



Occupational Safety and Health Policy



Article 1. General provisions

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

Article 2. Labor safety system

- 2.1. **Moral** - Fatal accidents, injuries, or occupational diseases caused by unsafe working environments have a significant impact not only on employees, but also on their family members, friends, and colleagues. Such incidents are morally unacceptable.
- 2.2. **Legal** - The country's legislation on labor safety represents the main regulatory norms for the university's activities, and the university is constantly ready to bring its activities into line with legal regulations.
- 2.3. **Financial** - The labor safety system will alleviate the university and prevent the costs associated with accidents and occupational diseases. Failure to comply with labor safety rules can harm the university, and may also lead to damage to the university's activities and business reputation with partner organizations.

Article 3. Scope of Employer's Responsibility

- 3.1. To comply with the legal regulatory norms established by Georgian legislation in the field of labor safety;
- 3.2. Protect the health of employees and people in the workplace from harm;
- 3.3. Record accidents and dangerous incidents in the workplace and provide relevant information to the employee upon request;
- 3.4. Ensure the registration, investigation and reporting of accidents and occupational diseases in the workplace;
- 3.5. Periodically as provided for by Georgian legislation:
 - a. Check the safety status of relevant technical equipment and document it;
 - b. Ensure the maintenance and cleaning of personal protective equipment and other protective equipment, monitor their proper use and replace them in a timely manner if necessary;
 - c. Inspect, measure and evaluate the following factors of the production environment at the intervals provided for by Georgian legislation:

Physical factors (including temperature, humidity, air velocity, thermal radiation, non-ionizing radiation, ionizing radiation, industrial noise, ultrasound, infrared, vibration, aerosols (dust) with predominantly fibrogenic effects, 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 training and instruction/information to employees, 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 labor to ensure labor safety;
- b. Instructions and manuals for the safe use and repair of work procedures, machinery, work equipment and work tools;
- c. On emergency situations, evacuation measures and their implementation;
- d. About existing threats and risks, as well as measures taken to control them.

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

- a. Occupational risks and harmful industrial factors related to the workplace and their possible impact on the health of employees;
- b. on the risks that employees may face and the assessment of the consequences of the risks, including the occupational safety and preventive measures taken by the employer;
- c. Emergency situations, evacuation plans and measures to be taken in the event of increased danger, as well as measures and procedures to be implemented in the event of an accident or fire;
- d. Regarding the performance of certain works to which prohibitions established by Georgian legislation apply.

3.8. An employer is obliged not to employ a person under the age of 18 (eighteen) (minor) in work that, given the nature or circumstances of its performance, may harm his or her health or safety.

Article 4. Security and Health Service

4.1. Is obliged to investigate all incidents on the territory of the administrative building of the "New National Educational University" and report the results to the management.;

4.2. Committed to creating a safe environment to improve the quality of employee performance;

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. Protect the information/experience gained through training;

5.3. Immediately report any hazardous circumstances to the Safety and Health Service;

- 5.4. Report any injuries to the employer;
- 5.5. Inform management of any near-misses;
- 5.6. Use appropriate personal protective equipment wherever needed;
- 5.7. Be an example to employees in terms of occupational safety;
- 5.8. Develop appropriate proposals for the best safety performance and inform management.

Article 6. Participation and consultation of employees in matters of occupational safety

- 6.1. Before making a decision, the employer must ensure the participation of employees and/or employee representatives (if any) in labor safety issues, which means:
 - a. Consultation with employees;
 - b. The right of an employee or employee representative to initiate a proposal on occupational safety;
 - c. Balanced participation.
- 6.2. When initiating a new system of occupational safety measures, the university management undertakes to consult with employees on occupational 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. Detection, elimination and control of threats

- 7.1. **Employees are obliged to report any incident, regardless of its severity, to the occupational safety specialist;**
- 7.2. The incident must be recorded, stored and reviewed in accordance with the procedure specified by Georgian legislation.
- 7.3. The University is committed to eliminating and controlling all types of hazards that may harm the health of employees.
- 7.4. The relevant responsible person of the university expresses his willingness to accept and study all methods necessary to eliminate the threat and to take measures to eliminate it.

Article 8. Standard Safety Rule

- 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 compromise your safety in order to get the job done quickly;
 - b. If the work to be performed is hazardous, report it to your supervisor. The university will find a safer method for performing the work;
 - c. Never remove or disable safety equipment unless necessary;
 - d. Obey all safety signs;
 - e. Performing any type of work under the influence of alcohol or drugs is prohibited;

- f. Do not bring firearms or explosives into the work environment.

Article 9. Risk assessment and management

9.1. The University takes full responsibility for creating and managing a safe workplace environment, and conducts risk assessments accordingly;

9.2. Risk assessment takes place,:

- Identifying the threat;
- Determining the level of risk;
- Documenting data;
- Review.

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

- Eliminate;
- Replacement;
- Engineering control;
- Administrative control;
- Personal protective equipment.

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 required to undergo introductory instruction on occupational 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 regulations before starting to perform their duties;

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

Article 11. Disciplinary Policy

11.1. It is difficult to properly ensure occupational safety without implementing some type of disciplinary policy. To maintain a safe and healthy working environment, it is essential that university employees fully comply with the requirements;

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

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

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

Article 12. Monitoring and reporting

12.1. Periodic monitoring is conducted at the university to ensure that preventive measures against identified threats and risks are being implemented appropriately;

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 at the university helps identify new threats, which are reported to the governing body.;

12.4. Monitoring results will be assigned, processed and discussed with management in order to plan/implement further steps.

Article 13. Final Provisions

13.1. This regulation is approved by the university's Senate;

13.2. This regulation comes into effect upon signature;

13.3. The adoption, cancellation, amendments, and additions to the regulation are carried out by the Senate;

13.4. This regulation loses its validity upon the approval of a new regulation.