



European School LLC

შპს ევროპული სკოლა

# Occupational safety and health protection policy



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## **I. Introduction**

European School prioritizes the issues of labor safety and health protection. The company provides a safe working environment. The company management is aware of the high responsibility to take care of the safety of both employees and visitors. Management strives to improve current work and training processes and a safe work environment.

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

## **II. Management of labor safety system**

European School has introduced a system of labor safety and health protection for the following reasons:

1. Moral - when accidents, injuries or occupational diseases caused by improper working environment of labor safety greatly affect not only them, but also their family members, friends and colleagues, such facts are morally unacceptable.

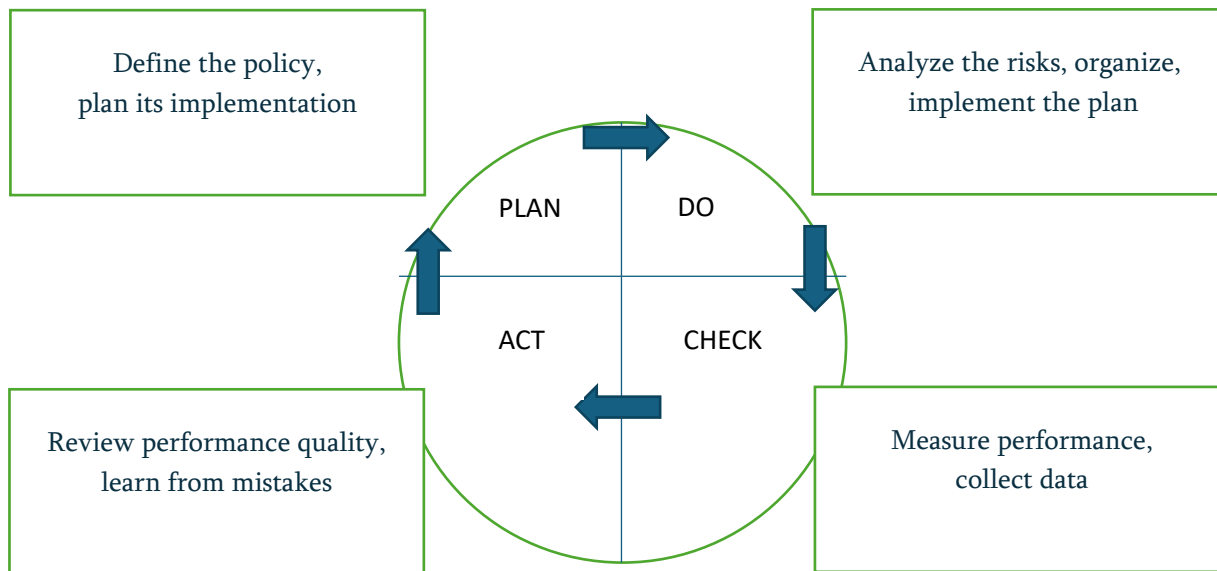
2. Legal - the existing legislation in the country in the direction of labor safety represents mandatory norms, and our organization is always ready to fulfill its obligations.

3. Financial - the occupational safety and health protection system will alleviate and prevent the company from the costs related to accidents and occupational diseases. Failure to comply with occupational health and safety regulations may harm the company, and may also damage the company's business and business reputation with partner organizations.

Based on the above reasons, based on the principle of corporate responsibility, the present occupational safety and health policy document was created at the company.

European School takes responsibility for managing the occupational safety and health protection system. We consider policy, organization, planning, implementation, evaluation and improvement measures as the main elements of the occupational safety

and health protection system. In addition, the labor safety system is built on the following model:



### III. Risk assessment and management

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

Risk management is the process of identifying, evaluating, monitoring and taking necessary control measures to maintain risk at an acceptable level, which affects the achievement of the organization's goals and objectives, and involves the implementation of necessary measures to reduce risk.

Risk management is one of the important components of strategic management of the organization.

The main task of risk management is to identify risks and take countermeasures. Through risk management, it is possible to identify potential positive or negative factors that affect the organization's activities.

The organization's general risk assessment should reflect the existing threats and general control measures. Such risk assessments should be completed first, followed by more specific risk assessments that examine individual activities.

There are five steps in the risk assessment process:

1. identification of threats;

2. Determining who can be affected and how;
3. Analyzing risks and determining whether existing control measures are adequate or whether more needs to be done;
4. Making notes of important conclusions;
5. Revision of evaluations and, if necessary, discussion.

## Risk control

Risk control measures (countermeasures) are: avoidance (i.e. if the risk is unacceptable, it can be avoided by not making the decision and not taking the action that causes the risk), implementation of specific countermeasures, adaptation and monitoring (e.g. It is acceptable and we get used to it and monitor it in cases where it is impractical or impossible to implement specific response actions).

As a result of the risk assessment, a decision is made on what kind of measures should be implemented to control the identified risks and what is the most effective response strategy.

When assessing the adequacy of existing control mechanisms or introducing a new countermeasure (additional control measure), we should consider the risk control hierarchy, which looks like this:

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;  
Administrative control: creation of procedures and instructions for labor safety and development of supervision mechanisms;
4. Administrative control: developing and changing rules; teaching.
5. Personal Protective Equipment: Once all of the above have been considered, used and/or found to be ineffective.

Choosing the best among additional control measures involves comparing the costs and benefits of each type of measure. The cost of risk management should be commensurate with the benefits that can be obtained as a result of this management. When making a cost-benefit comparison, the specific environment and situation must be taken into account. It is important to take into account all direct and indirect costs and benefits (both tangible and intangible) and evaluate them by financial or other methods.

If the budget for additional control measures is limited, the action plan should accurately reflect the priorities on which the plan is based.

#### **IV. Providing First Aid**

European School has qualified doctors team in each building, also first aid boxes are placed in the company's workplaces, the contents of which are regularly checked by the relevant person and updated.

The company has trained first aid responders whose contact information is posted in prominent places throughout the office.

In the event of the need to find medical assistance, an ambulance (112) will be called promptly.

#### **V. Staff training**

All employees of the company are obliged to undergo induction (rights and duties and principles of safe work) instruction on labor safety, fire safety, rules of behavior during emergency situations and evacuation. Also, relevant personnel should be trained in specific job-related safety issues.

A candidate to be appointed to a vacant position must familiarize himself with the official instructions and safety rules before starting the performance of official duties.

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

Periodic monitoring is carried out by the contractor company representatives in order to determine the compliance of preventive measures against identified threats and risks. The person responsible for labor safety is obliged to conduct internal inspections and check how correctly the risk control process is being carried out, also, the said monitoring helps

to identify new threats, on which he makes relevant reports to the management. Monitoring results will be recorded, processed and reviewed with management to plan/implement next steps.

**This policy is subject to a regular review. Policy will be updated according to the legislation requirements or the management decision.**