

## **Safety in MERO, ČR**

I Drive, You Drive, We All Drive.

Everyday, we use all sorts of vehicles to get where we need to go and we need the adequate fuel to do so.

Getting oil safety to refineries in the Czech Republic is the task of MERO a.s.

Mezinárodní ropovody ČR (MERO) is a joint-stock company specialising in the transport and storage of crude oil for Czech refineries and the Administration of State Material Reserves.

The company was established in January 1, 1994. It's business activities involve oil pipeline transport and oil storage, organisation and management of pipeline construction as well as pipeline operation.

MERO is a successful company that strictly respects the interests of customers, shareholders and employees while maintaining a responsible approach to the public, as recognised by the ISO 9001 quality certificate. MERO is part of an integrated European oil and energy complex.

Furthermore, MERO has won OHSAS 18001, a certificate on Occupational Health and Safety Management Systems. OHSAS certifies that MERO conforms to high safety standards that are equally binding for employees of MERO's external contractors.

Everybody must observe all safety measures and carry out instructions issued by authorised Mero staff.

The CTR fire hazard is related to the presence of category 1 flammable liquids. Few people are aware that crude oil is more dangerous than petrol and that its inflammation point is 21°C.

The occupational and fire hazard is even more elevated at times of facility launch after and shutdown before repair works. These activities may be carried out only by persons who have been thoroughly trained in occupational hazards and safety regulations and are familiar with fire prevention documents applicable for the relevant unit of MERO ČR.

Each contractor must ensure that all his employees are familiar with the proper documents applicable for the relevant unit before they begin on-site activities.

Smoking is strictly banned on all MERO premises and in all its facilities including areas where open-fire operations are permitted.

Open-fire operations and equipment handling in Mero premises is allowed only based on a valid work authorisation while observing defined measures.

All activities are carried out in accordance with the company's internal "Work Authorisation" guideline.

No person can enter areas beyond his or her designated workplace.

Please, observe the bans and instructions posted on signs.

All visitors must register in the visitor book. The presence of MERO employees, service suppliers and visitors in MERO operation areas as well as the beginning and end of work activities must be recorded in the "Operation Entry" file system. MERO employees register through the control system (chips) and external visitors sign-in in the visitor book at the entrance. In addition, security guards enter visitors into the software files.

Vehicle entry to Mero facilities is possible only based on the authorisation of the relevant facility manager or operation technician.

The authorisation must be recorded in the work authorisation form.

Maximum speed of 20 km per hour must be strictly observed.

Operation of armatures and devices that are not directly subject to the contract order must be performed only by the staff of the respective MERO operation unit.

The only persons authorised to enter electricity operation facilities unaccompanied are those with relevant qualification based on a valid work authorisation.

Filming and photographing in MERO operation areas is possible only based on the consent granted by the facility manager or his deputy and only after air composition analysis is performed on the site.

All works must be conducted while wearing the approved personal protection devices.

All persons must wear warm coats or raincoats in winter or in rain.

It is forbidden to wear clothing made of synthetic-fibre fabrics and carry items that could be used to set fire or that could emit sparks. This applies to matches, cigarette lighters, explosives, fire arms, etc.

In areas with elevated hazard of explosion of flammable gases and steam, all mobile phones must be permanently switched off. There are specifically designated boxes on the ground floor of the administrative building where such undesirable items may be deposited.

Visitors accompanied by MERO employees who will keep only to main roads must wear protective helmets. Visitors entering the operations buildings will receive basic protective devices in the guest change room. CTR safety measures are applicable to visitors and external service contractors, too. The operations premises are permanently monitored by a camera system and security guards are immediately aware of any failure to comply with safety rules. Control room staff can produce recordings from camera output that can be later used for corrective measures.

Order and cleanliness are key to safe work.

In areas with elevated hazard of explosion of flammable gases and steam, work may be conducted using only non-spark tools and all machines must be approved for operation in this environment.

Each and every industrial accident must be first reported to the CTR control room and then to an occupational safety and fire prevention specialist. The injured person shall receive assistance and medical treatment as necessary. The causes of the injury shall be duly investigated and recorded in accordance with generally applicable legal regulations. In the event of violation of workplace safety regulations, Mero may immediately stop all operations and banish a contractor employee or a group of employees from Mero premises.

Failure to observe MERO's safety regulations shall be subject to recourse as defined in the MERO general safety regulation and the Labour Code. The MERO general safety regulation forms an integral part of the order.

Failure to meet safety regulations shall constitute violation of contractual obligations.

The contractor shall be liable to MERO and third parties for damages resulting from a failure to meet these regulations.

The following telephone numbers are to be used in emergency situations:

Emergency calls to <b>CTR Nelahozeves control room</b>	CTR operator from facilities in the CTR compound:  <b>9230</b>	 <b>724 026 367</b>
	Pipeline dispatcher from on-route electricity houses:  <b>9200</b>	 <b>606 764 980</b>
	From buildings outside MERO ČR, a. s.:  <b>315 739 200</b>  <b>315 739 230</b>	
<b>Fire department and Integrated Emergency System</b>	 <b>150, 112</b>	
<b>Police</b>	 <b>158</b>	
<b>Ambulance</b>	 <b>155</b>	

Furthermore, Mero ČR places great emphasis on the greatest measures of environment protection possible and requires the same approach from its contractual partners.

In the course of all work activities, all external suppliers are obliged to ensure that their action do not result in environment pollution.

External supplier shall be dispose of waste generated by their activities, using the services of authorised parties. Furthermore, they shall keep appropriate records on waste disposal and shall produce waste disposal documents upon work hand-over and acceptance; these documents shall form an integral part of the hand-over and acceptance protocol in the form of an appendix.

Mero has won the ISO 14001 certificate on environment protection.

External suppliers shall be liable for any claims, damages and expenses incurred or caused in relation with their activities in the ŽP safety unit, including events of damage to lawns and standing greenery.

And now some details on the fire alarm guidelines for CTR Nelahozeves.

Any person who notices a fire or failure of technical devices that might result in an accident, shall do the following:

carry out all measures necessary to ensure the safety of persons and property, extinguish the fire or provide for fire extinguishing using the appropriate fire-fighting devices to the largest scope possible or activate the stable fire-fighting devices and report the emergency situation to the fire report desk of the CTR control room.

When reporting a fire, please, state the following:

who is calling and from where,

the location of the fire or accident, the substance or item on fire or what happened to the injured person; after reporting the event, wait until your information is verified for record-keeping purposes. The control room staff shall then proceed according to emergency plans.

If you are unable to find a telephone set you can use the fire reporting system.

In the event of fire, everybody is obliged to carry out measures necessary to ensure the safety of affected individuals , extinguish the fire if possible or adopt measures necessary to prevent its spreading.

Everybody is obliged to observe instructions issued by the person leading the emergency efforts and lend personal assistance to the HZS unit.

Fire alarm is announced through the electronic fire signalling system or by calls of "hoří" (fire) or by sirens and control room announcement system. The announcement system may also be used to announce other extraordinary events.

For fire prevention, please, observe all safety measures and instructions issued by authorised MERO employees .

To conclude, let's go through the key regulations and rules that are in effect at MERO:

1. no smoking
2. no active mobile phones
3. no consumption of alcoholic beverages
4. you must wear protective devices
5. you must observe the maximum speed limit
6. and note important telephone numbers  
emergency calls to the CTR control room 315 739 230 or 606 764 980  
emergency calls to the pipeline control room 315 739 200 or 724 026 367  
fire department 150 or 112  
ambulance 155  
police 158