**Appendix 1**

**Approved by: International Black Sea University Governor**

**Council Resolution #24, 19/06/2024**

**International Black Sea University**

**The Rules for Observing Labor Safety and Sanitary Norms at the Workplace**

**Tbilisi**

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# Chapter I. General Provisions

# Article 1. Purpose and scope of action

* 1. The purpose of this document is to implement such general organizational activities on the territory of " International Black Sea University" LLC that will protect students, employees, and third parties from natural and man-made processes. It also ensures the implementation of measures to prevent emergencies, mitigate the consequences, and eliminate them in case of their development.
	2. This document has been developed based on the Organic Law of Georgia "On Labor Safety" and the Law of Georgia "On Civil Safety" and defines the necessary actions during an emergency and the ways of their implementation.

# Article 2. Definitions of terms

2.1. University – International Black Sea University LLC;

2.2. Student – ​​a student of the university's academic, preparatory course and certificate course;

2.3. Employee – administrative, academic, and invited personnel in labor relations with the university; 2.4. Third person – a natural person on the territory of the university who is not a student and/or employee of the university;

2.5. Emergency– such a crisis on the territory of the university, which is characterized by a violation of the usual activities of students, employees, and third parties, is caused by a disaster, fire, natural disaster, epidemic, and which threatens and/or may endanger the lives of students, employees, third parties and/or health, causes or may cause casualties, personal injury and/or significant property damage.

2.6. Emergency zone - a defined area where an emergency has arisen.

2.7. The risk of an emergency - the possibility of an emergency, which is determined by the negative impact and consequences on the life, health, and property of a person facing danger, as well as on the environment.

2.8. Emergency risk assessment – ​​the process of determining the nature and scale of the expected emergency, the risk to human life, health, and property, as well as the indicators of negative impact and results, based on the analysis of the potential danger and the assessment of the existing vulnerability.

2.9. Response to emergencies and elimination of their consequences - in emergencies, the Labor Safety Service extinguishes fires in this zone and its surrounding area to save human life, preserve health, reduce material damage and environmental damage, as well as to localize the emergency zone, according to the instructions. Studying and assessing the situation, conducting emergency and rescue works, and other emergency works.

2.10. Rescue work - actions that are carried out during an incident or an emergency to save human life, health, and property.

2.11. Other emergency works - finding emergency medical and other emergency aid, implementation of sanitary-epidemiological measures, sanitary cleaning and decontamination of the territory, and protection of public order in the emergency zone.

# Article 3. Tasks and functions of the Labor Safety Service

3.1. The main task of the security service is to protect order and material property belonging to the university in the entire territory of the university, in the educational building, in the yard, and its vicinity, to ensure labor safety and fire safety.

3.2. The functions of the Labor Safety Service are:

3.2.1. Identification and assessment of the risk of an emergency;

3.2.2. Responding to emergencies and eliminating their consequences;

3.2.3. Implementation of restoration works, rescue works, and other emergency works in the emergency zone, as well as contacting the relevant authorized bodies for the implementation of similar types of works.

3.2.4. Provision of easily accessible safety devices for relevant employees;

3.2.5. If necessary, place warning signs at workplaces, and the entrance to the dangerous area - place restriction/prohibition signs.

3.2.6. Apply appropriate measures against the person who violates the order, if he does not comply with the requirements defined by the internal rules and regulations of the university, if necessary, apply for help to the administrative officials of the university, patrol police or other relevant state agency;

3.2.7. Protection of the university building and material and technical means within the competence;

3.2.8. Implementation of the rights and duties stipulated by the Organic Law "On Labor Safety";

3.2.9. Supervision of compliance with fire safety requirements;

3.2.10. Provision of assistance to persons with disabilities;

3.2.11. Conducting planned and unplanned works to maintain and protect security on the territory of the university;

# Chapter II. Safety Rules

# Article 4. Rules of Conduct

4.1. Employees must observe the following rules at the workplace:

4.1.1. Refraining from careless actions and running in potentially dangerous places;

4.1.2. Compliance with safety rules in the use, storage, and repair of work equipment by relevant employees;

# Article 5. Anti-Tobacco Policy

5.1. The use of tobacco/electronic cigarettes is not allowed in the university building and yard (except for smoking areas). There are appropriate signs in the building and the surrounding area about the prohibition of smoking/electronic cigarettes. The ban applies to students, employees, and third parties. Tobacco advertising, distribution, sponsorship, and other direct or indirect activities related to tobacco are prohibited on the university premises. A special smoking area has been arranged on the territory of the university, where tobacco/electronic cigarette consumption is allowed.

5.2. The administration is entitled to apply the appropriate measure of responsibility for the violation of the requirement for the use of tobacco/electronic cigarettes;

5.3. The consumption of tobacco in the non-smoking area of ​​the university will result in disciplinary responsibility for university students, administrative, support, academic, scientific, and invited staff, which is provided by the normative acts in force at the university.

# Article 6. Electrical safety

6.1. The electronic equipment used on the territory of the university must be tested and must comply with the specified technical standard, for which a certified electrician employed by the university is responsible.

6.2. University employees must follow safety rules when using electronic tools.

# Article 7. Purchase

7.1. The inventory/equipment purchased for the workplace and/or the material needed for the improvement of the infrastructure must comply with the safety rules. Only equipment/equipment that is safe can be used. The procurement department procuring the tool/inventory must ensure that its use is risk-free/non-hazardous.

# Article 8. Third parties

8.1. Access by third parties to places where access is restricted is allowed if it is based on the nature/requirements of the work and such access does not endanger the life and health of the third person.

# Article 9. External services

9.1. Building planning, repair, plant planting, installation, and other similar types of work, which can be performed by external services, must be carried out under the supervision of a relevant person of the university, to protect the safety of the work of these persons.

# Article 10. Compliance with safety rules during activities outside the university

10.1. Field work may be carried out outside the university area. Students, employees, and third parties are obliged to assess the risks and, if necessary, take appropriate measures.

# Article 11. Cleaning of the workplace and compliance with sanitary norms

11.1. A systematic arrangement of the workplace in many cases ensures the prevention of physical injuries. Cleaning the workplace includes such actions as:

11.1.1. keeping the floors clean and dry;

11.1.2. weekly cleaning of doorknobs and faucet handles;

11.1.3. daily trash disposal;

11.1.4. keeping the workplace clean, storing hazardous materials and inventory;

11.1.5. Availability of exits and means necessary for first aid and their release from obstacles;

11.1.6. timely removal of glass and easily breakable, sharp objects from the floor;

11.1.7. Providing information about easily flammable objects and dangerous places to external service providers;

11.1.8. keeping cleaning products in a safe place;

11.1.9. When leaving the workplace at the end, turn off all tools/switch to safe mode;

11.1.10. implementation of disinfection and derivatization works in the university at least once a year;

Article 12. In case of fire:

12.1. When the alarm is signaled, it is mandatory:

12.1.1. ensuring the safety of all persons caught in the fire;

12.1.2. Call the hotline of the Public Safety Management Center (112) and indicate the following information: first name, last name, address of the person making the call, the cause of the fire/smoke, and the area of ​​spread. If possible - informing the immediate superior and/or the security service about the current situation;

12.1.3. contacting the labor safety service;

12.2. It is possible to put out a fire if the situation is safe and the person has received appropriate training in the use of fire equipment. Do not use a fire hose reel, water, or foam on an electrical fire when extinguishing a fire.

# Article 13. Evacuation

13.1. The building must be evacuated in accordance with the evacuation plan:

13.1.1. When evacuating, people should go to the nearest exit;

13.1.2. It is not allowed to use the elevator during evacuation;

13.1.3. When leaving, it is necessary to close the doors (but not lock them), leave the doors, windows, and lights on, and fully comply with the rules for evacuation in case of fire.

13.2. After leaving the building, it is not allowed to enter the building until the representative of the labor safety service makes an application regarding the safety of entry.

13.3. A simulation/evacuation trip to the university should be carried out at least once a year for both employees and students.

13.4. In the direction of labor safety, the university should provide training (training) for employees:

a) When hiring employees, before they start performing their work;

b) When transferring employees to another workplace/changing jobs;

c) Before the introduction of a new technological process and work methods, the use of new machines, and/or the beginning of a change in the production process;

d) Repeatedly, in accordance with the plan defined by the chapter or as needed, according to the Organic Law of Georgia "On Labor Safety".

13.5. Every academic year, students should be provided with information about labor safety rules and their observance by electronic means.

# Chapter III. Final Provisions

# Article 14. Entry into force

14.1. This rule shall enter into force upon approval by the Board of Directors. Any changes or additions to this document are included in the manner established for its adoption.

# Article 15. Supervision of the implementation

15.1. The supervision of the implementation of the rules defined by this document will be carried out by the head of the procurement and logistics department.