

Regulations on New Employee Occupational Health and Safety Orientations at National Research University Higher School of Economics

1. General Provisions

1.1. Occupational health and safety refers to a system for protecting the life and health of staff members during their work activities, e.g., legal, socio-economic, technical, sanitary/hygienic, medical, rehabilitation and other such efforts.

1.2. Occupational health and safety efforts shall be carried out by the Occupational Health & Safety Office of National Research University Higher School of Economics (hereinafter the “OSH Office”, “HSE University” or the “University”, respectively), as well as at the University’s subdivisions – directly by an official, who is charged with overseeing occupational safety measures as per a respective directive.

1.3. The core objectives of the OSH Office include:

1.3.1. organizing and coordinating operations related to occupational safety at HSE University;

1.3.2. overseeing adherence to legislative and other legal normative acts with respect to the occupational safety of HSE University staff members;

1.3.3. enhancing preventative activities to avert workplace accidents, while also improving workplace conditions;

1.3.4. providing consultation to the employer and staff members about issues concerning occupational health and safety.

1.4. The respective heads of HSE University subdivisions shall oversee the enforcement of occupational safety standards at units of their responsibility in line with the requirements of legislation and normative legal acts relating to occupational safety.

1.5. Orientations on occupational health and safety shall involve new employees hired to work at HSE University, regardless of their level of education, years of service in a given profession or position (e.g., including part-time employees), as well as seconded officials, interns, or participants in work placements or internships sent from external organizations, or staff, engaged in work activities on the premises of HSE University under independent contractor agreements (hereinafter “employees”¹).

1.6. Orientations shall be based on the Programme for Occupational Health and Safety Orientations at HSE University (hereinafter the “Programme”), developed with due consideration of labour safety standards and the rules, norms and instructions regarding occupational safety (Annex 1).

1.7. The objectives of safety orientations include:

1.7.1. explaining the objectives for observing workplace discipline;

¹ Staff members working remotely may take part in safety orientations if this is specified in their employment agreement (or an addendum thereto), or an HSE University internal bylaw, approved with due consideration of the informed position of a representative body acting on behalf of employees

1.7.2. making sure employees are aware of the features of their work, the general terms of workplace safety, the rules of conduct while at HSE University, and the key provisions of legislation on occupational safety.

1.8. Safety orientations shall be carried out by staff members from the OSH Office, or a staff member from another HSE University subdivision, charged with this obligation as per a respective directive from the employer or another person authorized by them to do so. The instructor should have a document confirming the relevant training and assessment of occupational safety knowledge at an accredited training organization.

1.9. As part of the hiring process and prior to the signing of an employment agreement, each employee should attend a safety orientation and this shall be recorded by the instructor in the New Employee Occupational Health and Safety Orientation Register (hereinafter the “Orientation Register”) with the signatures of both the instructor and the instructee (Annex 2).

1.10. Safety orientations shall be held in the OSH office, the HSE University Front Office, or a specially equipped room with the use of modern technical learning equipment and audio-visual aids (e.g., instructions, posters, models, films, displays, training dummies, etc.)

1.11. In certain situations, when a safety orientation session cannot be held face-to-face at the HSE University’s premises, it can be held remotely.

Each employee who has been onboarded shall contact a representative of the OSH Office via e-mail or telephone in order to agree upon the procedures, time and dates for holding an orientation session remotely. At the OSH website, <https://www.hse.ru/osh/briefings>, instructees should view video orientations and read the Programme’s provisions, and after this, they should print out, fill in and send the New Employee Occupational Safety Orientation Record confirming participation in a remote orientation session (see Annex 3) in the form of a file in jpeg or PDF format, via e-mail at osh@hse.ru. The original hard copy, signed in person, shall be sent by the instructee to the OSH by any available means (via post, courier, etc.), to the following address: Office 122, 20, Myasnitskaya ulitsa, Moscow, 101000 (HSE University Front Office).

1.12. The OSH staff member shall note in the Register that an employee has completed the remote orientation session, while the New Employee Orientation Record, received from the relevant onboarded staff member, shall be attached to their personal file.

Annex 1

to the Regulations on New
Employee Occupational Health and
Safety Orientations at HSE
University

PROGRAMME FOR NEW EMPLOYEE OCCUPATIONAL HEALTH AND SAFETY ORIENTATION AT HSE UNIVERSITY

1. General Information about HSE University

1.1. National Research University Higher School of Economics, founded as per Order of the Government of the Russian Federation No. 917, dated November 27, 1992, to spearhead the development of a new cohort of highly qualified professionals in economics and social sciences, as well as build a workforce for an efficient market economy.

1.2. Location of HSE University is the city of Moscow. The University also has the following regional campuses: HSE University in St. Petersburg, HSE University in Nizhny Novgorod, and HSE University in Perm.

1.3. HSE University includes various scientific/research institutes, centres, research and project laboratories, e.g., international labs, with a focus on applied research commissioned by the Russian Ministry of Economics, Central Bank of Russia, Ministry of Science and Higher Education, commercial enterprises and banks.

1.4. HSE University is the founder of academic journals, which are included in the list of top peer-reviewed academic publications drawn up by the VAK of the Ministry of Science and Higher Education of the Russian Federation. Research subdivisions, faculties and departments at HSE University also publish dozens of periodicals.

2. Employment Agreements

2.1. An employment agreement refers to an agreement between the employer and a staff member, whereby the former is obliged to:

2.1.1. provide staff members with work according to a specific job function, ensure job conditions, which are set out in the Labour Code of the Russian Federation (hereinafter the “Labour Code”), other laws and normative legal acts, collective contract, agreements, the University’s internal bylaws specifying labour law standards;

2.1.2. in a timely fashion and in full, pay staff members their wage;

2.1.3. provide the proper job conditions at each workplace, in accordance with established health and safety criteria;

2.1.4. make sure staff members are aware of the job conditions at their workplace.

2.2. Staff members are obliged to personally carry out their job functions as prescribed by their employment agreement, while also properly observing the University’s Internal Labour Regulations and occupational safety requirements.

3. Working Hours and Rest Periods

3.1. Working hours refer to the time during which staff members, in line with the University’s Internal Labour Regulations, as well as the terms of their employment agreements, should perform their job responsibilities, as well as other periods, which, according to relevant legislation and other normative legal acts, are considered working hours.

The standard working time should not exceed 40 hours per week.

3.2. Rest periods refer to the time when a staff member is free from performing their work duties and which he/she may use at their own discretion

3.3. Types of rest periods are as follows: breaks during the working day (shift), everyday (between shifts) rest, weekends, bank holidays and vacation periods.

3.4. As per Russian labour legislation, the key features for regulating work activities of certain staff categories have been established.

3.5. The working hours for the University staff members are established in the Internal Labour Regulations at HSE University.

4. General Rules of Conduct for Staff Members While at the HSE University Premises

4.1. The general rules of conduct for staff members while at HSE University premises, in offices, units, laboratories and classrooms shall be set out in occupational health and safety instructions for the performance of given work activities, and may include the following recommendations and requirements:

4.1.1. road and traffic rules;

4.1.2. rules for the operation of means of transport, equipment and machinery;

4.1.3. technological rules for performing work activities;

4.1.4. fire safety rules;

4.1.5. the University's Internal Labour Regulations.

4.2. Rules for Movement throughout the HSE University premises

4.2.1. at the premises of HSE University, staff members should traverse the campus at a leisurely pace, facing their intended direction, walking along designated walkways and sidewalks, and avoiding any obstructive items and potholes. Use caution during the winter period when conditions are icy and slippery. When approaching HSE University buildings, or exiting them, be sure that there is no oncoming traffic, exercise caution and monitor changes in the surroundings. Should any danger or hazard appear, one must adjust their direction and leave the hazard zone;

4.2.2. dress oneself in accordance with current weather conditions, and, during cold periods, wear warm outerwear and footwear. Clothing and footwear should be of a size that does not hamper one's movement or cause risks under harsh weather conditions (e.g., fog, rain, snow, hail, frost, etc.);

4.2.3. the use of a means of transport/vehicle to traverse the premises of the University is only permitted for those persons authorized to do so by a relevant HSE University directive and having a valid driver's license and a pass for their vehicle. This requirement applies to all types of the use of vehicles, including tests after a vehicle repair and/or servicing;

4.2.4. while on foot at the premises of the University:

- not to enter restricted areas or cross barriers; not to sit or lean on random items or enclosures;

- not to approach facilities used for loading and unloading operations, construction/repair works, areas where works are being carried out at a height (stairwells, ladders, trestles, scaffolding, scaffold towers, etc.), so as not to slip or fall on hoses, cables, bulbs, boxes, wires, tubes, etc., in construction/work zones;

- not to approach doors and gates of electrical substations (distribution and transformer substations, etc.);

- not to approach any moving vehicles;

- not to cross roadways against the oncoming traffic;

- not to go around corners of buildings quickly, while observing a distance from the building of at least 1.5 meters, and staying clear of any nearby moving vehicles;

- not to traverse pathways treated with oil or other liquids to prevent slip and trip accidents;
- during cold periods of the year, not to approach areas from where icicles or heavy snow may fall; not to step or stand on ice- or snow-covered walkways; use caution whenever necessary;
- not to approach locations where electric or gas operations are in progress;
- traverse at a safe distance from locations where there are equipment, machinery, current-carrying electricity devices that are currently on, as well as cables, wires, open wells, hatches, drains, etc.;
- in order to avoid possible head trauma, be careful when traversing low hanging building fixtures and elements;
- it is forbidden to make contact with stray animals when on the premises of HSE University;

– it is forbidden to climb trees, fences, barriers, or onto the roofs of academic buildings, constructions and facilities, as well as fire ladders, with the exception of instances whereby a staff member is carrying out their job duties as per the instructions of their supervisor;

4.2.5. when traversing the premises of HSE University, each staff member should know and bear in mind that accidents are most likely to happen when:

4.2.5.1. vehicles come around the corner of buildings, or from building gates or upon entry thereto;

4.2.5.2. when cars are in violation of traffic and movement rules in confined areas (narrow lanes, passages between lines of vehicles, etc.);

4.2.5.3. when a vehicle or staff member is moving on a slippery surface (ice-slick, dirt, etc.);

4.2.6. it is necessary to strictly follow the requirements of warning notifications, signs and indicators, as well as use due caution when entering areas of heightened hazards (i.e., locations where loading/unloading operations are underway, slippery or uneven surfaces).

4.3. Rules of Conduct while On Campus and in HSE University Buildings:

4.3.1. Movement shall be made via established pathways (corridors, stairwells, access ways between workplaces, etc.) It is forbidden to enter or exit campus facilities through window openings.

4.3.2. When on campus and in HSE University buildings, it is important:

4.3.2.1. not to put up floating shelves (for books, documents, instruments, etc.), flower pots, stands, etc., over workplaces;

4.3.2.2. not to store oversized or heavy items in bookcases and wardrobes (which are intended for documents or clothing) and on desks not designated for such items;

4.3.2.3. not to throw out items through the window or ventilation panes;

4.3.2.4. not to sit on or place one's legs on windowsills of closed or opened windows; not to lean over windowsills with windows open;

4.3.2.5. not to sit on central heating system pipes and furnace fixtures.

4.3.3. It is forbidden to stand on chairs, desks/tables, filing cabinets, etc. in order to water plants or flowers, or put books or documents on shelves and ceiling storage units, hang blinds or posters, open, wash or wipe windows. To have such tasks done, staff members must contact the University's Maintenance Support Unit.

4.3.4. It is forbidden to enter technical and utility facilities with restricted access (electrical control rooms, boiler rooms, warehouses and storage facilities, etc.); such premises can only be accessed by staff members with official access for carrying out their job duties.

4.3.5. When traversing stairwells, staff members shall:

4.3.5.1. hold the railing;

4.3.5.2. not skip steps when traversing the stairs;

4.3.5.3. not lean over the railing;

4.3.5.4. not ride down the railing;

4.3.5.5. not carry items by holding them in front of yourself up or down the stairwells; not block or hinder movement on stairwells;

4.3.5.6. not use mobile phones while traversing stairwells;

4.3.5.7. not run up or down the stairwells.

4.3.6. When walking past doors (or gates), traverse at a distance so that to avoid the collision in case doors (or gates) swing open unexpectedly. Never stand directly in front of doors (or gates).

4.3.7. When engaged in movement where there may be a rapid change in temperature, e.g., from the outside to the heated inside of a campus building (e.g., hall, foyer, lobby, corridor, etc.) during cold periods of the year, or during extreme weather conditions (e.g., ice, snow, rain, hail, etc.), make sure no snowy or dirty surface has formed on one's footwear. Use the footwear cleaning equipment and designated floor mats to clean off footwear.

4.3.8. It is forbidden to:

4.3.8.1. traverse wet surfaces (floors) during cleaning operations; such areas must be walked around or staff members may wait for the cleaning works to be completed and surfaces to dry off; carefully traverse sanitary facilities, cloakrooms, washrooms, toilet stalls, etc.;

4.3.8.2. in laboratory facilities and workshop spaces, approach machinery or equipment while they are in operation, free-standing parts of mounts and equipment, as well as power lines and grounding leads;

4.3.8.3. step on electrical cables or wires for portable devices; open the doors of electrical cabinets.

4.4. Rules for Using Lifts.

4.4.1. Press the button located next to the lift door to call the lift to your location. After the doors open, make sure that the lift's cabin has arrived at your floor level and is present between the doors. Upon entering the lift, press the button for your desired floor.

4.4.2. If, while the doors are closed, it is necessary to open them in an emergency, as well as if the doors have closed but the cabin has still not started moving – press the button with the digit of the floor, where the lift is currently located. The “STOP” button should only be used in special situations to stop the lift in an emergency. If the lift does not operate after pressing the button, use the telephone in the lift cabin to contact the elevator service.

4.4.3. It is forbidden to:

4.4.3.1. transport flammable and explosive materials in lifts;

4.4.3.2. use lifts in case of a fire on campus;

4.4.3.3. use broken lifts;

4.4.3.4. overload a lift's maximum capacity;

4.4.3.5. jump while inside a lift;

4.4.3.6. manually (i.e., not using the lift's buttons) open the doors of the lift cabin or shaft, stop the doors closing with one's hand or leg.

4.5. Occupational Safety Requirements during Emergency Situations.

4.5.1. It is essential to know the location of emergency exits, fire extinguishers, and first-aid kits.

4.5.2. If defects are identified in equipment, fixtures or tools, inform your supervisor, building administration or any other responsible officials.

4.5.3. In case of illness or injury, either at work or outside of the work site, staff members must inform their supervisor about this and go to a medical institution for care;

4.5.4. In case of an accident, it is necessary to assist injured persons in line with first-aid instructions, as well as call for an ambulance. It is important to keep one's workplace in the state as it was at the moment of the incident until an investigation starts, if there is no threat to the lives or health of nearby persons or if there is no risk of accident. Both one's immediate supervisor and OSH staff should be informed about such accidents.

4.6. General Requirements for Organizing Workplaces.

4.6.1. Staff members must keep their workplace (desk, chair, computer, etc.) clean during all working hours and hand it over to fellow staff taking on their shift, as well as make sure all equipment and devices are in working order. At one's workplace, nothing should be there that might hinder work activities. Floors at workplaces and passages thereto should be without potholes, as well as dry, clean and non-slip. To protect individuals' feet from freezing, cement, brick or metal floors with quality thermal conduction should be covered with a plank or other anti-freezing flooring. Entry to offices and exits therefrom, as well as routes to fire equipment should be unhindered and uncluttered.

4.6.2. For stable storage of books, archival materials, instruments, accessories, etc., workplaces must be equipped with robust and steady stands, shelves, bookcases, racks, etc., ladders may be provided, if necessary.

4.6.3. Electrical lines and extension cords should be placed through protected cable channels, or properly fastened.

4.7. It is forbidden to:

4.7.1. consume alcoholic beverages, as well as come to work in an intoxicated or narcotic-induced condition;

4.7.2. smoke on the premises of HSE University;

4.7.3. utilize faulty instruments, electronic appliances, and equipment;

4.7.4. turn on (with the exception of emergencies) machinery, equipment or mechanisms, unless instructed to work on them by one's immediate supervisor;

4.7.5. in the instances of breakdowns, touch electrical equipment, cables, wires for lamps, lighting fittings; open or enter electric control units; individually try to repair light and power systems, as well as trigger units and transformers;

4.7.6. carry out work activities in violation of occupational safety rules and requirements.

4.8. Supervisors of work activities are not allowed to give orders and instructions, which are in violation of the occupational safety requirements and rules at workplaces, as well as subject persons under their supervision to unsafe situations or danger.

5. Occupational Safety Obligations of the Employer and Staff Members

5.1. The Employer is obliged to:

5.1.1. ensure safety and workplace conditions, in line with state requirements for occupational safety;

5.1.2. ensure that occupational safety rules are followed, improve workplace conditions, provide appropriate technical supplies and equipment for all workplaces, and foster conditions at the workplace, which are in line with occupational safety rules (SNiPs, SanPiNs, etc.);

5.1.3. ensure the acquisition and distribution at their own expense, of special clothing gear, footwear and other personal protection equipment, as well as washing agents and

disinfectants;

5.1.4. provide training in safe work methods and approaches, as well as the provision of first aid to injured colleagues, carry out orientations on occupational health and safety, and verify personnel's awareness of safety requirements;

5.1.5. disallow persons, who have not taken part in occupational safety orientation as per established procedure, internships or testing in occupational safety requirements, to perform their work activities;

5.1.6. monitor workplace conditions, the accuracy of staff members' use of individual and collective protection gear;

5.1.7. consistently monitor staff members' knowledge of and make sure they properly follow the requirements of occupational safety instructions, maintain workplace sanitary and hygienic conditions, and fire safety procedures;

5.1.8. at the expense of the employer, carry out obligatory preliminary (as part of the hiring process) and routine (throughout one's period of employment) medical examinations of all staff members, as well as obligatory mental health assessment for specific professionals and job positions; other obligatory medical examinations, as specified by labour legislation and other legal normative acts, which provide for labour law norms;

5.1.9. not permit staff members to engage in their work obligations without first passing obligatory medical examination and mental health assessment, as well in the instance of the presence of disqualifying medical conditions;

5.1.10. carry out special assessments of workplace conditions and evaluations of professional hazards at workplaces in line with relevant legislation;

5.1.11. inform staff members about their workplace conditions and occupational safety standards, any risks to health, guarantees granted to staff members, and possible compensation and available personal protection equipment;

5.1.12. undertake measures to avoid emergency situations and accidents, protect the lives and health of staff members should such situations occur, e.g. the provision of first aid to injured persons;

5.1.13. carry out investigations and maintain records on any accidents;

5.1.14. develop and approve instructions on occupational safety for staff members, with due consideration of the informed opinion of the relevant elected body of a shop-floor union organization or other body authorized by personnel to act on their behalf.

5.2. The head of each subdivision shall be responsible for:

5.2.1. overall occupational safety at HSE University subdivisions under their supervision, as well as failure to undertake measures to foster a healthy and safe work environment in line with occupational safety requirements;

5.2.2. incidents of injury and/or occupational ailments;

5.2.3. failure of employees under his/her charge to observe the rules, standards or instructions in regards to occupational safety and labour legislation, e.g., proper adherence to working time and rest periods;

5.2.4. violation of norms and rules with respect to the use of the labour of women, persons under the age of 18 years and/or disabled persons.

5.3. Staff members shall have the right to:

5.3.1. a workplace, which meets national standards for occupational safety and sanitation;

5.3.2. obtain verifiable information on possible exposure to health risks, as well as measures to protect themselves from the effects of hazardous factors in the workplace;

5.3.3. refuse to perform work activities in case of danger to one's life or health

resulting from the violation of occupational safety standards, with the exception of instances specified in federal legislation, until such a danger or hazard has been removed;

5.3.4. reimbursement for harm caused to them owing to the fulfilment of their work obligations, and compensation for moral damages, as provided for in the Labour Code of the Russian Federation and other relevant federal laws;

5.3.5. obligatory social insurance in those instances specified in federal legislation;

5.3.6. receive social benefits, as provided by the University to its staff members, as per established procedure;

5.3.7. personal and collective protection equipment, provided at the University's expense;

5.3.8. training in safe work methods and practices, provided at the University's expense;

5.3.9. professional retraining, provided at the University's expense ;

5.3.10. personal participation or participation through a representative in a review of issues concerning the provision of safety at the workplace, or in investigations of accidents or occupational ailments;

5.3.11. medical check-up (examination) in line with medical recommendations with the position and average pay retained by employees during the period of such medical examination.

5.4. Staff members are obliged to:

5.4.1. observe norms, rules, instructions and other internal bylaws with respect to occupational safety, as approved at HSE University;

5.4.2. correctly use collective and personal protection equipment and treat them with due care;

5.4.3. immediately inform one's immediate supervisor about any accident taking place at the workplace and symptoms of occupational illnesses, as well as situations, which may present a threat to people's lives and/or well-being;

5.4.4. in good faith, carry out one's job duties as per their employment agreement, observe proper discipline at work, occupational safety requirements and safety regulations, sanitary and hygienic standards, fire safety standards, as set out in the legislation of the Russian Federation, in line with the rules and instructions approved by the University;

5.4.5. maintain responsible conduct, observe the University's Internal Labour Regulations, and refrain from actions, which may prevent other staff from performing their job tasks;

5.4.6. keep one's workplace and equipment clean and in working order; observe set procedures for storing material valuables and documents;

5.4.7. use provided special clothing gear, footwear and protective devices;

5.4.8. protect and enhance the organization's property, efficiently utilize devices, equipment, appliances and instruments; treat materials, special workwear, etc. with due care, conserve electricity, water and gas;

5.4.9. undertake measures and assist in immediate removal of any causes or conditions, which may hinder or complicate normal work activities (idle time, accidents, etc.); if it is impossible to eliminate such causes through one's own efforts, immediately inform one's supervisor, building administration and other responsible officers of such instances;

5.4.10. If any deficiencies, faults or breakdowns are found, a request should be submitted to the relevant subdivision via the "System – Vyshka BPM" web portal in order to have them fixed.

6. Occupational Safety with Respect to Specific Categories of Staff Members

6.1. The following restrictions are in place at HSE University, with respect to the protection of female staff members:

6.1.1. it is forbidden to utilize the labour of women in activities involving lifting or manual handling of heavy items, that would exceed maximum permissible levels for them;

6.1.2. it is forbidden to second pregnant women on business trips, assign them overtime work, work during nighttime hours, on weekends or bank holidays;

6.1.3. it is permissible to send women, who have children under three years of age, on business trips, assign them overtime work, nighttime work, work on weekends or bank holidays, only with their written consent and if such activities are not forbidden by a medical diagnosis;

6.1.4. transfer of pregnant women and women with children under 18 months to other job positions is permissible;

6.1.5. provision of maternity leave, leave to care for children, breaks for feeding a child are guaranteed;

6.1.6. not to permit the dismissal or termination of employment agreements upon the initiative of the employer with respect to pregnant women, women with children under the age of 3 (three) years, single mothers raising a child under 14 years of age (or a child with a disability under 18 years), or other persons raising such children without a mother, with the exception of cases whereby the organization is subject to liquidation.

6.2. At HSE University, the following requirements are in place for staff members, who are under 18 years of age:

6.2.1. it is forbidden to engage in labour activities exposing them to harmful and/or dangerous conditions, or employment as per external secondary employment terms;

6.2.2. it is forbidden to carry or move heavy items, which exceed established weight limits for this staff category;

6.2.3. it is forbidden to second this staff category on business trips, engage them in overtime work, nighttime work, work on weekends and bank holidays;

6.2.4. reduced working hours;

6.2.5. shall be subject to obligatory medical examinations;

6.2.6. longer paid annual leave entitlement shall be granted;

6.2.7. prescribed guarantees upon the termination of an employment agreement, etc.;

6.2.8. other guarantees and compensation established in Russian labour legislation.

6.3. The following social support measures have been put in place for staff members, recognized as disabled persons under Russian legislation, in order to ensure additional social protection of said persons:

6.3.1. engagement of disabled persons in overtime work, work on the weekends and during the nighttime periods is only permitted with their consent and if such activities are not ruled out as per respective medical recommendations;

6.3.2. staff members who fall within Category I and II of persons with disability shall have a reduced working time, coming to no more than 35 hours per week, while retaining a full pay; the working hours for employees with a Category III disability shall not be reduced;

6.3.3. disabled persons of all categories shall be eligible to a paid annual leave entitlement of at least 30 calendar days;

6.3.4. disabled persons of all categories shall be granted unpaid annual leave entitlements of up to 60 calendar days a year subject to the submission of respective written request;

6.3.5. disabled persons of all categories shall be provided two additional days off a

year, as well as a social allowance for coping with/compensating for physical dysfunction, as per procedures set out in the University's internal bylaws.

7. Institutional and State Oversight of Occupational Safety Compliance

7.1. The Government of the Russian Federation shall implement state administration of occupational safety efforts, either directly or through its directives to federal executive bodies, engaged in the development of state policies and legal regulation of labour activities and operations, as well as other federal executive institutions, which carry out such functions within their purview.

7.2. State policy in terms of occupational safety determines:

7.2.1. the priority of the protection of the life and health of staff members;

7.2.2. protection of the legal interests of staff members, who have suffered as a result of accidents which have occurred at work sites and/or occupational illnesses, as well as those of the members of their families on the basis of obligatory social insurance of staff members from accidents at the workplace or occupational ailments;

7.2.3. establishment of compensation for arduous labour or work in a hazardous environment or under risky conditions, which cannot be otherwise alleviated at today's level of technology and organization of work activities.

7.3. Authorized officials representing state oversight bodies in the field of compliance oversight of occupational safety standards (i.e., state inspectors) shall have the right to visit any organization without hindrance, carry out investigations of accidents at organizations, gain access to necessary information, issue mandatory instructions to authorized officials at organizations, shut down the operation of equipment and work activities of a given subdivision, and impose fines on authorized officials at organizations, who have committed violations of legislation and other normative regulations with respect to occupational safety.

8. Methods and Means for Preventing Accidents and Occupational Illnesses

8.1. In order to prevent accidents and occupational ailments, organization, sanitary and hygienic and other activities shall be organized, depending on the specific work activities implemented by a given HSE University subdivision. This may include training and orientations, use of individual and collective protection equipment, placement of barriers and enclosures, and protective devices, as well as safety signs, cones, posters and warning systems.

8.2. Organized efforts to avert instances of accidents shall include: training in occupational safety and orientations on this issue with respective records made in an orientation logbook against the signature of both the instructor and the instructee:

8.2.1. Types of orientations:

8.2.1.1. onboarding – as part of a hiring process involving a new staff member;

8.2.1.2. primary orientation at one's workplace prior to the commencement of work activities;

8.2.1.3. routine orientations – conducted at least once every six months;

8.2.1.4. unplanned orientations – conducted when new or updated standards, rules, occupational safety orientations are introduced, as well as amendments thereto, in order to address changes in technological processes, replace or upgrade equipment, etc., as well as in cases when staff and learners are in violation of occupational safety requirements;

8.2.1.5. goal-oriented orientations – when carrying out one-off jobs, responding to and remediating the aftermath of accidents or calamities.

8.3. The concept of occupational sanitation refers to a system of organization, hygienic and sanitary/technical efforts and means, which aim to avert staff members' exposure to workplace hazards, high and low environmental temperatures, insufficient lighting around workplaces, etc. In turn, staff members shall be obliged to follow the requirements of workplace sanitation and personal hygiene, as set out in current legislation and other normative acts.

8.3.1. For the purpose of averting the possible effects of work hazards on staff when implementing the operation of buildings, facilities, equipment and devices, as well as preparing for and conducting construction, repair, and assembling works, the employer shall carry out the following activities:

8.3.1.1. acquire equipment: a) for protection from the effects of electromagnetic fields, radioactive, ultraviolet, infrared rays and spot beams, etc., which can be harmful to health, as well as high frequency currents, ultrasound, powerful impulse magnetic fields, or gas and dust; b) rectifying mechanical, electrical, thermal, chemical effects, sounds, noise, vibrations, etc.;

8.3.1.2. properly install ventilation (inlet/outlet) and climate control systems (heating/air conditioning);

8.3.1.3. ensure appropriate lighting, air temperature; remove other impediments for the performance of work operations;

8.3.1.4. enclose risky areas with necessary barriers, protective equipment and items;

8.3.1.5. provide staff members with personal protection equipment;

8.3.1.6. carry out special assessments of work conditions;

8.3.1.7. organize assessments of professional risks at workplaces.

8.4. To ensure protection from workplace hazards, the employer shall be obliged, in a timely fashion, to provide staff members with washing agents and disinfectants, personal protection equipment (special clothing, footwear, protective devices, etc.), in line with established regulations, and terms of wear (use). Protection (collective and personal) equipment should be light, ensure safety and function effectively.

8.4.1. Staff members, who have been supplied with personal protection equipment, as per current standards, should take part in special orientations on the rules for the use and basic checks of the condition of personal protective gear. While at work, staff members shall be obliged to use the protection equipment issued to them and treat such items with due care.

8.4.2. Special clothing, footwear and protection equipment, supplied to staff members and service personnel, shall be considered the property of HSE University; upon dismissal or transfer, such items should be returned.

8.4.3. The employer is obliged to ensure regular dry-cleaning, washing, disinfection, repair and fault-finding checks on personal protection equipment.

9. Procedures for Investigating and Maintaining Records of Accidents

9.1. The following occupational accidents shall be subject to investigation and subsequent reporting: trauma, including that inflicted by another person, poisoning, heat stroke, burns, freezerburn, drowning, electric shock or electrocution, lightning strikes, exposure to radiation, insect or reptile bites, wounds sustained after animal attacks; wounds injury suffered as the result of an explosion, accidents, collapse of a building, structure or scaffolding, natural disasters, and other emergency situations, resulting in transfers of affected staff members to another work position, temporary or permanent disability, or death, if such an instance has happened:

9.1.1. during work periods on the premises of the University or outside it (e.g., during

set break times), as well as during times necessary to set work devices/equipment and clothing items in order prior to the start and after the completion of work activities, or during the execution of activities during overtime work, on weekends or bank holidays;

9.1.2. when travelling to one's workplace or from work in a vehicle provided by the employer, or in one's own vehicle while utilizing it for business reasons following the instruction of the employer (through their representative), or upon the agreement between the parties to one's employment agreement;

9.1.3. while heading to a business trip destination and back;

9.1.4. when a staff member is involved, as per established procedure, in the efforts to remedy the consequences of a calamity, accident, or another emergency situation of a natural and technological character;

9.1.5. when engaged in activities not included in a staff member's job duties, but carried out in the interest of their employer or to prevent accidents or hazardous situations.

9.2. The following instances shall be subject to an investigation, but may not be counted as a workplace accident as per the decision of a special committee and thusly may not be considered and validated by a certificate in an arbitrary format:

9.2.1. death as a result of an illness or suicide, as confirmed through established procedures by a medical institution and respective investigative bodies;

9.2.2. a death, the sole cause for which was (according to the conclusion of a medical institution) alcoholic or narcotic intoxication (i.e., poisoning) of a staff member, which is not related to any violation of technological processes involving the use of technical spirits, aromatic, narcotic or other such substances;

9.2.3. an accident that occurred when a subsequently injured person was committing actions that were recognized as offence by representatives of law enforcement agencies.

9.3. Injured persons or witnesses to an accident shall be obliged to immediately request medical assistance or provide first aid, as well as immediately inform the injured person's supervisor and the OSH about the incident.

9.4. The supervisor (or his/her representative), or an authorized person, within 24 hours and as per a format, specified by the Russian Ministry of Labour, shall be obliged to report workplace accidents involving groups (2 or more persons), major accidents (as determined based on the chart for establishing severity of occupational accidents), or a fatal accident at the workplace:

9.4.1. to the respective state labour inspection;

9.4.2. to the prosecutor's office for the area where the accident took place;

9.4.3. to an executive body of a subject of the Russian Federation and/or municipal body for the area where the legal entity has its official address;

9.4.4. to the employer, which has dispatched the staff member, who has suffered an accident;

9.4.5. to the territorial body for state oversight if the accident took place at an organization (facility) under the control of said body;

9.4.6. to the executive body of an insurer concerning obligatory social insurance from accidents at the workplace and occupational illnesses.

9.5. For investigating accidents, a committee shall be appointed as per an HSE University directive. Within 3 (three) days after the date when a non-severe accident took place, the committee shall carry out the investigation, establish the circumstances and causes for the accident, as well as parties, which may have committed breaches of occupational safety requirements; the committee shall then draw up proposals for rectifying any identified violations and causes for said accident.

9.6. Investigations of accidents (including those involving groups of people), resulting in 1 (one) or more severely injured persons, or an accident (including those involving groups of people) with fatalities, shall be carried out by a committee, staffed by a state labour inspector, representatives of the executive body of the subject of the Russian Federation or local municipality (as agreed on), a representative of the local association of trade unions, and, with respect to investigations of accidents involving insured persons/parties – representatives of the executive body of an insurer (for the official address of the employer as an insurer).

9.7. A special investigative committee should be chaired by an official representative of a federal executive body, authorized to ensure federal state oversight with respect to adherence to labour legislation and other normative legal acts, containing labour-law norms. Investigations of major accidents or fatal accidents shall be conducted over a 15-day period.

9.8. Accidents that go unreported directly to a respective supervisor, or, as a result of which, an injured staff member develops an inability to work over time and not immediately upon the incident, may be investigated at the request of the injured individual and or his/her authorized representative within a period of 1 (one) month to the day when the respective request is submitted.

9.9. Upon the conclusion of an investigation into an accident, within 3 (three) days, upon approval of an H-1 form certificate, the supervisor shall be obliged to issue 1 (one) copy of this certificate to the injured person, and in case of fatal accidents – to the relatives of the deceased or his/her authorized representative (upon request). A second copy of this certificate, along with investigative materials concerning the workplace accident in question, shall be held for a period of 45 years at the organization where the injured party was employed (or studying) at the time of the accident (if only at a primary or full-time place of employment). A third copy of the certificate, along with relevant investigative materials, shall be sent to the Social Insurance Fund.

10. Provision of First Aid

10.1. All HSE University staff members shall be aware of the rules for the provision of first aid, prior to treatment by a doctor, as the correct and timely provision of aid may be essential for the recovery of a sick or injured person. It is also important to note that the lack of breathing, heartbeat or pulse is never a reason to consider a person deceased or choose not to provide assistance to them. Only a doctor can declare a person deceased and decide on the feasibility of resuscitation and treatment.

10.2. With the provision of first aid, it is necessary to adhere to the following sequence of actions:

- 10.2.1. check of the site of incident;
- 10.2.2. evacuation from hazardous areas (if necessary);
- 10.2.3. assessments of the condition of the injured and the characteristics of his/her injuries;
- 10.2.4. stop bleeding (if necessary);
- 10.2.5. call for an ambulance (by calling 112, 103);
- 10.2.6. inform the administration, OSH Office about the accident and/or any illnesses;
- 10.3. To correctly administer first aid at each work site, there must be:
 - 10.3.1. a first aid kit with a selection of bandages;
 - 10.3.2. posters or stands describing the correct techniques for providing first aid (prior to the treatment by a doctor);

10.3.3. navigation and signs indicating the location of the first aid kit, first-aid stations and sanitary posts.

10.4. In each academic, administrative and dormitory building at HSE University, sanitary posts are put in place, which include first-aid kits for providing assistance to injured persons, instructions for their use, along with instructions for administering first aid to staff members. Signs/indicators (a white cross against a green background) can be found on the doors of rooms where medical posts are installed.

Annex 2

to the Regulations on New Employee
Occupational Health and Safety
Orientations at HSE University

**National Research University Higher School of Economics
New Employee Occupational Health and Safety Orientation Register**

Date	Last name, first name, middle name/patronymic of instructee	Date of birth	Profession, position of instructee	Name of HSE University subdivision, where the instructee is being sent	Last name, initials, position of instructor	Signature	
						Instructee	Instructor
1	2	3	4	5	6	7	8

Start “____” _____, 20____

Completion “____” _____, 20____

Annex 3

to the Regulations on New
Employee Occupational Health and
Safety Orientations at HSE
University

Record of a New Employee Orientation Session Held Remotely

Last name, first name, middle name/patronymic (in full) of a staff member	
Date of birth	
Position	
Name of HSE University subdivision	
Date of new employee orientation	
E-mail address	
Telephone	
Personal signature of instructee	
HSE University OSH Staff Member (Instructor), last name, initials, signature	