



Regulation of the Safety and Health Care Service



Article 1. General Regulations

1.1. The Safety and Health Care Service of "NEU - National Educational University" (hereinafter referred to as the "University"), which includes a doctor's office, 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 regulation, the personnel management rules, and this regulation.

Article 2. Management and Functions of the Service

2.1. The service has a manager, a doctor, and a specialist in administrative activities. The service is managed by the manager, the medical office is run by the doctor, and the administrative activities are overseen by the specialist. The rector of the university appoints and dismisses these individuals from their positions.

2.2. The objectives of the service are:

- a. To ensure safety control across the entire university perimeter;
- b. To enforce discipline according to the university's ethics code and the rules of disciplinary responsibility;
- c. To identify students who violate the rules;
- d. To monitor activities within the building through surveillance cameras in full compliance with legislation;
- e. To ensure fire safety and the presence of appropriate equipment;
- f. To make emergency evacuation plans visible within the university's administrative building and to continuously monitor them;
- g. To conduct informational meetings with students and staff regarding safety measures;
- h. To participate in the formation of the budget.

2.3. The functions of the service manager are:

- a. To enforce discipline according to the university's ethics code and the rules of disciplinary responsibility;
- b. To identify students who violate the rules;
- c. To ensure the safety of university employees and students;
- d. To monitor activities within the building through surveillance cameras in accordance with legislation;
- e. To ensure fire safety, including placing fire extinguishers in visible locations within the administrative building as per the instructions of specialists and regularly checking their validity;
- f. To ensure that evacuation plans are placed in visible locations within the administrative building;
- g. To conduct informational meetings with students and staff regarding safety measures;

- h. To enforce no-smoking rules within the building;
- i. To implement decisions and legal acts issued by the rector;
- j. To participate in the formation of the university's budget.

2.4. The functions of the doctor in the medical office are:

- a. To provide first aid when necessary;
- b. To offer free medical consultations and assistance in cases of the spread of infectious or viral diseases and for preventive measures;
- c. To renew medical supplies and monitor their condition.

2.5. The functions of the specialist in administrative activities are:

- a. To supply the university with necessary resources;
- b. To provide technical support to the university;
- c. To participate in the repair of damaged university inventory or equipment;
- d. To monitor the quality of work performed by craftsmen in various fields;
- e. To determine the need for various inventories and items;
- f. To perform other tasks assigned by the manager.

Article 3. Transitional and Final Provisions

- 3.1. This regulation is approved by the university's Senate.
- 3.2. This regulation shall come into effect upon signature.
- 3.3. The adoption, repeal, amendments, and additions of the regulation shall be carried out by the Senate.
- 3.4. This regulation shall become void upon the approval of a new regulation.