



**КИЇВСЬКИЙ МЕДИЧНИЙ УНІВЕРСИТЕТ
KYIV MEDICAL UNIVERSITY
EST.1992**

**REGULATION
on the organization of work on labor protection and safety of life
for participants in the educational process
at the Private Higher Educational Establishment
"Kyiv Medical University"**

Kyiv 2025

1. General regulation

1.1. These Regulations on the organization of work on labor protection and safety of life for participants in the educational process at the Private Higher Educational Establishment "Kyiv Medical University" (hereinafter referred to as the Regulations) have been developed in accordance with the Civil Protection Code of Ukraine, the Law of Ukraine "On Labor Protection", the Regulations on the organization of work on labor protection and safety of life of participants in the educational process in educational institutions and establishments, approved by the order of the Ministry of Education and Science of Ukraine dated 26.12.2017 N 1669 and define a unified system for organizing work on labor protection and safety of life of participants in the educational process (students, trainees, postgraduates and employees of the University), as well as the responsibilities of managers and officials to ensure safe and harmless conditions for study, maintenance and work, and prevent injuries at the Private Higher Educational Establishment "Kyiv Medical University" (hereinafter referred to as the University).

1.2. These Regulations apply to all employees of the University.

1.3. Normative acts on labor protection at the University are aimed at building a clear system of labor protection management and ensuring safe and harmless working conditions in each structural unit and workplace, establishing rules for the performance of work and the behavior of employees at workplaces in accordance with regulatory legal acts on labor protection.

1.4. Normative acts on labor protection must comply with the current legislation of Ukraine and the requirements of normative and legal acts on labor protection.

1.5. Training and testing of knowledge on labor protection and life safety of students, trainees, postgraduates (hereinafter referred to as students) and employees of the University are carried out in accordance with the Regulations on the Procedure for conducting training and testing knowledge on labor protection at the Kyiv Medical University, approved by order N 307 of October 23, 2023 (hereinafter referred to as the Procedure for conducting training).

1.6. Instruction on labor protection with students and employees of the University is conducted in accordance with the Standard Provision on the Procedure for Conducting Training and Testing Knowledge on Labor Protection, approved by the Order of the State Committee of Ukraine for Supervision of Labor Protection N 15 of January 26, 2005. Instruction on life safety, which includes issues of health protection, fire, radiation safety, civil defense, road safety, emergency response, everyday life safety, etc., is conducted in accordance with the Procedure for Conducting Training .

2. Duties of officials and organization of work on occupational health and safety

2.1. Rector of the University:

1) responsible for creating safe conditions for the educational process in accordance with the legislation on labor protection and these Regulations;

2) does not allow the educational process to be conducted in harmful and dangerous conditions;

3) organizes and controls the implementation by heads of structural units (faculties, departments, offices, laboratories, etc.) of measures to create safe and harmless conditions for the educational process;

4) organizes preventive work to prevent injuries and reduce morbidity among participants in the educational process;

5) must take measures in the event of an accident during the educational process, provided for by the Regulations on the Procedure for Investigation of Accidents.

2.2. Vice President of the University:

1) creates a labor protection and life safety service at the University, which is directly subordinate to him;

2) appoints those responsible for organizing work on occupational safety and life safety, determines their functional responsibilities, and ensures the functioning of the occupational safety management system;

3) appoints by order persons responsible for the state of labor protection in structural units, classrooms, laboratories, etc.;

4) approves job descriptions of heads of structural units and employees with a mandatory block of issues on labor protection and life safety;

5) takes measures to bring engineering and technical communications, equipment, and facilities into compliance with current standards, rules, and regulations on labor protection;

6) ensures compliance with the requirements of regulatory legal acts on labor protection, labor protection measures, life safety provided for by the collective agreement, and regulations of state labor protection supervision bodies;

7) provides training on labor protection and life safety for students and employees of the University in accordance with the legislation and these Regulations;

8) participates in the development of the section on labor protection and life safety in the collective agreement.

2.3. A Dean of the Faculty:

1) ensures the creation of safe and harmless conditions for the educational process;

2) ensures the conduct of training sessions, student internships, and other work at departments in accordance with the requirements of regulatory legal acts on labor protection;

3) manages the development and periodic review of labor protection instructions and safety instructions during training, coordinates them with the labor protection and life safety service and submits them to the University management for approval;

4) organizes the study of rules and regulations on labor protection and life safety by students;

5) organizes briefings for students on life safety at the faculty;

6) conducts preventive work to prevent injuries among students during the educational process;

7) conducts preventive work among students regarding personal safety requirements in everyday life (actions in emergency situations, road traffic, participation in mass events, being in public places, at retail facilities, etc.);

8) ensures systematic consideration at meetings of the Academic Council of the state of working and learning conditions in subordinate departments, organizes the study, generalization and dissemination of best practices in labor protection and life safety.

2.4. A Head of the Department, Internship Department:

- 1) responsible for creating safe and harmless conditions for the educational process at the department (internship);
- 2) conducts occupational safety briefings with each employee of the department and department, records them in a journal;
- 3) organizes briefings on occupational health and safety with students (interns);
- 4) take measures if the event of an accident during the educational process (the completion of the educational part of the internship) occurs, provide for by the Regulations on the Procedure for Investigation of Accidents.

2.5. A Head of the Production Practice Department:

- 1) ensures the creation of safe and harmless conditions for the educational process;
- 2) ensures the conduct of training sessions, student internships, scientific research and other work in accordance with the requirements of regulatory legal acts on labor protection;
- 3) manages the development and periodic review of labor protection instructions and safety instructions during internships, coordinates them with the labor protection and life safety service and submits them to the University management for approval;
- 4) organizes briefings in the department for students on life safety issues during internships;
- 5) take measures if an accident occurs during practice, provide for by the Regulations on the Procedure for Investigation of Accidents.

2.6. A Head of the center, head of the laboratory:

- 1) responsible for the safe condition of workplaces, equipment, devices, tools, inventory, etc.;
- 2) does not allow students and employees of an educational institution to conduct training or work without the prescribed special clothing, footwear, and other personal protective equipment;
- 3) conducts occupational safety briefings during the educational process;
- 4) conducts life safety briefings or supervises their conduct by the teacher;
- 5) take measures if the event of an accident during the educational process occurs, provided for by the Regulations on the Procedure for Investigation of Accidents.

2.7. Scientific and pedagogical (teacher) worker:

- 1) responsible for preserving the life and health of students during the educational process;
- 2) ensures the conduct of the educational process in accordance with regulatory legal acts on labor protection and life safety;
- 3) conducts briefings with students:
 - on labor protection – during practical training in accordance with the Model Regulation;
 - on life safety – during training sessions:

introductory at the beginning of the academic year - with registration of the introductory briefing on life safety of education seekers in the journal of educational activities (Appendix 1);

primary, unscheduled, targeted briefings – with registration in the log of registration of primary, unscheduled, targeted briefings of life safety education applicants (Appendix 2);

initial briefing before the start of a lesson (new topic, laboratory, practical work, etc.) - with registration in the journals of educational classes and industrial training on the subject page in the line about the content of the lesson, lecture, practical work, etc.;

4) monitors the implementation of safety rules (instructions) by students;

5) take measures if the event of an accident during the educational process occurs and provide for by the Regulations on the Procedure for Investigation of Accidents.

2.8. Vice-Rector for Scientific work:

1) organizes work and monitors the implementation of measures to create safe and harmless conditions during scientific research work, as well as in student scientific societies and clubs, in accordance with the legislation on labor protection and these Regulations;

2) organizes work on the development and periodic review of labor protection instructions during the performance of scientific work;

3) take measures if the event of an accident during scientific work occurs, provided for by the Regulations on the Procedure for Investigation of Accidents .

2.9. Vice-Rector for scientific and pedagogical, medical, educational work and international relations:

1) takes necessary measures to create safe and harmless conditions, comply with sanitary and hygienic standards and requirements for labor protection, life safety during cultural, sports and other events with the participation of students outside the educational process;

2) conducts briefings on labor protection and safety of teachers and other persons involved in the organization of cultural, sports and other events with the participation of students outside the educational process;

3) organizes preventive work among students on occupational health and safety during cultural, sports and other events with the participation of students outside the educational process;

4) in the event of an accident during cultural, sports and other events with the participation of students outside the educational process, take measures provided for by the Regulations on the Procedure for Investigating Accidents.

2.10. A Head of the economic department:

1) ensures the operation and maintenance of buildings, structures and territories in accordance with labor protection legislation;

2) ensures compliance with the requirements of labor protection rules during the operation of production, energy, ventilation equipment, machines, mechanisms, steam and water boilers, and pressure vessels;

3) before the start of the academic year, as well as periodically during the academic year, assesses the technical condition of the equipment and facilities of the University's educational premises;

4) does not allow the performance of work that negatively affects students and employees of the University and the state of the environment;

5) monitors compliance with the norms of cargo movement, sanitary and hygienic condition of household and auxiliary premises, territories in accordance with labor protection legislation;

6) provides educational premises, laboratories, offices, utility and other premises with equipment and inventory in accordance with labor protection legislation;

7) organizes, together with specialized organizations, training of personnel servicing boilers and water heaters, liquefied gas cylinders, compressors and vessels, electrical installations and other high-risk units and mechanisms;

8) organizes the storage in warehouses of fuel, toxic materials, flammable and combustible liquids, cylinders with liquefied gases, equipment, raw materials, materials, etc. in accordance with the rules and regulations on labor protection and the Fire Safety Rules for educational institutions and institutions of the education system of Ukraine, approved by the Order of the Ministry of Education and Science of Ukraine dated August 15, 2016 N 974, registered with the Ministry of Justice of Ukraine on September 8, 2016 under N 1229/29359;

9) develops and periodically revises instructions on labor protection during the performance of specific economic work, coordinates them with the labor protection service;

10) conducts occupational safety briefings, provides training on occupational safety and life safety in the department;

11) take measures provided for by the Regulations on the Procedure for Investigation of Accidents in the event of an accident,

2.11. Power engineer:

1) ensures the operation and maintenance of buildings, structures, production facilities, equipment, machines, mechanisms, electrical installations, electric power, electric lighting, heating, gas and sewage networks, ventilation systems in accordance with the rules and regulations on labor protection;

2) identifies the causes of accidents with machines, mechanisms, electrical installations, and equipment, keeps records and analyzes accidents, develops and takes measures to prevent accidents;

3) organizes in accordance with regulatory legal acts on labor protection:

carrying out planned and preventive repairs;

preventive testing of equipment, machines, mechanisms, vessels and apparatus operating under pressure;

measurements of insulation resistance of electrical installations, wiring, and grounding devices;

4) ensures safe and harmless working conditions during assembly, dismantling and repair work at the University's facilities, equips workplaces with necessary auxiliary equipment and fences, safety signs, and issues workers with work permits for performing work with increased danger;

5) develops instructions on labor protection during the operation of machines, mechanisms, devices, and the performance of specific work;

6) conducts occupational safety briefings with each employee subordinate to him, with registration in the log;

7) in the event of an accident, take measures provided for by the Regulations on the Procedure for Investigation of Accidents.

2.12. A Head of the structural unit of the Occupational and safety:

1) ensures the creation of safe and harmless working conditions in accordance with the requirements of regulatory legal acts on labor protection;

2) manages the development and periodic review of labor protection instructions and safety instructions during the implementation of job instructions, coordinates them with the labor protection and life safety service and submits them for approval to the University management;

3) conducts occupational safety briefings, provides training on occupational safety and life safety in the unit;

4) take measures provided for by the Regulations on the Procedure for Investigation of Accidents in the event of an accident,

2.13. A Head of Human Resources:

1) registers for employment persons who have passed introductory briefing and workplace briefing on labor protection;

2) register women and persons under the age of eighteen for work, taking into account legislative and regulatory legal acts on the use of labor by minors and women;

3) monitors the availability of job descriptions with a block of issues on labor protection and life safety.

2.14. Occupational health and fire safety engineer:

1) organizes work on occupational health and safety, fire safety at the University;

2) organizes periodic training in labor protection, electrical safety and fire safety for officials and employees who perform hazardous types of work;

3) monitors the state of labor protection in structural units, ensuring fire safety in the University buildings and the adjacent territory;

4) conducts introductory briefings on occupational health and fire safety with University employees;

5) supervises the conduct of briefings on labor protection (life safety) and fire safety with persons studying at the University and other participants in the educational process.

3. Procedure for conducting and registering life safety briefings

3.1. Life safety briefings are conducted with students. The briefings cover issues of health protection, fire safety, radiation safety, civil defense, road safety, emergency response, everyday safety, etc.

3.2. Before the start of classes once a year, as well as upon enrollment or registration of a student in an educational institution, an introductory briefing on life safety is conducted. The briefing is carried out on the basis of an indicative list of questions for the introductory briefing on life safety for students (Appendix 3).

3.3. A record of the introductory briefing is made on a separate page of the training log.

3.4. Primary instruction on life safety is conducted at the beginning of classes in each educational building, laboratory, center, gym, etc., before the start of vacations, as well as outside the University, where the educational process is associated with the use of dangerous or harmful factors. Primary instruction on life safety is conducted by scientific and pedagogical (pedagogical) workers. This instruction is conducted with students.

3.5. Unscheduled briefing on life safety with education seekers is carried out in case of their violation of the requirements of regulatory legal acts on labor protection, life safety, which may lead or has led to injuries, accidents, fires, etc., changes in the conditions for performing educational tasks (laboratory work, labor training, industrial practice, professional training, etc.), accidents.

3.6. Targeted instruction on life safety is conducted with students in the event of organizing extracurricular activities (Olympiads, subject tournaments, excursions, hiking trips, etc.), during public, cultural, sports and other events with the participation of students outside the educational process (cleaning of territories, premises, conducting scientific research work at the educational and research site, etc.).

3.7. Registration of primary, unscheduled, and targeted life safety briefings is carried out in the log of registration of primary, unscheduled, and targeted life safety briefings for students for each training group.

Appendix 1

to the Regulations on the organization of work on labor protection and safety of life of participants in the educational process

**REGISTRATION
of the introductory briefing on life safety of education seekers in the training
log**

No. of the company	Surname, first name, patronymic of the person being instructed	Date of briefing	Surname, first name, patronymic of the person who conducted the briefing	Signature	
				the person who conducted the briefing	the person who was instructed
1	2	3	4	5	6

Appendix 3

to the Regulations on the organization of work on labor protection and safety of life of participants in the educational process

**INDICATIVE LIST
of questions for introductory briefing on life safety for education seekers**

1. General information about the educational institution, its structure (offices, laboratories, workshops, gyms, etc.). Types and sources of danger in educational premises, sports grounds, educational and research areas, etc.
2. General rules of conduct during the educational process. Circumstances and causes of the most typical accidents that occurred in educational institutions.
3. Fire safety requirements in an educational institution. Familiarization with the Fire Safety Rules for educational institutions and institutions of the education system of Ukraine.
4. Radiation safety, actions in case of natural and man-made emergencies.
5. Civil protection, technogenic safety of natural and technogenic nature.
6. Road safety. Behavior on the street, familiarization with traffic rules.
7. Household injuries, prevention and actions in case of accidents in everyday life.
8. First aid in case of accidents, emergencies, etc.