



ҚАЗАҚТЕЛЕКОМ

STANDARD OF KAZAKHTELECOM JSC

**RULES FOR THE ORGANIZATION OF WORK ON OCCUPATIONAL SAFETY
AND HEALTH IN KAZAKHTELECOM JSC**

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4 PUT INTO EFFECT

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RULES FOR THE ORGANIZATION OF WORK ON OCCUPATIONAL SAFETY AND HEALTH IN KAZAKHTELECOM JSC

1 Area of application

This standard of Kazakhtelecom JSC's (hereinafter - the Company) organization "Rules For The Organization Of Work On Occupational Safety And Health In Kazakhtelecom JSC" (hereinafter - the Rules) is developed in accordance with the Labor Code of the Republic of Kazakhstan and other applicable laws and regulations of the RK with a view to providing safety of life and health of Kazakhtelecom JSC's employees during their labor activity.

The Rules establish a unified system for the organization of work on occupational safety and health in the structural subdivisions of Kazakhtelecom JSC.

The Rules apply to all branches of the Company.

The rules define the functions, duties and responsibilities of officials and responsible persons in the Company's structural subdivisions, in work aimed at creating working conditions that meet the requirements of preserving the life and health of employees during and in connection with work activities.

If an international treaty (agreement) ratified by the Republic of Kazakhstan establishes rules other than those contained in the legislation of the Republic of Kazakhstan on occupational safety and health, the rules of the international treaty (agreement) shall apply.

2 Symbols and abbreviations

OSH - Occupational Safety and Health;

ETW - engineers and technicians employees;

LDCA - "Long Distance Communications" Association;

RK - Republic of Kazakhstan;

OSH Service - Occupational Safety and Health Service;

PPE - Personal Protective Equipment;

Overalls, footwear - special clothes, special shoes;

TNLN - Technical node of local networks;

TNTN - Technical node of the trunk communications and television network;

GSC - General Service Center.

3 Organization of work on Occupational Safety And Health In Kazakhtelecom JSC

3.1 One of the main objectives of the Company is to provide safe and healthy working conditions, introduction of the latest achievements of science and technology, best practices in the field of OSH, modern means and methods of preventing occupational injuries and diseases.

3.2 Kazakhtelecom JSC, in accordance with these Rules, shall provide:

- a) conducting scientific, technical and organizational policy aimed at systematic improvement and enhancement of working conditions of employees and improvement of organization of OSH work in the Company;
- b) correct application and compliance with the Labor Code of the RK, safety rules and regulations, generalization of practices and safety standards in Kazakhtelecom JSC, development of acts aimed at improving and enhancing working conditions;
- c) execution of the agreements on occupational safety and health concluded between the administration of Kazakhtelecom JSC and the relevant representative of the Company's employees;
- d) development of Kazakhtelecom JSC's programs on OSH and improvement of working conditions of employees and sanitary and health measures, annual review of implementation of these programs;
- e) organization and implementation of internal control over compliance of Kazakhtelecom JSC's branches and divisions with the Labor Code of the RK, safety rules and norms, execution of orders and instructions on OSH issues and timely taking appropriate measures to eliminate the identified shortcomings.

3.3 General management of the work in the field of biotechnology in Kazakhtelecom JSC is conducted by the Chairman of the Company's Management Board.

3.4 Operational management of the work in the field of OSH in Kazakhtelecom JSC as a whole is conducted by the Chief Technical Director.

3.5 Coordination and day-to-day management of all organizational work on OSH in Kazakhtelecom JSC is the responsibility of a special functional unit of the Company's Central Administration Office - the Occupational Safety and Health Service.

3.6 The main objective of the OSH Service is to organize internal control over proper application and observation of the Labor Code of the RK in the Company, compliance of working conditions of employees with the established requirements and safety standards, organization and continuous improvement of work to provide healthy and safe working conditions for employees, prevention of occupational injuries and diseases.

3.7 The OSH Service in the Company operates on the basis of the Regulations on the OSH Service in Kazakhtelecom JSC's Central Administration Office approved by the Chairman of the Company's Management Board.

4 Organization of work on OSH in the branch and division of Kazakhtelecom JSC

4.1 The general management of OSH in the branch and division is the responsibility of the first head of the branch and division, who is personally responsible for its condition.

Public control over compliance with laws and other regulations on OSH is conducted by the technical labor inspector approved by the decision of the production council for OSH.

4.2 The head (directors of functional areas) of the branch and division organizes the work on OSH and is responsible for its condition in its subordinate structural subdivisions.

4.3 In order to exercise internal control over compliance with OSH requirements, as well as for the day-to-day management of all organizational work on OSH in the branches and divisions, the OSH Service is created in cooperation with other services and structural subdivisions.

In terms of its status, the OSH Service is equal to the main production services.

The OSH Service directly reports to the first head of the branch.

In the structural subdivisions of the branch and the division, internal control over OSH issues is conducted directly by the OSH Service.

Instructions from the OSH Service or the OSH engineer on meeting occupational safety and health requirements are mandatory for all employees of branches and divisions.

4.4 In each structural subdivision of the branch and the division, the person responsible for organizing and providing OSH is its first head.

4.5 During the visits of heads of the branch and the division, target commissions in the structural subdivisions of the branch and the division, simultaneously with the solution of production issues, an inspection on OSH and industrial hygiene is conducted.

5 Responsibilities of employees in organizing work on safety and health protection in Kazakhtelecom JSC's branches and divisions

Responsibilities of employees for organizing OSH work in Kazakhtelecom JSC's branches and divisions shall be drawn up as independent job descriptions for OSH. The text of the main job description shall contain references to the OSH job description.

5.1 First head of the branch and division

5.1.1 Provides compliance with the Labor Code of the Republic of Kazakhstan and other applicable laws and regulations of the Republic of Kazakhstan, standards, norms and rules on occupational safety and health, execution of orders and decisions

of Kazakhtelecom JSC, prescriptions of supervisory authorities, as well as these Rules.

5.1.2 Organizes internal control over the state of OSH, industrial sanitation, the implementation of planned activities on OSH issues in the structural subdivisions of the branch and the division.

5.1.3 Provides timely submission of statistical reporting on OSH in the prescribed manner.

5.1.4 Creates conditions for the quality work of the OSH Service, does not allow the involvement of employees of the OSH Service to perform work not related to their functional duties.

5.1.5 Organizes the work of commissions for the certification of production facilities for working conditions and testing the knowledge of heads and employees of structural subdivisions on OSH issues.

5.1.6 On a quarterly basis, reviews the status of OSH and occupational sanitation in the structural units.

5.1.7 Evaluates the performance of structural subdivisions in the field of OSH.

5.1.8 Takes appropriate measures to eliminate existing shortcomings in the field of OSH, to reduce the level of industrial injuries, to improve working conditions.

5.1.9 Organizes preliminary (at employment) and periodic medical examinations of employees in accordance with the established procedure of the current legislation of the Republic of Kazakhstan.

5.1.10 The first head of the branch and division is obliged to:

- immediately report to their direct head about every accident that occurred at work, signs of occupational disease (poisoning), as well as the situation that poses a threat to life and health of people;
- to comply with the requirements of norms, rules and instructions on OSH, as well as the employer's requirements for the safe conduct of work at work;
- to inform the employer about the establishment of disability or other health deterioration that prevents the continuation of work duties;
- to comply with the requirements of the state inspector, technical inspector of labor protection, OSH Service and medical institutions prescribed therapeutic and recreational activities;
- undergo OSH training in the manner determined by the employer and provided for by the legislation of the Republic of Kazakhstan.

5.2 Head of Technical Department, Director of TNLN and their deputies

5.2.1 Organizes production and technological processes, operation of equipment, hardware, overhead and cable communication lines, antenna-mast structures, vehicles, mechanisms in accordance with the requirements of OSH.

5.2.2 Provides:

- development of programs in general for the branch, structural subdivisions on OSH and improvement of working conditions, plans of organizational and technical measures to prevent injuries, improvement of working conditions for the current year;
 - timely development and revision by structural subdivisions of OSH instructions, employee training programs and OSH briefing programs.
- 5.2.3 Organizes and exercises internal control over compliance by the heads of structural divisions with the Labor Code of the Republic of Kazakhstan and other applicable laws and regulations of the Republic of Kazakhstan, standards, norms and rules on OSH, implementation of orders and decisions of Kazakhtelecom JSC, prescriptions of control and supervisory authorities, as well as these Rules.
- 5.2.4 Heads the commission for certification of production facilities with regard to working conditions and occupational safety and health.
- 5.2.5 Heads the standing commission for testing the knowledge of the heads of structural subdivisions and employees on OSH issues.
- 5.2.6 Organizes training, briefings and advanced training of employees in safe work methods.
- 5.2.7 Provides safe working conditions in the workplace and monitors the status and compliance with OSH requirements, industrial sanitation and implementation of planned activities in the structural units.
- 5.2.8 On the instructions of the first head, organizes the investigation of accidents related to labor activities in accordance with the Labor Code of the Republic of Kazakhstan. Takes measures to prevent and eliminate causes of accidents.
- 5.2.9 Heads the commission for commissioning of new and reconstructed production facilities, modernized equipment, provides their compliance with OSH requirements.
- 5.2.10 Supervises the timely preparation of reports according to the approved forms and their submission to the relevant organizations in due time.
- 5.2.11 Regularly hear the heads of structural subdivisions on the state of OSH, industrial sanitation in the subdivisions and their work on improvement of working conditions.
- 5.2.12 Takes measures to equip the production equipment, devices, machinery, mechanisms and facilities of the enterprises with technical safety devices that improve working conditions and increase its safety in accordance with the established standards.
- 5.2.13 Organizes the regulation of employees with overalls, footwear and other personal and collective protective equipment, and safety devices in accordance with established norms.
- 5.2.14 The head of technical direction, the director of TNLN and their deputies are obliged:

- immediately report to their direct head about every accident that occurred at work, signs of occupational disease (poisoning), as well as the situation that poses a threat to life and health of people.
- to comply with the requirements of norms, rules and instructions on OSH, as well as the employer's requirements for the safe conduct of work at work;
- notify the employer of a disability or other health impairment that prevents the continuation of work duties;
- to comply with the requirements of the state inspector, technical inspector for occupational safety and health, OSH and medical institutions' prescribed medical and health measures;
- undergo OSH training in the manner determined by the employer and provided for by the legislation of the Republic of Kazakhstan.

5.3 Heads of structural subdivisions of branches (TNLN LDCA, heads of centers and services of the Technical Unit)

- 5.3.1 Provide compliance with the Labor Code of the Republic of Kazakhstan, other applicable laws and regulations of the Republic of Kazakhstan and other legislative and regulatory documents on OSH, industrial hygiene.
- 5.3.2 Organize safe labor practices in technological processes and production operations, in the operation and maintenance of equipment, equipment, overhead and cable communication lines, devices, linear and cable structures, motor transport and lifting mechanisms, contributing to the facilitation and improvement of working conditions, the elimination of hazardous and harmful production factors.
- 5.3.3 Participate in the development of plans of organizational and technical measures to prevent occupational injuries and improve working conditions for the current year, provide the implementation of these documents in the planned time frame.
- 5.3.4 Check systematically the state of safety and health protection of structural subdivisions of the center, according to the approved norms and standards.
- 5.3.5 Take part in the work of the commission for checking the employees' knowledge of OSH in the structural subdivision they are in charge of.
- 5.3.6 Organize training of employees in safe labor practices, conducting briefings and advanced training in OSH.
- 5.3.7 Participate in the work of the commission for the certification of workplaces for working conditions.
- 5.3.8 Suspend operation of production equipment, devices, overhead and cable communication lines, instruments, line and cable facilities, motor

vehicles, hoisting mechanisms and other communication facilities when there is a threat to the lives and health of employees, immediately informing their direct head and the OSH Service.

- 5.3.9 Immediately inform their direct head and the OSH Service of every accident that occurs in the subdivision in charge.
- 5.3.10 Contribute to the work of the commission for the investigation of accidents, incidents and other emergencies. Within the timeframe established by the Labor Code of the Republic of Kazakhstan, implement measures to eliminate the causes of accidents, incidents and other emergencies, organize control over their implementation.
- 5.3.11 Provide compliance with the instructions of the state supervision and control authorities and the instructions of the OSH Service.
- 5.3.12 Control the availability, storage, intended use and timely testing of individual and collective protective equipment. Supervise the correct storage and use of protective equipment and safety devices.
- 5.3.13 Supervise the timely submission of requests in accordance with established procurement requirements for the purchase of overalls, footwear and PPE in accordance with the standards of the Collective Agreement and their timely write-off.
- 5.3.14 Submit to the direct head materials on the application of measures to employees who violate labor and production discipline, rules and instructions on OSH, as well as materials for encouraging production employees for active assistance in the implementation of rules and instructions on OSH.
- 5.3.15 Provide control over the timely passing of the entrusted personnel medical examinations, according to the approved schedules.
- 5.3.16 Supervise the implementation of orders of the first head of the branch and bring to the attention of employees of subdivisions the content of orders, instructions on OSH issues and provide their implementation.
- 5.3.17 Provide timely submission of reports, information and data, according to the request of the OSH Service.
- 5.3.18 Heads of structural subdivisions (TNLN LDCA, heads of centers and technical unit services) shall:
 - immediately report to their direct head about every accident that occurred at work, signs of occupational disease (poisoning), as well as the situation that poses a threat to life and health of people.
 - to comply with the requirements of norms, rules and instructions on OSH, as well as the employer's requirements for the safe conduct of work at work.
 - to report to the employer about a disability or other health impairment that prevents the continuation of work duties.

- to comply with the requirements of the state inspector, technical inspector for occupational safety and health, OSH and medical institutions' prescribed therapeutic and recreational activities.
- undergo OSH training in the manner determined by the employer and provided for by the legislation of the Republic of Kazakhstan.

5.4 Head of shop, area, department, sector, ETW

- 5.4.1 Provides compliance with the Labor Code of RK and other legislative and regulatory documents on OSH, industrial sanitation.
- 5.4.2 Organizes safe labor practices during technological processes and production operations, during operation and maintenance of equipment, devices, overhead and cable communication lines, devices, linear and cable structures, motor transport and lifting mechanisms, facilitating and improving working conditions, eliminating hazardous and harmful production factors in the workplace.
- 5.4.3 Provides training and briefings to employees in accordance with the Rules on the procedure for training and testing the knowledge of Kazakhtelecom JSC's employees on OSH issues.
- 5.4.4 Provides execution of works in accordance with work permits, orders in accordance with the Rules for performance of works in hazardous conditions in accordance with work permits of Kazakhtelecom JSC. Records and approves all works performed in accordance with work permits and orders.
- 5.4.5 The Company shall control use and storage of overalls and footwear by its employees that meet the requirements of the work to be performed, as well as use of personal protective equipment by its employees.
- 5.4.6 Develops new and revises existing OSH instructions and submits them for approval in accordance with the established procedure. Supervises the timely revision, clarification or cancellation of previously developed instructions.
- 5.4.7 Provides workplaces with instructions, posters, warning labels, safety signs, makes sure they are safe and periodically updated.
- 5.4.8 Participates in the work of the commission for the certification of workplaces for working conditions.
- 5.4.9 Provides fulfillment of instructions of state supervision and control authorities, instructions of the Safety and Health Department.
- 5.4.10 Prepares a plan of organizational and technical measures for the prevention of occupational injuries and improvement of working conditions, provides the implementation of these documents within the planned time frame.
- 5.4.11 Suspend operation of production equipment, devices, overhead and cable communication lines, instruments, line and cable facilities, motor vehicles, hoisting mechanisms and other communication facilities if there is a threat to

the life and health of the employees, and immediately report this to their direct head and the OSH Service.

- 5.4.12 Immediately notify his/her direct head and the OSH Service of every accident occurring in the subdivision in charge.
- 5.4.13 Facilitates the work of the commission for the investigation of accidents, incidents and other emergencies. Within the time limits established by the Labor Code of the Republic of Kazakhstan, performs measures to eliminate the causes of accidents, incidents and other emergencies, organizes control over their implementation.
- 5.4.14 Suspends an employee in the following cases:
- being at work under the influence of alcohol, narcotic, toxicomaniacal intoxication (its analogues) or having consumed during the working day substances causing such intoxication;
 - who fails to pass a test on OSH rules;
 - failure to use personal and/or collective protective equipment provided by the employer;
 - failed medical examination or pre-shift medical examination, if they are obligatory in accordance with the legislation of the Republic of Kazakhstan;
 - in case of loss of the employee's right to drive a vehicle or other permits necessary to perform the work stipulated by the employment agreement;
 - if his/her actions or inaction may provoke an emergency situation, violation of OSH rules, fire safety or traffic safety.
- 5.4.15 Submits materials to the direct head for disciplinary action against employees who violate labor and production discipline, OSH rules and instructions, as well as materials for encouraging production employees for active assistance in complying with OSH rules and instructions.
- 5.4.16 Performs an inspection of OSH in the production areas at least once a month.
- 5.4.17 Controls the replenishment of medical kits of the unit and the availability of sanitary and hygienic accessories for first aid to the injured.
- 5.4.18 Organizes the regulation of first aid in accidents before the arrival of medical personnel and the delivery of the injured to the medical facility.
- 5.4.19 Provides control over the timely pre-shift medical examination of the entrusted personnel, medical examinations, according to the current standards.
- 5.4.20 Timely informs employees of subdivisions of the contents of the employer's acts on OSH issues and provides their implementation.
- 5.4.21 Provides training in safe work methods for newly hired and transferred employees. Does not allow those who have not been instructed and tested on OSH to work independently.

- 5.4.22 Participates in the work of the examination commission for testing the employees' knowledge of OSH rules and instructions.
- 5.4.23 Provides timely reports, information and data, in accordance with the request of the OSH.
- 5.4.24 The head of the workshop, area, department, sector, ETW is obliged to:
- immediately report to their direct head about every accident that occurred at work, signs of occupational disease (poisoning), as well as the situation that poses a threat to life and health of people;
 - to comply with the requirements of norms, rules and instructions on OSH, as well as the employer's requirements for the safe conduct of work at work;
 - notify the employer of a disability or other health impairment that prevents the continuation of work duties;
 - to comply with the requirements of the state inspector, technical inspector for occupational safety and health, OSH and medical institutions' prescribed medical and health measures;
 - undergo OSH training in the manner determined by the employer and provided for by the legislation of the Republic of Kazakhstan.

5.5 Head of the Center for Energy and Climate Engineering

- 5.5.1 Provides reliable and safe operation, timely preventive inspections, tests of electrical installations and climatic equipment, diesel generator units.
- 5.5.2 Organizes timely inspection of serviceability of protective earthing and insulation resistance of electrical and technological equipment and installations in accordance with the requirements of rules and instructions, provides implementation of measures to remove static electricity.
- 5.5.3 Takes part in the work of the commission on certification of production facilities for working conditions.
- 5.5.4 Provides for the timely testing of protective equipment.
- 5.5.5 Provides, in accordance with the established procedure, admission of personnel to maintenance of electrical installations. Organizes training and testing of knowledge of OSH rules for the personnel operating electrical installations.
- 5.5.6 Develops instructions on OSH for the personnel operating electrical installations and climatic engineers.
- 5.5.7 Takes part in the work of the commission for testing the knowledge of OSH issues.
- 5.5.8 Assists the commission in the investigation of accidents and incidents that occurred during the operation of electrical installations and develops measures to prevent them.

- 5.5.9 Participates in the development of programs for OSH and improvement of working conditions and agreements on OSH and provides the implementation of planned activities in due time.
- 5.5.10 Provides fulfillment of instructions of state supervision bodies, commissions and OSH instructions.
- 5.5.11 Takes measures to provide workplaces and facilities with safety signs, posters, instructions and other visual aids, provided by the rules of technical operation of electrical installations of consumers.
- 5.5.12 Organizes storage of used fluorescent lamps and accumulator batteries and sends them for disposal.
- 5.5.13 Provides timely reports, information and data, as requested by the OSH Service.
- 5.5.14 The head of the energy and climate engineering center shall:
- immediately report to their direct head about every accident that occurred at work, signs of occupational disease (poisoning), as well as the situation that poses a threat to life and health of people;
 - to comply with the requirements of norms, rules and instructions on OSH, as well as the employer's requirements for the safe conduct of work at work;
 - notify the employer of a disability or other health impairment that prevents the continuation of work duties;
 - to comply with the requirements of the state inspector, technical inspector for occupational safety and health, OSH and medical institutions' prescribed medical and health measures;
 - undergo OSH training in the manner determined by the employer and provided for by the legislation of the Republic of Kazakhstan.

5.6 Team Leader

- 5.6.1 Conducts an inspection of the condition of workplaces, their compliance with safety requirements, inspection of equipment, tools, personal protective equipment, fencing and other devices providing work safety before starting work, and takes measures to eliminate detected deficiencies.
- 5.6.2 Suspends the operation of equipment, devices, vehicles, lifting mechanisms, on overhead and cable communication lines in cases where their operation may threaten the health and life of employees, reporting this to the direct head.
- 5.6.3 Does not allow work requiring a special permit to be performed without permits and other necessary documents.
- 5.6.4 Trains newly hired employees in safe work practices at the workplace.

- 5.6.5 Controls the observance of labor and production discipline by the team members, OSH rules and instructions, the state of health of the team members.
- 5.6.6 Supervises the use of overalls, footwear and other PPE, corresponding to the requirements of the work, the condition of protective and safety devices, automatic control and signaling devices.
- 5.6.7 Proposes to impose disciplinary penalties on the team members for violation of OSH rules and instructions, as well as proposals for encouraging the team members who distinguished themselves in improving OSH working conditions.
- 5.6.8 Immediately informs the direct head, and in his absence – the superior head about the accident that has occurred. Organizes and provides first aid to the victim and sends him to a medical institution.
- 5.6.9 At the end of the shift or working day, provide the proper order of work places, equipment, tools, personal protective equipment, safety devices, protective portable grounding.
- 5.6.10 The team leader shall be obliged to:
- immediately report to their direct head about every accident that occurred at work, signs of occupational disease (poisoning), as well as the situation that poses a threat to life and health of people;
 - to comply with the requirements of norms, rules and instructions on OSH, as well as the employer's requirements for the safe conduct of work at work;
 - notify the employer of a disability or other health impairment that prevents the continuation of work duties;
 - to comply with the requirements of the state inspector, technical inspector for occupational safety and health, OSH and medical institutions' prescribed medical and health measures;
 - undergo OSH training in the manner determined by the employer and provided for by the legislation of the Republic of Kazakhstan.

5.7 Employee

- 5.7.1 Shall know and comply with the technology of the work performed, the requirements of rules and instructions on OSH. Shall be able to provide first aid to the injured.
- 5.7.2 Before starting work, he/she is obliged to inspect his/her workplace in terms of its compliance with OSH requirements. Depending on the work performed he shall check: serviceability of electrical wiring (cables) and grounding devices, tools and appliances, braking systems, availability and serviceability of guards, alarms, personal protective equipment, safety devices and other equipment of the workplace. Any violations detected

shall be reported to their direct head (foreman, workshop or site head, etc.).

5.7.3 During work, shall comply with the rules and instructions on OSH in the field of his specialty (work), not to violate the technology of the work performed, correctly and as intended use tools, devices, instruments, materials, overalls, footwear, safety devices and protective equipment. Do not allow unauthorized persons to enter the workplace or work area, do not use defective tools. Keep the workplace clean. Only perform the work assigned.

5.7.4 At the end of work, he shall clean up his workplace and the tools, devices, PPE, instruments, materials used in his work.

5.7.5 The employee is obliged to:

- immediately report to their direct head about every accident that occurred at work, signs of occupational disease (poisoning), as well as the situation that poses a threat to life and health of people;
- to undergo mandatory periodic medical examinations and pre-shift medical examination, as well as medical examination for transfer to another job due to production needs or when signs of occupational disease appear in the order established by the legislation of the Republic of Kazakhstan;
- to use and use as prescribed means of personal and collective protection provided by the employer;
- to conduct medical and recreational activities prescribed by medical institutions in case they are financed by the employer;
- to comply with the requirements of norms, rules and instructions on OSH, as well as the employer's requirements for the safe conduct of work at work;
- notify the employer about disability or other health deterioration that prevents the continuation of work duties;
- to comply with the requirements of the state inspector, technical inspector for occupational safety and health, OSH and medical institutions' prescribed medical treatment and recuperation measures;
- undergo training, coaching and testing the knowledge on OSH in the manner determined by the employer and provided for by the legislation of the Republic of Kazakhstan.

5.8 Legal advisor (GSC, branches, divisions)

5.8.1 Gives legal opinion on the submitted materials on bringing employees to disciplinary responsibility for violation of OSH rules.

5.8.2 Provides legal assistance on OSH issues to heads and employees of structural subdivisions of the branch and division.

5.8.3 Participates in the development of legal documents regulating labor relations at the enterprise: the rules of internal labor order, collective

agreement, job descriptions and other documents, preparing drafts of organizational and administrative documents (regulations, instructions, orders, directions) and provides their compliance with current legislation.

5.8.4 Timely notify the structural units of all changes in the legislative acts of the Republic of Kazakhstan.

5.8.5 The Legal Advisor is obliged to:

- immediately report to their direct head about every accident that occurred at work, signs of occupational disease (poisoning), as well as the situation that poses a threat to life and health of people;
- to comply with the requirements of norms, rules and instructions on OSH, as well as the employer's requirements for the safe conduct of work at work;
- notify the employer of a disability or other health impairment that prevents the continuation of work duties;
- to comply with the requirements of the state inspector, technical inspector for occupational safety and health, OSH and medical institutions' prescribed medical and health measures;
- undergo OSH training in the manner determined by the employer and provided for by the legislation of the Republic of Kazakhstan.

5.9 Purchasing and Logistics Department

5.9.1 Provides for the branch and division as a whole the timely regulation of technical specifications, registration of applications for procurement, according to the needs of the structural units for overalls, footwear and other PPE, as well as services.

5.9.2 Provides compliance with safety requirements for loading and unloading operations, warehousing, storage and transportation of goods and materials.

5.9.3 The employee of the logistics and procurement department is obliged to:

- immediately report to their direct head about every accident that occurred at work, signs of occupational disease (poisoning), as well as the situation that poses a threat to life and health of people;
- to comply with the requirements of norms, rules and instructions on occupational safety and health, as well as the employer's requirements for the safe conduct of work at the workplace;
- notify the employer of a disability or other health impairment that prevents the continuation of work duties;
- to comply with the requirements of the state inspector, technical inspector for occupational safety and health, OSH, and medical institutions' prescribed medical and health measures;

- undergo OSH training in the manner determined by the employer and provided for by the legislation of the Republic of Kazakhstan.

5.10 Office Personnel

- 5.10.1 Participates in the development of OSH programs and measures to improve working conditions.
- 5.10.2 Provides for the introduction of optimal work and rest regimes for certain categories of employees.
- 5.10.3 Supervises the observance of work schedules, balance and regimes of working time and rest time, for the regulation of benefits and compensation for harmful working conditions.
- 5.10.4 Office Personnel is obliged to:
 - immediately report to their direct head about every accident that occurred at work, signs of occupational disease (poisoning), as well as the situation that poses a threat to life and health of people;
 - to comply with the requirements of norms, rules and instructions on occupational safety and health, as well as the employer's requirements for the safe conduct of work at the workplace;
 - notify the employer of a disability or other health impairment that prevents the continuation of work duties;
 - to comply with the requirements of the state inspector, technical inspector for occupational safety and health, OSH, and medical institutions' prescribed medical and health measures;
 - undergo OSH training in the manner determined by the employer and provided for by the legislation of the Republic of Kazakhstan.

5.11 Accounting

- 5.11.1 Provides the correct use of financial and material resources for the implementation of occupational safety and health activities.
- 5.11.2 Performs accounting of financial and material means spent on implementation of OSH activities. Analyzes the use of operational costs for OSH.
- 5.11.3 In the prescribed manner and within the prescribed time frame provides accounting data to the OSH Service.
- 5.11.4 Prepares and submits a report on the number of days of absenteeism due to temporary disability and accidents at work in accordance with the established deadlines.
- 5.11.5 Provides calculation and payment of compensation for damage caused to employees and employees by injury or other health damage related to the performance of their job duties.

5.11.6 The Chief Accountant/Accountant shall:

- immediately report to their direct head about every accident that occurred at work, signs of occupational disease (poisoning), as well as the situation that poses a threat to life and health of people;
- to comply with the requirements of norms, rules and instructions on occupational safety and health, as well as the employer's requirements for the safe conduct of work at the workplace;
- notify the employer of a disability or other health impairment that prevents the continuation of work duties;
- to comply with the requirements of the state inspector, technical inspector for occupational safety and health, OSH, and medical institutions' prescribed medical and health measures;
- undergo OSH training in the manner determined by the employer and provided for by the legislation of the Republic of Kazakhstan.

5.12 Economist, financier

5.12.1 Develops and contributes to the implementation in the structural units of measures aimed at improving the organization and maintenance of workplaces, the introduction of rational regimes of work and rest, improving the system of moral and material incentives for the improvement of working conditions.

5.12.2 Participates in development of programs, measures for OSH, improvement of working conditions, certification of production facilities for working conditions and safety.

5.12.3 Provides introduction of optimal regimes of work and rest for certain categories of employees.

5.12.4 Supervises the compliance with the work schedules, balance and regimes of working hours and rest time, for the regulation of benefits and compensation for harmful working conditions.

5.12.5 The economist, financier is obliged to:

- immediately report to their direct head about every accident that occurred at work, signs of occupational disease (poisoning), as well as the situation that poses a threat to life and health of people;
- to comply with the requirements of norms, rules and instructions on occupational safety and health, as well as the employer's requirements for the safe conduct of work at the workplace;
- notify the employer of a disability or other health impairment that prevents the continuation of work duties;
- to comply with the requirements of the state inspector, technical inspector for occupational safety and health, OSH, and medical institutions' prescribed medical and health measures;

- undergo OSH training in the manner determined by the employer and provided for by the legislation of the Republic of Kazakhstan.

5.13 Personnel Management and Development Department

- 5.13.1 Provides correctness of hiring, dismissal and transfer to another job in accordance with the law (after medical examinations in the prescribed cases and biotechnical OSH briefings).
- 5.13.2 Maintains the issuance, accounting and storage of employee checklists.
- 5.13.3 Draw up lists of persons, according to the personnel schedule, subject to medical examinations and organizes medical examinations of employees of branches and divisions.
- 5.13.4 Controls the observance of working hours and rest time, the use of women and teenagers in the structural subdivisions of the branch and the division.
- 5.13.5 Together with the relevant structural subdivisions, develops personnel training programs (including those for related professions) and their qualification upgrading, providing for the issues of occupational safety and health, industrial and electrical safety, organizes their implementation.
- 5.13.6 Personnel management and development employee is obliged to:
 - immediately report to their direct head about every accident that occurred at work, signs of occupational disease (poisoning), as well as the situation that poses a threat to life and health of people;
 - to comply with the requirements of norms, rules and instructions on occupational safety and health, as well as the employer's requirements for the safe conduct of work at the workplace;
 - notify the employer of a disability or other health impairment that prevents the continuation of work duties;
 - to comply with the requirements of the state inspector, technical inspector for occupational safety and health, OSH, and medical institutions' prescribed medical and health measures;
 - undergo OSH training in the manner determined by the employer and provided for by the legislation of the Republic of Kazakhstan.