

Regulation of Labor Safety Service of the University of Georgia LLC

Article 1. General Provisions

1. This regulation defines the functions of the labor safety service (hereinafter - the service) of the University of Georgia LLC (hereinafter - the company), the rights and duties of the head of the service, and the labor safety specialist.
2. The service conducts its activities based on the Organic Law "On Labor Safety", other legislative acts of Georgia, and this provision.

Article 2. Functions of the service

The function-duties of the service are:

1. To ensure that the safety and health of the employee and other persons in the workplace are not harmed;
2. to ensure that physical, chemical, and biological factors do not endanger the safety and health of the employee and other persons in the workplace;
3. to record accidents in the workplace, cases of occupational diseases, and dangerous cases;
4. Regularly, in accordance with the legislation of Georgia:
 - a) check the safety condition of the relevant technical equipment;
 - b) ensure the maintenance and cleaning of personal protective equipment and other protective equipment, control their correct use and, if necessary, ensure their replacement promptly;
 - c) monitor compliance with labor safety rules by the company's employees.
5. Other functions and duties stipulated by the Law of Georgia on labor safety.

Article 3. Structure and management of the service

1. The service includes the head of the cover and labor safety specialists.
2. The number of labor safety specialists in the service is determined by the presidents of the company in accordance with the legislation of Georgia.
3. Head of service and labor safety specialists are appointed based on the contract by the presidents of the company.

Article 4. Head of Labor Safety Service

1. The general management of the service is carried out by the head of the service.
2. Head of Service:
 - a) Facilitates the process of staff training and instruction;
 - b) directs the risk assessment and management process;
 - c) prepare and submit information about measures to be taken to the management of the company to ensure labor safety;

- d) responds to violations of labor safety rules and submits appropriate petitions for sanctions to the company's management;
 - e) directs the preventive measures to be carried out in terms of labor safety;
 - f) participates in the timely and correct investigation of accidents and informs the relevant supervisory organizations according to the law;
 - g) helps the organization develop safety instructions;
 - h) gives instructions to individual specialists and officials of the company to correct violations of safety rules and norms in the work process. Only company presidents can revoke this reference;
 - i) perform other rights and duties established by the law and the company.
3. The head of the service is accountable to the presidents of the company.

Article 5. Labor safety specialist

1. Labor safety specialist:
- a) implements the control of compliance with labor safety rules by employees;
 - b) takes care of the elimination and reduction of dangerous factors within the scope of competence;
 - c) monitors compliance with labor safety rules by personnel;
 - d) participates in the process of investigation and registration of accidents and incidents;
 - e) gives instructions and recommendations to the employees of the company in connection with labor safety;
 - f) controls the correct organization and safety of production processes and works together with relevant services and groups. on the technical condition and proper operation of production equipment, buildings, and sanitary household warehouses;
 - g) provides staff training on safe work methods, conducting instructions;
 - h) produces a journal of instructions according to the established procedure;
 - i) establishes a schedule for checking the knowledge of engineering and technical personnel;
 - j) carries out control over equipping the enterprise with safety devices and facilities, improvement of working conditions and safety techniques;
 - k) participates in the development and implementation of more reliable and improved protection measures in the enterprise and analyzes the effectiveness of the measures taken;
 - l) performs other rights and duties defined by labor safety legislation;
 - m) performs other tasks of the head of the service and company presidents.
2. The labor safety specialist is accountable to the head of the department and the presidents of the company.