

SAFETY GUIDELINES

FOR PERSONS INTENDING TO WORK / CARRY OUT ACTIVITIES WITHIN THE TERRITORY OF AB LIETUVOS GELEŽINKELIAI GROUP COMPANIES

Everyone should assess the risks before carrying out any action, to protect themselves and others. We recommend carrying out a last-minute risk assessment every time before starting work – taking into account the known results of the risk assessment and/or the actual situation, to determine whether there are any new, task-related, the season, the layout of the site or the equipment – that have not been assessed and pose a risk at your workplace, and to determine how to respond if such a risk is identified.

Key risk factors that may arise within the LTG Group's premises due to the company's operations and recommended protective measures:

FACTOR	PRECAUTIONARY MEASURES
MOVING RAILWAY ROLLING STOCK 	Depending on the train's speed and weight, its braking distance ranges from 0.5 to 2 km. Trains cannot stop quickly. Unlike a car, a train cannot drive round an obstacle. Before entering the danger zone, a person must identify the locations to which they will need to move out of the way before the train approaches. In the railway area, it is mandatory to: – wear a high-visibility vest of at least Class 2 or high-visibility work clothing (hereinafter referred to as 'high-visibility clothing'). This requirement does not apply to people in public areas (e.g. on a platform) or those crossing at pedestrian crossings who are not engaged in organized activities; – be vigilant and listen carefully for the sounds of approaching railway rolling stock, station public address announcements, and the signals and sounds emitted by railway rolling stock and motor vehicles; – comply with the requirements of prohibitory, warning, mandatory and information health and safety signs; – cross only at designated crossings and level crossings, as well as along designated safe paths, after ensuring that it is safe to do so and that no rolling stock is approaching; – avoid any actions (such as using earphones, mobile phones, etc.) that might distract you from your surroundings and from monitoring rail traffic. Upon receiving a warning of an approaching train, you must move away and take all your belongings and equipment to the designated train-passing area, where you must stand no closer than 2.5 m (4 m if an express train is approaching) from the outer rail. When a train is passing, remain calm and do not approach it.

	At the work site, where crossing the railway tracks is permitted, this may only be done at right angles, after ensuring that it is safe to do so and that no rail vehicle is approaching those tracks. When crossing the tracks in front of or behind stationary rolling stock, ensure a safe distance (which must not be less than 5 m), as they may start moving; furthermore, bear in mind that trains may also be travelling on adjacent tracks. When emerging from behind track structures, platforms, the track or other installations, ensure that there are no moving rolling stock. In the danger zone, remain alert and cautious, watch out for obstacles underfoot, and follow the instructions of the operations managers / LTG representative promptly. The following are prohibited in the railway danger zone: – enter the danger zone or leave the work site within this zone without authorization; – wearing clothing that is not clearly visible; – talking on a mobile phone, wearing headphones and listening to audio recordings whilst wearing them, or covering your ears with a hood – it is essential to be able to hear and react quickly to warning signals from rolling stock or personnel monitoring traffic; – stand on a railway track (risk of slipping) or in the gap between moving parts of the track (crushing); – crawl under stationary carriages or rolling stock, or climb onto them or over their couplers.
DANGEROUS AND OUT-OF-GAUGE AREAS 	Dangerous areas and areas with restricted clearance are marked. Staff must be vigilant and must not approach a hazardous area or must endeavor to avoid it. When a railway rolling stock unit or vehicle is approaching, it is prohibited to be between the approaching rolling stock unit or vehicle and structures marked with a hazardous area sign. If stairs are marked with a 'dangerous area' sign, it is recommended that you take care when using them, place your whole foot on each step and hold onto the handrail.
OTHER MOVING VEHICLES 	When walking in an area with heavy traffic, you must follow the Highway Code, walk only in designated areas, be careful and watch out for moving vehicles; Vehicle drivers must use only the roads designated for vehicles and comply with the rules of the road. It is prohibited to park a vehicle closer than 2.5 m from the outer rail of the railway track.

EFFECTS OF ELECTRIC CURRENT 	Electrical injuries may result from: – touching an uninsulated electrical cable or other live part; – simultaneously touching two live, uninsulated wires; – coming dangerously close to live, uninsulated parts of electrical equipment; – induced voltage near the contact network; It is prohibited to come dangerously close to LTG electrical installations or to work on or in them without the permission of the responsible persons. Do not approach, or allow objects to come within 2 m of, the railway contact line. To protect yourself from the effects of electric current at work, use only equipment that has a technical certificate and complies with its requirements, and which has been tested and inspected. Before starting work on electrical equipment, you must check that the equipment is earthed and that the earthing cable is in good working order.
FALLING OBJECTS 	Take care to avoid falling loads or other objects. There is a risk of falling objects in areas where work is carried out at height, where loads are moved by cranes, and in areas where structures or rolling stock are being repaired or loaded. Persons not involved in these activities are prohibited from approaching such areas or entering zones marked with safety barriers or signs. Entry to these areas is permitted only with the knowledge and under the supervision of the person in charge, whilst wearing the personal protective equipment specified by them (safety helmet, high-visibility vest, etc.). Items placed unsafely or haphazardly may cause injury if they tip over or fall from shelves or racks. Do not approach unstable shelves or objects. Cordon off work areas where there is a risk of objects falling; if necessary, assign a member of staff to prevent unauthorized persons from entering the danger zone. Do not stack items in an unstable manner or on the edge of shelves. It is recommended that heavy items be stored on the lower shelves of racking systems.
OPERATING EQUIPMENT AND MACHINERY 	There is a risk of serious injury from rotating parts of machinery and mechanisms, couplings, shafts, fan blades and other moving parts, which may catch clothing and, with it, a hand or other body parts. Do not approach or enter any hazardous, marked or cordoned-off areas. It is prohibited to approach operating machinery or mechanisms, to be within the operational zone of potentially hazardous equipment (cranes, pressure vessels, boilers, etc.) or beneath loads that are raised or being lifted.

	Only employees holding the relevant valid certificates and personal protective equipment may work with potentially hazardous equipment; work with LTG Group equipment, including the repair of such equipment, may only be carried out by persons who have been issued with written authorization for this activity.
FLYING OBJECTS, SPLINTERS 	Take care to avoid particles of the material being processed, sparks or flying objects ejected from or breaking off the equipment, which may cause injury to the eyes or other parts of the body. When railway track machinery is in operation, and when staff are cutting, hammering, grinding, welding or otherwise processing metal or other materials, maintain a safe distance from such hazardous areas. Where it is necessary to work in such areas, wear safety helmets and eye or full-face protection.
INTOXICATION 	Workers under the influence of alcohol or psychotropic substances may cause accidents or railway traffic incidents. On LTG premises, the alcohol content in exhaled air or blood must not exceed 0.00 per mille; it is prohibited to consume or bring intoxicating substances onto the premises.
NOISE 	Equipment, machinery and tools generate significant noise and can lead to occupational illnesses. Hearing is affected not only by the intensity of the noise but also by prolonged exposure to it. To protect your hearing, it is essential to minimize the duration of exposure to noise, choose workstations away from the source of noise, and use hearing protection. IMPORTANT: Noisy equipment may reduce or completely mask the audibility of warning signals regarding traffic and other hazards. When carrying out work in the railway danger zone or in areas where other vehicles are moving, work must be organized in such a way that workers who cannot hear (or may not hear) warning signals due to noise and/or the use of hearing protection are warned in good time of an approaching danger and can move to a safe, pre-designated location in good time.

FALLS 	Debris, structures and parts of engineering infrastructure located on the railway track, the verge and in the cuttings may cause people to trip, stumble or fall. It is essential to wear footwear with non-slip soles, to be vigilant and to watch out for obstacles underfoot. Areas where people may slip or fall must be fenced off and/or marked with safety signs. Sharp edges, broken glass, shards of ceramic and so on may cause cuts, punctures or grazes. Do not enter such areas or, if access is not prohibited, behave cautiously and responsibly in such places; do not approach the edge of a height difference (e.g. the edge of a ramp) and do not move backwards. Any obstacles, slippery areas, poorly maintained manholes, broken objects or dangerously sharp surfaces, or other hazardous defects observed on the LTG premises must be reported to your line manager or the LTG contact person.
INFECTIOUS DISEASES 	If you experience symptoms of illness, consult a doctor to avoid infecting other staff members. It is recommended that you get vaccinated against infectious diseases (provided there are no contraindications). In the event of an epidemic or pandemic being declared, comply with the additional safety measures put in place. Use the protective measures provided by the employer and LTG Group representatives, and, where necessary, carry out other specified preventive measures (testing, temperature checks, etc.).
CARGO BEING TRANSPORTED 	Various dangerous and toxic goods transported by rail may pose a risk. There is a risk of poisoning and chemical burns to various parts of the body. Unsecured or foreign objects on the roofs or platforms of a passing train may fall and injure people nearby. Keep clear of the track at the distances specified above when trains are passing. If you notice cargo falling from a rolling stock unit, other signs of cargo leaking into the environment or chemical reactions taking place inside the carriages (smoke, vapours, etc.), or objects that may fall, please inform railway staff immediately and do not approach the area. Observe the instructions on prohibition, warning and information signs and notices located within the area or on material containers and wagons.

OTHER SAFETY REQUIREMENTS

TRAFFIC SAFETY

RAILWAY DANGER ZONE



The railway danger zone extends 2.5 m on either side of the outer edges of the rail heads (or up to the technical barriers restricting public access to the railway).

It is PROHIBITED for persons not authorized to be in the railway danger zone to walk or drive on railway tracks or to be present in the railway danger zone in areas not designated for this purpose.

Non-contractors may only enter the railway danger zone accompanied by a representative of the LTG Group, who will brief them on safety requirements and accompany them throughout their entire stay in the danger zone.

Only persons holding valid certificates as prescribed by [law](#) and carrying out contractual activities on a lawful basis may work within the railway danger zone.

Every person in a railway danger zone must wear a high-visibility vest or high-visibility clothing.

Entry into the hazardous zone is permitted only at the location specified by a representative of the LTG Group and with their authorization.

Whilst working, comply with the requirements of the LTG Group's local regulations as provided or [published](#).

Please note that fines may be imposed on persons who breach the general railway traffic safety requirements, in accordance with the procedure laid down in the Code of Administrative Offences of the Republic of Lithuania. The following are considered offences: unlawfully stopping a train, or willfully damaging railway infrastructure. IT IS PROHIBITED TO:

- walking or running across the tracks in front of an approaching train, locomotive or other rolling stock;
- walking across railway tracks in places not designated for that purpose;
- moving, tampering with or dismantling railway barriers, electrical or other equipment;
- placing, throwing or leaving any objects on the railway track, whether a train is expected or not;
- to ride bicycles, roller skates, skateboards or scooters across level crossings;
- at a level crossing – to enter the crossing when the barrier is down or beginning to lower, the red light is showing, an audible warning is sounding, or a traffic controller is prohibiting passage; to raise the barrier without authorization or to go round it;
- leaning over the railings of a footbridge or throwing objects or litter from the bridge.

	Contractors and partners engaged in railway transport activities must hold valid safety permits and/or safety certificates obtained in accordance with the procedure laid down by the Act, and their staff must be trained in accordance with the provisions of their safety management system and the relevant regulatory legislation.
PHYSICAL SECURITY	
ENTRY INTO A SECURED OR HAZARDOUS AREA 	Entering the LTG Group's operational areas may not only result in injury due to equipment, processes or train movements in the production area. Unauthorized entry into restricted-access areas, or other prohibited behavior as indicated by warning signs, LTG Group staff and/or your supervisors, may cause a railway accident or disrupt safe rail traffic, leading to serious consequences. It is prohibited to enter facilities secured by the LTG Group, their premises or areas marked with warning signs without authorization.
FIRE SAFETY	
FIRE 	A fire is an uncontrolled combustion occurring in an unauthorized location and posing a threat to human life, health, property and the environment. Smoking is prohibited in areas not designated for this purpose within the LTG Group's premises, as there may be rolling stock carrying dangerous goods, or other equipment, containers or areas that pose an explosion hazard. Grass within the railway safety zone may also catch fire. Workplaces must be equipped with basic fire-fighting equipment appropriate to the scale and nature of the activities carried out.
EXPLOSION 	When an explosion occurs, a large quantity of expanding gas is produced, which is released into the environment with great force. An explosion poses a serious threat to human health and life. If an explosive device or an object resembling an explosive device is discovered whilst carrying out work, you must stop what you are doing, notify the Emergency Services Centre on 112, cordon off the area with 'STOP' tape or mark it with clearly visible signs, move staff to a safe distance from the potentially hazardous area, and secure the perimeter until police officers arrive.
DATA PROTECTION	

PERSONAL DATA 	Third parties, when processing personal data held by LTG (names, surnames, telephone numbers, email addresses, photographs, places of work, job titles, etc.), must act with the utmost care, use personal data only for purposes related to the functions they perform, refrain from disclosing it to other persons in the absence of a legal basis, and refrain from using it for personal purposes. When disclosing personal data to other persons, the ‘need-to-know’ principle must be followed. If you suspect that a personal data breach may have occurred (personal data held by LTG has been lost, unlawfully disclosed to others, etc.), please notify the Data Protection Officer by email at dap@ltg.lt. The LTG Group may use video surveillance systems in buildings, premises, outdoor areas and/or other sites owned or managed by the LTG Group.
ENVIRONMENTAL PROTECTION	
	The LTG Group aims to minimize waste generation and ensure its responsible management across all areas of its operations. Third parties must manage the waste generated during their activities appropriately, sort it into the designated bins and hand it over to waste management operators in a timely manner.

OTHER SAFETY ADVICE

Please also assess the hazards that may arise during your activities. We provide recommendations regarding the risks associated with the most common activities carried out on LTG Group premises and the recommended measures to protect against their effects:

FACTOR	PRECAUTIONARY MEASURES
STAFF COMPETENCE	Only carry out work for which you have been trained and briefed, and for which you are familiar with the risk factors involved, the protective measures to be taken, and have fully understood this information. Your health must be checked before you start work and periodically whilst working, considering the tasks you perform. Take an interest in the results of these checks; if you feel your health is deteriorating, request an unscheduled health check – this is your guarantee of safety.
WORK AT HEIGHT	Work at height where there is a risk of falling should only be carried out by employees who have been trained for this purpose, using protective equipment such as harnesses, lanyards and safety helmets. For work at height, use only stable, serviceable and inspected lifting equipment. When working from a ladder:

	– place the ladder firmly on a level and stable surface; – do not exceed the ladder's maximum load capacity; – follow the three-point rule: when standing on or climbing a ladder, maintain three points of contact; – do not climb higher than 1 m from the bottom of the ladder, and do not stand on the top 4 rungs. Openings, manholes and drains in the work area must be covered with standard covers. It is prohibited to cover them with plastic sheeting, cardboard or similar materials. Areas where people could fall into a depth must be fenced off and marked with safety signs.
DISORGANISED OR IMPROPERLY USED WORK EQUIPMENT 	Dirty or poorly maintained equipment, or its improper use, is the most common cause of injuries. Work may only be carried out using equipment that is in good working order and has been inspected, having familiarized oneself with and complied with the manufacturer's operating requirements; mandatory personal protective equipment must be worn, and the equipment must be used only for its intended purpose and under the conditions specified by the manufacturer. Equipment may only be repaired by staff specially trained for this purpose.
INJURIES 	To prevent potential physical injuries, it is essential to comply with health and safety regulations, to be attentive and cautious, and to wear personal protective equipment (for the head, hearing, eyes, hands, feet and other parts of the body) whilst working.
CHEMICALS 	These are substances which, due to their physical-chemical, chemical or toxicological properties, method of use or presence in the working environment, may pose a risk to health, cause death or lead to acute or chronic health problems. If a chemical substance encounters the skin, it may cause damage to the skin, eyes or respiratory tract. When working with chemicals, familiarize yourself with them and follow the requirements set out in their safety data sheets (SDS); use them for their intended purpose and observe good personal hygiene.
FALLS CAUSED BY SLIPPERY SURFACES	Floor coverings and other surfaces must be cleared immediately of any substances that cause slipperiness; outdoor paths must be cleared of snow and ice in a timely manner and treated with anti-slip mixtures. Protruding objects, differences in floor levels and obstacles on walkways must be marked appropriately.

	Various injuries may occur due to cluttered work areas or obstacles in walkways. Do not clutter work areas, do not block passageways with extraneous objects, and mark out permanent walkways. When walking up or down stairs whilst carrying something, be careful, hold onto the handrails and ensure your visibility is not obstructed.
INSUFFICIENT LIGHTING 	The workplace must be adequately lit, but without dazzling the worker. Inadequate workplace lighting strains the eyes and may increase the risk of mechanical hazards and errors. During the hours of darkness, portable lamps or similar devices must be used in areas with inadequate lighting.
MANUAL HANDLING OF LOADS 	Improper handling of loads, such as lifting, pushing or pulling various objects, can be harmful to health, particularly causing back injuries. Employees should be trained in the correct methods of manual handling. It is recommended to mechanize such tasks as much as possible, to minimize carrying distances, and to work in teams to reduce the load.
FORCED, UNCOMFORTABLE WORKING POSTURES	Working in an awkward, forced posture can lead to occupational illnesses; therefore, when carrying out tasks in a forced position, it is essential to periodically vary the nature of the work and to take breaks, the frequency and duration of which are set out in the work regulations and health and safety instructions for employees.
VIBRATION 	General vibration affects the whole body, whilst local vibration affects specific parts of the body – the hands and feet. Exposure to vibration can lead to disorders of the muscles, tendons, bones and joints. Vibration can be reduced through technical measures such as dampening the source of vibration and using anti-vibration mats and gloves.
TICKS, INSECTS AND ANIMALS IN RAILWAY AREAS	If bitten by a tick, there is a risk of contracting tick-borne encephalitis. It is recommended that staff working in the railway safety zone are vaccinated against tick-borne encephalitis (provided there are no contraindications). If bitten by a snake, go to a healthcare facility immediately. Do not tie the bitten limb with a bandage, belt or similar item. Hornets and wasps are unpredictable and may sting for no apparent reason, particularly if you accidentally approach their nest. It is recommended that you move away slowly, without making any sudden movements, and do not chase the insects. It is not recommended to approach or touch suspicious animals. If attacked and bitten, do not touch the wound with unwashed hands; go to a healthcare facility to prevent rabies infection.

ADVERSE WEATHER CONDITIONS



Weather conditions may have adverse effects on the body, such as frostbite or heatstroke.

When working outdoors at temperatures below -10°C or above +30°C, it is essential to take breaks at least every hour and a half, for no less than 10 minutes, in designated warming-up or rest areas. Use personal protective equipment, including suitable work clothing, footwear and headgear; carry water with you in hot weather.

When working outdoors and if a thunderstorm begins, it is recommended to stop work and take shelter indoors. During a thunderstorm, move away from railway tracks and overhead power lines, and do not operate construction or agricultural machinery.

It is recommended to stop any outdoor work at height or involving cranes when wind speeds exceed 15 m/s.

If you are in a hurry, feeling emotionally stressed, tired, apathetic or lacking in alertness, it is advisable to pause, take a break to reflect and assess the possible consequences of your actions and behavior. Let's cultivate safe behavior habits for ourselves and others!

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 INFORM YOUR IMMEDIATE SUPERVISORS IMMEDIATELY AND EMAIL SAUGA@LTG.LT

LET US PROTECT OURSELVES AND OTHERS!