

LLC Davit Aghmashenebeli University of Georgia

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The Statute of Safety and Security Service

Tbilisi
2019

Article 1. General Provisions

- 1.1 The Safety and Security Service of Davit Aghmashenebeli University of Georgia LLC (hereinafter referred to as "DAUG") is a structural unit of the university, which conducts its activities in accordance with the law of Georgia "On Higher Education", the university's regulations, the present statute and the current legislation of Georgia.
- 1.2 Safety and Security Service performs its duties within the whole territory of the university;
- 1.3 The legal basis of the activity of the Safety and Security Service are the acting legislation of Georgia, the present Statute, the Statute of the University and the internal regulations;

1.4 An employee of the security and safety service acts in accordance with the law "On labor safety" and general ethics norms when interacting with academic/visiting/administrative staff of the university, students and citizens.

1.5 The Service, within the scope of its competence, performs the duties assigned by the Rector of the University in accordance with the legislation and is accountable to the Rector;

Article 2. The Functions of Safety and Security Service

2.1. Functions of the Safety and Security Service are the following:

- a) ensuring the protection of order, labor safety and fire safety in the university, as well as the safety of the university staff and students, other persons on the territory of the university during their stay on the territory of the university;
- b) compliance with legal regulatory norms and rules established by Georgian legislation in the field of labor safety;
- c) not to allow an employee of the university and/or another person who is in a state of alcoholic, narcotic or psychotropic intoxication;
- d) ensuring the minimum requirements for labor safety and health protection in the use of personal protective equipment and work equipment at the workplace;
- e) protecting the building and the inventory of the university;
- f) controlling the entry into and exit from the building;
- g) detecting violations of the internal regulations of the university and implementing appropriate measures;
- h) supporting the provision of free orientation, transportation and other service to the students with special educational needs at the university;
- i) performing other functions related to security mechanisms;
- j) exercising other powers and performing separate tasks of the rector in order to ensure protection and security in the university.

2.2 The University Safety and Security Service cooperates with the law enforcement agencies in matters of prevention and fight against law breakers according to the rules of procedure established by the law.

2.3 The University's Safety and Security Service cooperates with the labor safety supervisory body - the Labor Inspection Service, on issues of labor safety protection, in accordance with the law.

Article 3. The structure of the safety and security service and the rights and duties of the employees

3.1 Positions defined for the University's Safety and Security Service are: Head of service, security guards and labor safety specialist;

3.2 The safety and security service is headed by the head of the safety and security service.

3.3. Head of the service:

- a) develops work necessary for ensuring security, labor safety and protection of the university and mechanisms for their implementation;
- b) within the scope of the competence, participates in the development and implementation of measures necessary to ensure first medical aid, fire safety, emergency management and evacuation;

- c) within the scope of competence, organizes the preparation and discussion of issues to be discussed at operational meetings;
- d) coordinates and directs the activities of the Safety and Security Service and promotes effective performance of the Service;
- e) within the scope of his/her competence, if necessary, conducts an official investigation;
- f) in agreement with the rector of the university, ensures the agreed and coordinated work of the protection and security service with the law enforcement bodies of the country, with a legal entity under public law under the state control of the Ministry of Internally Displaced Persons from the Occupied Territories, Labour, Health and Social Affairs of Georgia(hereinafter - the Ministry) - Labor Inspection Service.
- g) 6 submits proposals to the Rector of the university with the purpose of improving the activity of the Safety and Security Service;

3.4. The function of the Security personnel is the following:

- a) in accordance with the scheme agreed with the head of the service, carry out round-checking of facilities during the day and its control;
- b) timely identify and/or prevent existing or possible deficiencies in the safety and security service;
- c) having the fire-fighting inventory, namely, fire hydrants, fire extinguishers and other fire-fighting means in proper condition.
- d) implementation of other functions assigned by the legislation of Georgia in terms of fire safety;
- e) installation/disassembly of technical means of security: video surveillance and alarm systems;
- f) supervision of the correct exploitation of technical means of security;
- g) to control proper operation of external and internal illuminations of the university premises for the purposes of safety and timely response in case of error detection;
- h) fulfilling other instructions of the head of the service.

3.5. The duties of the Security personnel:

- a) to be continuously in the building of the university, to carefully monitor the operation of the campus, electrical protection and fire alarms, to be well aware of the layout and features of the auditoriums and offices in the building;
- b) to protect the property of the university from damage, robbery, fire or any other danger;
- c) to follow the internal regulations while being at work, behave with the university employees, students and guests visiting the university in accordance with the ethical norms;
- d) to prevent any violation in accordance with the internal regulations of the university, including bringing alcoholic drinks to the university, smoking tobacco, gambling, to prohibit bringing objects excluded from the legislative circulation;
- e) not to allow an employee and/or another person who is in a state of alcoholic, narcotic or psychotropic intoxication to work and to inform the head of the service or the labor safety specialist about it;
- f) to strictly observe and require others to observe fire safety rules, which exclude cases of fire and ignition;

- g) to check the building of the university after working hours, make sure that the building is secure, the alarm is working properly and have the building under his/her control;
- h) If necessary, provide first aid to citizens.
- i) immediately inform the safety and security service in case of discovery of criminal facts, conflict situations or other complications;
- j) to carry out other instructions of the management.

3.6. Labor Safety Specialist

A labor safety specialist can be a person who has completed a labor safety specialist program in a relevant accredited organization.

Function of labor safety specialist

Functions of labor safety specialist:

- a) to ensure the introduction and management of labor safety measures at the university;
- b) to detect all danger in time to evaluate risk and to introduce risk control mechanisms ;
- c) create a labor safety action plan, according to which the university should be guided in case of emergency situations;
- d) to include each employee in the labor safety system.

3.7 Duties of a labor safety specialist

The duties of a labor safety specialist are:

- a) to guide and direct the process of teaching and instructing staff and students;
- b) to submit information on the measures to be taken to the management of the university to ensure labor safety;
- c) to react to violations of labor safety rules and provide information to the head of the service;
- d) to lead preventive measures in terms of labor safety;
- e) to take care of the elimination and reduction of dangerous factors within the scope of competence;
- f) to monitor compliance with labor safety rules by staff and students;
- g) to participate in the process of investigation and registration of accidents and incidents;
- h) to keep records according to the established procedure;
- i) to monitor the safety and working conditions of the technical equipment and facilities located in the university, sanitary-hygienic norms;
- j) to implement other rights and duties defined by the labor safety legislation and the university;
- k) The labor safety specialist is accountable to the head of the service and the head of the university administration.

3.8. The issues of disciplinary responsibility of the employees of Safety and Security Service are determined in accordance with the Statute, internal regulations of the university and the present Statute;

Article 4. Basic restrictions of safety and security service employees

4.1. The University Safety and Security Service has a special uniform with distinguishing marks;

4.2 Employees of the University's Safety and Security Service are prohibited from disclosing information containing official secrets, except for the cases stipulated by law.

Article 5. Reorganization and Liquidation of the Service

Reorganization and liquidation of the service is carried out by the decision of the academic council of the university, by the individual administrative-legal act of the rector.

Article 6. Amendments and additions to the statute

Amendments and additions to the statute are made on the basis of the report card prepared by the head of the service and the amendment-addition prepared by the lawyer . The rector approves the draft of amendments.