

Guidance No. 1/2020 issued by the Faculty of Arts, Masaryk University

Guidance on provision of personal protective equipment, detergents, cleaning agents and disinfectants

In accordance with the provisions of Section 28 (1) of Act No. 111/1998 Coll., Act on Higher Education and on Amendments to Other Acts (Higher Education Act), as amended (hereinafter referred to as the "Act"), I issue the following Guidance:

Article 1

Subject of regulation

- (1) This Guidance governs the provision and management of personal protective equipment, detergents, cleaning agents and disinfectants.
- (2) The Guidance is prepared in accordance with the Government Decree No. 495/2001 Coll., which defines the extent and more detailed conditions for the provision of personal protective equipment, detergents, cleaning agents and disinfectants.

Article 2

- (1) Personal protective equipment is provided in cases when the risks at work cannot be avoided or sufficiently limited by technical means or appropriate organizational measures.
- (2) The purpose of the personal protective equipment is to protect employees by using them as protective means against risks and hazards that may threaten their life, safety or health at work.
- (3) Personal protective equipment must:
 - be effective during its use against emerging risks, without creating an additional risk,
 - be appropriate to the workplace environment,
 - be adapted to the physical characteristics of individual employees.
- (4) In an working environment where the work clothing or footwear is subject to extraordinary wear or dirt at work or has a protective function, the clothing or footwear shall be provided and treated as personal protective equipment (in accordance with the provisions of Section 104 (2) of Act No. 262/2006 Coll., Labor Code, as amended).

Article 3

- (1) The personal protective equipment, detergents, cleaning agents and disinfectants are provided to employees free of charge according to the list elaborated based on risk assessment conclusions and specific working conditions.
- (2) The provisions of Annex 1 to the Government Decree No. 495/2001 Coll., shall apply in assessing the risks in connection with the selection and use of protective equipment.
- (3) The Annexes 2 and 3 to the Government Decree No. 495/2001, Coll., shall apply in selecting of appropriate protective equipment.

Article 4

- (1) Employees performing work for which personal protective equipment is provided only occasionally or irregularly, shall be provided with the personal protective equipment only for the duration of the works in question.
- (2) Where the presence of more than one risk makes it necessary for the employees to use more than one PPE item at the same time, the different PPE items must be compatible with each other.
- (3) Only protective equipment that has been approved by the competent authorized testing center may be provided.
- (4) The employer must not provide a financial compensation instead of provision of personal protective equipment.

Article 5

- (1) Employees are obliged to use the personal protective equipment solely for the work activities they were assigned to complete.
- (2) A manager shall make the employees acquainted with the use of personal protective equipment.
- (3) Senior staff are required, within the scope of their duties, to make sure that their employees use personal protective equipment.

Article 6

Records of provision of personal protective equipment are kept on personal employee files. Senior staff are obliged to submit the records on provision of personal protective equipment to the supervisory bodies when requested.

Article 7

The disposal of worn-out personal protective equipment is done based on an assessment by writing it off on a disposal form. The disposal of personal protective equipment shall be done as economically as possible

Article 8

Detergents, cleaners and disinfectants are provided to employees according to a list drawn up on the basis of an assessment of the nature and amount of occupational exposure to contamination or irritants at work.

Article 9

Final Provisions

- (1) This Guidance follows the provisions of the MU Directive No. 10/2009 Organization of Occupational Safety and Health Protection at MU (Masaryk University).
- (2) The implementation of this Guidance, its interpretation and updating is done by the OSH officer.
- (3) This Guidance is overseen by the Faculty Secretary.
- (4) The Guidance shall enter into force on the date when it is signed.
- (5) The Guidance shall come into effect on the date of its publication in the public section of the MU website.

In Brno on March 30th, 2020

prof. PhDr. Milan Pol, CSc.
Dean of the Faculty

Attachment 1

PROVISION OF PERSONAL PROTECTIVE EQUIPMENT ACCORDING TO INDIVIDUAL OCCUPATIONS

Personal protective equipment will be disposed and replaced after wear or loss of function.

Serial No.	Occupation	Type of the PPE	Remark
1	MAINTENANCE	Work shoes	
		Twill work clothing (overalls or coveralls)	
		Protective five-finger gloves	
		Protective goggles or face shield	AN
		Warm coat	
2	ARCHAEOLOGICAL RESEARCH (highly specialized field work)	Work shoes	
		Twill work clothing (overalls or coveralls)	
		Protective five-finger gloves	
		Protective helmet	AN
		Protective goggles or face shield	AN
3	PORTER	Work shoes	
		Warm coat	
4	FILING ROOM OFFICER	Warm coat	

Explanation: AN – available in the workplace “As Needed” (to be used in potentially dangerous areas)

LIST OF DETERGENTS, CLEANING AGENTS AND DISINFECTANTS

Maintenance

1. Toilet soap
2. Cleaning paste
3. Towel
4. Toilet paper

Detergents and towels are available in sanitary facilities.

Hygienic supplies – toilet paper, are provided as well.

Archaeological research (highly specialized field work)

Detergents, towels and toilet paper are available at the field work site as well.