KP Department in ORLEN Group (OHS building at gate No.1 of the production facility in Płock) or by e-mail at [**bhp@orlen.pl**](mailto:bhp@orlen.pl) .