



KOLEGJI - COLLEGE  
**BIZNESI**  
Prishtinë

In accordance with the Law on Occupational Safety, Protection of Employees' Health and Work Environment No. 2003/19, the Labor Law No. 03/L-212, as well as based on the statute of Biznesi College, Article 6 paragraph (1) and two (2), the High Teaching Scientific Council, on 25 September 2020 approves this:

## REGULATION ON FIRE PROTECTION AND SAFETY AT WORK

### **Article 1**

#### **General provisions**

1. Through this regulation, Biznesi College determines the system of protection of facilities from fire and other disasters of nature vis-majori (force majeure), and safety at work, during the work process in Biznesi College.

### **Article 2**

2.1. The protection and rescue system contains the program, planning and organization of the staff in Biznesi College for fire protection and fire rescue and evacuation of the staff from these circumstances.

2.2 This system and program is constantly changed and supplemented, according to the changes and standards defined by the state applicable legislation.

### **Article 3**

3.1 The basic tasks of the system of fire protection and rescue and other disasters are:

- a) detection, follow-up of risks from fire and other disasters;
- b) prevention and maximum care of the staff of Biznesi College;
- c) alerting, alarming and informing employees about potential risks;
- d) education and training of protection, rescue and relief workers;
- e) organization of protection and emergency preparedness;
- f) self-defense, self-help, mutual assistance among the staff.

#### **Article 4**

4.1 Carrying out protection and rescue from fire and other disasters, is accomplished in accordance with the provisions and standards applicable in the Republic of Kosovo.

#### **Article 5**

5.1 Biznesi College provides its employees with the necessary tools and equipment for protection, rescue and assistance.

5.2 Biznesi College, provides ongoing training of staff on the use of firefighting equipment, and training for evacuation in case of fire in the premises of the College.

#### **Article 6**

6.1 All the fire-fighting devices provided by Biznesi College, must be used according to the standards and conditions required for their use.

6.2 No employee may use these devices and tools without any training and instruction on their use.

#### **Article 7**

##### **Injuries to employees**

All health damages during any emergency situation created in Biznesi College, will be compensated by Biznesi College, according to the labor law, and the law on occupational safety.

#### **Article 8**

##### **Fire and disaster evacuation plan**

8.1 Following the approval and entry into force of this regulation, Biznesi College issues the evacuation plan for the staff in case of fire and other disasters, which is drafted according to the standards and advice by the authorized persons for such situations.

8.2 The evacuation plan is provided each employee at the moment of establishing the employment relationship, and the same must be implemented accurately by the staff and with maximum care.

8.3 Due to the nature of the work activity in Biznesi College, this plan is sent and elaborated (explained with actions, physical demonstration), to the engaged academic staff and students of Biznesi College, before the beginning of each academic year.

### **Article 9**

9.1 All facilities of Biznesi College are covered with fire-fighting equipment, which the employer is obliged to test according to the time set for their testing, and the term of their use.

9.2 First aid kits are on display at all Biznesi College facilities.

### **Article 10**

#### **Safety at work**

10.1 Workplace has the meaning of working space where the work activity is performed, according to Article one (1) of the Law on Safety at Work.

10.2 Occupational safety and health protection of employees is an integral and very important part of the organization of employment and work process, and the employer will take in advance all necessary and indispensable measures for the safety of employees' health.

### **Article 11**

#### **Employees' rights to safety at work**

11.1 All employees of Biznesi College enjoy the rights to safety at work, which are defined by this regulation and the law on safety at work, and labor law.

11.2 An employee who has a full-time employment relationship, and a valid employment contract, enjoys the rights of safety at work, according to paragraph 10.3.

#### **11.3 Fundamental rights for safety at work:**

- a. Suitable work environment;
- b. Necessary conditions for protection at work;
- c. Prior information on occupational hazards, in case the employee is perceived to be threatened by certain hazards;
- d. Instructions from the employer on occupational hazards.

## **Article 12**

All injuries of employees during the work process due to lack of due care or non-application of protection instructions, or by their negligence, do not represent liability to the employer.

## **Article 13**

### **Entering into force**

13.1 Amendments and supplements to the Regulation on fire protection and safety at work, are issued in the manner and according to the procedures provided by the statute of Biznesi College.

13.2 The Regulation enters into force upon approval by the HTSC of BIZNESI College in Prishtina and commences to be implemented as of 25 September 2020

13.3 The regulation is drafted by the fire protection expert and is signed by the Dean of Biznesi College.

Head of  
HTSC of Biznesi College

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/ Prof. Dr. Shyqeri Kabashi/