

Free Academy of Tbilisi



Safety and Health Assurance Service Provision



Article 1. General provisions

1.1. The Safety and Health Assurance Service of the Free Academy of Tbilisi (hereinafter - the "Academy"), in which the doctor's office also functions, is a supporting structural unit of the Academy;

1.2. The service conducts its activities in accordance with the applicable legislation, subordinate normative acts, the statute of the Academy, the rule of personnel management and this statute.

Article 1. Management of the Service

2.1. There are a head, a doctor, and a specialist - supplies manager at work in the service. The service is managed by the head, the medical office - by a doctor, and the economic activity by a supplies manager specialist. The above-mentioned persons are appointed and dismissed by the rector of the academy.

2.2. Functions of the head of the service

- a. Upholds discipline in accordance with the requirements established by the Code of Ethics of the Academy and the norms of disciplinary responsibility;
- b. Identifies students who break the order;
- c. Takes care of the safety of Academy employees and students;
- d. By means of surveillance cameras, controls the processes in the building in compliance with the legislation;
- e. Provides fire safety. For this purpose, in accordance with the instructions of the specialists, places fire extinguishers in a visible place in the administrative building and is responsible for periodically checking their suitability;
- f. Ensures the placement of the evacuation plan in a visible place in the administrative building of the Academy;
- g. Is obliged to hold informational meetings with students and staff about security measures;
- h. Controls the instructions on the prohibition of smoking in the premises;
- i. Executes decisions and legal acts made by the rector;
- j. Participates in the formation of the Academy budget.

2.3. Functions of the doctor of the medical office

- a. If necessary, provides first aid to students and staff of the Academy;
- b. In case of the spread of certain infectious or viral diseases and for the purpose of prevention, he will provide free medical consultations and assistance to the students and staff of the Academy;
- c. In order to provide first aid, a medical office with appropriate equipment is arranged in the administrative building.

2.4. Supplies manager - specialist

- a. Supplying the Academy with necessary resources;
- b. Support of the Academy in various technical issues;



- c. In case of damage to the inventory/technical equipment in the Academy, involvement in its repair process;
- d. Monitoring the quality of work performed by craftsmen of different directions;
- e. Determining the need for various inventory and items.

Article 3. The procedure for making changes and additions to the provision

- 3.1.** Amendments and additions to the provision are made in accordance with the law.

Article 4. Final Provisions

- 4.1.** This provision is approved by the Senate of the Academy;
- 4.2.** The provision shall enter into force upon signature;
- 4.3.** This provision shall lose its validity in case of approval of a new provision.