

Labor safety rule

I. Introduction

The labor safety rule of "The University of Georgia" LLC (hereinafter - the company) was developed to ensure a safe working environment in the company's workplace, which is based on Georgian legislation and the company's labor safety policy.

II. General labor safety requirements

1. Persons with appropriate knowledge and skills are accepted to work in the company.
2. In case of a change of work position or work procedure, personnel should be retrained - initial instruction should be conducted.
3. Persons will be admitted to the workspace based on the pass issued by the relevant service.
4. It is not allowed to use non-factory (artisan) and faulty tools and devices.
5. It is forbidden to take alcohol and narcotic drugs in the company and to admit a person under the influence of narcotics in a sober state.
6. Trauma, accident, or occupational disease must be reported immediately to the emergency service, the immediate superior, and the labor conditions inspection department.
7. In case of increased danger, the immediate superior and labor safety specialist should be notified immediately.
8. The employee must use the tool/device only for its intended purpose.

III. Responsibilities of company management

To ensure labor safety in the workplace, company presidents are obliged to:

1. observe the legislation of Georgia in the field of labor safety.
2. take care of the improvement and perfection of working conditions permanently.
3. Pay all expenses related to labor safety and sanitary-hygienic measures in the workplace.
4. improve safe working conditions, take care of the introduction of new technologies, and the modernization of existing technological devices.
5. In case of accidents, provide immediate notification, investigation, recording, and reporting to relevant supervisory authorities.
6. In case of occupational diseases, provide immediate notification, investigation, recording, and reporting to relevant supervisory authorities.
7. The administration of the organization ensures the implementation of the mentioned policy and requires employees to comply with labor safety requirements in their work activities.
8. In case of injury to the personnel in the work process, it provides compensation for the damage.

Labor safety specialist for ensuring labor safety in the workplace:

1. implements the control of compliance with labor safety rules by employees;

2. takes care of elimination and reduction of dangerous factors within the scope of competence;
3. Monitors compliance with labor safety rules by personnel;
4. participates in the process of investigation and registration of accidents and incidents;
5. gives instructions and recommendations to the company's employees regarding labor safety;
6. together with relevant services and groups, control the correct organization and safety of production processes and works;
7. Provide staff training on safe work methods, conducting instructions;
8. Produce a journal of instructions according to the established procedure;
9. carries out control over equipping the enterprise with safety equipment and facilities, improvement of working conditions and safety techniques;
10. participates in the development and implementation of more reliable and improved protection means in the company and analyzes the effectiveness of the measures taken;
11. Performs other rights and duties defined by labor safety legislation;
12. The labor safety specialist is accountable to the head of the service and the presidents of the company.

IV. Duties of employees

The employee is obliged to:

1. be guided by this rule, and other safety-related instructions and obey the work procedures established by the employer;
2. perform work, manage and use work equipment, materials, and other means according to the established rules, in accordance with the knowledge and qualifications obtained during training and work;
3. not to arbitrarily switch off, change, or remove the safety and health protection devices of the work equipment, apparatus, instrument, installation, or equipment and to use the mentioned devices for their intended purpose;
4. Use personal protective equipment in accordance with the instructions, keep it in working condition, and return it to the place designated for it;
5. immediately report to the company's administration or the labor safety manager information about any defect that may pose a danger to labor safety in the workplace or cause an accident or dangerous incident, as well as participate in the elimination of this defect within the scope of his/her ability;
6. attend trainings and informational meetings on labor safety organized by the company;
7. Follow the instructions and recommendations of the labor safety specialist, doctor, and immediate supervisor on safety-related issues;
8. Not to report to work in a state of alcoholic, narcotic, toxic, or psychotropic intoxication and not to consume substances causing such a state while performing work;
9. obey the bans on tobacco consumption in the workplace;

10. To the best of his/her ability, in accordance with the training and instructions provided by the company, take care of his/her own safety and health, as well as the safety and health of the persons who were harmed by his/her own actions or inactions.

V. Rules for the safe conduct of personnel

The following rules must be followed by employees in the company:

1. Strictly follow the safety norms considered in this rule and all the rules they learned during training and instruction;
 2. Avoid careless actions in potentially dangerous places;
 3. Be mobilized and attentive in dangerous places;
 4. When entering and leaving the workplace, carefully open and close the doors;
 5. In a potentially dangerous workplace, assess the existing danger and be careful when moving and/or moving things;
 6. Do not use faulty devices;
 7. Clean the area of flammable materials and dust before carrying out activities that cause or may cause ignition;
 8. must remember that after the voltage disappears from the electrical device, it can be supplied again;
 9. Keep tools and safety equipment in accordance with the manufacturer's requirements;
 10. Turn off/switch to safe mode for all tools and devices when completing a specific job. Even if you leave the workplace at the end, turn off/switch to safe mode all tools and devices;
 11. Inform the company's administration about the improper state of health. If you become unable to work, immediately notify your immediate superior or the closest employee;
 12. In case of loss of consciousness or injury by any employee, immediately call for emergency medical assistance and inform the company's administration;
 13. Do not allow unauthorized persons near dangerous places, if necessary, stop dangerous work and call a security representative;
 14. Before starting the mechanisms, check that their protective devices are in good condition. It is strictly forbidden to start work until they are brought in order;
 15. work only in a well-lit workplace, working in conditions of insufficient lighting may cause an incident or an accident;
 16. In case of smoke or suspicious smell, sound the alarm, leave the workplace, and immediately inform the company administration;
 17. In case of evacuation, follow the evacuation plan posted on the facility. After leaving the building, do not re-enter the building until the appropriate person has informed you that it is safe to enter.
1. The employee is prohibited from:
 18. Entering the protective enclosure of electrical equipment;
 19. Touching electric wires, clamps, and other easily accessible live parts;
 20. Use of non-standard electric heating device;
 21. Using a device with open heating elements and leaving them unattended while they are turned on;

22. Use of damaged switches, automatic switches, and sockets;
23. Independent repair of malfunctioning electrical equipment, electrical devices, and electrical tools;
24. Unnecessary removal of protective casings of mechanical and electrical parts of the equipment;
25. Performing work if the floor in that place is slippery (sprinkled with oil or other material);
26. Being at work in a state of alcoholic, toxic, and narcotic intoxication.

VI. specific works

1. In relation to specific works, safety instructions are developed by the labor safety service and approved by company presidents.
2. When developing safety instructions, technical regulations, internationally recognized practices, and the specifics and actual situation in the company are taken into account. Company and/or invited specialists may participate in the development of instructions, taking into account the specifics.

VII. Final Provisions

1. The rules of labor safety are approved by the presidents of the company.
2. Amendments and additions to the labor safety rules are made by the presidents of the company.
3. This rule is communicated to all employees of the company