

Free Academy of Tbilisi



Occupational safety
and Health Care Policy



Article 1. General provisions

1.1. The purpose of the document is to protect the security of the university community in the Free Academy of Tbilisi (hereinafter "Academy");

1.2. The purpose of the document is to ensure the creation of a safe working and learning environment in the academy;

1.3. The legal document of the Academy is in compliance with the Organic Law of Georgia on labor safety and other legislative acts.

Article 2. System of occupational safety

2.1. Moral - fatal accidents, injuries or occupational diseases caused by improper working environment of occupational safety 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 existing legislation in the country in the direction of occupational safety represents the main regulatory norms of the Academy's activities, and the Academy is constantly ready to bring its activities into compliance with legal regulations.

2.3. A financial - occupational safety system will alleviate and prevent costs related to accidents and occupational diseases in the academy. Failure to comply with occupational health and safety regulations may harm the University, as well as damage the University's business and business reputation with partner organizations.

Article 3. Scope of employer's responsibility

3.1. Follow the legal regulatory norms established by the legislation of Georgia in the field of occupational safety;

3.2. Protect the health of employees and people in the workplace from harm;

3.3. Register accidents, dangerous cases in the workplace and, upon request, to provide relevant information to the employee;

3.4. Ensure the registration, investigation and reporting of accidents and occupational diseases in the workplace;

3.5. Periodically provided by the legislation of Georgia:

a. Check the safety condition of the relevant technical equipment and document it;

b. Ensure the maintenance of personal protective equipment and other protective equipment - cleaning, control their correct use and, if necessary, replace them in time;

c. Check, measure and evaluate the following factors of the environment with the periodicity stipulated by the legislation of Georgia:

Physical factors (including temperature, humidity, speed of air movement, thermal radiation, non-ionizing radiation,



ionizing radiation, production noise, ultrasound, infrared, vibration, predominantly fibrogenic aerosols (dust), lighting, air ions, 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. It is the employer's obligation to provide education (training) and instruction/provide information to employees, taking into account the number of employees, working conditions, degree of danger, nature and structure, and relevant risks:

- a. About legal and other norms and principles of safe work to ensure occupational safety;
- b. About instructions and manuals for safe use and repair of work procedures, machinery, and work equipment;
- c. About emergency situations, evacuation measures and their implementation;
- d. About the existing danger and risk, as well as the measures implemented for their control.

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

- a. Occupational risks and harmful production factors related to the workplace and their possible impact on the health of employees;
- b. About the risks that the employees may face 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 measures and procedures to be implemented in the event of an accident or fire;
- d. In connection with the performance of certain works, which are subject to the prohibitions established by the legislation of Georgia.

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

Article 4. Safety and health care service

4.1. Is obliged to study all incidents in the territory of the administrative building of the Academy and report the results to the management;

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

Article 5. Duties of employees

5.1. The employee is obliged to comply with the requirements of occupational safety and international standards defined by the legislation of Georgia and this regulation;

5.2. Protect the information/experience gained through trainings;

5.3. Immediately report any hazardous conditions to the Safety and health care service;



- 5.4. Report any damage to the employer;
- 5.5. Inform the management about any possible danger;
- 5.6. Use appropriate personal protective equipment wherever necessary;
- 5.7. Be an example for employees in terms of occupational safety protection;
- 5.8. Develop appropriate proposals for better safety performance and report to management.

Article 6. Participation and consultation of employees in occupational 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 an employee or an employee's representative to initiate a proposal on occupational safety;
 - c. Balanced participation.
- 6.2. When initiating a new system of occupational safety measures, the Academy's management undertakes to consult with employees on occupational safety issues;
- 6.3. When planning a change in the work process, work content or organization that may affect the employee's occupational safety, the Academy's management is obliged to consult with the employees on occupational safety issues.

Article 7. Detection, elimination and control of danger

- 7.1. Employees are obliged to report any incident to the occupational safety specialist, regardless of its severity;
- 7.2. The recording, storage and discussion of the incident should be done in accordance with the procedure defined by the legislation of Georgia.
- 7.3. The Academy is ready to eliminate and control all types of dangers that may harm the health of employees.
- 7.4. The corresponding responsible person of the Academy expresses readiness to accept and study all methods necessary to eliminate the danger and to take measures to eliminate it;

Article 8. Standard security rules

- 8.1. The safety rules are a guide to ensure that the working environment in the academy is safe and that the work to be performed is carried out to the highest standard:
- a. Never compromise your safety to get the job done quickly;
 - b. If the work to be performed is dangerous, report it to the supervisor. The Academy will find a safe way to do the job.
 - c. Never remove or disable safety equipment when necessary.
 - d. Obey all safety signs;



- e. It is not allowed to perform any kind of work under the influence of alcohol or drugs;
- V. Do not bring firearms or explosives into the work environment.

Article 9. Risk assessment and management

9.1. The Academy takes full responsibility for creating and managing a safe environment at workplaces, and accordingly assesses the risks;

9.2. When assessing risks, the following occurs:

- Identification of danger;
- Determination of the risk level;
- Documenting data;
- Revision.

9.3. The next level of risk assessment is the risk control hierarchy:

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

9.4. Risk assessment and management in the academy is carried out with a methodology developed and approved based on recognized principles and practices.

Article 10. Staff training

10.1. Employees of the Academy, including managers, are obliged to undergo introductory instruction on occupational safety. They must also undergo training according to specific specialties with further testing of knowledge;

10.2. A candidate to be appointed to a vacant position must familiarize himself with the official and safety rules before starting his duties;

10.3. In order to hold a certain position, it is necessary for employees to have documents issued by the state or an educational institution, which confirms the person's qualifications (if necessary);

Article 11. Disciplinary policy

11.1. Adequately ensuring occupational safety is difficult without some type of disciplinary policy in place. In order to maintain a safe and healthy working environment, it is necessary for the Academy's employees to fully comply with the requirements;



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

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

- At the initial stage (except for gross violation) to warn the violator verbally;
- In case of repeated violation - a written reprimand or a monetary fine;
- In the case of the third violation - temporary suspension or dismissal of the violator.

Article 12. Monitoring and reporting

12.1. Periodic monitoring is carried out in the academy in order to determine the compliance of the preventive measures against the identified threats and risks;

12.2. The occupational safety officer is obliged to conduct internal inspections and check how well the risk control process is being carried out;

12.3. Periodic monitoring in the academy helps to identify new threats, on which relevant reports are made to the governing body;

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

Article 13. Final Provisions

13.1. The present statute of the Academy shall come into force upon signing;

13.2. Any type of change in the regulations must be in accordance with the current legislation of Georgia and must be approved by the Senate of the Academy in the form of an amendment or addition.

