

## The labor safety policy of "The University of Georgia" LLC

### I. Introduction

"University of Georgia" LLC (hereinafter - the company) is an educational institution, which has set labor safety and health protection issues as one of its priorities. The company is committed to providing a work environment free from injuries and occupational diseases. This is achieved by proper management of work processes and mutual cooperation of management, employees, and professional organizations. The company's management strives to improve the current work processes and the safety of the work environment. For this purpose, the company constantly observes the work process, the representatives of the labor safety service and the relevant supervisory group monitor the production processes and react immediately if a defect is detected. This approach ensures the formation and development of a culture of labor safety in the company.

The management of the company confirms its commitment to comply with the Organic Law of Georgia on labor safety and other legal acts.

### II. Management of labor safety system

The company introduced the labor safety system for the following reasons:

1. **Moral** - when, due to improper working environment of labor safety, incidents - injuries, or occupational diseases have a great impact not only on them but also on their family members, friends, and colleagues, such facts are morally unacceptable.
2. **Legal** - the existing legislation in the country in the direction of labor safety represents the main regulatory norms of our activity, and our organization is constantly ready to fulfill its obligations.
3. **Financial** - labor safety system will relieve the company and avoid expenses related to accidents and occupational diseases. Violation of occupational health and safety regulations can damage our business reputation with our partners and harm our company's operations.

Accordingly, based on the mentioned reasons, based on the principle of corporate responsibility, the present labor safety policy document was created.

The company takes responsibility for managing the labor safety system. We consider policy, organization, planning, implementation, evaluation, and improvement measures as the main elements of the labor safety system. In addition, the labor safety system is built on the following model:

Define the policy, plan its implementation		Analyze the risks, implement the plan
Review performance quality, learn from mistakes		Measure performance, collect data

The labor safety system provides measures to reduce and eliminate the risk of harming the health of employees and other persons in the workplace.

To ensure labor safety in the workplace, the company establishes labor safety rules and instructions and defines the duties and responsibilities of employees and other persons in the workplace in terms of labor safety.

### III. Risk assessment and management

The company realizes its share of high responsibility, that dangers arise in workplaces in constant mode, and their control measures are the main challenge of the management.

The stages of risk assessment and management are:

- identify threats;
- Determining who may be affected and how;
- Analyzing risks and determining whether existing control measures are adequate or whether more needs to be done;
- making notes of important conclusions;
- Revision of assessments and, if necessary, discussion.

When determining risk control measures, the company takes into account the risk control hierarchy, which looks as follows:

1. **Elimination:** removing the source of danger;
2. **Substitution:** replacing materials or processes with less hazardous materials or processes;
3. **Implementation of engineering control:** preventing access to the source of danger;
4. **Administrative control:** developing, changing, and teaching rules.
5. **Personal Protective Equipment:** Once all of the above have been considered, used, and/or found to be ineffective.

#### **IV. Staff training**

The company's employees undergo introductory instruction in labor safety, as well as other training required by law.

Candidates who are accepted for the job must familiarize themselves with the safety rules and undergo the relevant instructions before starting their duties.

To occupy certain positions, employees must have documents recognized by the state, issued by an educational institution or a certification body, which confirms the person's qualifications.

#### **V. Provision of first aid**

The representatives of the occupational safety service of the company have undergone first aid training and there is an inventory necessary for first emergency aid. Employees are informed about this.

In the event of the need to find assistance that the company's personnel do not have the competence of, emergency assistance will be promptly called.

Necessary measures for first aid are provided in the company. This is controlled by the company through the relevant personnel.

#### **VI. Monitoring and reporting**

The company conducts periodic monitoring to establish compliance with the regular implementation of preventive measures. The Labor Safety Service is obliged to conduct internal inspections and check how well the risk control process is being carried out. This helps to identify new threats and effectively implement relevant labor safety measures. The said monitoring group prepares relevant reports for the company's management. Monitoring results will be recorded, processed, and reviewed together with the company's management.