

SAFETY GUIDELINES

FOR AN ECONOMIC OPERATOR INTENDING TO CARRY OUT ACTIVITIES WITHIN THE TERRITORY OF AB LIETUVOS GELEŽINKELIAI GROUP COMPANIES

This guide is intended for contractors, service providers, suppliers and other business entities or self-employed persons planning to carry out their activities on the premises of the AB “Lietuvos geležinkeliai” Group on a lawful basis (hereinafter referred to as CONTRACTORS).

Employee health and safety, railway traffic safety, environmental protection, fire and civil protection, and personal data protection (hereinafter referred to as ‘Safety’) are a priority for the LTG Group!

We ensure that safety risks arising in day-to-day operations are continuously assessed and managed, and that LTG Group employees are trained to carry out their assigned tasks safely and are informed about existing or potential risks at their workplaces, as well as the measures in place to manage these risks.

WE AIM FOR ZERO SAFETY INCIDENTS TO BE THE ONLY ACCEPTABLE STATISTIC

We require the same of the LTG Group’s CONTRACTORS and other partners. To verify the sustainability of a new business partner, they may be asked to complete the LTG Group CONTRACTOR safety declaration.

IMPORTANT: CONTRACTORS, when carrying out activities at the same site as the LTG Group and/or another employer within the LTG Group’s premises, must organize work in such a way as to guarantee the health and safety of all employees, regardless of which employer the employee works for, and, when cooperating with other employers, undertake to take measures to ensure that the provisions of safety legislation are implemented at such work sites and that all those involved in the work are informed of the potential hazards and risk factors arising from the activities of each employer.

PERMITS

Before commencing activities on LTG Group premises, the CONTRACTOR must obtain an LTG permit in the prescribed form where the following activities are planned:

- construction, manufacturing, handling or other activities during which added value is created using equipment, materials or raw materials **within the railway protection zoneⁱ** or within the LTG Group’s secured territory;
- any activity where there is a possibility that people, equipment or other objects may enter the boundaries of **the railway danger zoneⁱⁱ**, including the organization of events or exercises;
- any activity **within the airspace** of the LTG Group’s railway danger zone and/or protected area, including the use of unmanned aerial vehicles and work on bridges, other structures or installations above the railway lines;
- any activity within the security zone of the LTG Group’s facilities and communications (electrical installations and overhead lines, underground networks, etc.).

The LTG permit specifies the exact location of the CONTRACTOR’s activities, the period of validity of the permit and the safety measures to be implemented, as well as other specific information regarding the circumstances of the activities.

Contractor personnel and other persons are **prohibited from** being present in the **hazardous railway zone** of the railway infrastructure managed by the LTG Group without an LTG permit issued for their activities and/or without having implemented the safety measures specified therein. Exceptions apply only to law enforcement officers, firefighters and rescue workers, emergency medical services personnel, civil servants and employees of the road safety authority carrying out lawfully received instructions or functions laid down in legislation, as provided for in Article 13(5) of [the Law on Railway Transport Safety of the Republic of Lithuania](#).

Where required by statutory regulations and/or the terms of the contract, the CONTRACTOR must obtain in advance all permits, consents, certificates, licenses and approvals required to carry out the planned activities – both from the LTG Group and from third parties, institutions and agencies – and/or submit the relevant notifications to them (unless otherwise agreed in writing with the LTG Group).

SAFETY RESPONSIBILITIES

Prior to commencing activities on the LTG Group's premises, the CONTRACTOR shall ensure that:

- a) the company has an effective Safety Competence Management System established by its employer, based on the requirements of regulatory legislation and the conclusions of risk assessments;
- b) the CONTRACTOR and its employees and/or persons engaged in the work, who carry out high-risk tasks or perform duties critical to ensuring railway traffic safety, have sufficient safety knowledge and skills to carry out such work, and, where required by regulatory legislation, must hold certificates in the prescribed form attesting to their competence and have passed health checks;
- c) MANAGERS of activities carried out by the CONTRACTOR **within the railway safety zone** shall have completed the LTG Group's 'External Training Programmer on Safe Conduct in Railway Track and Infrastructure Safety Zones';
- d) The competence and health of the CONTRACTOR's employees and/or persons engaged to carry out work in **the railway danger zone** shall comply with the requirements set out in [the Law on Railway Transport Safety of the Republic of Lithuania](#), and the SUPERVISORS of such work shall also have completed the LTG Group's 'External Training Programmer on the Organization of Safe Work in the LTG Railway Hazard Zone'.

Where necessary, the CONTRACTOR must agree in writing with the LTG Group on any exemptions from or alternatives to these requirements.

SAFETY NOTIFICATION

LTG Group companies and CONTRACTORS must inform each other in advance of the risks associated with their activities and/or the goods supplied, or the potential threats that may arise during such activities, as well as the methods for reporting these hazards and, where relevant, the measures to protect against their effects, and also about any situations or incidents occurring on the LTG Group's premises that have had a negative impact or consequences.

Before commencing work on the LTG Group's premises, every CONTRACTOR's employee or self-employed person engaged by the CONTRACTOR must be briefed on or familiarize themselves with the following documents:

- a) information on risk factors presents or likely to occur within the LTG Group's premises, and the necessary measures to protect against the effects of these factors, as set out in **the Safety Briefing** for persons intending to work or carry out activities within the premises of the AB "Lietuvos geležinkeliai" Group of Companies;

- b) an evacuation plan for the premises where the activities will take place and (where applicable) a procedure for reporting emergencies;
- c) where applicable and provided:
 - a diagram of safe routes within the territory of the relevant railway station;
 - instructions for the organization of traffic at the site;
 - other local legislation governing safety.

The documents specified above shall be provided to the CONTRACTOR by the LTG contact person named in the contract.

Every employee who has been made aware of the aforementioned documents must be fully familiar with them and comply with them. If an employee has not understood the training material provided, they must be retrained.

Whilst on LTG premises, the CONTRACTOR's employees must comply not only with the lawful instructions of their own managers but also with those of LTG's authorized representatives regarding safety matters.

IMPORTANT: A person authorized by the CONTRACTOR is responsible for instructing the CONTRACTOR's employees and/or any persons engaged by the CONTRACTOR, and for ensuring their understanding and application of the requirements.

ACTIONS IN EMERGENCIES

CONTRACTORS shall, at their own expense, ensure preparedness for non-routine situations and the mitigation of their consequences at their work sites: not only shall they provide safe working and rest areas for their employees, but shall also equip them with safety, fire-fighting, first aid and other safety, technical and rescue equipment, and shall also ensure that these requirements are met in respect of any persons engaged for this purpose.

CONTRACTORS shall ensure the prompt implementation of initial response measures and the elimination or mitigation of consequences at the scene of the incident in accordance with their pre-established procedures and, at the request of an LTG representative, procedures agreed with the LTG group. The rights and obligations of the parties in the event of an incident, the procedure for exchanging information, and the conditions for the use of another employer's safety and/or rescue equipment may be set out in detail in the contracts to be signed and/or in documents provided by the LTG contact person (e.g. a diagram of actions to be taken in the event of an emergency or fire, etc.).

CONTRACTORS must ensure that the employer, interested parties and relevant authorities are promptly notified of any safety incidents (accidents, railway accidents, fires or fire outbreaks, etc.) occurring during their activities. Reports of safety incidents, as well as of damage caused to or suffered by LTG or CONTRACTOR employees, contractors or LTG property, must be submitted by email to sauga@ltg.lt within 1 (one) working day at the latest; and the investigation and selection of preventive measures shall be carried out in cooperation with the LTG Group.

In the event of an emergency, CONTRACTORS must suspend their activities at the LTG site and evacuate their employees to a safe location that has been pre-determined and agreed with the LTG contact person and must continue to act in accordance with the instructions of the responsible LTG representatives.

SAFETY – THE TOP PRIORITY THROUGHOUT THE LTG GROUP

IF YOU NOTICE ANY HAZARDOUS AREAS, POORLY ORGANISED WORK OR BREACHES OF SAFETY REQUIREMENTS WITHIN THE LTG GROUP'S PREMISES, PLEASE REPORT THEM IMMEDIATELY BY EMAIL TO SAUGA@LTG.LT

LET US PROTECT OURSELVES AND OTHERS!

ⁱ **Protection zone for public railway infrastructure tracks and their installations:**

- 1) in urban residential areas – a strip of land 20 m on either side of the outer railway track centers; however, the boundary of this protection zone must not be closer than 5 m to any railway structure (railway track and its ancillary facilities);
 - 2) in rural residential areas – a strip of land 45 m on either side of the outer railway track centers, however, the boundary of this protection zone must not be closer than 5 m to a railway structure (the railway track and its ancillary facilities), except in the case referred to in point 3 of this paragraph;
 - 3) at level crossings in rural residential areas – a strip of land 70 m on either side of the outer edges of the railway track axes; this protection zone tapers gradually to 45 m (at a distance of 400 m on either side of the level crossing).
- The protection zone for railway sidings and their installations coincides with the boundaries of the railway structure; however, the boundary of this protection zone must not be less than 3.1 m from the centerline of the railway track (Article 21 of [the Law on Special Conditions for Land Use of the Republic of Lithuania](#)).

- ⁱⁱ **Dangerous railway zone** – a zone extending 2.5 m on either side of the outer edges of the end rail heads of the outer tracks, or a zone extending from the outer edges of the end rail heads of the outer tracks to the technical barriers restricting public access to the railway track ([Law on Railway Transport Safety of the Republic of Lithuania](#), Article 2(43))