




# OCCUPATIONAL SAFETY AND HYGIENE REGULATIONS

**THE ENGLISH WAY**

**COMPREHENSIVE CULTURE  
OF EXCELLENCE**

**EFFECTIVE GOVERNANCE  
AND FINANCIAL SUSTAINABILITY**

 <b>Fundación Educativa de Inglaterra</b>	<b>OCCUPATIONAL SAFETY AND HYGIENE REGULATIONS</b>	<b>Code:</b> PLT – 046 - E	<small>Nit 860.023.814-8 No responsable de IVA - ICA 7x1000 Calle 170 N° 15-68 Tel (571) 676 7700 - Fax (571) 671 1318</small>
		<b>Version:</b> 02, 08/05/2019	
		<b>First version:</b> 01/04/2016	
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## PURPOSE

The purpose of this document is to regulate the obligations as well as all the other aspects that the **FUNDACIÓN EDUCATIVA DE INGLATERRA** must comply with in regard to the Occupational Safety and Health Management System.


## APPLICABILITY

This document applies to all the staff of the **FUNDACIÓN EDUCATIVA DE INGLATERRA**.

### 1. DESCRIPTION OF THE INSTITUTION

<b>NAME</b>	Fundación Educativa de Inglaterra		
<b>IDENTIFICATION (TAX ID NUMBER - NIT)</b>	860.023.814-8	<b>TELEPHONE</b>	+(57)1 67667700
<b>ADDRESS</b>	Calle 170 No. 15 – 68, Bogotá, D.C.		
<b>OCCUPATIONAL RISK ADMINISTRATOR (ARL)</b>	ARL SURA S.A.		
<b>RISK CATEGORY ASSIGNED BY THE ARL</b>	Category I Level 6		
<b>ECONOMIC ACTIVITY CODE</b>	1821010		

AREA	RISK CATEGORY	PERCENTAGE
Administration – Teaching staff	I	0.522
General Services and School shop	II	1.044
Discipline Assistants	IV	4.35
Health Care Area	III	2.436

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**THIS DOCUMENT ESTABLISHES AS FOLLOWS:**

**ARTICLE 1.** The **FUNDACIÓN EDUCATIVA DE INGLATERRA** undertakes to comply with the legal provisions in force to guarantee mechanisms that ensure adequate and timely prevention of occupational accidents and diseases, in accordance with Articles 34, 57, 58, 108, 205, 206, 217, 220, 221, 282, 283, 348, 349, 350 and 351 of the Colombian Labour Code, Law 9 of 1979, Resolution 2400 of 1979, Decree 614 of 1984, Resolution 2013 of 1986, Resolution 1016 of 1989, Resolution 6398 of 1991, Decree-Law 1295 of 1994, Law 776 of 2002, Article 55 of Law 962 of 2005, Resolution 1401 of 2007, Resolution 2346 of June 11<sup>th</sup>, 2007, Resolution 2646 of July 17<sup>th</sup>, 2008, Law 1562 of July 11<sup>th</sup>, 2012, Resolution 652 of April 30<sup>th</sup>, 2012, Resolution 1356 of July 18<sup>th</sup>, 2012, Decree 0723 of April 15<sup>th</sup>, 2013, Decree 1443 of July 31<sup>st</sup>, 2014, Decree 1072 of May 26<sup>th</sup>, 2015 and other regulations that may be established for this purpose.

**ARTICLE 2.** The **FUNDACIÓN EDUCATIVA DE INGLATERRA** undertakes to promote and ensure the establishment and operation of the Joint Committee on Occupational Safety and Health (*Comité Paritario en Seguridad y Salud en el Trabajo - COPASST*) in accordance with Decree 614 of 1984, Resolution 2013 of 1986, Resolution 1016 of 1989, Decree-Law 1295 of 1994, Law 1562 of July 11<sup>th</sup>, 2012, Decree 1443 of July 31<sup>st</sup>, 2014, and Decree 1072 of May 26<sup>th</sup>, 2015.

**ARTICLE 3.** The **FUNDACIÓN EDUCATIVA DE INGLATERRA** undertakes to allocate the necessary resources to develop permanent activities in accordance with the Occupational Safety and Health Management System (OSHMS), developed in accordance with Decree 614 of 1984, Resolution 1016 of 1989, Decree-Law 1295 of 1994 and Law 1562 of July 11<sup>th</sup>, 2012, Decree 1443 of July 31<sup>st</sup>, 2014, and Decree 1072 of May 26, 2015, which considers, at least, the following aspects:

- a. **Preventive and Occupational Medicine Subprogramme** aimed at promoting and maintaining the highest degree of physical, mental and social well-being among workers in all occupations; preventing any damage to their health caused by working conditions; protecting them from the risks generated by the presence of harmful agents and procedures in their job; and assigning workers to and ensuring that they remain in an activity that is consistent with their physiological and psychosocial aptitudes (Article 10 of Resolution 1016 of 1989).
- b. **Occupational Safety and Health Subprogramme** aimed at establishing the best conditions for basic industrial (workplace) sanitation and at developing procedures to eliminate or control risk factors that originate in the workplace or that may cause occupational diseases or accidents (Resolution 2400 of 1979).


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**ARTICLE 4.** The hazards identified in the **FUNDACIÓN EDUCATIVA DE INGLATERRA** are mainly the following:

<b>PHYSICAL HAZARDS</b>	<b>CHEMICAL HAZARDS</b>
<ul style="list-style-type: none"> <li>▪ Inadequate lighting</li> </ul>	<ul style="list-style-type: none"> <li>▪ Vapours and fumes</li> <li>▪ Mist</li> <li>▪ Smokes</li> </ul>
<b>BIOLOGICAL HAZARDS</b>	<b>MECHANICAL HAZARDS</b>
<ul style="list-style-type: none"> <li>▪ Virus</li> <li>▪ Fungi</li> <li>▪ Bacteria</li> </ul>	<ul style="list-style-type: none"> <li>▪ Machinery</li> <li>▪ Equipment</li> <li>▪ Tools</li> </ul>
<b>ERGONOMIC HAZARDS</b>	<b>PSYCHOSOCIAL HAZARDS</b>
<ul style="list-style-type: none"> <li>▪ Poor postures</li> <li>▪ Overexertion</li> <li>▪ Fatigue</li> <li>▪ Unsuitable workstation setup/location</li> </ul>	<ul style="list-style-type: none"> <li>▪ Repetitive movements</li> <li>▪ Shiftwork</li> </ul>
<b>INFRASTRUCTURE HAZARDS</b>	<b>ELECTRICAL HAZARDS</b>
<ul style="list-style-type: none"> <li>▪ Storage</li> <li>▪ Order and cleanliness</li> </ul>	<ul style="list-style-type: none"> <li>▪ Earthing system</li> <li>▪ Electrical system overload</li> </ul>
<b>NATURAL HAZARDS</b>	<b>TRAFFIC HAZARDS</b>
<ul style="list-style-type: none"> <li>▪ Thunderstorms</li> <li>▪ Hurricanes</li> <li>▪ Earthquakes</li> <li>▪ Landslides</li> </ul>	<ul style="list-style-type: none"> <li>▪ Collision</li> <li>▪ Vehicle overturn</li> <li>▪ Vehicle breakdown</li> <li>▪ Obstacles</li> <li>▪ Run-over accident (pedestrians involved)</li> </ul>

**PARAGRAPH:** To ensure that the risks referred to in this article do not result in an occupational accident or disease, the Foundation exercises control over the source, the mode of transmission or the worker, in accordance with the provisions of the Occupational Safety and Health Management System (OSHMS), which is shared with all the staff.

**ARTICLE 5.** The **FUNDACIÓN EDUCATIVA DE INGLATERRA AND ITS STAFF** will strictly comply with the legal provisions, as well as with the technical and internal standards adopted to ensure the implementation of preventive occupational health, hygiene and safety activities, which are consistent with these Regulations and with the Foundation’s Occupational Safety and Health Management System (OSHMS).

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**PARAGRAPH:** The obligations of the staff in relation to the protection of their health and the Occupational Safety and Health Management System include, inter alia, the following:


- Take care of his/her health.
- Provide clear, truthful, and complete information on his/her health condition.
- To comply with the regulations of the Occupational Safety and Health Management System.
- To inform the Foundation, in a timely manner, about latent hazards and risks in the workplace
- To participate in the training activities of the Occupational Safety and Health Management System (OSHMS).
- To contribute to the achievement of the objectives of the Occupational Safety and Health Management System (OSHMS).

**ARTICLE 6.** The **FUNDACIÓN EDUCATIVA DE INGLATERRA** has introduced and implemented an induction process for the activities to be performed by the staff, training him/her in the prevention and safety measures required by the working environment and the specific work to be performed.

**ARTICLE 7.** In accordance with the provisions of Article 351 of the Colombian Labour Code, these regulations shall remain on display in at least two (2) visible places in the workplace, together with the approval order, the contents of which are made known to all staff at the moment they begin to work.

**ARTICLE 8.** These regulations shall enter into force and remain thus as of the date the legal representative signs them and their publication provided that the company retains, without substantial changes, the conditions existing at the time of their approval, such as its economic activity, production methods, facilities or where governmental provisions are made to amend or limit the rules of these regulations, until governmental provisions are issued that amend them or limit their validity.

This document was issued and signed on August 1<sup>st</sup>, 2020 in Bogotá D.C.



**JEFF SHAW**  
Head of School and Rector – Legal Representative