



Internal Directive No 2 OHS

Guidelines on the provision of PPE (personal protective equipment, washing, cleaning and disinfecting equipment)

1.00. General provisions

1.01. The content of this regulation is determined in particular by:

- Act No. 262/2006 Coll., Labour Code (§101, §104, §106), as amended
- Act No. 309/2006 Coll. on ensuring other conditions of occupational safety and health, as amended
- Government Regulation No. 390/2021 Coll., on more detailed conditions for the provision of personal protective equipment, washing, cleaning and disinfecting agents
- REGULATION (EU) 2016/425 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 9 March 2016 on personal protective equipment ...

1.02. The employer is obliged to ensure the safety and health protection of employees at work, taking into account the risks to their life and health that may be involved in the performance of their work.

If the risks cannot be eliminated or sufficiently reduced by means of collective protection or work organisation measures, the employer must provide employees with personal protective equipment. The manner, conditions and duration of use of personal protective equipment shall be determined by the employer on the basis of the frequency and severity of the risks involved, the nature and type of the work and the workplace and taking into account the characteristics of the personal protective equipment.

1.03. Personal protective equipment (PPE) is protective equipment that must protect employees from hazards, must not endanger their health and must not hinder their work performance.

1.04. In an environment in which clothing or footwear is subject to extraordinary wear and tear or contamination at work or performs a protective function, the employee shall also be entitled to work clothing or footwear from the employer as personal protective equipment.

1.05. The employer shall provide employees with washing, cleaning and disinfecting agents based on the extent of soiling of skin and clothing.

1.06. Personal protective equipment, washing, cleaning and disinfecting equipment shall be provided free of charge by the employer according to a list drawn up on the basis of a risk assessment and specific working conditions.

1.07. The provision of personal protective equipment shall not be substituted for financial compensation.

1.08. The employer is obliged to purchase and put into use only PPE that is intended by its manufacturer for the purpose. PPE that provides protection against exposure to hazards must be CE marked.

1.09. The personal protective equipment allocated is the property of the employer.

1.10. The employer is obliged to maintain personal protective equipment in usable condition and to control its use.

1.11 There are no workplaces with poor microclimatic conditions where the provision of protective drinks is required. Where such conditions arise, the entitlement to the provision of protective drinks is not affected by these Regulations. For this purpose, the conditions for the provision of protective drinks will be evaluated separately.

1.12. When applying the internal list of PPE, washing and cleaning products provided, the specific conditions of individual types of work and individual activities must be taken into account.

1.13 Occupational health and safety is an integral and equal part of the job responsibilities of senior staff at all levels of management within the scope of the positions they hold.

2.00. Reasons for providing PPE

2.01. PPE provided to employees to protect life or health

- from the danger of exceeding the NPK of pollutants or the danger of an accident
- from pollutants for which maximum permissible concentrations have not yet been set harmful substances in the working environment
- in case of danger of contact with dangerous chemical substances and preparations (toxic, corrosive, irritating and harmful to health...)
- from physical pollutants (radiation, noise, vibration, heat ...)
- from the risk of transmission and spread of diseases
- against the risk of injury (falling, burns, electric shock ...)
- from exposure to excessive heat, cold, humidity or extreme temperature changes

2.02. PPE provided to employees for hygiene and anti-epidemic reasons

- provided to employees in environments where high levels of cleanliness are required

2.03. Work clothing or footwear provided to employees for emergency reasons

- wear or contamination
- it is mainly work that causes pollution

2.4 Protective equipment for the purposes of provision under this regulation does not include

- (a) ordinary work clothing and footwear which are not intended to protect the health of workers from hazards and which are not subject to abnormal wear and tear or soiling at work,
- (b) the equipment and facilities of rescue services and services carrying out activities under the legislation,
- (c) special protective equipment used in the Armed Forces of the Czech Republic, Military Police, Military Intelligence or Security Forces,
- (d) equipment and facilities used in road traffic,
- (e) sports equipment,
- (f) a device intended for self-defence,
- (g) means for detecting and signalling hazards and pollutants in the workplace.

3.00. Policy for the provision of PPE

3.01. Personal protective equipment is provided to employees according to an internal list, annexed to this regulation, which is prepared on the basis of a risk assessment.

3.02. Personal protective equipment shall

- (a) be effective against the hazards present during the period of use and its use shall not present an additional risk,
- (b) correspond to the conditions in the workplace,
- (c) be adapted to the physical capabilities of the employee; and
- (d) respect ergonomic requirements and the health of the employee.

3.03. Where the presence of more than one hazard requires the worker to use more than one PPE at the same time, the PPE must be compatible with each other.

- 3.04.** The lead employee who assigns and directs the work shall assign appropriate PPE according to the specific activity assigned and the conditions of the workplace. Any reduction in the amount of PPE provided, as specified in the internal list, shall be made by the lead employee in cooperation with the person competent in risk prevention.
- 3.05.** For the handling of hazardous chemicals and preparations, PPE for these activities is provided to employees as specified in the safety data sheets or work safety instructions prepared for the specific type of chemical or preparation.
- 3.06.** For the operation of machinery, apparatus and equipment, PPE is provided as specified in the equipment manufacturer's documentation (operating and maintenance instructions).
- 3.07.** An employee who is exposed to risk factors (mechanical, physical, chemical, etc.) must be equipped with appropriate PPE (protective shield, respirator, etc.) even if this PPE is not listed in the internal list.
- 3.08.** The useful life of PPE specified in the internal list is determined on the basis of the frequency and severity of the risks involved, the nature and type of work and the workplace, taking into account the characteristics of the protective equipment. However, it is always necessary to comply with the maximum period of use specified by the manufacturer of a particular type of PPE.
- 3.09.** If the internal list states that the employee is to be equipped with protective footwear or gloves, etc. This means that he/she will be provided with the types of PPE that are appropriate for the job and will protect the employee from the possibility of harm to his/her health.
- 3.10.** If, through no fault of the employee, the assigned PPE is destroyed or excessively worn out before the specified life of the PPE has expired, its manufacturer's specified life has expired, it has lost its functional properties or effectiveness against the hazards involved, or its use poses an additional risk, the employee's supervisor shall assign new PPE to the subordinate employee.
- 3.11.** The employee shall be liable for the loss, arbitrary damage or destruction of PPE entrusted by the employer to the employee on written confirmation in accordance with employment law.
- 3.12.** PPE is provided to the employee for personal use and care on a permanent basis or for a specified period of time required to perform work activities.
- 3.13.** Employees who are assigned to perform emergency tasks or work activities that are performed only on a short-term basis will be provided with the necessary PPE only for the time necessary.
- 3.14.** Used personal protective equipment may be reissued for use only if it is not damaged, its function is not impaired and it meets the hygiene requirements (prevention of the occurrence and spread of disease, i.e. cleaning, disinfection).
- 3.15.** To ensure the maintenance and hygiene of PPE, employees are provided with cleaning and other necessary means.
- 3.16.** Employees must be provided with sufficient PPE to enable them to use the PPE even in cases of maintenance, cleaning, etc. (e.g. the number of work clothes to be issued taking into account the required reserve).
- 3.17.** PPE may be allocated for shared use by more than one employee if measures have been taken to prevent exposure to infectious diseases.
- 3.18.** The employee must be demonstrably familiar with the use of personal protective equipment.
- 4.00. Policy for the provision of washing and cleaning products**
- 4.01.** The quantity of washing, cleaning and disinfecting agents provided shall vary according to the scope of pollution is divided into four groups.

Recommended quantities of washing and cleaning agents

<i>Types of work</i>	<i>Detergent - quantity in grams per month</i>	<i>Cleaning paste - quantity in grams per month</i>

A) Very dirty work	200	900
B) Work unclean	100	600
C) Work less clean	100	300
D) Work clean	100	-
A minimum of two towels per year for all types of work		

4.02. In case of permanent availability of detergents at the workplace, the quantity provided is reduced.

4.03. The specified quantity of detergents and cleaning agents is the dose for one month. Soap doses may not be increased at the expense of cleaning paste or vice versa.

4.04. An employee who performs activities of epidemiological significance shall be provided with a number of towels sufficient to allow for rotation.

4.05. An employee who comes into contact with substances that may cause skin irritation or contamination of the employee shall be provided by the employee's supervisor with washing and cleaning agents, or restorative creams and ointments, as appropriate to the type of substance.

5.00. Allocation of disinfectants

5.01. To prevent the occurrence and spread of infectious diseases, the employer shall provide disinfectants. Protective ointments having a disinfectant effect shall also be considered as disinfectants.

5.02. The means recommended by the manufacturer shall be provided for the maintenance and disinfection of protective equipment.

5.03. Employees engaged in hygiene-sensitive activities shall be provided with disinfectant washers.

6.00. Duties of senior staff

6.01. Managers at all levels of management, within the scope of the positions they hold, are responsible for assigning appropriate PPE, washing, cleaning and disinfecting equipment to their subordinate employees.

6.02. Supervisors shall provide employees with demonstrable knowledge of the use and maintenance of PPE. They shall inform subordinate employees of the markings on the PPE and the hazards against which the PPE protects them. For special PPE, the lead employee shall provide separate training and drills according to the PPE manufacturer's instructions.

6.03. Managers are required to keep records of the receipt and issue of each type of PPE to subordinate employees in connection with the allocation of PPE.

6.04. Supervisors must ensure that their subordinates use PPE only in the performance of the work activities for which they have been assigned and instruct them in its professional and cost-effective use.

6.05. Managers are obliged to adapt the provision of PPE to changes in specific working conditions and at the same time to submit proposals for adjusting the internal list in the light of these changes.

7.00. Employee duties

Employees are required to:

- use the assigned PPE at work for the work for which it was designed
- familiarise yourself with the accompanying PPE documentation
- check the quality condition of the PPE before use, report any deficiencies to the employee's supervisor
- take care of PPE according to the manufacturer's instructions and internal guidelines
- use only clean PPE, including work clothes, when carrying out activities of epidemiological significance
- store PPE in designated areas (especially PPE for shared use)
- report deficiencies and defects in the assignment and use of PPE to their supervisor
- require the replacement of PPE if it has lost the required characteristics

- upon termination of employment, return the PPE to the employer in a condition consistent with reasonable wear and tear

8.00. Final provisions

8.01. This directive supersedes all previous versions of the related internal regulations.

8.02. The HSE OHO is responsible for the update.

8.03. The list of assigned PPE shall be archived for a period of 5 years.

8.04. Compliance with the provisions of this Regulation is the responsibility of senior staff at all levels of management within the scope of the posts they hold.

8.05. Managers shall ensure that their subordinate employees are demonstrably familiar with the contents of this regulation.

8.06. This regulation shall take effect on January 1, 2023.

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Ing. Michal Syc, Ph.D.
Director of the Institute

Attachments:

- Risk assessment tables for the selection and use of protective equipment
- List of PPE provided
- Record sheet of allocated PPE

