



NATIONAL EDUCATIONAL UNIVERSITY

Safety and Health Service Regulation



Article 1. General Provisions

1.1. The Security and Health Service of the “NEU - National Educational University” (hereinafter referred to as the “University”), in which the doctor’s office also functions, is a structural unit of the University;

1.2. The Service conducts its activities in accordance with the applicable legislation, subordinate normative acts, the University’s regulations, the personnel management rules and these regulations.

Article 2. Management and functions of the Service

2.1. The Service has a head, a doctor and a specialist in terms of economic activities. The Service is headed by the head, the medical office is headed by a doctor, and the specialist in economic activities. The above-mentioned persons are appointed and dismissed by the Rector of the University;

2.2. The tasks of the Service are:

- A. Implementation of security control over the entire perimeter of the University;
- B. Maintaining discipline in accordance with the requirements established by the University Code of Ethics and Disciplinary Responsibility Norms;
- C. Identifying students who violate the order;
- D. In case of damage to University property, investigating the fact of damage to property and submitting information about the person(s) involved in the damage to the University administration;
- E. Monitoring the processes taking place in the building using surveillance cameras in full compliance with the legislation;
- F. Implementing fire safety and having the appropriate inventory;
- G. Displaying evacuation plans for the University administrative building and their constant monitoring;
- H. Conducting information meetings with students and staff on security measures;
- I. Participating in budget formation.

2.3. Functions of the Head of Service:

- A. Implements discipline in accordance with the requirements established by the University Code of Ethics and Disciplinary Responsibility Norms;
- B. Detects students who violate the order;
- C. Ensures the safety of university employees and students;
- D. Monitors the processes taking place in the building using surveillance cameras in compliance with the legislation;
- E. Monitors the property registered on the university balance sheet and cases of its damage;
- F. Ensures fire safety. For this purpose, in accordance with the instructions of specialists, places fire extinguishers in a visible place in the administrative building and is responsible for periodic checks of their suitability;
- G. Ensures the placement of an evacuation plan in a visible place in the administrative building of the university;
- H. Is obliged to conduct information meetings with students and staff on security measures;
- I. Monitors the instructions on the prohibition of smoking in the building;
- J. Implements decisions and legal acts made by the Rector;
- K. Participates in the formation of the University budget.

2.4. Functions of the Medical Office Doctor:

- A. Providing first aid if necessary;
- B. Providing free medical consultations and assistance in the event of the spread of certain infectious or viral diseases and for the purpose of prevention;
- C. Updating medical inventory and controlling its suitability.

2.5. Specialist in economic activities:

- A. Providing the University with the necessary resources;
- B. Supporting the University in various technical issues;

- C. Involvement in the repair process in case of damage to the inventory/technical equipment available at the University;
- D. Monitoring the quality of work performed by craftsmen of various directions;
- E. Determining the need for various inventory and items;
- F. Performing other tasks of the head.

Article 3. Transitional and Final Provisions

- 3.1.** This Regulation is approved by the University Senate;
- 3.2.** This University Regulation shall enter into force upon signing;
- 3.3.** The adoption, cancellation, amendments and supplements to the Regulation shall be carried out by the Senate;
- 3.4.** This Regulation shall cease to be valid in the event of the approval of a new Regulation.