



NATIONAL EDUCATIONAL UNIVERSITY

Occupational Safety and Health Policy



Article 1. General Provisions

- 1.1. The purpose of the document is to protect the safety of the university community of “NEU - National Educational University” (hereinafter referred to as the “University”);
- 1.2. The purpose of the document is to ensure the creation of a safe working and learning environment at the university;
- 1.3. The legal document of the university is in accordance with the Organic Law of Georgia on Labor Safety and other legislative acts.

Article 2. Occupational Safety System

- 2.1. Moral - Fatal accidents, injuries or occupational diseases caused by an inadequate occupational safety working environment have a great impact not only on employees, but also on their family members, friends and colleagues, such facts are morally unacceptable;
- 2.2. Legal - The legislation in the country on occupational safety is the main regulatory norms for the activities of the University, and the University is constantly ready to bring its activities into line with legal regulations;
- 2.3. Financial - The occupational safety system will alleviate the University and prevent costs associated with accidents and occupational diseases. Failure to comply with occupational safety rules may harm the University, and may also lead to damage to the University's activities and business reputation with partner organizations.

Article 3. Employer's Scope of Responsibility

- 3.1. To comply with the legal regulatory norms established by the legislation of Georgia in the field of labor safety;
- 3.2. To protect the health of employees and people in the workplace from harm;
- 3.3. To record accidents and dangerous incidents in the workplace and, if requested, to provide relevant information to the employee;
- 3.4. To ensure registration, investigation and reporting of accidents and occupational diseases in the workplace;
- 3.5. **At the intervals provided for by the legislation of Georgia:**
 - A. To check the safety status of relevant technical equipment and document it;
 - B. To ensure the maintenance and cleaning of individual protective equipment and other protective equipment, to monitor their correct use and, if necessary, to replace them in a timely manner;
 - C. To inspect, measure and assess the following factors of the industrial environment at the intervals provided for by the legislation of Georgia:

Physical factors (including temperature, humidity, air velocity, thermal radiation, non-ionizing radiation, ionizing radiation, industrial noise, ultrasound, infrared, vibration, aerosols (dust) of predominantly fibrogenic action, lighting, aeroions, electric voltage);

Chemical factors (including some substances of biological nature obtained by chemical synthesis (antibiotics, vitamins, hormones, enzymes, protein preparations) and/or substances for the control of which chemical analysis and detection methods are used);

Biological factors.

3.6. The employer is obliged to provide employees with training and instruction/information, taking into account the number of employees, working conditions, the degree, nature and structure of the hazard and the relevant risks:

- A. on legal and other norms and principles of safe work to ensure labor safety;
- B. on instructions and manuals for the safe use and repair of work procedures, machinery, work equipment and work equipment;
- C. on emergency situations, evacuation measures and their implementation;
- D. on existing hazards and risks, as well as measures taken to control them.

3.7. The employer is obliged to provide employees, a labor safety specialist and/or a person in the workplace with the following information:

- A. on occupational risks and harmful production factors related to the workplace and their possible impact on the health of employees;
- B. on the risks that employees may be exposed to and the assessment of the consequences of the risks, including the occupational safety and preventive measures taken by the employer;
- C. on emergency situations, evacuation plans and measures to be taken in the event of increased danger, as well as on the measures and procedures to be implemented in the event of an accident or fire;
- D. on the performance of certain works to which prohibitions established by the legislation of Georgia apply.

3.8. The employer is obliged not to employ a person under 18 (eighteen) years of age (a minor) in such work, which, taking into account the nature or circumstances of its performance, may harm his health or safety.

Article 4. Safety and Health Service

4.1. Is obliged to investigate all incidents on the territory of the administrative building of the “NEU - National Educational University” and report the results to the management;

4.2. Is obliged to create a safe environment for improving the quality of employee activities;

Article 5. Duties of Employees

5.1. The employee is obliged to comply with the requirements of labor safety and international standards specified in the legislation of Georgia and the aforementioned regulation;

5.2. To adhere to the information/experience obtained through training;

5.3. To immediately report hazardous circumstances to the Safety and Health Service;

5.4. To notify the employer of any injury;

5.5. To inform the management of any near-miss;

5.6. To use appropriate personal protective equipment wherever necessary;

5.7. Be an example for employees in terms of occupational safety protection;

5.8. Develop relevant proposals for the best safety performance and inform the management.

Article 6. Participation and consultations of employees in labor safety issues

6.1. Before making a decision, the employer must ensure the participation of employees and/or employees' representatives (if any) in labor safety issues, which means:

A Consultation with employees;

B. The right of the employee or employee representative to initiate a proposal on labor safety;

C. Balanced participation.

6.2. When initiating a new system of labor safety measures, the university management undertakes to consult with employees on labor safety issues;

6.3. When planning any changes to the work process, job content, or organization that may affect an employee's occupational safety, university management is obligated to consult with employees on occupational safety issues.

Article 7. Hazard Detection, Elimination and Control

7.1. Employees are obliged to report any incident to the occupational safety specialist, regardless of its severity;

7.2. Incidents must be recorded, stored and discussed in accordance with the procedure established by the legislation of Georgia.

7.3. The University is ready to eliminate and control all types of hazards that may harm the health of employees.

7.4. The relevant responsible person of the University expresses his readiness to accept and study all methods necessary to eliminate the hazard and to take measures to eliminate it;

Article 8. Standard Safety Rules

8.1. Safety rules are a guide to ensure that the working environment at the University is safe and the work to be performed is performed to the highest standard:

- A. Never endanger your safety in order to quickly complete the work to be performed;
- B. If the work to be performed is dangerous, report it to your supervisor. The University will find a safe method to perform the work.
- C. Never remove or disable safety equipment under any circumstances.
- D. Obey all safety signs;
- E. Do not perform any work under the influence of alcohol or drugs;
- F. Do not bring firearms or explosives into the work environment.

Article 9. Risk Assessment and Management

9.1. The University is fully responsible for creating and managing a safe environment in the workplace, and accordingly conducts risk assessments;

9.2. Risk assessments include:

- Hazard identification;
- Risk level determination;
- Data documentation;
- Review.

9.3. The next step in risk assessment is the risk control hierarchy:

- Elimination;
- Substitution;
- Engineering control;
- Administrative control;

- Individual protection means.

9.4. Risk assessment and management at the University is carried out using a methodology developed and approved based on recognized principles and practices.

Article 10. Personnel training

10.1. University employees, including managers, are obliged to undergo introductory instruction on labor safety. They must also undergo training in specific specialties with subsequent knowledge testing;

10.2. A candidate for a vacant position must be familiar with the job and safety rules before starting to perform his/her duties;

10.3. To occupy a certain position, employees must have documents issued by a state or educational institution confirming the person's qualifications (if necessary);

Article 11. Disciplinary policy

11.1. It is difficult to properly ensure labor safety without implementing a certain type of disciplinary policy. In order to maintain a safe and healthy working environment, it is necessary for university employees to fully comply with the requirements;

11.2. In case of violation of labor safety requirements, the university management reserves the right to apply a disciplinary policy;

11.3. When detecting violations of labor safety requirements, the following disciplinary liability measures apply, taking into account the severity of the violation:

- At the initial stage (except for gross violations), the violator shall be warned verbally;
- In case of repeated violations - a written reprimand or a fine;
- In case of the third violation - the violator shall be temporarily removed from work or dismissed from service.

Article 12. Monitoring and Reporting

12.1. In order to determine the compliance of the preventive measures for the identified threats and risks, the university shall conduct periodic monitoring;

12.2. The Occupational Safety Officer is obliged to conduct internal inspections and check whether the risk control process is being carried out correctly;

12.3. Periodic monitoring contributes to the identification of new threats at the University, on which appropriate reporting is made to the management;

12.4. The results of monitoring are assigned, processed and discussed with the management in order to plan/implement further steps.

Article 13. Final Provisions

13.1. This Regulation is approved by the University Senate;

13.2. This University Regulation comes into force immediately after signing;

13.3. The adoption, cancellation, amendment and addition of the Regulation are carried out by the Senate;

13.4. This Regulation loses its force in the event of approval of a new Regulation.