



IBSU

**INTERNATIONAL BLACK SEA UNIVERSITY
QUALITY MANAGEMENT SYSTEM DOCUMENTS**

Regulation for Health and Safety at Work

Approved on 25/09/2015 by Administrative Board – Decision № 1 (Appendix №:1)

Approvals

The signatures below certify that this quality manual has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

Prepared by:	Legal Office	
Controlled by:	Quality Management Committee	
Approved by:	Administrative Board	

Document No: IBSU.R18E

Rev: N/A

Uncontrolled Copy

Controlled Copy

Date: 25/09/2015

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Primary version: [25.09.2015](#)

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Chapter I. General Provisions

Article 1. Purpose and scope

- 1.1. The purpose of this document is to conduct general organizational activities on the territory of ‘International Black Sea University’ LLC, which prevents the students, staff and third persons from the emergency caused by natural and technogenic (man-made) processes. As well as, exercise the activities related to preventing emergency, responding emergency and liquidating emergency effects.
- 1.2. The document is drawn up based On Law of Georgia “On Public Safety” and defines the efficient directions and activities necessary for emergency cases.

Article 2. Definitions

- 2.1. **IBSU** – International Black Sea University, LLC.
- 2.2. **Student** – IBSU’s academic, prep-course and certificate course student;
- 2.3. **Staff** – administrative, academic and invited staff who has labor relationship with IBSU;
- 2.4. **Third person** – a natural person, who enters IBSU’s territory and is not IBSU’s staff, nor student;
- 2.5. **Emergency** – a crisis situation on IBSU’s territory, that is characterized by the disturbance of normal conditions of students, staff and third persons, caused by disasters, fire, natural disasters, epidemics, and that poses and/or may pose a threat to the life and/or health of students, staff and third persons, and causes or may cause victims, human injuries, and/or significant material damage;
- 2.6. **Emergency zone** – defined territory or water area, where an emergency has occurred;
- 2.7. **Emergency risk** – the probability of occurrence of an emergency that is defined by negative consequences and impacts the life, health, and property of humans facing the threat, as well as by negative consequences and impact on the environment;
- 2.8. **Emergency risk assessment** – a process of determining the nature and scale of an expected emergency, and the indices of negative consequences and impacts on the life, health, and property of humans facing the threat, as well as on the environment, by analyzing potential threats and by assessing existing vulnerabilities;
- 2.9. **Emergency response and liquidation of emergency effects** – study and assessment of the situation, conduct of emergency rescue operations and other urgent operations by Special Headquarters in an emergency zone and its

adjacent territory in order to rescue and maintain human life and health, and to reduce material damage and damage to the environment, as well as to localize an emergency zone.

- 2.10. **Recovery operations in an emergency zone** – a complex of priority, urgent measures that are implemented by Special Headquarters in an emergency zone to restore the processes for living and social existence, to protect life and health and to comprehensively support their activities;
- 2.11. **Emergency-rescue operations** – actions that are directed to saving human life and property, as well as to minimizing the effects of accidents, catastrophes, and emergency hazards;
- 2.12. **Rescue operations** – actions that are implemented during an incident or an emergency to save human life, health, and property;
- 2.13. **Other urgent operations** – rendering of emergency medical and other types of urgent assistance, implementation of sanitary and epidemiological measures, sanitation and decontamination of territories, and the keeping of public order in an emergency zone.
- 2.14. **Special Headquarters** – IBSU’s unit, responsible for maintenance of Public security on the territory of IBSU’s.

Chapter II. Special Headquarters

Article 3. The purpose and goals of Special Headquarters

- 3.1. Special Headquarter is created by the Act of the Rector for regulating public security issues on the territory IBSU.
- 3.2. Goals of Special Headquartes:
 - 3.2.1. Identifying and assessing emergency risks;
 - 3.2.2. Responding on emergency and liquidating emergency effects;
 - 3.2.3. Conducting recovery operations, emergency rescue, rescue and other urgent operations in an emergency zone as well as contacting to relevant authorities for conducting such operations.

Article 4. The structure and function of Special Headquarters

- 4.1. Special Headquarters consists of:
 - 4.1.1. Head of the Headquarter;
 - 4.1.2. Responsible person for evacuation during emergency;
 - 4.1.3. Responsible person for procurement;
 - 4.1.4. Responsible person for safety of health;
 - 4.1.5. Responsible person for fire security;
 - 4.1.6. Responsible person for rescue operations;
 - 4.1.7. Responsible person for security.
- 4.2. The job description of the members of Special Headquarters is defined by “Internal Regulation” of IBSU - IBSU.R1.

Chapter III. SAFE CONDUCT

Article 5. Required standards of behavior

- 5.1. The following requirements meet the required standards of behavior for all staff in the workplace:
 - 5.1.1. Particularly in potentially hazardous workplaces, never adopt a casual attitude, reckless behavior or run in the area;
 - 5.1.2. Always be conscious of potential hazards;
 - 5.1.3. Ensure that personal clothing is suited to the working environment conditions, e.g. safety closed in footwear - bare feet, thongs and sandals are prohibited in the many workplaces including laboratories, workshops, kitchens and others. Similarly, complying with all uniform requirements will ensure that clothing is safe;
 - 5.1.4. Use, store and maintain any protective clothing and devices which is appropriate to the type of tasks or activities giving due consideration to other adjacent work being carried out in the vicinity;
 - 5.1.5. Always exercise care when opening and closing doors and entering or leaving the workplace;
 - 5.1.6. Only handle, store, consume food, or drink in suitable areas. Kitchen areas are designated as such and there are restrictions which apply to some areas such as workshops or laboratories;
 - 5.1.7. Only store food or drink in refrigerators which are intended for that use;
 - 5.1.8. Particularly in potentially hazardous workplaces, regard all substances as potentially hazardous unless there is definite information to the contrary and take additional care when carrying or moving them;
 - 5.1.9. Any flame producing activity is not to commence until the immediate area has been cleared of dusts as many materials, which are non-flammable in a lump state, become volatile when in powdered form or as dust;
 - 5.1.10. All safety equipment must be labelled and maintained in good working order in accordance with the manufacturer's instructions;
 - 5.1.11. Ensure that all safety equipment remains accessible to personnel at all times and never deposit items adjacently which could hinder easy access;
 - 5.1.12. Warning signs and barriers appropriate to the work being carried out are to be displayed at entrances to the workplace. If the work could be hazardous to other individuals then restricted access controls may be appropriate.

Article 6. No smoking policy

- 6.1. IBSU is "smoke free". Smoking is prohibited in, or at, all of the University's buildings, properties and workplaces (except the special designated places). The

ban on smoking applies to staff, students and third persons. Under IBSU policy on smoking, the environment is to be free from tobacco advertising, promotion, sponsorship, sale, and both direct and indirect research funding from the tobacco industry.

- 6.2. Smoking at IBSU is permitted only in the special places.

Article 7. Electrical safety

- 7.1. Electrical equipment used on IBSU property must be compliant and be visually inspected or electrically tested and tagged according to the electrical classification of the environment.
- 7.2. IBSU staff will pay attention to the type of electrical plugs and the compatibility of the electrical devices they would like to use.

Article 8. Purchasing

- 8.1. All materials and equipment acquired by the workplace or by individuals for use at work, must comply with the safety standards. Only those that can be safely accommodated and used within the workplace should be obtained. Individuals who arrange the purchase of material or equipment must obtain all necessary information to enable the associated risk to be assessed in order to maintain security compliance.

Article 9. Third persons

- 9.1. The member of the workplace who the third person wishes to see must be contacted and asked to attend and meet their visitor and accompany them in the workplace. In the case of restricted access worksites, the third person may be granted permission to enter the area for the duration of the work unless any circumstances occur which affect the health and safety of other people in the area.

Article 10. Services and facilities

- 10.1. The planning and undertaking of building, alteration and repair work, and the installation and maintenance of plant and equipment, by persons from outside IBSU needs to be adequately controlled to ensure the health and safety of others people present in the workplace. IBSU is responsible for all persons working on its property and must therefore verify that safety management is satisfactory.

Article 11. Children

- 11.1. If children are brought onto IBSU premises, they must be under the immediate and close supervision of a parent or guardian at all times. Children are NOT

permitted in hazardous areas such as laboratories, workshops, kitchens or any other area where the person in charge considers it inappropriate.

Article 12. Safety off IBSU premises

- 12.1. Many activities take place off IBSU premises, including field trips and supervision in isolated areas. Staff, students and third persons have a responsibility to identify foreseeable risks and take appropriate action. Activities such as field trips require adequate competent supervision, first aid equipment training, appropriate protective clothing, closed footwear, sufficient communications arrangements and availability of emergency equipment. Persons who are responsible for fieldwork shall familiarize themselves with the possible risks.

Article 13. Housekeeping

- 13.1. The maintenance of high standards of housekeeping in workplaces helps to prevent injuries. General tidiness includes such considerations as:
- 13.1.1. Keeping floors tidy and dry;
 - 13.1.2. Regularly cleaning door and tap handles weekly;
 - 13.1.3. Removing rubbish daily;
 - 13.1.4. Keep work surfaces and resources such as fume cupboards, tidy, clean and free from equipment and hazardous substances that are not in use;
 - 13.1.5. Keeping aisles, exits, fire extinguishers, first aid kits and electrical cabinets free from obstruction;
 - 13.1.6. Keeping glassware and breakables off the floor;
 - 13.1.7. Informing contractors of workplace hazards that exist such as flammable liquids or combustibles;
 - 13.1.8. Avoid exposing cleaners to hazards;
 - 13.1.9. If last to leave the workplace, make sure all equipment is turned off or left in a safe state and leave personal details with equipment/processes that need to be left running when unattended.

Article 14. After-hours working

- 14.1. An important consideration when working outside of normal working hours is the times of day when maximum internal and external support services are available in the event of an incident, injury or illness.
- 14.2. Persons wishing to work outside normal hours may be required to:
- 14.2.1. Ensure that the doors of buildings are securely closed and locked after entering and exiting, and the lights and other electrical devices are off;
 - 14.2.2. Ensure that the doors to internal areas are secured on leaving;
 - 14.2.3. Ensure familiarity with health and safety rules and emergency contact numbers;

- 14.2.4. Do not give anyone else security codes, keys or access cards;
- 14.2.5. Do not provide access to buildings to unauthorized persons;
- 14.2.6. Report to University Security any breaches of security or suspicious behavior.

Article 15. In the event of fire

- 15.1. Raise The Alarm:
 - 15.1.1. If safe to do so, ensure the immediate safety of anyone within the vicinity of the fire. Raise the alarm.
 - 15.1.2. Phone Emergency number 112. Give your name, building, address, type and extent of the fire / smoke and inform your supervisor or Security Office if safe to do so;
 - 15.1.3. Contact Special Headquarters.
- 15.2. Fire Fighting:
 - 15.2.1. If safe to do so and if trained in the use of fire equipment, attempt to extinguish the fire. Do not use fire hose reel, water or foam extinguishers on an electrical fire.

Article 16. Evacuation

- 16.1. Evacuate the building in accordance with the area evacuation plan. Proceed to the nearest exit, walking quickly and calmly to the assembly area and do not use the lifts. Close but do not lock doors and windows as you exit. Leave lights on.
- 16.2. Do not re-enter the building until informed that it is safe to do so by a Special Headquarters representative.

Chapter IV. Final Provisions

Article 17. Date of Effect

- 17.1. This regulation is valid from the approval date by the Administrative Board and enforced from the 2015-2016 academic year.

Article 18. Implementation

- 18.1. The rules in this regulation are carried out by the Chancellor.

*Ignorance of rules of the university shall not be a defence to anyone.
All are therefore required to familiarize themselves with the rules and regulations as outlined in
the related IBSU documentation.*

*IBSU is an equal opportunity institution. It does not discriminate any member of its community on
the basis of gender, race, nationality, ancestry, creed, marital or parental status, or physical,
mental, emotional, or learning disabilities in its educational programmes and activities.*

Published by:

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