

Changes have been approved by
LLC Teaching University Geomedi's
Academic Board session:
Protocol #08, 13.07.2020

Rector, Professor _____ Marina Pirtskhalava

Teaching University Geomedi LLC
Regulation of Security and Labor Safety Service

Article 1. General Provisions

1. The present Regulation defines the functions, obligations and rules of operation of LLC Teaching University Geomedi's (hereinafter the University) structural unit- Security and Labor Safety Service (hereinafter referred as Service).
2. The Service conducts its activities in accordance with the legislative acts of Georgia, the Regulation of the University and the internal normative acts of the University.
3. The Service is accountable to the Vice -Rector for administrative affairs and carries out his/her instructions and tasks.
4. While dealing with violations the Service shall cooperate with law enforcement agencies in accordance with the rules established by law (in the field of security).

Article 2. Goals and Functions of the Service

The Goal of the Service is:

- 1.1.** To Adhere the general principles of legislation and preventive measures related to occupational safety issues, existing and expected threats; Prevention of accidents and occupational diseases; to train employees, provide them with information on labor safety and health issues and ensure their equal participation in these matters.
- 1.2.** To protect the university property, ensure fire safety

2. The functions of the service are:

- A) observance of labor safety rules;
- B) identification of hazardous and risk factors and take necessary measures to prevent risks;
- C) protection of university buildings and property, including through security cameras;
- D) control over the observance of fire and technical safety rules;
- E) control over the observance of public order and discipline, as well as the internal regulations of the University.

Article 3. Service personnel

1. The staff of the Service consists of: Person responsible on labor safety and labor safety specialist / specialists.
2. The staff of the service is selected/appointed in accordance with the rules of appointment to the position of administrative / support staff at the University.
3. The Rector of the University appoints and dismisses the staff of the Service.
4. Person responsible on labor safety:
 - A) supervises the performance of the Service functions as defined by the legislation of Georgia, internal acts of the University, and this Regulation.
 - B) Ensures the preparation and implementation of recommendations on the basis of labor safety laws and regulations, the identification and assessment of risks arising from the specifics of the work, the study of activities and the development of the necessary prevention plan, the issuance of recommendations related to the control of identified risks.
 - C) is responsible for the organized and quality management of the activities of the Service, is obliged to rationally distribute the work among the labor safety specialists and to control the quality of the work performed.
 - D) Ensures timely notification of the Vice-Rector in the administrative affairs about the changes in the laws and policies regulating labor safety.
 - E) Ensures the maintenance of order and safety, develops a training plan on the basis of the hazard identification and risk assessment, raises the awareness of employees through planned training and instruction, and provides advice on electrical and fire safety.

F) Protects and cares for the property of the University. In case of public disorder or conflict situations, takes preventive measures, if necessary, notifies the university administration.

5. labor safety specialist:

A) Performs the tasks given by the supervisor (person responsible for the labor safety)

B) Ensures the maintenance of order and safety, constantly keeps the anti-incendiary equipment in a good condition, provides the installation-disassembling of technical means of protection: video surveillance and alarm systems, and timely response in case their failure.

6) On the basis of a contract, continuous physical protection of the University facilities is carried out day and night by the Security Staff.

Article 4. Final Provisions

1. The regulation of the Service is approved by the Academic Board of the University;

2. The Regulation of the Service shall be repealed, amendments and additions shall be made by the Academic Board of the University.