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|  SATBAYEV<br>UNIVERSITY | <b>NON-PROFIT JOINT-STOCK COMPANY "K.I.<br/>SATBAYEV KAZAKH NATIONAL RESEARCH<br/>UNIVERSITY "</b> |                           |
| QMS document<br>of 3 <sup>rd</sup> level   | Edition #1<br>dated « ___ » _____ 2023.  | P 029-04-09.8.07-<br>2023 |

**Regulations on the examination of working conditions and procedures  
establishing additional payments and compensation for unfavorable  
working conditions for employees**

**Almaty 2023**

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## PREFACE

**1 DEVELOPED** Headquarters of civil defense, fire safety and labor protection of non-profit joint-stock company "K.I. Satbayev Kazakh National Research Technical University " (hereinafter – “University”)

**2** Chief of Civil Defense Staff,

Fire safety and labor protection \_\_\_\_\_  
 " 23 " 08 2023

**2 AGREED**

Chief of staff Board \_\_\_\_\_  
 " 31 " 08 2023

Acting Head of the Evaluation Department and quality \_\_\_\_\_  
 " 29 " 08 2023

Acting Head of Department legal support and public procurement \_\_\_\_\_  
 " 28 " 08 2023

Department head Documentation support and development of the state language \_\_\_\_\_  
 " 25 » 08 2023

**3 APPROVED** by the decision of the Board dated “01” 09 2023 No. 13  
**4 ENTERED** instead of edition № 1 от 14.08.2018 г.



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## 1 Main purpose

1.1 These Regulations have been developed for the purpose of conducting a comprehensive assessment, researching the actual state of the working environment and examining the labor safety conditions of University employees.

1.2 The study of working conditions is carried out in accordance with article 105 of the Labor Code of the Republic of Kazakhstan.

1.3 Examination of working conditions is carried out in order to ensure control over the quality of certification of workplaces, the protection of University employees engaged in work with unfavorable working conditions.

1.4 Research and examination of working conditions carries out the following kinds of:

1.4.1 Research of working conditions in the workplace;

1.4.2 Examination of the quality of certification of workplaces based on working conditions and classifying them as having harmful and difficult working conditions;

1.4.3 Examination of working conditions to resolve disputes regarding the assessment of working conditions;

1.4.4 Approval of the List of production facilities, workplaces, professions and positions with hazardous working conditions, for which additional payments and amounts of additional payments are established due to type of work.

## 2 Regulatory grounds for activity

- Labor Code of the Republic of Kazakhstan, dated November 23, 2015 No. 414-V ZRK.

Order of the Minister of Health and Social Development of the Republic of Kazakhstan dated December 28, 2015 1057 "On approval of the Rules for mandatory periodic certification of production facilities for working conditions." Rules for mandatory periodic certification of production facilities for working conditions.

- Decree of the Government of the Republic of Kazakhstan dated December 31, 2015 No. 1193. "On the system of remuneration of civil servants, employees of organizations supported by the state budget, employees of state-owned enterprises";

- Order of the Minister of Health and Social Development of the Republic of Kazakhstan dated December 28, 2015 No. 1054 "On approval of the Rules for issuing milk or equivalent food products, therapeutic and preventive nutrition, special clothing and other personal protective equipment to employees,

their collective protective equipment, sanitary facilities and facilities at the expense of the employer"

- Order of the Minister of Health and Social Development of the Republic of Kazakhstan dated December 28, 2015 No. 1053 "On approval of the list of industries, workshops, professions and positions, the list of heavy work, work with harmful and (or) dangerous working conditions, work in which gives the right to a reduced duration working hours, additional paid annual leave and increased wages, as well as rulestheir provision";

- Acting order Minister of Health of the Republic of Kazakhstan dated October 15, 2020 No a № ҚР ДСМ-131/2020. On approval of target groups of persons subject to mandatory medical examinations, as well as the rules and frequency of their conduct, the scope of laboratory and functional tests, medical contraindications, a list of harmful and (or) hazardous production factors, professions and work in which preliminary mandatory medical examinations are carried out upon entry to work and periodic compulsory medical examinations and rules for the provision of the public service "Passing preliminary compulsory medical examinations"

### **3 General provisions**

3.1 The study of working conditions is carried out in a planned and operational manner.

3.2 The HCD, FS and LP must notify the university management in advance about the certification of workplaces in order to conduct a high-quality and prompt study of working conditions to identify hazardous and harmful production factors. At the same time, documents necessary for its implementation are attached.

3.3 To study working conditions and certify work facilities, highly qualified specialists from an independent third-party organization may be involved in the prescribed manner, having measuring instruments that have passed state verification in accordance with established deadlines, with payment for their work, as well as representatives of sanitary inspection authorities.

3.4 Upon completion of the examination, an appropriate conclusion in the established form is issued.

### **4 Procedure for conducting examination of working conditions**

4.1 The study of working conditions in the workplace consists of a comprehensive assessment of the factors of the working environment (physical, chemical, biological) according to indicators that affect the health and performance of the employee during the work process. The workplace is considered as a space equipped with the necessary means in which the employee's work activities are carried out, is part of the University's production structure intended to carry out the production process and is determined on the basis of labor and other applicable standards.

4.2. When examining working conditions, it is obligatory to be guided by current legislation, regulatory documents defining requirements for the state of working conditions at the workplace, as well as other regulatory acts regulating the right to benefits and compensation for work in adverse conditions

4.3 When conducting certification and studying working conditions at workplaces, experts need to:

- establish the factors and causes of the formation of unfavorable working conditions;
- determine the compliance of tools, labor objects, and the environment with relevant norms and standards;
- check compliance by performers with the requirements of work technology, labor protection and safety regulations, and sanitary standards.

4.4 When examining the quality of certification of workplaces according to working conditions and classification as hazardous and severe working conditions it is necessary:

- check the compliance of the certification with the established procedure and identify any deviations;
- based on the results of certification of workplaces, establish the correct classification of workplaces with harmful and difficult working conditions;
- study the results of measurements of harmful and dangerous factors in the working environment at workplaces and, if necessary, organize repeated measurements;
- resolve the issue of classifying a workplace as having harmful and difficult working conditions.

## **5 Results of examination of working conditions**

Based on the results of the examination of workplaces and guided by approved criteria, indicators and standards in the field of conditions labor to identify harmful and dangerous factors in the working environment it is necessary:

5.1 determine the list of jobs, professions and positions classified as hazardous and hazardous to the health of workers;

5.2 establish the correspondence of the names of professions and positions occupied in workplaces with unfavorable working conditions, the nature of the work actually performed;

5.3 make proposals for establishing additional payments and compensation for employees employed in difficult (especially difficult) and harmful (especially harmful) working conditions;

5.4 make proposals to establish premiums for hazardous working conditions to receive free milk;

5.5 make a proposal for free medical examination for employees; employed in hazardous and especially hazardous production,

5.6 develop measures to improve working conditions, eliminate the influence of harmful and dangerous factors in the working environment;

B In order to reasonably determine the amount of additional payments for work with difficult and harmful, especially difficult and especially harmful working conditions, an assessment of the actual state of working conditions in the workplace is used and industry-specific lists of work are used, on the basis of which the specified additional payments can be made.

### **6 List of production facilities NPJSC "K.I. Satbayev Kazakh National Research Technical University" associated with harmful and dangerous working conditions**

| №  | Structural division   | Department (department)  | Harmful factors  |
|----|---|--|--|
| 1. | K.Turysov<br>Institute of<br>Geology<br>and Oil<br><br>and Gas<br>Engineering | "Chemical and<br>Biochemical<br>Engineering"   | It works with harmful<br>substances: nitric acid and<br>oxalic acids,<br>hydrogen sulfide, benzene,<br>aniline, formalin,<br>phthalic anhydride as well<br>as gasoline, diesel fuel<br>and kerosene                              |
| 2. | Mining<br>and Metallurgical<br>Institute named<br>after<br>Baikonurova        | "Chemical<br>Processes and<br>Industrial<br>Ecology"                                       | Work related to harmful<br>substances: bromine,<br>benzene,<br>concentrated<br>acids, ammonia,<br>hydrogen sulfide,<br>lead nitrates, barium<br>chloride, sulfuric acid,<br>lead, nitrogen, nitrogen<br>oxide,<br>antimony, etc. |
| 3. |   | "Metallurgy and<br>Enrichment of mineral<br>resources"                                     | "Metallurgy and<br>Enrichment of mineral<br>resources"   |
| 4. |   | "Metallurgical processes,<br>heating engineering and<br>technologies special<br>materials" | Class 1-4 hazardous<br>substances<br>dangers,<br>acids, alkalis, organic<br>and inorganic substances,<br>gases<br>and etc.   |

|    |  |  |   |
|----|--|--|---|
| 5. | Institute<br>energy and<br>mechanical<br>engineering | "Technological<br>cars and<br>equipment" | Argon, sparks, splashes and<br>emissions<br>molten metal, emission<br>sulfur dioxide  |
| 6. | Publishing house<br>"PolyTech" name<br>T.Keneeva     | Industrial<br>Department                 | PVA glue, corn glue,<br>paper dust, adhesive alloy<br>based on<br>ethylene<br>vinyl acetate copolymer,<br>ammonia,<br>nitric acid (water-adhesive<br>lamination). Offset paint<br>(containing organic<br>dyes and aldehydes).<br>Orthophosphoric acid<br>containing lead and its<br>compounds, methyl<br>alcohol,<br>etc. Work on a<br>thermobinder for<br>softcover, a water-adhesive<br>lamination machine,<br>for lamination of covers<br>containing lead, melt glue<br>based on a copolymer<br>of ethylene vinyl acetate,<br>ammonia,<br>nitric acid. |
| 7. | Laboratory<br>engineering<br>profile                 | Plumbers                                 | Manual cleaning of drains<br>and<br>wells;<br>work in elevator units<br>repair and replacement of<br>necessary<br>nodes;  |
| 8. | Infrastructure<br>Management<br>Department           | Plumbers                                 | Manual cleaning of sewers<br>and<br>wells;<br>work in elevator units for<br>repair and replacement of<br>necessary  |



|     |   |                                     |   |
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|     |   |                                     | components; work with lubricants, paints and chemicals; gas welding in wells and trenches of the main route of cold water and heating mains in damp and dusty rooms   |
| 9.  |   | Central warehouse                   | transported goods, containers; collapsing stacks of stored goods; reduced air temperature of the working area; absence or lack of natural light; insufficient illumination of the work area; sharp edges, burrs and roughness on the surfaces of tools, equipment, inventory, containers; chemical factors. |
| 10. |   | Educational and production workshop | Works with harmful substances: formaldehyde, hydrogen cyanide, paints, adhesives and mastics; noise, dust, local vibration, moving parts of equipment   |
| 11. |   | Operational service                 | Working with chlorine-containing detergents and disinfectants   |
| 12. | Documentation and Development Department the state language | Archive                             | Work related to paper dust, mold  |

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|-----|--------------------|-------------------------|----------------------------------|
| 13. | Scientific Library | Book Storage Department | Work related to paper dust, mold |
|-----|--------------------|-------------------------|----------------------------------|

The list of production facilities, workplaces, professions and positions with hazardous working conditions, for which additional payments from the base salary are established, is reflected in Appendix 1.

## **7 Additional payment for categories of workers employed in hazardous industries**

7.1 The basis for providing compensation (additional payments) for work with hazardous working conditions (free milk, free medical examination) are the results of examination and certification of workplaces for working conditions (presence of harmful production factors, injuries to hazardous areas, equipment, indicators of severity, tension labor process, toxic fumes and emissions, etc.)

7.2 Additional payments for unfavorable working conditions are made to persons directly employed in the work provided for in the list (List 1) of industries, workshops, professions and positions with hazardous working conditions. For jobs with dangerous, harmful and difficult working conditions, additional payments are set at 22-30% of the basic salary for employees of chemical and metallurgical laboratories, workers in complex building services (plumbing, construction workers).

7.3 Additional payments from the basic official salary (BOS) of 30% are provided to the following category of workers employed in work with harmful and especially harmful working conditions:

- those responsible for storage;
- potent toxic substances (PTS);
- work on conducting radiation monitoring in X-ray laboratories and monitoring the safe conduct of work in chemical laboratories;
- work on cleaning and repairing sewer networks using gas-electric welding and manually punching holes in concrete structures;
- electrician for repair and installation of cable lines with manual punching of holes in concrete structures and repair of overhead power lines;
- public toilet cleaner.

7.4 The head of a structural unit draws up a description of the work and working conditions of specific employees (groups of employees, indicating the current hazardous and harmful production factors for each type of work). The head of the unit is responsible for the accuracy of the characteristics of working conditions. The head of the unit promptly reports all changes in the working conditions of employees to the Certification Commission for the Assessment of Working Conditions (hereinafter referred to as the Commission). At the conclusion of the Commission, additional payments remain or are cancelled.

7.5 Based on the conclusion of the Commission, the Rector of the University approves the List of production facilities, workplaces, professions and positions with hazardous working conditions, for which additional payments and the amount of additional payments are established by type of work.

7.6 Additional payments for unfavorable working conditions (in hard work, in work with harmful hazardous working conditions) are established not depending on the position held by the employee, but for the performance of relevant types of work that are recognized as difficult and harmful working conditions.

7.7 The amounts of additional payments and the terms of their payment are established by order of the Rector. Milk and therapeutic and preventive nutrition (hereinafter referred to as TPN) and vitamin preparations are issued to employees based on the results of certification of production facilities for working conditions, in order to prevent occupational diseases and poisonings, and strengthen their health.

Milk is issued in the amount of 0.5 liters per shift, regardless of its duration, on the days the employee is actually employed in work related to the production or use of chemicals.

7.8 The appointment and distribution of milk is carried out in accordance with the List of industries, work in which entitles employees of certain professions and positions to receive milk and vitamin preparations at the expense of the employer in connection with harmful working conditions. The right to receive TRN and vitamin preparations is enjoyed by employees of organizations whose professions and positions are provided for in the relevant productions of the specified List, on the days of actual employment:

7.8.1 employees of chemical and metallurgical laboratories engaged in studying raw materials for chemical and radiation characteristics;

7.8.2 workers constantly engaged in maintenance, cleaning, repair of sewer networks and gas welding work.

7.9 Therapeutic and preventive nutrition is not provided:

- on non-working days;
- on vacation days;
- on business trips;
- on study days away from production;
- on days when work is carried out in other areas where there are no TPN;
- during a period of temporary incapacity.

7.10 Issuance of TPN for the past time or several shifts in advance, as well as compensation for failure to receive it on time (TPN) is not permitted.

7.11 Responsibility for providing employees with milk, dietary supplements and compliance with these Rules rests with the employer.

7.12 According to the List of professions associated with hazardous production factors, mandatory medical examinations are carried out for employees whose work is associated with hazardous production.

The list of production facilities and workplaces with hazardous working conditions and the benefits and compensation provided for them are reflected in Appendix 2.

## 8 Interaction and connections with other departments

8.1 The Labor Safety Department carries out its activities in cooperation with other services and structural divisions of the University, as well as within its competence with third-party organizations indicated in the table:

| Name divisions                                  | Types of work, documentation and material assets   |   |
|---|--|---|
|   | List of incoming documents   | List of outgoing documents  |
| State Labor Inspectorate for the city of Almaty | - methodological development analytical materials O condition security labor in KazRNTU.<br>-permissive documentation to conduct certification workers university By labor protection; | -data By results certification workers west working conditions;<br>-applications on carrying out certification commissions university on right checks knowledge security labor of university employees; |
| Trade union committee employees                 | Reference and methodological materials of the Central Committee of the trade union on questions protection rights workers on labor protection  | - event plans,<br>Included in the Collective agreement and Agreement on labor protection results work employees department joint commission-  |
| Rector's Office                                 | Orders Rector University providing rights receiving benefits compensation unfavorable conditions labor.  | Information about the implementation works  |

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| Department finance and accounting | Accrual additional payments And compensation behind unfavorable conditions work, allocation of money for milk medical inspections. | Lists of employees working in harmful working conditions.  |
| University departments            | - documents, memos, memos of people working in harmful conditions signed by the directors of institutes and heads of departments   | Updating and making changes and additions to the KazNITU documentation in accordance with legislative regulations. dokum. RK |
| HR Service                        | Employee information university  | Work implementation information personnel data   |

## Appendix 1

**SCROLL**

**Production facilities, jobs, professions and positions with hazardous working conditions, for which additional payments are established from the basic official salary (BOS)**

| # | Name of the objects  | of the position   | Harmful industries.                                      | %<br>Surcha<br>rges<br>from<br>BOS<br>(1997<br>tariff) |
|---|--|---|--|--|
| 1 | Chemical laboratories and production shop. (printshop), chemical warehouse and Departments: Chemistry, Metallurgy of precious metals and enrichment, Nuclear and chemical Engineering. and explosives, metallurgy of non-ferrous metals, metal science and heat treatment of metals, chemical technology of oil, gas and polymers processing, metallurgical processes and technology of special materials, interinstitutional educational and research laboratory of physical and chemical research methods. | Lead engineer, engineer, master (according to the staff schedule) | Chemicals of hazard class 1-4.                           | 30   |
| 2 | Department of Documentation support and Development of the state language Archive  | Specialist, Ved. specialist                                       | Work with paint and varnish materials, glue and solvents | 10   |

|   |  |   |  |    |
|---|--|---|--|----|
| 3 | Training and production shop                       | Welder,<br>Turner,<br>Furniture<br>maker,<br>Gas-electric<br>welder,<br>Locksmith | Welding works<br>Welding spray<br>Lubricants<br>Petroleum<br>hydrocarbons<br>White Spirit<br>Paint and varnish<br>materials<br>Dust  | 30 |
| 4 | Repair and construction department<br>Construction | worker<br>, Installation<br>worker,<br>Worker-<br>finisher,<br>Plumber            | Solvents and<br>volatile organic<br>compounds,<br>cement dust, dust<br>when cutting<br>Microorgan<br>material<br>.1-2classes,<br>dangerous.<br>harmful.<br>chemical.<br>substances,<br>punching<br>holes.holes in<br>concrete<br>structures. | 30 |
| 5 | Central warehouse                                  | Warehouse<br>Manager  | Chlorine-<br>containing<br>detergents and<br>disinfectants,<br>paint and<br>construction<br>materials  | 30 |
| 6 | Operational service                                | Building toilet<br>cleaner  | Working with<br>chlorine-<br>containing<br>detergents and<br>disinfectants   | 30 |
| 7 | Engineering Laboratory                             | Chief<br>Researcher   | Working with<br>chemical reagents<br>X-rays, solid<br>paraffins, heavy<br>metals (Cu, Cd,  | 30 |

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|    |                                    |                      | etc.), ionizing radiation   |    |
| 8  | Dorm                               | Dorm toilet cleaners | Working with chlorine-containing detergents and disinfectants   | 30 |
| 9  | Department Book Storage Department | Librarian            | Working with paint and varnish materials, glue and solvents   | 30 |
| 10 | Production Department              | Chief Specialist     | Working with harmful substances: PVA glue, corn glue, paint (which contains aldehydes and pigments available smell) | 30 |



## Appendix 2

**SCROLL****Production facilities and workplaces with hazardous conditions  
labor and provided benefits and compensation for them**

| # | Name of production facilities and workplaces  | Harmful production factors               | Established benefits            |                                   |                       |
|---|---|--|---------------------------------|-----------------------------------|-----------------------|
|   |   |  | Additional payment from (BDO) % | Additional leave in calendar days | Free delivery of milk |
| 1 | Chemical laboratories and production shop. (izdat.shop), chemical warehouse. Departments: Chemistry, Metallurgy of precious metals and enrichment, Nuclear and chemical Engineering. and explosives, metallurgy of non-ferrous metals, metal science and heat treatment of metals, chemical technology of oil, gas and polymer processing, metallurgical processes and technology of special materials, interinstitutional educational and scientific research. laboratory of physical and chemical research methods. | Chemicals of hazard class 1-4.           | 30                              | 3                                 | yes                   |
| 2 | Department of Documentation support and Development of the state language Archive   | Work with paints, adhesives and solvents | 30                              | 3                                 | yes                   |
| 3 | Training and production shop  | Welding operations, Welding spray,       | 30                              | 3                                 | yes                   |

|   |                                       |  |    |   |     |
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|   |                                       | Lubricants,<br>Petroleum<br>hydrocarbons,<br>White Spirit,<br>Paints and<br>coatings,<br>Dust  |    |   |     |
| 4 | Repair and Construction<br>Department | Solvents and<br>volatile organic<br>compounds,<br>cement dust,<br>dust when<br>cutting Micro-<br>organ material<br>.1-2<br>classes,<br>dangerous<br>harmful<br>chemicals.<br>substances,<br>manually<br>punching holes<br>in concrete<br>structures. | 30 | 3 | yes |
| 5 | Central warehouse                     | Chlorine-<br>containing<br>detergents and<br>disinfectants,<br>paint and<br>construction<br>materials  | 30 | 3 | yes |
| 6 | Operational service                   | Work with<br>chlorine-<br>containing<br>detergents and<br>disinfectants  | 30 | 3 | yes |
| 7 | Engineering laboratory                | Work with<br>chemical<br>reagents X-rays,<br>solid paraffins,<br>heavy metals<br>(Cu, Cd, etc.),   | 30 | 3 | yes |

|    |                                       |  |    |   |     |
|----|---------------------------------------|--|----|---|-----|
|    |                                       | ionizing<br>radiation  |    |   |     |
| 8  | Dorm                                  | Work with<br>chlorine-<br>containing<br>detergents and<br>disinfectants  | 30 |   |     |
| 9  | Department Book storage<br>department | Work with<br>paints, adhesives<br>and solvents   | 30 | 3 | yes |
| 10 | Production Department                 | Work with<br>harmful<br>substances: PVA<br>glue, corn glue,<br>paint (which<br>contains<br>aldehydes and<br>pigments, odors) | 30 | 3 | yes |

**GISTRATION SHEET OF CHANGES**

| No.<br>p/p | Chapter,<br>subparagraph<br>document | Type of change<br>(replace, cancel,<br>add | Number<br>and<br>Date<br>notices | Changes made |  |
|------------|--------------------------------------|--|----------------------------------|--------------|--|
|            |                                      |  |                                  | date         | Last name and<br>initials,<br>signature<br>job title |
|            |                                      |  |                                  |              |  |