

“AGREED”

With the Supervisory Board of
JSC “Georgian Railway”,
By the Minutes of Meeting №_____,
dated _____, 2021

“APPROVED”

By the Ordinance _____ №_____
Of the Board of Directors of
JSC “Georgian Railway”, dated _____, 2021
Director General
David Peradze

Occupational Safety and Environmental Management System

Tbilisi, 2021

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1. General Provisions

1.1. The Occupational Safety and Environmental Management System hereof (hereinafter - the “Management System”) is developed on the basis of the Labour Code of Georgia, the Environmental Assessment Code of Georgia, the Waste Management Code of Georgia, the Organic Law of Georgia on Occupational Safety, the Law of Georgia on Licenses and Permits, the orders of the Minister of Environmental Protection and Agriculture of Georgia, the International Standard ISO 45001, the recommendations of the International Labor Organization ILO-OSH 2001 and the legislative and sub-legislative normative acts available in the field of occupational safety and environmental protection.

1.2. This Management System is the integral part of the General Management System, which provides risk management in the field of occupational safety and environmental protection and is related to the activities of JSC “**Georgian Railway**” (hereinafter - the “**Company**”).

1.3. The occupational safety and environmental management system is created by the managing bodies of the **Company**.

1.4. The Management System hereof defines the structure and rules of occupational safety and environmental management in the **Company**, serves as the basis for formation of legal and organizational-methodological management.

1.5. The subjects of management are occupational safety and environmental protection, as the health and life preservation system of the staff during occupational activities, which includes legal, social and economic, organizational and technical, sanitary and hygienic, health and preventive, rehabilitation and other measures, as well as preservation of such environment and taking care of it, where a certain activity is carried out by the Company, in addition to fulfillment of the requirements of the permission and other environmental legislation, which are regulated by the applicable legislation of Georgia.

2. Purpose of the Management System

2.1. The purpose of the Management System hereof is to create an occupational safety and environmental protection system in the Company, which ensures protection of the employees from harmful and dangerous work factors, prevention of accidents and occupational diseases. In particular, the purpose of creation of the environmental protection system is to monitor compliance with the conditions set by the licenses, permits, environmental decisions and the decisions on continuation of current activities in the field of environmental protection and use of natural resources in the facilities controlled by JSC “Georgian Railway”.

2.2. The Management System hereof is a combination of interacting or/and interconnected elements (policy, organization, planning, introduction and evaluation) and defines the procedures for achieving this goal.

2.3. The Management System is created on the basis of the requirements of the Law of Georgia on Occupational Safety and other legal acts.

3. Occupational Safety and Environmental Policy of JSC “Georgian Railway”

- Our main goal is to perform the operations in a safe and reliable manner, in full compliance with the requirements of the Georgian and the international law. In addition to achievement of the best performance and the results, it is important for us to protect the health of our employees and safety of the production process.
- We are introducing case-by-case investigation procedure to identify their causal factors and the causes, in order to take appropriate measures for their prevention in future and to minimize prospective adverse outcomes as far as possible.
- We call on all our employees and our contractors to report any possible incidents. Moreover, we will introduce and implement the practice to analyze occurred incidents on a monthly basis and to prepare the trending reports on a quarterly basis. Operation, maintenance, projects, engineering, health, occupational safety and environmental specialists will be engaged in this process.
- We hereby analyze immediate and systemic causes, identify the problem areas, agree upon and take the corrective measures. We continue to raise awareness of all our employees and the contractors on important experience and safety issues such as potentially serious incidents, including height, confined space, electrical, transportation, manual manipulation, natural gas, hazardous waste and other risks.
- We are constantly striving to avoid, minimize and mitigate the environmental impact caused by our activities and to improve our environmental performance.
- We are carrying out specific efficient measures in order to protect the environment, that is expressed in thorough implementation of our long-term plans and efficient emergency response measures. We act with a slogan – “Green is our choice” and make an important contribution to all state initiatives in relation to activation of the environmental policy.

4. Definition of Terms applied in the Management System

- 4.1. **Employer** - JSC „Georgian Railway“, for whom certain work is being performed under an employment agreement;
- 4.2. **Employee** - a natural person, performing certain work for an employer (JSC “Georgian Railway”) under an employment agreement;
- 4.3. **Other person** - a person, who performs work or carries out activities with the permission of an employer or on the basis of another agreement, as well as a supplier, a visitor, a person carrying out production / operational practice, etc.;
- 4.4. **Working area** - a combination of all workplaces and those territories where employees and other persons are present / move for occupational purposes and where they are directly or indirectly being controlled by an employer;
- 4.5. **Workplace** - a specific place, where employee and other persons directly carry out the labor activities;
- 4.6. **Occupational safety** - a system of protection of lives, health and functional capacities of employees and other persons present in a working area from the negative aspects of work, which creates healthy and safe conditions for activities and involves legal, social and economic, organizational and technical, sanitary and hygienic, medical and preventive, rehabilitation and other measures;
- 4.7. **Environmental protection** - a combination of administrative, economic, technological, political, legal and public measures, which provide maintenance and restoration of natural balance in the environment;
- 4.8. **Subject of regulation** – a subject subordinated to JSC “Georgian Railway”, a license / permit holder (including the subject of activity) in the field of environmental protection and use of natural resources, which is subject to the environmental requirements prescribed by the applicable legislation of Georgia and the international treaties of Georgia in the field of use of natural resources;
- 4.9. **Prevention** - a system of measures and procedures, which are implemented by an employer or implementation of which is planned by an employer in all fields of activities in order to prevent the occupational risks, accidents and occupational diseases in the working area or other damage to health as a result of labour activities, or in order to reduce such damage;
- 4.10. **Representative of employees in matters related to occupational safety** - a person who represents the interests of employees in a given enterprise in matters related to occupational safety;
- 4.11. **Occupational safety specialist** - a person with relevant qualifications, who has been appointed or engaged by an employer and who ensures the introduction and management of occupational safety measures for the purpose of preventing violations of occupational safety standards;

- 4.12. **Hazard** - peculiarities of an occupational environment and a work process (machinery, materials, substances, work methods, environmental conditions or labor organization), that may cause damage to the health of an employee or other person, cause their illness or other problems for their health;
- 4.13. **Risk** – a degree of probability of causing damage to the health of an employee or other person or other types of damage to such persons under the influence of the factor of an occupational environment and a work process, taking into account the gravity of the relevant outcome;
- 4.14. **Heavy work** - a work process, which mainly affects the musculoskeletal and functional systems (cardiovascular, respiratory, etc.) of the human body, that ensures activity and which reflects the physical and dynamic workload, the mass of load to be lifted and moved, the total number of stereotypical occupational movements, the size of static load, the form of working posture, the degree of body tilt and the movement of the body through the space;
- 4.15. **Harmful work** – an occupational environment or/and a work process, which affects a person in a way that may cause, in certain conditions (intensity, duration, etc.), occupational diseases, temporary or permanent decrease of working capacity, an increase in the frequency of somatic and infectious diseases and damage to the health of generation;
- 4.16. **Hazardous work** – an occupational environment or/and work process, that may become a cause of an acute disease, a sudden and severe deterioration in health or death of a person;
- 4.17. **An increased level of danger** – hazard, that cannot be replaced by other means involving minor risk;
- 4.18. **Harmful factors of production** - factors of an occupational environment and a work process, that may affect a person in certain conditions (intensity, duration, etc.) in a way that may cause occupational diseases and decrease working capacity temporarily or permanently;
- 4.19. **Occupational risk** - a degree of probability of causing direct and immediate damage to the health of an employee or other person due to the factors of an occupational environment and a work process related to the professional activities, taking into account the gravity of the relevant outcome;
- 4.20. **Risk assessment** - a combination of measures that are based on the methodology recognized by the International Labour Organization (ILO), which involves the identification, analysis, and assessment related to the work process in the working area and determination of the preventive measures;
- 4.21. **Hazardous factors** – the factors of an occupational environment and a work process that may pose a threat to the life and health of an employee or other person, and cause occupational disease or serious deterioration of health:
- 4.22. **a) Physical factor** - a factor or a combination of factors of an occupational environment and

a work process, which may cause physical damage to an employee with or without physical contact and cause acute disease, a sudden and severe deterioration in health or death of a person, depending on quantitative characteristics and duration of action;

- 4.23. **b) Chemical factor** - chemical agents and substances in the working area, which may pose a threat to the human life or/and health and temporarily or permanently decrease the working capacity;
- 4.24. **c) Biological factor** - pathogenic and non-pathogenic microorganisms of an occupational environment, which may pose threat to human life or/and health and temporarily or permanently decrease the working capacity;
- 4.25. **Occupational accident** - an accident that occurred during the work process or in relation to the work process, which resulted in damage to the health of an employee or other party, the limitation or loss of working capacity, death or resulted in declaring him/her missing;
- 4.26. **Moderate accident** – an injury as a result of an accident with the loss of working capacity from 3 to 40 days;
- 4.27. **Serious accident** – the development of permanent disability or a serious damage to health or/and the development of temporary disability for more than 40 calendar days as a result of an accident;
- 4.28. **Fatal accident** – the death of a person (an employee or other party) as a result of an accident in the workplace, or within a year after the accident;
- 4.29. **Mass accident** – the injury of 3 or more people as a result of an accident, including a serious accident or a fatal accident;
- 4.30. **Affected person(s)** - an employee(s) or other person(s), injured in an accident;
- 4.31. **Dangerous occurrence** - an identifiable condition (a technical incident, falling from height, explosion, fire, leakage of harmful substances, etc.), which may cause material damage or/and other undesirable outcomes;
- 4.32. **Occupational disease** – the severe or chronic disease of an employee, developed as a result of the effect of the hazardous factors of an occupational environment and a work process, which causes the deterioration in health or/and the limitation of professional work capacity within a short period of time or prolonged period and which is determined by the applicable legislation of Georgia;
- 4.33. **Personal protective equipment (PPEs)** - technical and other means that are used individually to reduce or prevent the effect of hazardous factors on an employee;
- 4.34. **Collective protective equipment (CPEs)** - a combination of technical and engineering means, that are constructively and functionally related to an occupational environment and a work process and are intended to prevent or reduce hazardous factors;
- 4.35. **Supervisory body** - the service within the Ministry of Internally Displaced Persons from the

Occupied Territories, Labour, Health and Social Affairs of Georgia (hereinafter - the Ministry), which carries out inspection of the observance of occupational safety standards;

- 4.36. **Company facilities** – the structural units and the facilities (stations, depots, etc.) of JSC “Georgian Railway”;
- 4.37. **Structural unit** - large line subdivisions subordinated to the departments (services) of JSC “Georgian Railway” - divisions, depots, control stations, regional centers, etc.;
- 4.38. **Structural subdivision** - a division subordinated to a structural unit (region, center, workshop, station, area, point, district, substation, etc.).

5. Provision of Operation of the Management System

- 5.1. The structure of the Occupational Safety and Environmental Management System is as follows:
 - 5.1.1. In organizational terms, the Occupational Safety and Environmental Management System is three-level;
 - 5.1.2. At the first level, occupational safety and environmental management is carried out by the employer, represented by the Director General of the Company and the directors of the branches within the scope of their competencies and responsibilities;
 - 5.1.3. At the second level, occupational safety and environmental management is carried out by the Head of the Occupational Safety and Environmental Service of the Corporate Management Department, who is responsible for organization of operation of the Management System, within the scope of his/her competencies and responsibilities;
 - 5.1.4. At the third level, occupational safety and environmental management is carried out by the heads of the sectoral departments, within the scope of their competencies and responsibilities;
 - 5.1.5. The procedure for organization of occupational safety and environmental protection is defined by the internal regulations of the Company, job descriptions and the Management System hereof.

6. Obligations of the Employer (distribution of duties among the officers in the matters of occupational safety and environmental protection)

- 6.1. Taking into account the size of the Company, number of employees, working conditions, degree, nature and structure of hazard, the relevant risks, in order to ensure occupational safety in a working area and maintain the proper environmental condition, the **Employer, represented by the Director General and the branch directors**, for the purpose of reduction / elimination of the risk of damage to health of employees, shall be obliged to:
 - 6.1.1. Establish the Occupational Risk Assessment Commission by the internal order based on the

following general principles in order to:

- a. identify and record the risky jobs **(in accordance with the Appendix 1)**;
 - b. ensure the prevention of existing risks;
 - c. assess those risks and hazards that cannot be prevented;
 - d. ensure the reduction and elimination of hazardous factors;
 - e. replace, within its capacities, hazardous factors by safe or less dangerous factors, taking into account the specificity of work;
- 6.1.2. Upon recommendation of the head of the structural unit, determine the persons who will be liable for fire safety, as well as the persons, who will be authorized to supervise and not let employees and/or other persons into the workplace who are in a state of alcoholic, narcotic or psychotropic intoxication, on the basis of the order of the curator director;
 - 6.1.3. For the purpose of prevention of harm to health of the employees, in accordance with the internal regulations of JSC “Georgian Railway”, determine the liability of those persons who do not obey the lawful request of the liable persons specified in the order in accordance with the paragraph 6.1.2;
 - 6.1.4. For the purpose of prevention of harm to health of the employees, in accordance with the internal regulations of JSC “Georgian Railway”, determine the liability of those persons who are defined as authorized officials in accordance with the paragraph 6.1.3, however they perform the imposed duties in bad faith;
 - 6.1.5. Comply with the legal regulatory norms and procedures established by the applicable legislation of Georgia in the field of occupational safety and environmental protection;
 - 6.1.6. Ensure that the safety of the life and health of employees and other persons in the working is not endangered;
 - 6.1.7. Taking into account the size of the facility, number of employees, working conditions, degree, nature and structure of hazard and the relevant risks, conduct trainings for the employees and provide them with the information in a language understandable for them;
 - 6.1.8. Ensure that the factors of physical, chemical and biological hazards do not endanger the safety and health of employees and other persons, present in the working area;
 - 6.1.9. Record accidents, cases of occupational diseases and dangerous occurrences in the working area, as well as ensure their registration, investigation and reporting;
 - 6.1.10. Provide an employee, at the expense of the employer, with insurance coverage of accidents in the process of work;
 - 6.1.11. Cover all expenses related to occupational safety and sanitary and hygienic measures in the working area;
 - 6.1.12. Pay the costs related to environmental activities in the working area, as needed;

- 6.1.13. The employer shall be relieved from responsibility if an accident that occurred at the workplace was caused by circumstances which could not have been foreseen or which was not controlled by the employer, or if the accident was caused by expected circumstances, which could not have been prevented despite the appropriate efforts of the employer. The burden of proof for these circumstances rests with the employer;
- 6.1.14. If, in accordance with the Article 7(2) and (4) of the Law on Occupational Safety, the employer appoints an occupational safety specialist or in accordance with the Article 15(1) of the Waste Management Code of Georgia, appoints an environmental manager or invites another authorized person to provide relevant services (external services), the fact shall not relieve the managers from the responsibilities provided for by the occupational safety and environmental legislation.
- 6.2. Taking into account the size of the enterprise, number of employees, working conditions, degree, nature and structure of hazard, the relevant risks, in order to ensure occupational safety and environmental protection in the working area, the heads of the sectoral departments, within the scope of their competences and responsibilities, shall be obliged to:**
- 6.2.1. supervise the heads of the structural units in the process of selection of those **liable persons**, who will be obliged not to let employees and/or other persons into the workplace, who are in a state of alcoholic, narcotic or psychotropic intoxication;
- 6.2.2. supervise the heads of the structural units in the process of selection of **those persons**, who will be liable for fire safety;
- 6.2.3. upon recommendation of the head of the structural unit, define the liable persons in accordance with the paragraph 6.1.2;
- 6.2.4. get familiar with and respond appropriately to the reports drafted by the labor inspectors, which refer to the control of the occupational safety situation and measurement of occupational environment factors in the workplace, take the matter under personal control, issue the written instructions, include the relevant financial expenses in the budget and, if necessary, notify the immediate manager in writing;
- 6.2.5. organize operation of the Occupational Risk Assessment Commission;
- 6.2.6. provide the employees in the subordinate subdivisions with the thematic training plans;
- 6.2.7. plan and organize the inspection of the relevant technical equipment, provide the relevant documentation on a regular basis, at the intervals provided for by the applicable legislation of Georgia;
- 6.2.8. ensure timely supply of the structural units with personal protective equipment and other protective equipment, control their condition, maintenance and cleaning processes;
- 6.2.9. according to the plan drafted by the Environment Protection Service, ensure the environmental inspection of the facilities subject to regulation at certain intervals:

- a. for the purpose of fulfilment of the obligations imposed in the field of environmental protection of Georgia;
- b. for the purpose of planning and coordination of monitoring in the field of environmental protection and use of natural resources;
- c. in order to prevent, detect and eliminate environmental pollution;
- d. for the purpose of full performance of the requirements and obligations prescribed by the decisions on extension of validity of licenses, permits, environmental and current activities in the field of environmental protection and use of natural resources.

6.2.10. in addition, monitor the obligations to be fulfilled periodically.

6.3. Taking into account the size of the facility, number of employees, working conditions, degree, nature and structure of hazard, the relevant risks, in order to ensure occupational safety and environmental protection in the working area, **the head of the structural units**, within the scope of his/her competences and responsibilities, shall be obliged to:

- 6.3.1. select the persons liable for fire safety and submit them to the relevant director through the head of the sectoral department for determination of their authority;
- 6.3.2. select the persons who will be liable for not letting the persons into the workplace who are in a state of alcoholic, narcotic or psychotropic intoxication and submit them to the relevant director through the head of the sectoral department for determination of their authority. However, the measures to be taken by an authorized person in case of detection of a person being in a state of alcoholic, narcotic or psychotropic intoxication or in case of reasonable suspicion thereon, shall be regulated by the internal regulations of JSC “Georgian Railway”;
- 6.3.3. draw up a report card, a draft order required for determination of the authority of the persons referred to in the paragraph 6.1.3 and launch the relevant process in agreement with the head of the sectoral department;
- 6.3.4. correct the violations recorded in the reports / protocols for control of the state of occupational safety and measurement of occupational environment factors in the workplace, prepared by the labor inspectors, on the basis of a written agreement with the head of the sectoral department;
- 6.3.5. support the operation of the Occupational Risk Assessment Commission and ensure a normal working environment for the Commission;
- 6.3.6. organize maintenance, storage and cleaning processes of the personal protective equipment and other protective equipment, as well as control their proper use and, if needed, their replacement in timely manner;
- 6.3.7. conduct trainings and instructions for employees and provide them with information in a language understandable for them on the following:

- 6.3.7.1. legal norms and the principles of safe labour for ensuring occupational safety;
 - 6.3.7.2. work procedures, and instructions and guidelines for the safe use and repair of machinery, work techniques and equipment;
 - 6.3.7.3. conduct instructions on emergency situations, evacuation measures and their proper implementation;
 - 6.3.7.4. existing threats and risks, as well as the measures taken for their control.
 - 6.3.8. conduct the following instructions for the employees:
 - 6.3.8.1. when hiring employees, before they commence the performance of work;
 - 6.3.8.2. when transferring employees to another workplace / change of work, for students and visiting employees;
 - 6.3.8.3. before the introduction of new technological processes and work methods, the use of new machinery or/and the commencement of a change of production process;
 - 6.3.8.4. on a regular basis, in accordance with the plan defined by him/her or/and where necessary.
 - 6.3.9. taking into account the size of the enterprise and the specificity of its activities, provide other person in the working area with information on the following:
 - 6.3.9.1. possible risks that they may face;
 - 6.3.9.2. emergency situations, evacuation plans and measures to be taken in case of an increased level of danger;
 - 6.3.9.3. prohibitions related to entry into and being present in an enterprise, and to performing such work that endangers the life or/and health of an employee or/and other person;
 - 6.4. Trainings and instructions for employees shall be conducted during working hours. The working hours missed for training are deemed excusable and shall be reimbursed by the employer, in proportion with the working hours. Training(s) and instruction(s) for an employee shall be conducted at the expense of the employer.
7. **Obligations of the Engineering Technical Section of the Sectoral Departments and Structural Units (Chief Engineer, Service, Division)**
- 7.2. Manage the operation of structural units and subdivisions in the field of occupational safety and environmental protection;
 - 7.3. Perform occupational and environmental risk management together with the occupational safety and environmental specialists;
 - 7.4. Organize introduction of normative and legal acts on occupational safety and environmental protection in the structural units and subdivisions of the Company and control their implementation;
 - 7.5. Ensure performance of recommendations, ordinances and requirements of the state

supervisory bodies within the established timeframe;

- 7.6. Ensure safe condition of relevant technical equipment, machinery, work techniques and equipment, in accordance with the applicable rules and safety standards and requirements;
- 7.7. Participate in investigation of incidents and accidents, environmental violations, as well as occupational diseases, as well as in planning of measures for elimination of their causes;
- 7.8. Participate in preparation and revision of occupational safety and environmental guidelines in relation to operations specific to different professions;
- 7.9. Take the measures necessary for maintenance of lives and health of the staff during the state of emergency.

8. Obligations of the Heads of the Structural Subdivisions

8.2. In the working area, the heads of the structural subdivisions (supervisors) shall be obliged to:

- 8.2.1. ensure healthy and safe working conditions in the subordinate subdivision;
- 8.2.2. ensure maintenance of the environmental condition in the occupational environment;
- 8.2.3. ensure control over use of the personal protective equipment by the members of the subordinate subdivision;
- 8.2.4. not let those subdivision employees to work independently who have not attended the occupational safety training / instruction, poorly mastered the content of training or/and have not mastered safe working methods;
- 8.2.5. control compliance of the subdivision employees with the internal regulations, environmental requirements and occupational safety instructions;
- 8.2.6. conduct primary, ongoing, targeted, unscheduled and safe performance instructions / trainings regarding the occupational safety on the workplace;
- 8.2.7. conduct environmental instructions;
- 8.2.8. ensure keeping of the instruction logbook of the subordinate subdivision in the workplace;
- 8.2.9. ensure first aid in case of an accident and notify the head of the structural unit thereof;
- 8.2.10. not let employees into the workplace who are in a state of alcoholic, narcotic or psychotropic intoxication, or check them on a breathalyzer in case of a reasonable suspicion (in accordance with the obligations prescribed by the Article 6(2)(i) and the Article 11(1) of the Law of Georgia on Occupational Safety);
- 8.2.11. inspect a working area before commencement of work, correct the detected violations or/and inform the manager thereof.

9. Chief Mechanical Engineer, Chief Electrician shall be obliged to:

- 9.2. carry out appropriate measures to ensure proper technical condition of machinery, production equipment, tools, high-pressure boilers, electrical devices;
 - 9.3. organize instructions / training for the staff, who serve the machinery and electrical devices;
 - 9.4. participate in investigation of the accidents, which are related to operation of machinery and electrical devices;
 - 9.5. establish control over safe operation of crane installations, cranes and high-pressure boilers.
- 10. Human Resources Management and Development Service shall be obliged to:**
- 10.2. send an employee for medical examination before hiring, as well as for instruction with the person liable for occupational safety;
 - 10.3. introduce the internal regulations of the Company;
 - 10.4. upon selection of the staff, take into account the restrictions of certain categories due to occupational conditions.
- 11. Occupational Safety and Environmental Service**
- 11.2. The head of the Occupational Safety and Environmental Service and the (chief) inspectors of occupational conditions must be certified in accordance with the internationally recognized certification program, or must have taken a course of occupational safety specialist in the accredited organization, environmental specialists must have undergone the environmental manager program.
 - 11.3. The Occupational Safety and Environmental Service, within the scope of its competence, cooperates in its activities with other structural divisions of the Company, the representatives of the employees in the matters of environmental safety and state supervisory / control bodies.
 - 11.4. The Occupational Safety and Environment Service shall provide:
 - 11.4.1. introduction and operation of the occupational safety and environmental strategy and policy;
 - 11.4.2. support for safe organizational culture of the Company; preparation of relevant system documentation and control of compliance of organizational processes with this documentation;
 - 11.4.3. regular updating of safety standards in accordance with the Law of Georgia on Occupational Safety;
 - 11.4.4. ensuring introduction of the legislative regulations, occupational safety and other legal norms in the Company, supervision of their implementation and compliance;
 - 11.4.5. organization of audits of the facilities throughout the Company in terms of occupational

safety and environmental protection;

- 11.4.6. inspection of the facilities of JSC “Georgian Railway”, performance of necessary measurements and assessment of relevant physical, chemical and biological factors in accordance with the periodicity and production specificity stipulated by the applicable legislation of Georgia;
- 11.4.7. control over fulfillment of the requirements of occupational safety and environmental normative-legal and other internal normative acts of the Company by the staff;
- 11.4.8. organization, coordination and conducting of occupational safety trainings throughout the Company;
- 11.4.9. drafting of the proposals for the management of Company regarding distribution of rights and responsibilities between structural subdivisions and the managers in the field of occupational safety and environmental protection;
- 11.4.10. organization and supervision of the introductory instruction of occupational safety and environmental protection for all persons hired;
- 11.4.11. organization and control of the process of identification of harmful and dangerous production factors and occupational and environmental hazards related to the production process and the risks arising out of them;
- 11.4.12. support for organization of equipment of the staff with certified / verified personal / collective protective equipment;
- 11.4.13. control over compliance of the accident investigation processes in the Company with the applicable legislation.

12. Obligations of the Responsible Persons identified / trained in Matters related to Occupational Safety and Environmental Protection of the Sectoral Departments

- 12.2. Pursuing the interests of occupational safety and environmental strategies and policies; support for the secure organizational culture of the Company; control of compliance of the organizational processes with this documentation;
- 12.3. Inspection of the technical condition of equipment, machinery, tools, personal protective equipment, their compliance with the occupational safety and environmental requirements;
- 12.4. Participation in the Accident Investigation Commission, risk assessment and hazard identification activities;
- 12.5. Assessment of occupational risks;
- 12.6. Registration of medium, severe, fatal and mass accidents, notification of **the Occupational Safety and Environmental Protection Service of JSC “Georgian Railway” immediately thereof;**

- 12.7. Control over the provision of structural units with personal protective equipment and their targeted use;
- 12.8. Suspension of official duties for those persons who do not have access, have not been trained in the matters of occupational safety, do not have or/and do not use personal protective equipment and violate the legal requirements on occupational safety;
- 12.9. Submission of periodic / monthly summary reports on the matters of occupational safety and environmental protection to the Occupational Safety and Environmental Protection Service of JSC “Georgian Railway”, in accordance with the Appendices 4 and 20.

- 13. **Obligations of the Specialists / Responsible Persons identified in Matters related to Occupational Safety and Environmental Protection of the Structural Units**
- 13.2. Inspection of the technical condition of equipment, machinery, tools, personal protective equipment, their compliance with the occupational safety requirements;
- 13.3. Participation in the Accident Investigation Commission, risk assessment and hazard identification activities;
- 13.4. Assessment of occupational risks;
- 13.5. Implementation of environmental inventory(ies);
- 13.6. Analysis and registration of occupational injuries and occupational diseases occurred by occupational factors;
- 13.7. Registration of medium, severe, fatal and mass accidents, notification of the Occupational Safety and Environmental Protection Service of JSC “Georgian Railway” immediately thereof;
- 13.8. Conducting of introductory instruction of occupational safety to all persons who are hired or are on a business trip;
- 13.9. Control over the provision of structural units with personal protective equipment and their targeted use;
- 13.10. Suspension of official duties for those persons who do not have access, have not been trained in the matters of occupational safety and environmental protection, do not have or/and do not use personal protective equipment and violate the legal requirements on occupational safety and environmental protection;
- 13.11. Submission of proposals to the Occupational Safety and Environmental Protection Service of JSC “Georgian Railway” for encouragement of those employees, who are actively involved in improvement of occupational safety and environmental conditions;
- 13.12. Submission of periodic / monthly summary reports on the matters of occupational safety and environmental protection to **the responsible persons trained / identified in the field of occupational safety and environmental protection in the sectoral departments**, in accordance

with the **Appendices 4 and 20.**

- 14. **Participation of Employees in Matters related to Occupational Safety and Environmental Protection**
- 14.2. **A representative of employees in matters related to occupational safety**
- 14.2.1. Before making the decisions in matters related to occupational safety, participation of employees shall be ensured, which shall include consultations with employees and their right to initiate the proposals regarding occupational safety;
- 14.2.2. For the purpose of carrying out consultations and effective cooperation and communication with the employees regarding matters related to occupational safety, the employees of the structural subdivisions shall elect, from among their number, a representative of employees in matters related to occupational safety. The head of the subdivision shall be obliged to assist the employees in organizing the elections and posting the list of the representatives of the employees in a visible place, indicating the relevant jobs;
- 14.2.3. The employer is obliged to allocate paid and leisure time of not less than 2 hours and not more than 5 hours a week to a representative of employees in matters related to occupational safety, and to provide him/her with appropriate equipment in order to enable him/her to exercise his/her powers;
- 14.2.4. The time allocated for exercising the powers of a representative of employees shall be determined by a written document;
- 14.2.5. A representative of employees regarding matters related to occupational safety shall be authorized to:
 - 1. represent the interests of employees before the employer, occupational safety specialist and a supervisory body regarding matters related to occupational safety;
 - 2. inspect the observance of occupational safety standards in working area and at workplaces, in such a way as not to hinder the production process, and where violations are detected, notify the employer immediately thereof;
 - 3. request information from the employer on the facts affecting occupational safety in the working area, and review them with the employer or/and the employees;
 - 4. cooperate with the employer and submit to him/her proposals on enhancing the quality of observance of occupational safety and on minimizing/eliminating increased levels of danger in working area;
 - 5. participate in discussions arranged by the employer on matters related to occupational safety at a workplace, as well as in investigations which determine the reasons for occupational injuries, occupational diseases and other accidents occurring during the work process;

6. submit comments and proposals to the supervisory body during examination of the observance of occupational safety standards in an enterprise by the supervisory body;
7. apply to relevant agencies, if measures taken and resources allocated by the employer are not sufficient to ensure the observance of occupational safety standards at a workplace.

14.3. An employee shall have a right to:

- 14.3.1. review with the employer all matters of occupational safety related to the work to be performed, and, on the basis of mutual agreement, request the engagement of an expert in the relevant field for such review. Expenses related to the expert's services shall be borne by the party engaging the expert. Expenses related to the expert's services may be shared by agreement between the parties;
- 14.3.2. receive information on hazardous factors, the results of risk assessment, measures taken by an employer to ensure the observance of occupational safety standards, the results of medical examinations, and the recommendations and instructions of a supervisory body;
- 14.3.3. refuse to perform work, an assignment or an instruction that contravenes law or, due to the lack of occupational safety standards, obviously and substantially endangers his/her or a third person's life, health or property, or the safety of the natural environment, as well as leave a workplace or a hazardous zone in case of hazard;
- 14.3.4. on the basis of a medical report, require from an employer to transfer him/her to another permanent or temporary workplace, or to ease his/her working conditions, or to transfer him/her to a day shift, if a night shift poses a threat to an employee's health, if the employer has a relevant vacancy and the employee meets the requirements for the vacancy;
- 14.3.5. receive compensation under the procedures established by the applicable legislation of Georgia for injury received in a working area;
- 14.3.6. apply to an occupational safety specialist, a supervisory body, a representative of employees in matters related to occupational safety, if the occupational safety standards are not properly observed in the working area.

14.4. An employee is obliged to:

- 14.4.1. be guided by the instructions, legal norms and other rules related to occupational safety and environmental protection, and comply with the labour procedures established by the employer;
- 14.4.2. cooperate with the employer and a representative of employees in creating and maintaining a safe working environment in accordance with occupational safety and environmental standards;

- 14.4.3. immediately notify the employer as to why he/she refuses to fulfil the obligations under the employment agreement in the case provided for by the paragraph 14.2.3;
- 14.4.4. perform work, control and use work machinery, materials, dangerous substances and other means in accordance with the instructions of the employer and the knowledge and qualifications obtained in the process of working and training;
- 14.4.5. manage work machinery in relation to works involving an increased level of danger, which is defined by special rules, and perform the work only in the case where he/she holds a relevant certificate, and only during the time that he/she is instructed by the employer to perform such work;
- 14.4.6. not disable, change or remove safety and health protection equipment from work machinery, apparatus, instruments, devices or appliances without due authorization; use the said equipment according to their designation;
- 14.4.7. use personal protective equipment in accordance with the instructions, maintain it in proper operating condition and return it to the designated place;
- 14.4.8. submit information to an employer or his/her representative immediately about any defect that may endanger occupational safety or environmental protection in the working area and cause an accident, and participate in eradication of the defect within his/her capacity;
- 14.4.9. attend trainings and informative meetings on occupational safety and environmental protection organized by the employer;
- 14.4.10. undergo preventive medical examinations in relation to work which requires the conduct of a medical examination according to the applicable legislation of Georgia;
- 14.4.11. follow the orders, instructions and recommendations of the employer, an occupational safety and environmental specialist, an occupational physician and a supervisory body regarding matters related to occupational safety and environmental protection;
- 14.4.12. not arrive at work in a state of intoxication by alcohol, narcotics, toxic or any psychotropic substances, and not use substances that cause such states during the performance of work;
- 14.4.13. comply with prohibitions regarding tobacco consumption in the working area;
- 14.4.14. cooperate with the employer or/and a representative of employees in matters related to occupational safety and environmental protection during the period necessary for ensuring the occupational safety of employees and environmental protection at the workplace required for fulfilling any assignment or meeting the requirements of a supervisory body;
- 14.4.15. cooperate with the employer or/and a representative of employees in matters related to occupational safety and environmental protection so long as it is necessary for the employer to make sure that the occupational environment and work conditions do not endanger the safety and health of employees;

- 14.4.16. ensure his/her own safety and health within his/her abilities in accordance with the trainings and instructions provided by the employer, as well as the safety and health of those persons who have suffered damage due to their own action or omission.

15. Training of the Staff in Matters related to Occupational Safety

- 15.2. Training of employees in matters related to occupational safety is provided to reduce occupational diseases and injuries;

- 15.3. According to the Articles 5(2) and (3) of the Law of Georgia on Occupational Safety, an employer shall ensure the conduct of trainings and instructions for employees in a language understandable for them;

- 15.4. Occupational safety training includes:

- Introductory trainings;
- On-the-job training: primary, ongoing, targeted, repetitive and unscheduled;
- Organization of occupational safety training for employees according to their profession.

15.5. Introductory Training

- 15.5.1. Introductory training is conducted to all newly hired employees, employees sent to the Company, students / graduates sent for production practices / internships and other persons, who are not the employees of the Company and perform work in the working area of the given structural unit, or participate in the production activities regardless of their education, experience and position;

- 15.5.2. Introductory training is conducted by an occupational safety specialist or a person who has been assigned this duty by the order of the director;

- 15.5.3. An entry about the introductory training shall be made in the IR-1 Form logbook for registration of introductory training (Appendix 5).

15.6. On-the-job Training

- 15.6.1. Primary, ongoing, repetitive, unscheduled and targeted on-the-job training is conducted by the head of the structural subdivision (supervisor);

- 15.6.2. Primary on-the-job training is conducted according to the programs developed by the Engineering and Technical Service;

- 15.6.3. A number is assigned to the programs that is indicated in the training logbook;

- 15.6.4. **Primary on-the-job training** is provided before commencement of work to:

- All newly hired employees;
- Employees transferred from another structural subdivision, or employees of a given structural subdivision, who are responsible for fulfillment of new types of work for them;
- Business travelers and students / graduates sent for production practices / internships.

15.6.5. **Repetitive training** is conducted to all employees at least once every 3 months, according to the program of primary on-the-job training.

15.6.6. **Unscheduled training** shall be conducted:

1. in case of interruption of work for more than 60 days;
2. in case of interruption of work involving an increased level of danger for more than 30 days;
3. when adopting new or/and amended legislative and other normative acts, legal acts as well as instructions in the field of occupational safety;
4. when changing technological processes or/and upgrading equipment and tools and other factors that affect occupational safety;
5. in case of violation of occupational safety requirements by employees, if these violations have caused or created a real threat of an accident, a breakdown;
6. at the request of the state supervisory body;
7. at the request of the director of the Company;

15.6.7. **Ongoing training** is conducted before carrying out the works directly on the railway track and in the vicinity of the trains, as well as the works on which the access form (job sheet) is concluded. Ongoing training is conducted for clarification of the operational condition and possible hazards during performance of the work.

Ongoing training must be conducted by the issuer of the job sheet together with the supervisor during performance of the work according to the job sheet.

The list of employees to be provided with the ongoing training in the various subdivisions taking into account the local conditions, time and place, as well as the persons responsible for conducting should be determined by the head of the structural unit.

15.6.8. **Targeted training** shall be conducted to all employees before performance of works that are not directly related to their duties and require knowledge of additional safety rules during one-time work, liquidation of consequences of accidents and natural disasters, on which the form of admission (job sheet) is concluded;

15.6.9. Entry is made on primary, repetitive, unscheduled and targeted on-the-job training in the IR-2 Form logbook of training registration, and in case of ongoing training - in the IR-2 or IR-2¹ Form logbook (**Appendix 5**) according to the established procedure, definitely with the signature of the instructor and the attendee. When conducting unscheduled training,

the reason for its conducting must also be indicated.

15.7. Organization of Occupational Safety Instruction/Training for Employees by Profession:

- 15.7.1. The head of the structural unit / subdivision ensures training on safe performance methods for all newly hired employees, within one month of being hired, as well as training for those persons, who are transferred to another job;
- 15.7.2. The head of the structural unit / subdivision conducts training in safe performance methods for those employees, who are hired for harmful and hazardous work through on-the-job internships. Employees, who are starting work for the first time or/and who have had a one-year break from work, shall undergo occupational safety training and knowledge testing within the first month of being hired;
- 15.7.3. The facility manager shall ensure training in first aid and emergency response by an internally / externally invited specialist at least once a year. The instruction is conducted in such a way that there is at least one person per subdivision, who will be able to provide first aid to the injured employee;
- 15.7.4. For the purpose of enhancement of knowledge in the field of occupational safety and security techniques, it is necessary to provide the technical courses from time to time (at least once a month) with the employees of the structural units and its subdivisions. Training in the matters related to labor protection during the technical courses should be carried out in accordance with the thematic plans approved by the head of the structural unit.

Records on study of the matters related to labor protection during the technical courses shall be made in the logbook of registration of occupational safety and security techniques courses, provided in the form of “Occupational Safety Course Register” (**Appendix 6**);
- 15.7.5. It is possible to invite medical staff, instructors of educational institutions or/and other competent organizations to conduct trainings and courses.

16. Occupational Safety and On-the-job Instruction Program, Purpose and Rules of Conduct

- 16.2. The purpose of the introductory instruction in occupational safety is to familiarize newly hired employees with existing harmful and hazardous factors, occupational safety requirements of the Company, which includes the internal regulations, instructions and other documents of the Company. The introductory instruction shall be conducted by the person responsible for occupational safety and making an entry in the logbook of introductory instruction in occupational safety (**Appendix 5**);
- 16.3. The purpose of on-the-job instruction is to familiarize employees with the specificity of works at the facility. On-the-job instruction shall be conducted by the head of the subdivision (supervisor) according to the program approved by the head of the structural

unit. A record on the on-the-job instruction is made in the instruction logbook (**Appendix 5**), which should be signed by the instructor and the attendee;

16.4. Knowledge and skills of the employee shall be tested verbally upon completion of the occupational safety instruction.

16.5. List of Topics of Introductory Instruction

16.5.1. General information about nature of occupational activities in the Company, the main factors of harmful and hazardous occupational activities;

16.5.2. Basic legislative, normative and legal acts, as well as normative and technical documents, which contain the state normative requirements binding for occupational safety; internal normative acts of the Company (occupational safety standards and instructions of the enterprise);

16.5.3. Rights and responsibilities of managers and employees in matters related to occupational safety;

16.5.4. Sequence of occupational safety courses;

16.5.5. Sequence of performance of work under influence of harmful and hazardous factors;

16.5.6. Control of occupational safety situation;

16.5.7. Emergency response plan.

16.6. List of On-the-job Instruction

16.6.1. General information about the facility, equipment (including vehicle), technological processes and related hazardous and harmful factors;

16.6.2. Organization of safe operation, limitation and maintenance of workplaces on railway tracks and areas with increased level of danger;

16.6.3. Equipment of service devices, vehicle, machinery and appliances, their dangerous zones, protective equipment, fencing, blocking and signals included in the construction of equipment;

16.6.4. Collective protective equipment on sites (vehicle approach alarm systems, ventilation equipment, lighting, etc.) and the rules for their application;

16.6.5. Personal protective equipment and the rules for their application in the workplace;

16.6.6. Rule for preparation of the workplace for commencement of work (checking the proper working condition of equipment and means of protection);

16.6.7. Rules and methods for safe working to be applied in performance of technological operations;

- 16.6.8. Safe routes for movement of employees in the working area of the subdivision;
- 16.6.9. Internal transport and lifting means of the workshop, safety rules during loading and unloading operations;
- 16.6.10. Actions of employees in dangerous situations;
- 16.6.11. Accident, explosion, fire prevention measures; duties and action plan in case of accident, explosion, fire; rule for application of fire extinguishers, emergency alert, their location.

17. Conducting of Environmental Trainings / Instructions with the Staff employed in this Field

- 17.2.1. According to the Article 18(1)(c) of the Waste Management Code of Georgia, a person working with hazardous waste shall be obliged to be informed and have undergone appropriate training in relation to handling of hazardous waste;
- 17.2.2. Training / instruction of employees on the matters related to environmental protection shall be conducted for prevention of environmental violations and personal safety;
- 17.2.3. Conducting of environmental training (**Appendix 19**) is mandatory every year, twice a year (once in every 6 months);
- 17.2.4. Environmental training program includes the information regarding following:
 - 1. Handling of hazardous waste;
 - 2. General environmental principles;
 - 3. Packaging of hazardous waste;
 - 4. Proper disposal of various types of waste;
 - 5. Specificity of the dangerous area;
 - 6. Keeping the logbook of hazardous waste (**Appendix 17**);
 - 7. Risks associated with hazardous waste.

18. Initial Analysis of the Occupational Safety Situation

18.2. General Provisions

- 18.2.1. The purpose of the initial analysis is to assess the compliance of the occupational safety management system and occupational safety measures with the applicable legislation. During the initial analysis it is necessary to:
 - 1. Define the legislative, normative and legal acts necessary for implementation, which contain the normative requirements of occupational safety, as well as the recommendations of international organizations, which are of voluntary nature;
 - 2. Identify hazards and risks arising out of existing or expected production activities for protection of safety and health of staff;
 - 3. Determine whether existing or/and planned preventive measures are adequate for

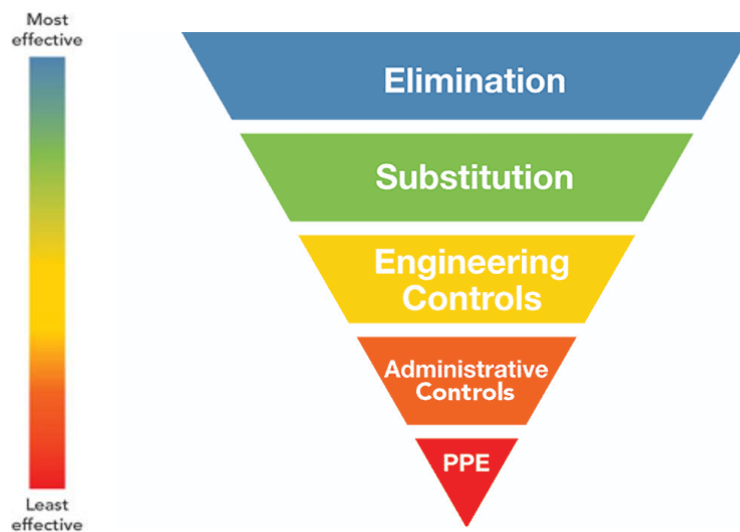
elimination of threats or/and reduction of the risk level;

- 18.2.2. Conclusion of the initial analysis should be documented. Based on the conclusion, decisions are made on application or/and improvement of the occupational safety management system;
- 18.2.3. Based on the conclusion of the initial analysis, the basic level of occupational safety is determined in order to compare and assess the continuous improvement of the occupational safety management system.

19. Rule of Registration of Harmful Occupational Factors, Occupational Risks and their Impact on Employees, Planning of adequate Safety Measures

- 19.2. **Occupational risk assessment** - Order №01-15/n of the Minister of Labour, Health and Social Affairs of Georgia, dated February 18, 2020, in accordance with the rule of risk assessment in the working area.
- 19.3. **Planning of risk mitigation measures**
- 19.3.1. Occupational risk assessment shall identify the sites, where the risk level is maximum. Operational plans should be developed for these sites to reduce the risk level.
- 19.3.2 Hierarchy of prevention measures, according to their priorities is provided in the Table 3:

Table 3



- Elimination of hazard - on the work to be performed;
- Substitution of hazard - replace the source of hazard with a safe mean;
- Engineering controls - use engineering means, collective protection equipment;
- Administrative controls - use safe work techniques and internal administrative norms;
- Personal protective equipment - provide staff with personal protective equipment.

- 19.3.3 A risk assessment document shall be drafted after performance of the works for

occupational risk analysis (**Appendix 1**).

20. Issuance and Control of Application of Personal Protective Equipment (PPEs)






- 20.2. In accordance with the Organic Law on Occupational Safety, employees are provided with certified personal protective equipment free of charge for harmful and hazardous work, as well as for work related to pollution and different temperature conditions;
- 20.3. Personal protective equipment includes special clothing, special footwear and other PPEs (insulating clothing, respiratory protective equipment (RPEs), hand protection, head protection, facial protection, hearing protection, eye protection, etc.);
- 20.4. Personal protective equipment must comply with the nature and specificity of the work and must ensure occupational safety. Personal protective equipment must have a certificate of conformity;
- 20.5. Issuance of personal protective equipment should be determined on the basis of the risk assessment document and the nature of the work;
- 20.6. The head of the structural unit / subdivision shall determine the personal protective equipment by occupation (please, be guided by the method given in the Table 4);
- 20.7. The terms of issuance and substitution of personal protective equipment are determined by the management of the Company according to the internal normative act of the Company;
- 20.8. Employees should familiarize themselves with the norms for issuing personal protective equipment before signing an employment agreement;
- 20.9. Employees are obliged to properly use personal protective equipment in accordance with the occupational safety instructions and regulations;
- 20.10. Employees should take care of the personal protective equipment used by them. Prior to expiration of the defined timeframe, the individual protective equipment, which is in poor condition independently of the employee (for a reason beyond control of the employee), must be written off on the basis of the application of the supervisor;
- 20.11. Issuance of the personal protective equipment to and their return from employees must be made in the form of an entry in the relevant logbook kept by the accounting department / warehouse of the subdivision;
- 20.12. The company must control the use of personal protective equipment. Employees should not be allowed at work without them;
- 20.13. All persons present in the working area (regardless of position or rank) must be equipped with personal protective equipment. Individuals who have to carry out work in unconfined area with the risk of falling from 2 meters between height levels must be equipped with fall protection equipment;
- 20.14. In accordance with the requirements of the norms and rules, the Company must regularly

inspect personal protective equipment (respirators, seat belts, helmets, etc.). Defective personal protective equipment identified as a result of the inspection shall be removed from application and appropriate label shall be affixed to them;






- 20.15. Taking of personal protective equipment beyond the premises of the Company after completion of the work is prohibited.


Table 4

Eye protection




	Type	Method of use	Image
1	Lightweight safety goggles	Protection against common pollutant occupational factors	
2	Chemical splash goggles	Eye protection against splashes of chemical solutions. It also protects eyes against dust particles and scraps.	
3	Safety goggles	Eye protection against solid particles, sparks, splashes. It often has ventilation holes on sides and therefore there is a risk of getting dust and splashes into eyes.	
4	Face shields	Facial protection against solid particles, chemical splashes. It may be used in conjunction with other safety goggles.	
5	Welder mask	Facial and eye protection against infrared radiation, temperature, sparks. Lightweight safety goggles are often used under the mask.	

Hand protection


Type	Method of use	Image
Lightweight gloves	Protection against common occupational pollution	
	Protection while working with sharp objects	
	Protection against mechanical injury while working with the objects having sharp and wet surfaces	
Gloves with strong protection	Electrician dielectric glove	
	Installation works, while exposed to iron, high temperatures	


	While performing welding work	
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Protection, special clothing





Type	Method of use	Image
Special clothing	In mechanical workshops	
Special clothing	During electrical installation and electrical maintenance works	
Special clothing	During welding works	

Head protection





Type	Method of use	Image
Helmet-cap	Light protection. Used in confined space, where there is no danger of the object falling from height. It is also used in installation works, warehouse, service center, geodesy, maintenance.	

Construction helmet	Mechanical protection against falling of heavy objects, hitting from the side, exposure to high temperatures, chemical impact.	
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Respiratory protection

Type	Method of use	Image
Disposable respirator	Protection against dust particles, for a short period of time. Subject to change every 2 hours.	
Respirator	Protection against all types of mechanical dust particles. It is not suitable for protection against harmful gases. Operates for 30 shifts.	
Cartridge respirator	Protection against all types of mechanical dust as well as harmful gases of paints and varnishes. Operates for 60 hours, after which the filters must be replaced.	
Full-face respirator	Protection against all types of mechanical dust, harmful gases, as well as protection of eyes, face and mucous system. Filters must be replaced after 60 hours of operation.	

Hearing protection

Type	Method of use	Image
Disposable earplugs	Light weight. Used in the areas where noise level exceeds 85 dB in average.	
Reusable earplugs	Made of silicone material. Light weight. Used in the areas where the noise level exceeds 85 dB in average.	
Passive noise-cancelling headphones	Used in operation with equipment, machine-tools. Cancels noise up to 25 dB	
Active noise-cancelling headphones	Distinguished with high noise suppressors and it is possible to speak through the radio.	

21. Rule of Admission of Newly Hired Staff to Work with Additional Occupational Safety Requirements

21.2. Employees working in the conditions of hazardous occupational factors will be required to comply with the additional occupational safety requirements in accordance with the occupational safety legislation. For performance of such operations, that require fulfillment of additional occupational safety requirements, the persons shall be allowed, who:

- have undergone a medical examination before being hired and are recognized as fit for the work assigned to them;

- are provided with personal protective equipment in accordance with the applicable norms and the Chapter 16 of the Management System hereof;
- have been trained in safe methods of work performance through on-the-job internships, as well as have undergone the occupational safety instruction.

A list of professions and occupations of the staff, that require additional occupational safety standards, is provided in the **Appendix 7**.

- 21.3. Hiring of the staff, according to the list of professions and types of work, should be carried out by the Human Resources Management and Development Service only in case if the age of the employees is satisfactory, as well as their health status is checked and recognized as fit for the work;
- 21.4. Upon concluding the employment documents, the Human Resources Management and Development Service issues a personal card for control of work admission measures to a newly hired employee (**Appendix 8**);
- 21.5. Newly hired employees shall be sent from the Human Resources Management and Development Service to the Occupational Safety Service, where they shall undergo the introductory instruction to occupational safety, this shall be recorded in the introductory instruction logbook and the personal card;
- 21.6. After the introductory instruction, the newly hired employee shall be sent to the warehouse to get the personal protective equipment according to his/her profession. The head of the warehouse makes a note on issue of personal protective equipment in the personal card;
- 21.7. Practical preparation for admission of an employee to work is carried out in the structural subdivision, where he/she will undergo the training in occupational safety techniques;
- 21.8. In the process of training in occupational safety techniques, the employee will study the safe methods of work performance and undergo internship under the guidance of an experienced employee. Upon completion of the internship, he/she will be allowed to work independently. The filled-in personal card will be handed over to the Human Resources Management and Development Service for preservation.

22. Rule for Issue of the Job Sheet

- 22.2. A job sheet should be kept for the purpose of performance of work in the area of influence of dangerous factors. The form of keeping the job sheet is indicated in the **Appendix 9**;
- 22.3. A list of works accompanied by increased level of hazard, that require the job sheet, is provided in the **Appendix 7**;
- 22.4. A work permit shall be issued directly to the supervisor. The work permit is issued by the head of the structural subdivision, according to the established procedure;
- 22.5. The authorized person issuing the work permit shall be obliged to develop the measures

that ensure safe performance of work and to record it in the registration logbooks for issue of the job sheet, in the form indicated in the **Appendix 11**;

- 22.6. Responsible supervisors, before commencement of work, shall be obliged to conduct the targeted instruction for safe performance of works for employees and to record the instruction in the target instruction logbook;
- 22.7. A work permit must be issued for the period, which is necessary to perform the designated work. In case of change of the working conditions, the work permit shall be revoked. Resumption of work is possible only after the issue of a new work permit;
- 22.8. According to the work permit, the control over performance of works is exercised within the scope of his/her official duty by the person, who issued the work permit and the supervisor to whom the work permit was issued.

23. Emergencies

23.2. First Aid

- 23.2.1. Taking into account the size, the scope of activities and other conditions of the enterprise, the employer shall provide first aid training to the staff;
- 23.2.2. During first aid training, employees get familiar with the first aid methods for the injured persons. The individuals will be selected from the staff, who will undergo special first aid courses. These individuals are selected so that there is at least one person in each subdivision who is able to provide first aid to the injured person;
- 23.2.3. First aid kits should be placed in a special box and should be located close to the working area. Their location should be reported to the staff during the instruction by the supervisor. The location of the first aid kits should be marked with an appropriate sign.

23.3. Emergency Action Plan

- 23.3.1. Taking into account the size, scope of activities and other conditions of the facilities of JSC “Georgian Railway”, **the managers of the structural units** shall appoint the persons responsible for fire safety by internal decree, who, in accordance with the position held or the nature of the work to be performed, must comply with the relevant fire safety rules and ensure their performance in the designated working areas, within the frameworks of applicable normative and other acts;
- 23.3.2. An action plan for fire safety and evacuation should be drafted;
- 23.3.3. The most dangerous site should be identified in the Company, where a serious situation may develop in case of an accident. An emergency and contingency plan should be drafted per site;
- 23.3.4. The emergency action plan shall include the issues provided for in the Ordinance №370 of

the Government of Georgia, dated July 23, 2015:

- Notification upon occurrence of emergency (list of those persons, who should be informed first);
- Distribution of functions, both among the management and among the staff involved in liquidation of the accident (who and what function is assigned);
- Evacuation exit routes, assembly points;
- Firefighting equipment.

23.4. Obligations of the Heads of the Structural Units in case of Emergency

23.4.1. The head of the structural unit / subdivision shall:

- immediately after getting familiar with the situation, start liquidation of the consequences of the accident and rescuing the injured staff;
- provide emergency staff and appoint responsible persons for performance of tasks;
- call fire-rescue and other services;
- determine the number and location of people being in hazardous conditions, take the measures to rescue them and put security checkpoints on the accesses to the emergency section;
- inform the fire-rescue service about the situation upon arrival.

23.4.2. Upon notification of the accident, the site manager shall appear at the emergency headquarters, take over the liquidation of the emergency situation and rescue the staff on his/her own, before arrival of the chief site manager;

23.4.3. Lists of the staff at sites shall be defined in the structural unit / subdivision. The specially designated person shall register the staff at the assembly point according to the lists, search for information about the staff remaining in the hazardous area and deliver this information to the person responsible for liquidation of the accident;

23.4.4. The supervisors shall take the appropriate measures to rescue the staff and immediately notify the head of the structural unit / subdivision or/and the head of the Company about the accident. The supervisors being safe must appear before the person responsible for liquidation of the accident in order to receive instructions and report the situation on their workplaces.

23.5. Notification

23.5.1. In case of an emergency, officials and services should be notified according to the following hierarchy:

- 1) Fire and Rescue Service – “112”;

- 2) Head of the facility;
- 3) Technical site managers (electrician, mechanic);
- 4) Human Resources Management Service;
- 5) Supervisors;
- 6) Director General of the Company;
- 7) Occupational Safety Service / Emergency Service of the Company.

23.5.2. In case of an emergency, a table should be posted on the security checkpoints, facilities and working sites for the notification, containing sequence of calling to the mentioned services or persons and relevant phone numbers (**Table 5**).

23.6 Distribution of Functions:

- 23.6.1. Functions of the site manager - in accordance with the paragraph 23.4.1;
- 23.6.2. The head of the site - in accordance with the paragraph 23.4.2;
- 23.6.3. Human Resources Management Service - in accordance with the paragraph 23.4.3;
- 23.6.4. Supervisors – in accordance with the paragraph 23.4.4, also registration of evacuated staff at the assembly point;
- 23.6.5. Electricians – shutdown of the power supply according to the order of the person responsible for liquidation of the accident during an emergency;
- 23.6.6. Security service - in case of an accident, notification of the person responsible for liquidation of the accident, fulfillment of his / her duties, protection of the perimeter of access to the emergency area;
- 23.6.7. Staff - evacuation at the assembly point and registration with the supervisor, participation in liquidation of the accident, as applicable;
- 23.6.8. A person who has detected the threat of fire or accident - immediately announces an alarm, calls 112, calls for evacuation of surrounding people and notifies his/her manager or other superiors.

23.7. Evacuation Exit Routes and Assembly Points

- 23.7.1. In case of an emergency, all staff should leave their workplaces and go safely to specially designated assembly points. The staff shall get registered in the logbook at the assembly point and inform the assembly point coordinator about the people remaining at the scene of the accident and their location;
- 23.7.2. Functions of the assembly point coordinator shall be imposed to the person specially designated for this purpose. He/she must have pre-compiled lists of people working in the

area, where the accident occurred. In the absence of a specially designated person, the function may be carried out by the Occupational Safety Service and the supervisor.

23.8. Firefighting equipment:

- 23.8.1. Usually firefighting equipment is not designed to extinguish large fires. It is designed for small fires and only in case when the fire extinguisher is used properly. Therefore, if an employee notices a small flame that they can handle so as not to injure themselves, they can start extinguishing fire. Otherwise, he/she must leave the workplace immediately through the nearest safe exit route and carry out the requirement provided for in the paragraph 23.5.1.

Table 5

Emergency Notification Table

№	Person, Service	Full Name	Phone number	
			Mobile	Office
1	2	3	4	5

24. Instruction for Registration, Investigation and Reporting of Accidents occurred in the Working Area of JSC “Georgian Railway”

24.1. General Provisions

- 24.1.1. The instruction for registration, Investigation and reporting of accidents occurred in the working area of JSC “Georgian Railway” (hereinafter - the Instruction) is developed on the basis of “Rule of Registration, Investigation and Reporting of Accidents occurred in Working Area”, approved by the Order №01-11/n of the Minister of Internally Displaced Persons from the Occupied Territories, Labour, Health and Social Affairs of Georgia, dated September 12, 2018;
- 24.1.2. The Instruction defines the rule of registration, investigation and reporting of accidents occurred in the working area of the structural units and subdivisions subordinated to JSC “Georgian Railway”;
- 24.1.3. An incident occurred throughout or in connection with the work process that results in damage to the health of employee or other person(s), limitation or loss of working capacity, death or declaring him/her missing shall subject to registration, investigation and reporting;
- 24.1.4. Cases that are not caused by occupational causes and injuries received by the employees

while committing a criminal offense, as well as the acts committed for personal purposes without the permission of the employer, when there is the evidence for their proof, shall not subject to registration, investigation and reporting;

- 24.1.5. Responsibility for timely investigation and registration of the accident, development of measures to eliminate its causes and their prevention shall be imposed to the employer.

24.2. Actions to be taken in Case of an Accident

- 24.2.1. If an accident occurs in the working area of the structural unit / subdivision, the head of the unit / subdivision shall be obliged to:

1. immediately take the necessary measures to avoid further threat to lives and health of people;
2. in case of serious, fatal and mass-casualty accidents, immediately notify the Ministry of Internal Affairs via unified emergency number 112, protect the place of the accident in the working area and keep it unchanged until arrival of representatives of the competent investigative bodies, unless it is necessary to save the lives or health of people or to prevent serious economic loss;
3. if the situation on site of the accident throughout the working area changes, for the purpose of avoidance of further threat to lives and health of people or prevention of serious economic loss, the head of the structural unit / subdivision must substantiate the need for intervention, compile a relevant description of the workplace situation together with the appropriate illustrations, in order to facilitate the investigation of proper causes of the situation;
4. if the facts related to the accident occurred throughout the working area (regardless of severity of the accident) indicate signs of a crime, immediately notify the Ministry of Internal Affairs via unified emergency number 112;
5. in case of serious, fatal and mass-casualty accidents, for the purpose of immediate notifying the supervisory body, draw up a “Report of notification of the accident occurred throughout the working area by the employer” in accordance with the Appendix № 12 and hand it over to a superior structural unit (department, service) for further forwarding to the supervisory body;
6. Immediately notify:
 1. the relevant employee association (if any) and the representative of employees on the matters related to occupational safety;
 2. another employer, if an accident throughout the working area occurred to his/her (another employer’s) employee;
 3. the head of the structural unit of JSC “Georgian Railway”, to which the injured

person subordinates;

7. inform in writing (through the document circulation software) about the incident: Occupational Safety Service of JSC “Georgian Railway”, General Inspection of Traffic Safety, the superior department and the department, to which the injured person is subordinated.

24.2.2. The department (service) of JSC “Georgian Railway”, in the working area of which structural subdivision an accident occurred, shall be obliged to:

1. Establish a commission for investigation of moderate accidents, however in case of serious, fatal and mass-casualty accidents, carry out the measures related to establishment of the investigation commission;
2. Take measures to immediately send the “Report on notification of accident occurred in the working area by the employer” to the supervisory body, in accordance with the procedure applicable in the Company;
3. The structural unit of JSC “Georgian Railway”, in which working area an accident occurred and its superior department (service) shall be obliged to record the accidents occurred in the working area in a specially designated logbook, keep and provide the evidences of moderate, serious, fatal and mass-casualty accidents to the investigation commission, containing the data about the accident;
4. The structural unit, in which working area a medium, serious, fatal and mass-casualty accident occurred, must notify the Occupational Safety and Environmental Protection Service of JSC “Georgian Railway”, call the hotline “**1505**” of the Ministry of Internally Displaced Persons from the Occupied Territories, Labour, Health and Social Affairs of Georgia and forward the notice to the supervisory body in writing no later than 24 hours by filling in a form 1.3.

24.2.3. Accident Investigation

24.2.3.1. For the purpose of investigation of an accident, the employer shall be obliged to set up an accident investigation commission within 24 hours after the accident occurs in the working area;

24.2.3.2. The commission shall consist of:

24.2.4. In case of medium accidents:

1. The head of the structural unit (or acting head) in which working area the accident occurred and the occupational safety specialist;
2. A representative from the structural unit to which the injured person is subordinate;

3. A representative of an employee in the matters related to occupational safety, from the structural unit of the person injured as a result of the accident;
4. A representative of the trade union (if any);
5. Another employer (if applicable), which hired or sent the employee for work.

24.2.5. In case of serious accidents:

1. The head of the structural unit (or acting head) in which working area the accident occurred and a representative of the management of the superior department (service);
2. A representative of the structural unit and department (service) to which the injured person is subordinate;
3. Occupational safety specialists: from the Occupational Safety Service of JSC “Georgian Railway”, the relevant branch, the departments (services) and the structural unit involved in investigation;
4. A representative of an employee in the matters related to occupational safety, from the structural unit of the person injured as a result of the accident;
5. A representative of the trade union (if any);
6. Another employer (if applicable), which hired or sent the employee for work.

24.2.6. In case of fatal and mass-casualty accidents - The manager(s) of the branch of JSC “Georgian Railway”, in the working area of which subordinate structural unit / subdivision the accident occurred, shall be added to the composition of the commission specified in subparagraph 24.2.2.

24.2.7. The medium accident investigation commission shall be established by the order of the head (or the acting head) of the department (service), in the working area of which subordinate structural unit / subdivision the medium accident occurred;

24.2.8. In case of medium, serious, fatal and mass-casualty accidents, the investigation commission shall be established by the order of the director of the branch, in the working area of which subordinate structural unit / subdivision the serious, fatal or/and mass-casualty accident occurred;

24.2.9. Information on composition of the commission should be posted in writing in a place visible for employees of the structural subdivision where the accident occurred;

24.2.10. An accident that happened to another person(s) will be investigated by the organization where the accident occurred;

24.2.11. In case of disclosure of the fact of concealment of the accident or in other circumstances according to the decision of the supervisory body, the latter shall have the right to conduct

an independent investigation of the accident, regardless of its statute of limitation;

- 24.2.12. The instructions provided in the report drawn up as a result of the accident investigation by the supervisory body must be adhered by the employer;
- 24.2.13. During investigation, the Commission shall provide an inquiry of witnesses, the occupational safety specialist, the injured person (if his/her health condition allows) and other employees about the accident occurred in the working area;
- 24.2.14. An accident reported to the employer with delay, or resulting in a reduction or loss of working capacity afterwards, shall be investigated on the basis of a justified application of the injured person or his/her duly authorized representative, in case of proper evidence, within the period of one month from the date of receipt of such application.

24.3. Rule of Operation of the Commission

- 24.3.1. The chairman of the commission is elected by at least 2/3 of the members of the commission from its composition. The decision shall be made by the members of the commission on election of the chairman in writing, in the form of the minutes, which should be confirmed by the signatures of the members of the commission and posted in a place visible to the employees;
- 24.3.2. At least 1/3 of the members of the commission have the right to nominate a candidate for the chairman of the commission;
- 24.3.3. The chairman of the commission shall chair the meetings of the commission, organize the activities of the members of the commission;
- 24.3.4. The members of the commission shall carry out their activities free of charge;
- 24.3.5. The members(s) of the commission shall be obliged to:
 - 1. adhere to the principles of legality, impartiality, transparency and equality;
 - 2. thoroughly investigate the circumstances of the case, occupational environment conditions during the accident (physical, chemical, biological, psychological and social factors), provide an analysis of the accident occurred in the working area, which includes identification of all causes of the accident (including: direct and substantial / systematic ones);
 - 3. provide the relevant documentation drafted in the process of accident investigation and its consequences to the supervisory body, the injured employee or, at his/her request, duly authorized representative (in case of death, the person designated by the family) and other members of the commission.
- 24.3.6. Based on the requirements of the accident investigation commission, the employer shall be obliged to provide, at its own expense:
 - 1. Laboratory examination;

2. Invitation of experts;
3. Illustration of damaged sites and the place of the accident, drawing up schemes, plans and other necessary drawings;
4. Equipment of the members of the commission and the experts with necessary special clothing and other personal protective equipment.

- 24.3.7. After completion of investigation of the accident occurred in the working area, the commission shall draw up the accident investigation report (Appendix 13);
- 24.3.8. The accident investigation report drafted by the commission shall be signed by all the members of the commission. The member of the commission shall be authorized to append a different opinion to the accident investigation report;
- 24.3.9. Following shall be appended to the accident investigation report by the commission:
1. If applicable, site plans, diagrams, sketches, photographs and other evidences, if needed;
 2. Extracts from instructions, trainings, knowledge testing and other documents certifying knowledge of occupational safety rules;
 3. Explanations of injured people or/and witnesses;
 4. Conclusions of the experts and other invited specialists (if any);
 5. Results of laboratory analysis and research outcomes (if any);
 6. Medical report on degree of injury to the health of the injured person or the causes of his/her death, as well as on the alcoholic, narcotic or toxicological intoxication of the injured person (if any);
 7. Documents certifying the issue of the necessary personal protective equipment for the injured person;
 8. Instructions issued by the supervisory body (if any);
 9. All other documents, considered by the commission as necessary.
- 24.3.10. The commission shall be obliged to provide the drafted accident investigation report (Appendix 13) and the appended materials no later than 5 working days after completion of the investigation to: the supervisory body, the injured employee, other members of the commission, Occupational Safety Service and the department, in the working area of which subordinate structural unit the accident occurred.

24.4. Deadlines for Investigation of Accident and Storage of Investigation Materials

- 24.4.1. Circumstances and causes of the accident should be investigated by the commission after establishment of the latter:

1. In case of medium accident – within 10 calendar days;
 2. In case of serious accident – within 15 calendar days;
 3. In case of fatal accident – within 7 calendar days;
 4. In case of mass-casualty accident – within 30 calendar days.
- 24.4.2. The period of investigation provided for in the paragraph 24.4.1 of the Instruction hereof may be extended for the same period on the basis of the justified decision unanimously made by the commission. The burden of proof lies with the commission upon substantiating the decision on extension of the investigation period;
- 24.4.3. The commission shall be authorized, in presence of objective circumstances, to apply to the supervisory body in writing, with a substantiated application, regarding termination of flow of the term specified in the paragraph 1 of the Article hereof;
- 24.4.4. Accident investigation materials should be stored in the structural unit in which working area the accident occurred and in its superior department (service) for the following period:
1. Medium accident – 5 years;
 2. Serious accident – 7 years;
 3. Fatal accident – 10 years;
 4. Mass-casualty accident – 15 years.

25. Rule for Registration, Investigation and Reporting of Occupational Diseases

(Order №01-11/n of the Minister of Internally Displaced Persons from the Occupied Territories, Labour, Health and Social Affairs of Georgia)

25.1. General Provisions

Rule for Registration, Investigation and Reporting of Occupational Diseases (hereinafter – the Rule) defines the unified binding rule for registration, investigation and reporting of occupational diseases on heavy, harmful and hazardous works involving an increased level of danger.

25.2. Scope

1. Potential case of severe or chronic disease of an employee developed as a result of the effect of the hazardous factors of a occupational environment and a work process on the place of the heavy, harmful and hazardous works involving an increased level of danger shall subject to registration, investigation and reporting of the occupational disease.
2. The Rule hereof shall not apply to:

- a) the Ministry of Internal Affairs of Georgia, the Ministry of Defence of Georgia, the Special State Protection Service, the Georgian Intelligence Service, the special-purpose state institution called the Emergency Management Service directly subordinated to the Prime Minister of Georgia, the State Security Service of Georgia, and the agencies under their subordination, provided that the matters determined by this Rule are regulated by special legislation applicable within the systems of the Ministry of Internal Affairs of Georgia, the Ministry of Defence of Georgia, the Special State Protection Service, the Georgian Intelligence Service, the special-purpose state institution called the Emergency Management Service directly subordinated to the Prime Minister of Georgia, and the State Security Service of Georgia;
- b) labour activities during a state of emergency or martial law in accordance with the applicable legislation of Georgia.

25.3. Definition of Terms

For the purposes of this Rule, the terms used therein shall have the same meaning as defined in the Article 3 of the Appendix 1 approved by this Order:

- a) **Occupational disease** – the severe or chronic disease of an employee developed as a result of the effect of the hazardous factors of an occupational environment and a work process, which causes the deterioration in health or/and the limitation of professional work capacity within a short period of time or for a prolonged period, and which is determined by the applicable legislation of Georgia;
- c) **Severe occupational disease** – the disease of an employee developed as a result of single effect (no more than one work shift) of hazardous occupational factor(s), which causes the limitation of professional work capacity within a short period of time or for a prolonged period;
- c) **Chronic occupational disease** – the disease developed as a result of long-term effect of the hazardous factors of an occupational environment and a work process, which causes the deterioration in health or/and the limitation of professional work capacity of the employee for a prolonged period, and which is determined by the applicable legislation of Georgia;
- d) **Sanitary and hygienic characterization of the occupational conditions** - determination of compliance of the occupational environment and physical, chemical, biological factors of a work process with the hygienic standards;
- e) **Hazardous factors** – the physical, chemical, biological or physiological factors of an occupational environment and a work process that may pose a threat to the life and health of an employee or other person, and cause occupational disease or serious deterioration of health.

25.4. Obligations of the Employer

The employer shall be obliged to:

- a) for the purpose of prevention of the occupational diseases, ensure fulfillment of appropriate measures (on a permanent basis) and take the necessary measures to protect the lives and health of people, to reduce the hazardous factors of the occupational environment and the work process;
- b) in case of reasonable suspicion of severe occupational disease, immediately transfer the employee to a medical institution for further examination / treatment and notify the supervisory body thereof as soon as possible;
- c) in case of reasonable suspicion of severe or chronic occupational disease by the supervisory body or/and the representative(s) of the employee in the matters related to occupational safety, as well as by the employee himself/herself, establish an occupational disease investigation group (hereinafter - the Group) in order to identify the possible cause(s) of the occupational disease(s) or/and invite specialists in the relevant field if applicable: doctor(s) specialized in “occupational pathologies” or/and public healthcare specialist(s) (in the field of hygiene, environmental health and occupational medicine, etc.) or/and chemist or/and toxicologist, etc., whose service fees shall be fully covered by the employer;
- d) carry out the activities defined by the Group or/and the specialist(s) in the relevant field;
- e) within 15 working days after identification of the cause(s) of the potential occupational disease, ensure commencement of the examination process for the employee in the relevant institution in order to determine the occupational disease;
- f) register the identified occupational diseases in accordance with the Appendix 14 and submit them to the supervisory body within 5 working days after identification of the occupational disease.

25.5. Liability

Liability for timely investigation, registration and reporting of occupational diseases, as well as for development of measures to eliminate possible causes of occupational diseases and their prevention shall be imposed to the employer.

25.6. Investigation of Occupational Diseases

1. In case of suspicion of possible severe or chronic occupational disease or/and in order to identify the possible cause(s) of the occupational disease, a group shall be formed or/and

specialist(s) in the relevant field shall be invited: doctor(s) specialized in “occupational pathologies” or/and public healthcare specialist(s) (in the field of hygiene, environmental health and occupational medicine, etc.) or/and chemist or/and toxicologist, etc.;

2. The purpose of invitation of a group or/and specialist(s) is to identify / determine the occupational factors, which may affect the health of an employee, cause severe or chronic occupational disease;
3. The group shall consist of:
 - a) the employer or its duly authorized representative (group leader);
 - b) a representative of employees in the matter related to occupational safety (if any);
 - c) a representative of a trade union (if any);
 - d) an occupational safety specialist (if any).
4. If the group includes only the member referred to in the Paragraph 3(a) of the Article hereof, the employer shall be obliged to invite the specialist(s) within the relevant field provided for in the Article 4(c) of this Rule;
5. A representative of the supervisory body shall be authorized to participate in a potential occupational disease investigation group;
6. The group shall make decisions by a majority of votes of the members;
7. Information on composition of the group shall be published in writing in a place visible to employees;
8. The group or/and specialists shall determine the potential cause(s) of the possible occupational disease within 60 calendar days. The defined term may be extended once for the same period.

25.7. Rights and Obligations of the Supervisory Body

The supervisory body shall be authorized to:

- a) respond accordingly to the incoming notification about the possible severe or chronic occupational disease of an employee and, if necessary, request the employer to form the group or/and to invite the specialist(s). For the purposes of this Article, notification is a written notice sent by the employer, employee, other person(s) or substantiated information entered on a hotline;
- b) on its own initiative, compile a sanitary-hygienic description of the occupational conditions and submit it to the employer and the group;
- c) if applicable, establish an independent commission to identify the possible severe or chronic occupational disease of an employee;
- d) have access to all information that will facilitate the investigation of a possible severe

or chronic occupational disease of an employee;

- e) interview witnesses, other employees, the employer and other persons in order to investigate a possible severe or chronic occupational disease.

26. Occupational Safety Control

26.1. General Requirements

26.1.1. Occupational safety control at the facilities of JSC “Georgian Railway” shall include following:

- Identification of deviations from the requirements of the safety standards system, occupational safety norms, rules, instructions and other normative documents;
- Inspection on performance of duties by the management in terms of occupational safety;
- Inspection compliance of the employees with the occupational safety requirements at work.

Based on the consequences of the control, appropriate measures should be taken to eliminate the identified deficiencies.

26.1.2. Following types of three-stage control of the occupational safety situation shall be applied at the facilities of JSC “Georgian Railway”:

- Stage I - operational control performed by the work supervisors (masters, workshop supervisors, shift leaders, heads of centers and points, in intermediate stations – heads of station, work superintendents and in category I stations - engineers, etc.);
- Stage II - administrative control carried out by the administration of a structural subdivision (divisions, depots, operating stations, regional centers), with the participation of a representative of employees in the field of occupational safety;
- Stage III - sectoral control carried out by the departments (services) of JSC “Georgian Railway”.

26.1.3. In case of deterioration of the occupational safety situation, the management of JSC “Georgian Railway” shall define the special control conditions, which will ensure an abrupt increase in control of the occupational safety situation.

26.2. Stage I control (operational control)

26.2.1. Operational control is carried out on daily basis (per shift), by direct supervisors in the workplace, in relation to application of safe occupational rules and methods by employees, compliance with the safety requirements during operation of equipment and the requirements prescribed by the normative documents regulating labor protection.

26.2.2. At the beginning of the work and during the work following shall be checked:

- Whether records and time of the workplace are entered in the rails, switch shunters, signalization, centralization and blocking (SCB) equipment and contact network inspection logbooks in timely manner, whether there are applications for warnings during the works;
- Whether there are oversized sites in stations, access rails and enterprise territories and whether they are provided with special signs;
- Whether the workers of the carriage maintenance points carry out safety measures (especially while crossing the tracks);
- Use of service exits;
- Ensuring occupational safety requirements while performing loading and unloading works, especially in the vicinity of the overhead lines (OHLs) using load-bearing mechanisms, and working at heights;
- Accuracy of the job sheet and fulfillment of safety equipment requirements during the service and repair of contact networks, OHLs and electrical equipment;
- Compliance with the occupational safety requirements, traffic rules and technical operation rules while using road and motorized rail transport;
- Use of issued special clothing, special footwear and other personal protective equipment;
- Elimination of violations identified during the previous inspection, condition of workplaces, readiness of employees to perform their duties (health status), suitability of tools, suitability of ventilation, lighting, earthing system, condition of exits and passages, availability of fire extinguishers, availability of small-sized first aid kits, etc.

26.3. **Stage II control** (administrative control)

26.3.1. Administrative control is carried out by the administration of the structural subdivisions, together with the representative of employees in the matters related to occupational safety, in order to control the working conditions and occupational safety at the workplaces, production sites, workshops and in the enterprise as a whole.

Administrative control must be carried out at least once a month.

26.3.2. The subjects of control are as follows:

- Workplaces, instruments, protective equipment;
- Employees hired in work teams, posts, groups and other similar subdivisions, production sites, points, workshops, etc.;
- Other facilities included in production sites, workshops, points and structural

subdivisions.

26.3.3. Following should be checked:

- General condition of employees and their readiness for work;
- Possession of a certificate of driving a locomotive, a trolley, a crane, a railway dump truck, a vehicle and other special equipment, as well as the right to perform special work by employees;
- Possession and conclusion of a job sheet for performance of works, that require filling-in of the job sheet by them (works on the contact network, OHLs, traction substations, etc.);
- Conducting of the occupational safety trainings and instruction of the employees' signatures;
- Adherence to the rule for limitation of the place of work on rails. Presence of flagmen, signals and signs, as well as entries in the rails, switch shunters, signalization, centralization and blocking (SCB) equipment and contact network inspection logbooks regarding performance of work;
- Routes of safe movement on rails, the sites where the employees should present while driving vehicle;
- Adherence to the dimensions of approaching the buildings and the cargo placed in vicinity of the rails, presence of occupational safety signs and warning colors;
- Suitability of vehicle, machinery and work tools, operation of blocking devices and warning alarms;
- Condition of workplaces, fences, pavement, scaffolding, platforms, absence of external items, free passage of the exits, sufficiency of lighting, operation of the ventilation devices;
- Presence of primary means of fireextinguishing;
- Presence of instructions for labor protection and safe working rules in the workplace;
- Degree of performance of proper measures for elimination of deficiencies identified during the previous inspections, compliance with the rules of safe working by those working in the workplace;
- Fulfillment of orders and instructions of the management of JSC "Georgian Railway" on the matters related to occupational safety;
- Implementation of measures developed according to the incident and accident investigation materials;
- Provision of employees with special clothing, special footwear and other personal protective equipment and instruments, their condition, accuracy of organization of issuance, storage, washing, cleaning and repair;

- Maintenance of household sanitation facilities and appliances;
- Organization of medical and preventive services for employees, including timely medical examinations;
- Condition of occupational safety areas;
- Condition of occupational safety stands, their timely and proper decoration, condition of illustrations in the field of occupational safety;
- Conducting of training, instruction and knowledge testing in the matters related to occupational safety;
- Training of staff for working in emergency and non-standard situations;
- Adherence to work and leisure regimes.

26.4. Stage III control (sectoral control)

- 26.4.1. Sectoral control implies full control of working conditions and occupational safety in the enterprises, which are subject to inspections and shall be carried out on a quarterly basis.
- 26.4.2. Sectoral control should cover all subdivisions of the field. If applicable, a sectoral commission may be set up, the composition of which shall be determined by the order of the structural subdivision. The commission shall include the deputy heads of the department (service) (in technical matters), occupational safety specialists, representatives of employees in the matters related to occupational safety, specialists working on cadastral matters, electricity safety officers, etc.
- 26.4.3. The third stage is carried out for the purpose of technical inspection of buildings, structures, equipment, vehicles, machinery, rolling stock, which provides for preparation of operations for a certain period of the year.
- 26.4.4. Following shall be checked during the III stage of control:
- Organization of I and II stages of control and implementation of the measures set during the previous inspections;
 - Keeping of three-stage control, instruction and technical training logbooks;
 - Fulfillment of orders and instructions of the management of JSC “Georgian Railway” on the matters related to occupational safety;
 - Condition of buildings, structures, working areas, equipment, vehicles, machinery, rolling stock;
 - Presence of household sanitation facilities, their condition, provision of employees with special clothing, special footwear and personal protective equipment;
 - Condition and operation of alive and ventilation equipment, gas appliances and devices;

- Condition and maintenance of technological equipment and devices;
- Condition and operation of load-bearing mechanisms, cargo holders and trailer devices;
- Condition of electrical equipment and electrical wiring, testing of earthing equipment;
- Operation of abrasive tools and work instruments;
- Training of technical and engineering staff on topics of occupational safety and safety techniques, as well as knowledge testing, conducting of appropriate instructions and drafting of documentation;
- Working, household and leisure conditions for women and adolescents;
- Storage and use of poisonous chemicals and other harmful and poisonous substances;
- Condition related to occupational trauma, organization of accident review, organization of control over implementation of the measures in order to prevent accidents in production;
- Organization of works and their control in order to ensure identified working and leisure regimes for employees;
- Compliance with electrical safety and fire safety requirements;
- Implementation of complex and other measures prescribed by the occupational safety plans.

26.5. At all stages of control, a site inspection questionnaire (the sample is provided in the **Appendix 15**) should be developed and approved for the structural unit / subdivision, taking into account the local conditions and work specificity, which should be filled in by the inspector.

26.6. The results of all three types of control of the inspection should be recorded in the three-stage control logbook of the enterprise.

27. Environmental Control

27.1. General Requirements

27.1.1. Environmental control in JSC “Georgian Railway” shall provide for:

- Detection of deviations from the requirements of environmental regulations, rules, instructions and other normative documents;
- Checking fulfillment of responsibilities in terms of environment by the management;
- Checking compliance with the environmental requirements during the work process by employees;
- Based on the consequences of control, proper measures should be taken to eliminate

the identified deficiencies;

- During the environmental inspection process, the condition of compliance with the permit or/and license conditions by the facilities owned by the Company shall be checked, in addition, the compliance with the requirements of the general environmental legislation shall be checked;
- Relevant recommendations shall be issued as applicable;
- Environmental monitoring / inspection shall be carried out once in every 6 months, if applicable, additional field inspections shall be scheduled;
- After each inspection, an inspection report shall be drafted and submitted to the staff employed in the field of environment;
- Correction of the consequences of the inspection report shall be monitored and the need for fulfillment of the specific obligations within a reasonable time shall be set.

28. Audit of Implementation of the Occupational Safety and Environmental Management System in the Workplaces and Subdivisions

28.1. General Provisions

28.1.1. Audit procedures shall be carried out for elimination of violations of occupational safety and environmental requirements, occupational injuries and occupational diseases.

Following types of audits shall be applied:

- Audit of current activities;
- Periodic audit.

28.1.2. The audit shall provide:

- Feedback on the results of activities in the field of occupational safety;
- Information on effectiveness and efficiency of current measures to detect and eliminate harmful and dangerous factors;
- Elimination of violations of environmental regulations;
- Adherence to strict environmental monitoring regulations;
- Checking the effectiveness of the Occupational Safety and Environmental Management System.

28.2. Audit of Current Activities

28.2.1. The purpose of conducting audits of current activities is to verify the readiness of employees for work, as well as occupational safety and environmental conditions.

28.2.2. The audit of current activities shall be carried out by the representatives of the Occupational

Safety and Environmental Service. The inspectors shall control the fulfillment of assignment in safe manner and in accordance with the law by the staff.

- 28.2.3. Content and scope of the audit of current activities for the staff with occupations shall be determined according to the occupational safety and environmental guidelines. Content and scope of the instructions shall be determined by the engineering-technical department.
- 28.2.4. Content and scope of the current audit by a specialist shall be determined by the Article 11 of the Management System hereof.
- 28.2.5. The following conditions are subject to inspection:
- Condition and proper use of protective fences, barriers, stairs, work platforms and mold holders;
 - Availability, condition and proper use of personal protective equipment;
 - Proper working condition of tools;
 - Condition of ditches, edges of openings;
 - Protection of dimensions of the exits and removal of blocking;
 - Proper storage of materials;
 - Electrical safety condition;
 - Fire safety condition;
 - Sanitary and hygienic conditions;
 - Availability of ventilation and lighting in workplaces and working areas and their compliance with the established regulations.
- 28.2.6. If violation of occupation safety requirements is detected, the specialist shall be obliged to:
- assess the potential hazard of violation consequences and issue adequate recommendations on risk level;
 - stop working in case if violations of occupational safety requirements may lead to injuries or/and accidents until the violations are remedied;
 - issue the recommendations on imposition of disciplinary sanctions on persons violating the occupational safety requirements;
 - notify the manager of the relevant facility and the Occupational Safety Service about suspension of work.

28.3. Periodic Audit

- 28.3.1. The purpose of conducting of periodic audits is to verify the readiness of employees in the working area for implementation of the occupational safety and environmental measures, as well as accuracy of performance of occupational safety and environmental duties by site managers and employees.
- 28.3.2. Periodic audits shall be conducted by the occupational safety specialists or the occupational

safety officers. Content and scope of control by these individuals are described in their functions and duties provided for in the Article 11 of the Management System hereof.

- 28.3.3. In accordance with the conditions provided for in the **Paragraph 11.3**, the inspectors of the Occupational Safety and Environmental Protection Service shall carry out inspections on permanent basis within the scope of their competences and duties or by participating in the targeted inspections of the Occupational Safety and Environmental Protection Service.

Following shall subject to inspection:

- Compliance of work organization with technological maps and plans;
- Compliance of work organization with environmental documentation;
- Adherence to sequence of instruction in the workplace;
- Safety of use of machinery and production equipment;
- Adherence to the safety requirements while working with harmful and flammable substances;
- Adherence to the safety requirements while working with hazardous waste;
- Protection of safe technology during works;
- Availability of occupational safety and environmental signs and posters;
- Condition of exits as well as availability of traffic signs if the works are carried out on the carriageway or in a populated area;
- Provision of the facility with normative and technical documentation;
- Compliance with the master plan on earthing of the working area;
- Compliance with the fire safety regulations;
- Compliance of cranes and equipment with safety standards and their proper use;
- Conducting of trainings, instructions, internships and medical examinations in timely manner;
- Accuracy of keeping of the job sheet;
- Preparedness of the place in case of emergency.

- 28.3.4. Control carried out by the Occupational Safety Service shall be recorded in the form of the relevant report provided for in the Appendix 16, which shall be registered in accordance with the rules applicable in the Company. One counterpart shall be handed over to the person who has been assigned to take the remedial actions, the second counterpart shall be sent to the superior official of that person, and the third counterpart shall be filed in the Occupational Safety Service. In addition, upon expiration of a reasonable period of time, above remedial measures shall be reviewed by the Occupational Safety Service.

- 28.3.5. Control carried out by the Environmental Protection Service shall be recorded in the form of the relevant report provided for in the Appendix 18, which shall be registered in accordance with the rules applicable in the Company. One counterpart shall be handed over to the person who has been assigned to take the remedial actions, the second counterpart shall be sent to the superior official of that person, and the third counterpart shall be filed

in the Environmental Protection Service. In addition, upon expiration of a reasonable period, above remedial measures shall be reviewed by the Environmental Protection Service.

29. Management of Documents of the Occupational Safety and Environmental Management System

29.1. For the purpose of management of the documents of the Occupational Safety and Environmental Management System, the director of the Company shall determine and approve the forms and recommendations for conclusion of internal normative acts and other documents.

29.2. Special type of documents of the Occupational Safety and Environmental Management System, not subject to revision, renewal and modification, shall be as follows:

- Acts and other records related to implementation of the Occupational Safety and Environmental Management System;
- Accident, incident, occupational disease data, environmental logbooks, acts and records;
- Control over functioning of the Occupational Safety and Environmental Management System.

30. Conclusive Provisions

30.1. In case of amending the applicable legislation, the Management System hereof shall subject to revision.

30.2. In relation to all other matters not covered by this Management System, the management of the Company should be guided by the legislation applicable in the occupational safety and environmental field.

30.3. All employees of the Company must get familiar with the Management System.

31. Appendices

Risk Assessment Form

Full name of the appraiser								Date:						
Name of the facility:								Time:						
Brief description of the work:														
Identification of hazards	Photo / video materials	Cycle of persons	Type of injury / damage	Available control measures	Primary Risk			Additional control measures	Residual risk			Measures to be taken	Person liable for performance	Estimated date of revision
					P*	O*	R* (P+O)		P*	O*	R* (P+O)			

Agreed with:			Signature	
	Position, full name			

“P” – Possibility

“C” – Outcome (Seriousness)

“R” – Risk level (Rating)

Risk Assessment Matrix (Recommendation)

Outcome						
5	5	10	15	20	25	
4	4	8	12	16	20	
3	3	6	9	12	15	
2	2	4	6	8	10	
1	1	2	3	4	5	
	1	2	3	4	5	
		Probability				

Risk level = Probability x Outcome

Probability

1 = Very suspicious;
2 = Suspicious;
3 = Possible;
4 = Assumed;

3 = Moderate – Temporary disability;
4 = Serious – Treatment in Medical Institution
5 = Catastrophic – Death or permanent disability.

Result

1. Insignificant – without injury;
2. Minor – Injury requires medical assistance;

Risk Level	P x O
Critical	20 – 25
Very high	10 – 16
High	5 – 9
Average	3 - 4
Low	1 – 2


Outcome	20-25	5 - 16	3 - 4
	Critical	Substantial	Non-substantial
Required measures	Working should be stopped. Appropriate measures should be taken immediately for reduction of risk level.	Operational procedures and monitoring of performance of works. Risk reduction procedures shall be developed / risk reduction control measures shall be planned. Priorities shall be evaluated.	Monitoring of performance of works. Risk reduction procedures / control measures shall be developed.

Risk Categories according to its Severity

Critical (20 – 25)	Critical inconsistency – Poses a significant threat to human life or/and health and must be corrected immediately	Working should be stopped.
Very high (10 – 16)	Substantial inconsistency - inconsistency, which must be corrected, whoever its correction is impossible immediately, and which does not pose a threat to human life at the moment, although failure of its correction will pose a significant threat to human life or/and health	Appropriate measures should be taken immediately, without stopping works.
High (5 - 9)	Substantial inconsistency - inconsistency, which must be corrected, whoever its correction is impossible immediately, and which does not pose a threat to human life at the moment, although failure of its correction will pose a significant threat to human life or/and health	Please take the measures within the reasonable period for the purpose of correction of inconsistencies (mandatory)
Average (3 – 4)	Non-substantial inconsistency - inconsistency that can be corrected without interrupting the normal work process and which does not pose a direct threat to human life or/and health	Taking of measures is mandatory, however not immediately.
Low (1 - 2)	Acceptable risk (including residual risk)	Taking of measures is not mandatory.

Working Area Incident / Accident Registration Logbook

№	Place of incident	Date	Time	Injured employee / damaged real estate / immovable property	Description of incident	Corrective measures
1						
2						
3						

 <p>საქართველოს რკინიგზა 1872-დან</p>	Incident Report Form	
Exact time and date of incident		
Location; facility:		
Loss / affected subject (people, equipment, real estate)		
Who / what was injured / damaged?	Visitor <input type="checkbox"/> Employee <input type="checkbox"/> Special equipment <input type="checkbox"/> Other <input type="checkbox"/>	Environment <input type="checkbox"/> Contractor <input type="checkbox"/> Real estate <input type="checkbox"/> Visitor <input type="checkbox"/>
Damage type:		
Description of the incident:		
Signature of the person drafting the report:		

**Summary Report of the Occupational Safety and Environment Protection Service of JSC
“Georgian Railway”**

____/____/____

Appendix 4

Incidents occurred						
n.	Location	Date	Time	Injured employee / damaged real estate and personal property	Description of the incident	Corrective measures
1						
2						
Occupational safety examination / inspection performed						
n.	Start date	Name of the facility			Position and full name of the inspector	End date
1						
2						
3						
Health and occupational safety training to be performed						
n.	Name of the training				Number of attendees	Duration (hour)
1						
Discussion topic						

Occupational safety meetings / sessions to be held			
n.	Topic of the meeting	Number of attendees	Duration (hour)
1			

Measures developed or implemented for the subsequent month to ensure a safe occupational environment	
1	
2	
3	
4	

Occupational Safety Instruction Registration Logbook (Forms IR-1; IR-2; IR-2¹)[illegible]

Register for Registration of Labor Protection and Safety Techniques

[illegible]

(Left page of register)

Form “Occupational Safety Course Register”	
Date of the course	Name of study instruction or topic
	Signature of the instructor -----
	Signature of the instructor -----
	Signature of the instructor -----
	Signature of the instructor -----
	Signature of the instructor -----

(Right page of register)

List of Professions and Jobs that require Adherence to Additional Occupational Safety Standards

1. Maintenance and operation of locomotives, multiple units, railcars, railway trollies, light rail motor tractors, self-propelled cranes and rail vehicles;
2. Receiving and sending trains, their departure and maneuvering operations; Commercial inspection of railway carriages;
3. Inspection and current repair of railway carriages at station tracks, maintenance points and points for preparation of carriages for transportation;
4. Repair and current maintenance of railway tracks and buildings;
5. Maintenance, repair and testing of electrified railway contact network and other power supply equipment;
6. Operation and maintenance of field and line equipment for signalization, centralization, blocking and communication;
7. Excavation and strengthening of trenches, caves, wells more than 1.5 meters in depth;
8. Installation and dismantling of equipment weighing more than 500 kg;
9. Tackling works, movement of heavy and oversized cargo in the absence of cranes;
10. Performance of loading and unloading operations using transport and load-bearing machines, lifting and moving two cranes simultaneously;
11. Loading and unloading operations on transport, which are performed by workers temporarily assigned to these operations;
12. In case of absence of the overpass equipped with special, mechanized casting facilities and casting equipment, casting operations of acids, alkalis, flammable and aggressive liquids from railway tanks; Operations using ethylated gasoline;
13. Receipt, transportation and destruction of potent poisons;
14. Receipt and transportation of explosive, compressed gaseous, acidic, alkaline and other hazardous cargo;
15. Working in trenches, wells, tunnels, shafts and confined spaces;
16. Performance of earthworks in the energy network zone;
17. Repair, installation and other works using proper equipment (stairs, scaffolds, bridges, under-bridges, non-inventory means of scaffolding and other equipment), works for clearing of roofs from snow, works at height;
18. Demolition of buildings and structures, as well as consolidation of emergency parts and elements of buildings and structures;
19. Performance of works in the vicinity of overhead lines (close to 30 meters);
20. Welding works on pipelines and vessels for aggressive, toxic, flammable and low-boiling gases and liquids;
21. Operation, maintenance, installation and dismantling, repair and testing of cargo tracks of load-bearing mechanisms;

22. Repair of heating networks during the heating season;
23. Performance of works from a hanger;
24. Works using explosive and radioactive means;
25. Fastening works, which are completed with a fastening pistol;
26. Repair works on the system of toxic and aggressive substances;
27. Cleaning and repair of industrial duct systems;
28. Cleaning and repair works of chemical laboratories, warehouses of potent poisons, air supply of galvanic areas (workshops), filters and exhaust system fans;
29. Conducting hydraulic and pneumatic testing of pressure vessels;
30. Operation of boiler installations; Repair and cleaning of boilers, gas conductors and other kind of boiler equipment;
31. Repair of stationary and portable acetylene aggregates;
32. Inspection, cleaning and repair works of vessels with petroleum products, explosive and poisonous substances, inside tanks;
33. Operations to be performed by electrical staff, operative service and repair of operating electrical installations with direct current (DC) of 50 volts or more, alternating current (AC) of 120 volts or more, as well as installation and assembly works, tests and measurements of these installations;
34. Elimination of failure and accident consequences on railway;
35. Elimination of emergency situations of dangerous goods;
36. Extinguishing fires;
37. Impregnation of wood with antiseptic material, loading and unloading of newly impregnated wooden rail sleepers;
38. Repair and testing of electrical equipment of railway electric vehicle;
39. Works for elimination of commercial irregularities in carriages and containers;
40. Operation and maintenance of rail and construction machines;
41. Electrical and gas welding works;
42. Work on equipment with ionizing radiation.

Appendix 8

Personal Card for Control of Work Permission Measures			
Full name			
Profession, position			
Date of employment		Order number	
Date of medical examination			
Signature of the chief of staff			
Date of conducting of introductory instruction			
Signature of the instructor			
Signature of the attendee			
Date of issue of personal protective equipment			
Signature of the warehouse manager			
First name, last name, signature of the head of the subdivision			
Start date of internship		End date of internship	
Date of admission to work independently			



Organization ----- “Georgian Railway”---

Subdivision

Job Sheet №-----

To operations manager To admitting official
(Last name, initials, position)

To operations superintendent To supervisor
(Last name, initials, position)

With the team members persons
(Last name, initials, position)

Operations manager
(Signature, last name)

Shall be assigned:

To start working: Date: Time:.....

To end working: Date: Time:.....

Risk assessment form N-----

Workplace preparation
activities

Table1

Name of electric devices, where shutdown shall be performed and earthing shall be installed	Items to be be shut down and items to be earthed

Separate instructions

The job-sheet was issued by: Date: Time:

Signature Position Last name

Validity of the job sheet was extended: Date: Time:.....

Date: Time:.....

Signature Position Last name

Work permission form

Permission for workplace preparation and admission

Table 2

Permission for preparation and admission to the workplace was issued by (position, last name, signature)	Date, time	Signature of the permit recipient for preparation and admission to the workplace
1	2	3

The workplace is prepared, following was left under voltage

Admitting officer Operations manager (superintendent)
(Signature) (Signature)

Daily admission for work and its completion

Table 3

The team received targeted instruction and was allowed to prepared workplace				Work is finished, the team is withdrawn from the workplace	
Name of the workplace	Date, time	Signatures (Last names, initials)		Date, time	Signature of operations manager (superintendent) (Last names, initials, signature)
		Admitting official	Operations manager (superintendent)		
1	2	3	4	5	6

Changes in team composition

Table 4

Included in the team composition (last name, initials, rank, group)	Withdrawn from the team (last name, initials, rank, group)	Date, time	Permission was issued by (last name, initials, rank, group)
1	2	3	4

Extension of the Job Sheet № _____

Registration of targeted instruction at initial admission

Table №5

[illegible]

The work is completely finished, the team is withdrawn from the workplace, the earthing installed by the team is removed.

Notified to
(Position, last name)

Date: Time:

Operations superintendent
(Signature) (Last name, initials)

Operations manager
(Signature) (Last name, initials)

Appendix 11

Job Sheet Registration Logbook

Number of the job sheet	Date and time of issue	First / last name of the issuing official	First / last name of the recipient	Location	Description of work	Date of return. Time of completion
1	2	3	4	5	6	7

Appendix №1.2

Protocol of investigation of the accident by the Commission, occurred at the workplace		
1. General Information		
Date _ / _ / _	The person compiling the protocol Full name: _____ Personal number: _____ Tel.: _____	Accident type Medium / severe / fatal / mass-casualty
2. Information about the enterprise / organization		
Name of the company: _____ ID code: _____ Tel.: _____ Address: _____ Scope of activities: _____ Manager of the company: _____		
3. Information about the accident		
Date of the accident “ ” 20_ hr. min.		
Actual outcome of the accident	Property damage	Due to the work process
<input type="checkbox"/> Death <input type="checkbox"/> Damage to health <input type="checkbox"/> Hazardous case <input type="checkbox"/> Other	<input type="checkbox"/> Building / part of the building <input type="checkbox"/> Equipment <input type="checkbox"/> Technical installation <input type="checkbox"/> Other	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Type of injury (if identifiable):		
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Scar / scratch <input type="checkbox"/> Amputation <input type="checkbox"/> Asphyxia / choking <input type="checkbox"/> Animal / insect bite <input type="checkbox"/> Burns <input type="checkbox"/> Closed trauma / hematoma of brain <input type="checkbox"/> Brain concussion </div> <div> <input type="checkbox"/> Dislocation / stretching <input type="checkbox"/> Electric shock <input type="checkbox"/> Infection <input type="checkbox"/> Fracture <input type="checkbox"/> Irradiation <input type="checkbox"/> Other: </div> </div>		

5. Site of bodily injury (if identifiable)	
<input type="checkbox"/> Upper limb <input type="checkbox"/> Lower limb <input type="checkbox"/> Spinal column <input type="checkbox"/> Chest <input type="checkbox"/> Ear <input type="checkbox"/> Eye <input type="checkbox"/> Finger phalanx	<input type="checkbox"/> Hip joint <input type="checkbox"/> Internal organs <input type="checkbox"/> Facial area <input type="checkbox"/> Brain <input type="checkbox"/> Other
6. Personal information about the injured / deceased person(s) (Note: Please provide the personal information about more than two injured people as an attachment)	
First name: _____ Last name: _____ Personal number: _____ Tel.: _____ Address: _____ Date of birth: _____ Position: _____	Date of employment: _____ Work experience, before the accident: _____ Number of working days per week: _____ Duration of shifts: _____ Medical examination before admission for work (if any) _____ _____
First name: _____ Last name: _____ Personal number: _____ Tel.: _____ Address: _____ Date of birth: _____ Position: _____	Date of employment: _____ Work experience, before the accident: _____ Number of working days per week: _____ Duration of shifts: _____ Medical examination before admission for work (if any) _____ _____
7. Information about the instruction / training:	
Date: ____ / ____ / ____ Topic: _____ _____ _____ _____ _____	
Information about health status (if any): _____ _____ _____ _____	

Other information:

8. Description of the accident

Description of work process:

9. Equipment, tool, instrument, device, etc., that caused the accident
(Manufacturer, name, brand, year of production)

Performed medical treatment:

10. Appended materials

Photo <input type="checkbox"/>	Testimonies of witnesses <input type="checkbox"/>	Other: <input type="checkbox"/>
Sketches <input type="checkbox"/>	Medical conclusions <input type="checkbox"/>	

	Personal information	Position	Name of the company
Witnesses	1. _____ (Full name, personal number, Tel.)		
	2. _____ (Full name, personal number, Tel.)		
	3. _____ (Full name, personal number, Tel.)		

<u>11. Description of the action of a person or other persons involved in the accident (last name, first name, position, contact details)</u>			
<u>12. Occupational environment conditions in case of an accident: (physical, chemical, biological, psychological and social factors)</u>			
<u>13. Accident analysis</u> (Direct, basic and essential / systematic factors):			
<u>14. Accident investigation commission</u>	<u>Personal information</u> 1. _____ (Full name, personal number, Tel.) 2. _____ (Full name, personal number, Tel.) 3. _____ (Full name, personal number, Tel.) 4. _____ (Full name, personal number, Tel.)	<u>Position</u>	<u>Organization</u>
<u>Additional information:</u>			

15. Conclusion of the Commission:

Violation / failure of fulfillment of the requirements provided for by the normative act(s), which caused the accident

Additional information:

Signature:

Different opinion of the Commission member:

Full name:

Date:

Violation / failure of fulfillment of the requirements provided for by the normative act(s), which caused the accident

Measures taken for elimination of the accident:

Additional information:

Appendix №1.3

<u>Protocol of investigation of the accident by the employer, occurred at the workplace</u>		
<u>1. General Information</u>		
<u>Date</u> ____/____/____	<u>The person compiling the protocol</u> Full name: _____ Personal number: _____ Tel.: _____	<u>Accident type</u> Severe / fatal / mass-casualty
<u>2. Information about the enterprise / organization</u>		
<u>Name of the company:</u> _____ <u>ID code:</u> _____ <u>Tel.:</u> _____ <u>Address:</u> _____ <u>Scope of activities:</u> _____		
<u>3. Information about the accident</u>		
Date of the accident “ “ 20_ hr. min.		
<u>Actual outcome of the accident</u>	<u>Property damage</u>	<u>Due to the work process</u>
<input type="checkbox"/> Death <input type="checkbox"/> Loss of working capacity <input type="checkbox"/> Limitation of working capacity <input type="checkbox"/> Other	<input type="checkbox"/> Building / part of the building <input type="checkbox"/> Equipment <input type="checkbox"/> Other	Yes <input type="checkbox"/> No <input type="checkbox"/>
<u>4. Personal information about the injured / deceased person(s)</u>		
(Note: Please provide the personal information about more than two injured people as an attachment)		
<u>First name:</u> _____ <u>Last name:</u> _____ <u>Personal number:</u> _____ <u>Tel.:</u> _____ <u>Address:</u> _____ <u>Date of birth:</u> _____ <u>Position:</u> _____	<u>Date of employment:</u> _____ <u>Work experience, before the accident:</u> _____ <u>Number of working days per week:</u> _____ <u>Duration of shifts:</u> _____ <u>Medical examination before admission for work (if any)</u> _____	

First name: _____ Last name: _____ Personal number: _____ Tel.: _____ Address: _____ Date of birth: _____ Position: _____	Date of employment: _____ Work experience, before the accident: _____ Number of working days per week: _____ Duration of shifts: _____ Medical examination before admission for work (if any) _____
5. Description of the accident	
5.1. Description of work process:	
5.2. Description of occupational environment:	
5.3. Equipment, tool, instrument, device, etc., that caused the accident (Manufacturer, name, brand, year of production)	
6. Type of injury (if identifiable):	
<input type="checkbox"/> Scar / scratch <input type="checkbox"/> Amputation <input type="checkbox"/> Asphyxia / choking <input type="checkbox"/> Animal / insect bite <input type="checkbox"/> Burns <input type="checkbox"/> Closed trauma / hematoma of brain <input type="checkbox"/> Brain concussion	<input type="checkbox"/> Dislocation / stretching <input type="checkbox"/> Electric shock <input type="checkbox"/> Infection <input type="checkbox"/> Fracture <input type="checkbox"/> Irradiation <input type="checkbox"/> Other:
7. Site of bodily injury (if identifiable)	
<input type="checkbox"/> Upper limb <input type="checkbox"/> Lower limb <input type="checkbox"/> Spinal column <input type="checkbox"/> Chest <input type="checkbox"/> Ear <input type="checkbox"/> Eye <input type="checkbox"/> Finger phalanx	<input type="checkbox"/> Hip joint <input type="checkbox"/> Internal organs <input type="checkbox"/> Facial area <input type="checkbox"/> Brain <input type="checkbox"/> Head <input type="checkbox"/> Other



Signature:

Appendix 13

Appendix №3

“Occupational Disease Registration Form by the Employer”

1. General information

<u>Date:</u> ____ / ____ / ____	<u>Duly authorized official</u> <u>Full name:</u> <u>Personal number:</u> _____ <u>Tel.:</u> _____	<u>Information on established occupational factors</u> _____ _____ _____ _____ _____
------------------------------------	---	---

2. Information about the enterprise / organization

Name of the company: _____

ID code: _____

Tel.: _____

Address: _____

Scope of activities: _____

Employees: _____

<u>Employee</u>	<u>Position</u>	<u>Occupational disease</u>	<u>Cause</u>

Signature

Working Conditions Inspection Questionnaire

Facility of inspection: _____		N		Date: _____ Time: _____	
Occupational safety inspector		Full name: _____			
		Signature: _____			
		Full name: _____			
		Signature: _____			
N	Subject of inspection	Yes	No	Comment	
Office					
1	Do you have a designated person liable for occupational safety / a specialist?				
2	Do you have the documentation of the occupational safety system? (policy, regulations, system management document)				
3	Do you have the risk assessment documentation?				
4	Do you have the written instructions based on the specificity of the job?				
5	Do you keep instruction logbooks? (primary, repetitive, targeted, etc.)				
6	Do you have a fire safety instruction logbook?				
7	Do you have the documentation for a three-stage control?				
8	Do you have instructions for staff action to ensure evacuation in case of fire?				
9	Do you have thematic plans for labor protection and safety techniques?				
10	Do you have a workplace accident / incident logbook?				
11	Is the staff provided with health and accident insurance?				
12	Do you have microclimate measurement protocols? (temperature, air speed, etc.)				
13	Do you have physical factor measurement protocols? (noise, vibration, etc.)				
14	Do you have documentation certifying the technical inspection of the machinery?				
15	Do you have an alcohol test defined by a liable person and a relevant logbook?				
16	Do you have a first aid kit?				
Examination of the facility					
17	Do you have the primary means for extinguishing of fire (fire extinguisher)?				
18	Is there an evacuation exit?				
19	Do you have any graphic image of the evacuation plan posted?				
20	Do you have any fire safety warning signs posted?				
21	Do you have any occupational safety warning signs posted?				
22	Do you have the electrical wiring in proper order?				
23	Do you use handmade electric heaters?				
24	Do you have a ventilation network?				
25	Do you have a local exhaust system?				
26	Do you have personal protective equipment?				
27	Do you have special PPE?				
28	Do you have a place of rest and catering for the staff?				
29	Is the staff provided with drinking water?				

Representative of the facility: _____

Position, full name

Occupational Safety Control Report				
Date:		Number:		
Company:		Location:		
Head of the subdivision:				
Detected violation	Photo of the detected violation	Corrective measure	Date of correction	Corrected
Full name of the inspector:			Signature:	
Full name of the inspector:			Signature:	

Protocol №____ for Measurement of Occupational Environmental Factors at the Workplaces of
JSC “Georgian Railway”

Branch:			
Department:			
Division:			
Structural subdivision:			
Address:			
Working area:			
Area:			
Authorized person of the facility: (position, full name)			
Name of workplace(s):	1. Job title		
	2. Name of the equipment		
	3. Trade mark		
	4. Inventory number of the device:		
	5. Profession of employee:		
	6. Number of employees:		
	7. Gender / number:	Male:	
	Female:		

Measurement factor: Vibration Device model: SVAN – 106 A Series: № 69322 Date of measurement:					
Vibration category	Vibration classification	Measurement result Vibration acceleration m/s ²	Maximum allowable value m/s ²	Deviation from maximum allowable value (+)m/s ²	Note
II	General				

Measurement factor: Vibration Device model: SVAN – 106 A Series: № 69322 Date of measurement:					
Vibration category	Vibration classification	Measurement result Vibration acceleration m/s ²	Maximum allowable value m/s ²	Deviation from maximum allowable value (+)m/s ²	Note
II	Local				

Appendix 16

Measurement factor: Dust Device model: CEL-712 Series: 1981479 Date of measurement:				
Name of substance	Mean measurement value mg/m ³	Maximum measurement value mg/m ³	Deviation from the maximum permissible value mg/m ³	Note

Measurement factor: Harmful gases Device model: CEL-712 Series: 1981479 Date of measurement:				
Name of substance	Mean measurement value mg/m ³	Maximum measurement value mg/m ³	Deviation from the maximum permissible value mg/m ³	Note

Measurement factor: Noise Device model: PCE-430 Series: SN/560093 Date of measurement:				
Type of noise	Equivalent sound pressure level (SPL) during working LAeq., dB A	Maximum permissible equivalent sound pressure level (SPL) LAeq., dB A	Deviation of maximum permissible equivalent sound pressure level (SPL) LAeq., dB A +	Note

Appendix 16

Measurement factor: Noise Device model: PCE-430 Series: SN/560093 Date of measurement:										Note
Average geometric frequencies of octave bands, Hz	31,5	63	125	250	500	1000	2000	4000	8000	
Permissible sound pressure limits (dB)										
Measurement result Sound pressure (dB)										
Deviation from permissible sound pressure limits (dB) +										
Maximum allowable equivalent permissible pressure level (SPL) LA _{equ.} , dB A										
Measurement result Equivalent sound pressure level (SPL) LA _{equ.} , dB A										
Deviation of maximum permissible equivalent sound pressure level (SPL) LA _{equ.} , dB A										

Appendix 16

Measurement factor: Harmful gases

Device model: AQPRO-3

Series: SN/14484

Measurement date:

Carbon oxide CO mg/m ³			Carbon dioxide CO ₂ ppm			Nitrogen dioxide NO ₂ mg/m ³			Note
Measurement result	Permissible norm	Deviation from permissible norm +	Measurement result	Permissible norm	Deviation from permissible norm +	Measurement result	Permissible norm	Deviation from permissible norm +	

Measurement factor: Microclimate

Job category: II b

Device model: TESTO – 480

Series: № 61219886

Measurement date:

Number of points measured	Airflow rate (m/s)				Relative air humidity (%)			Air temperature (°C)				Surface temperature (°C)			Drop in air temperature (°C) in the vertical plane			Drop in air temperature (°C) in the horizontal plane			Note
	Below the optimal air temperature range value, not more than	Above the optimal value, not more	Measurement result	Permissible norm +/-	Permissible norm	Measurement result	Permissible norm +/-	Range below optimal value	Range above optimal value	Measurement result	Permissible norm +/-	Permissible norm	Measurement result	Permissible norm +/-	Permissible norm	Measurement result	Permissible norm +/-	Permissible norm	Measurement result	Permissible norm +/-	

Appendix 17

Hazardous Waste Logbook										
№	Date of preparation	Name of waste	Hazardous		Physical condition of waste	Quantity		Characteristics of hazard	Was delivered to the contractor company	Signature of the liable person
			Yes	No		kg	pcs.			
1			<input type="checkbox"/>	<input type="checkbox"/>						
2			<input type="checkbox"/>	<input type="checkbox"/>						
3			<input type="checkbox"/>	<input type="checkbox"/>						
4			<input type="checkbox"/>	<input type="checkbox"/>						
5			<input type="checkbox"/>	<input type="checkbox"/>						
6			<input type="checkbox"/>	<input type="checkbox"/>						
7			<input type="checkbox"/>	<input type="checkbox"/>						
8			<input type="checkbox"/>	<input type="checkbox"/>						
9			<input type="checkbox"/>	<input type="checkbox"/>						
10			<input type="checkbox"/>	<input type="checkbox"/>						

<i>Environmental Monitoring Report</i>				
Date:		Number:		
Company:		Location:		
Head of the subdivision:				
Detected violation	Photo of the detected violation	Corrective measure	Date of correction	Corrected
Full name of the inspector:			Signature:	
Full name of the inspector:			Signature:	

Appendix 19

№	Date	Employee (attendee)		Content of instruction	Employee (attendee) signature	Instructor			Note
		Last name, first name, patronymic name	Position and workplace			Concluision	Position and last name	Signature	-
1	2	3	4	5	6	7	8	9	10
1									
2									
3									
4									
5									
6									
7									

Summary Report of the Environment Protection Service of JSC “Georgian Railway”

Appendix 20


____/____/____

Incidents occurred						
Nº	Location	Date	Time	Injured employee / damaged real estate and personal property	Description of the incident	Corrective measures
1						
2						
Examination / inspection performed in relation to environmental protection						
n.	Start date	Name of the facility			Position and full name of the inspector	End date
1						
2						
3						
Environmental or/and waste management training						
Nº	Name of the training				Number of attendees	Duration (hour)
1						
Discussion topic						

Environmental meetings / sessions to be held			
Nº	Topic of the meeting	Number of attendees	Duration (hour)
1			

Measures developed or implemented for the subsequent month to improve the environmental situation	
1	
2	
3	
4	

Environmental Inspection Protocol

		Name of the inspection facility	Inspection protocol №	Date of inspection	
№	Environmental conditions	Yes ✓	No ×	Additional comment	
1	Is there an environmental manager / a person liable for environmental issues in the enterprise?	<i>Please indicate first name, last name and contact phone number</i>			
2	Are there emission sources in the enterprise?	<i>Please list the machinery</i>			
3	Does the enterprise have an inventory report regarding emissions of harmful substances into ambient air?	<i>Validity</i>			
4	Are dust collectors provided at the sources of emissions?				
5	Are the rooms where the emission source is located ventilated?	<i>Ventilation type (natural, ventilation system)</i>			
6	Do you generate wastewater?	<i>Please list the types</i>			

7	How is wastewater processed, where does it flow?	<i>Name of the recipient facility (sewerage, surface water facility, ground, pit)</i>		
8	Is water treated before discharge and how?	<i>Characterization of the treatment building</i>		
9	Do you use well water?	<i>License № and validity</i>		
10	Is the well fenced? (15 m radius)			
11	Is the well drained? (decoration)			
12	Is a meter installed on the well?	<i>Is it sealed?</i>		
13	Are there any risks of oil spillage in the enterprise?	<i>List of risk-bearing sources</i>		
14	Is oil retention equipment arranged?	<i>Is it functioning properly?</i>		
15	Is there a drainage system in the enterprise?	<i>Is it clean, has it been cleaned? Where does it flow and how does it function?</i>		
16	Is there a municipal waste collection container in the plant?			

		<i>Please list the types</i>		
17	What kind of hazardous waste is generated in the enterprise?			
18	Is there a hazardous waste dump?	<i>Does it comply with the current standards?</i>		
19	Does the facility take water from a surface water facility?	<i>Validity of the regulation</i>		
20	Are there any hazardous wastes stored in the territory at this time?	<i>Approximate amount + types</i>		
21	Are there any non-hazardous wastes stored in the territory at this time?	<i>Approximate amount + types</i>		
22	Are there construction wastes stored in the territory at this moment?			
23	Is a hazardous waste logbook kept on site?			
24	Does the facility consume more than 3 kg of refrigerant?			
25			<i>Please indicate the reasons</i>	

	Is the general view of the enterprise area well furnished?			
26	Are physical factors measured in the enterprise? (noise, vibration, dust, electric radiation...)	<i>Fixed results or date of last measurement</i>		
27	What is the condition of the bathrooms?	<i>Brief description</i>		
28	Where is sewage water discharged?	<i>Name of source of discharge</i>		
29	Has a maximum permissible discharge document been drafted?	<i>Validity</i>		
30	Is wastewater controlled?			

Inspector (Full name, signature): _____

Site manager (Full name, signature): _____

