



**Ruling of the Director
of the Central European Institute of Technology of Masaryk University
No. 10/2016**

**Personal Protective Equipment at the Workplace, Cleaning
Agents, Detergents and Disinfection Preparations**

(effective as of 1 December 2016)

Pursuant to Part Three, Art. 7 (2) f) and Art. 4 (6) of the Rules of Organisation of the Central European Institute of Technology of Masaryk University and pursuant to the provisions of Act No. 262/2006 Coll., the Labour Code, as amended (hereinafter the "Labour Code"); Government Order No. 361/2007 Coll., stipulating the conditions of health protection at work, as amended, Government Order No. 495/2001 Coll., stipulating the scope and detailed conditions of the provision of personal protective equipment at the workplace, cleaning agents, detergents and disinfection preparations, as amended; Government Order No. 21/2003 Coll., stipulating technical requirements pertaining to personal protective equipment, as amended; and pursuant to the Chancellor's Guideline No. 10/2009 "Determination of the Organisational Measures of Occupational Safety and Health Protection at MU", I hereby issue this Ruling:

Article 1

Subject Matter

- (1) This ruling of the Director of CEITEC MU (hereinafter the "Ruling") sets out the scope and type of the provided personal protective equipment (hereinafter also the "PPE") based on the assessment of work risks actually or potentially affecting the employee at all worksites within the Central European Institute of Technology of MU (hereinafter "CEITEC MU").
- (2) This Ruling sets out the scope of free provision of and management with the PPE to employees where required by:
 - a) the protection of their life and health;
 - b) the protection of employees for sanitary and anti-epidemic reasons;
 - c) extraordinary wear and tear or contamination due to the impacts of the working environment.
- (3) This Ruling further regulates the provision and amounts of cleaning agents, detergents and disinfection preparations and it applies to all employees of CEITEC MU (working either under an employment agreement or under an agreement on works performed outside the scope of an employment relationship), and also mainly to students and interns carrying out any activities at the worksites of CEITEC MU on any other grounds than employment.

Article 2

Definitions and Terms

- (1) Personal protective equipment at the workplace must:
 - a) be approved by the competent authorised certification authority and designated for being used in order to protect employees against risks that could endanger their life, safety or health at work;
 - b) protect employees against risks, may not endanger their health, may not cause obstacles for the work performance and must comply with the requirements stipulated by applicable legal regulations.
- (2) Work clothing or shoes are classified as protective personal equipment in the environment where the clothing or shoes are subject to extraordinary wear and tear or contamination in the course of work or where they perform a protective function.
- (3) Disinfection preparations are:
 - a) chemical substances or mixtures thereof that exterminate pathogenic microorganisms and that are designated for prevention of the origination and dispersion of infectious diseases;
 - b) protective creams with disinfection effects.
- (4) Work risks are:
 - a) combinations of probability and scope of possible injuries or damage to the health of an employee exposed to one or more potential sources of work injuries or health hazards in the course of their work process;
 - b) thermal, radiation, chemical and biological risks are determined on the basis of expert measurements.
- (5) Personal protective equipment at the workplace must:
 - a) provide efficient protection, during the time of their use, against the existing risks and their use may not present an additional risk;
 - b) correspond to the conditions existing at the workplace;
 - c) be adjusted to the physical parameters of individual employees;
 - d) respect the ergonomic requirements and health condition of employees;
 - e) where the existence of more than one risk requires that employees use several items personal protective equipment concurrently, these PPE items must be mutually compatible;
 - f) employees must be acquainted with the use of personal protective equipment. Shared use of PPE by several employees is only possible if adequate measures have been taken to prevent the risk of contagious diseases;
 - g) the manner, conditions and time of using personal protective equipment shall be determined by the employer based on the frequency and seriousness of the existing

risks, the nature and type of work and the worksite, taking into consideration the characteristics of the given PPE.

Article 3

Responsibilities of the Employer

(1) The Employer is obliged:

- a) to determine suitable personal protective equipment based on the assessment of the risks that affect or may affect the employees;
- b) inform employees of the risks against which they are protected by the use of the personal protective equipment; the informing of employees is performed by the Occupational Safety and Health and Fire Prevention Manager.

(2) The Employer is further obliged:

- a) to purchase personal protective equipment approved by the competent national certification authority for protection against the specific work risk to which the employee is exposed;
- b) to keep records on the release of personal protective equipment to individual employees (registration sheets), see Annex No. 2. Such records shall be kept by the worksite supervisor (i.e. the head of the research centre, research group, core facility or another workplace);
- c) to optimise the stock of personal protective equipment and store it so that it does not get degraded and so that its protective function is not impaired;
- d) to determine an estimated service life and deadline for replacement of personal protective equipment (the personal protective equipment must be replaced immediately if its protective function is impaired due to wear and tear or due to damage);
- e) inspect the use of personal protective equipment by employees and request its use;
- f) provide cleaning agents and detergents.

(3) The head of a research centre, research group, core facility or another workplace (hereinafter the "worksite supervisor") is obliged:

- a) to assign suitable personal protective equipment against a written confirmation of receipt and create personal cards of entitlement to personal protective equipment upon commencing employment or changing work activities, including the specification of all risks affecting the employee in the course of their work;
- b) to inform the employees with the manner of using the personal protective equipment and with the manufacturer's instructions;
- c) to inspect the stock and correct use of personal protective equipment solely for the purposes for which it is intended;
- d) to equip employees with personal protective equipment in extraordinary cases, in the case of the assignment of employees to any works or tasks outside their usual scope of work and work position;
- e) to review the equipment of their subordinates with personal protective equipment in the case of any changes resulting from the introduction of new technologies or the establishment of new working conditions;

- f) to ensure or perform replacement of personal protective equipment if its protective function gets impaired;
- g) to inform the Occupational Safety and Health and Fire Prevention Manager regarding the provision of personal protective equipment.

Article 4

Obligations of Employees

(1) The employees are obliged:

- a) to use PPE in compliance with the orders and instructions of the employer and of the worksite supervisor and in compliance with the manufacturer's instructions;
- b) to use PPE exclusively in the course of the activities for which the PPE was provided to them;
- c) to take due care of the received PPE, efficiently manage the PPE and ensure its minor maintenance in compliance with the manufacturer's instructions in order to prevent impairment of the functional properties of the PPE caused by the use of unsuitable cleaning or disinfection agents;
- d) to deposit personal protective equipment at places designated for this purpose;
- e) to notify their supervisor of any defects of the received PPE, including a request for replacement.

(2) The employees may not:

- a) use non-functional protective equipment;
- b) remove PPE from the relevant centre, research group, core facility or another worksite (hereinafter the "worksite").

Article 5

Risks and Types of PPE

- (1) Mechanical risks are identifiable usually on the basis of the risk analysis. Thermal, radiation, chemical and biological risks result from the time frames of the day and are related to each profession individually.
- (2) The assessment of risks associated with the work performance of individual professions is set out in Annex No. 1 "Personal Protective Equipment Based on Professions and Risk Tables" that forms an integral part of this Ruling.
- (3) The assessment of the work risks or, if applicable, extraordinary wear and tear and contamination of equipment is performed by the worksite supervisor in cooperation with the Occupational Safety and Health and Fire Prevention Manager.
- (4) At CEITEC MU, personal protective equipment means in particular the following:
 - a) Hearing protection:
 - earplugs and similar items;
 - ear muffs and ear defenders.
 - b) Eye and face protection:
 - protective goggles;

- protective goggles against X-ray, laser, ultraviolet, infrared or visible (dazzling) radiation;
 - protective face shields.
- c) Hand and arm protection - gloves protecting against:
- mechanical damage (stabbing, cutting, vibrations, etc.);
 - chemical substances and biological agents;
 - electricity, glow and low temperatures;
 - ionising radiation.
- d) Foot protection:
- Oxford shoes, ankle boots, mid-calf boots, knee-high boots, and over the knee boots, in particular for moist environment;
 - anti-slip shoes, boots, slippers;
 - antistatic shoes, boots, slippers;
 - thermally insulating shoes, boots, slippers.
- e) Whole body protection:
- clothing protecting against chemical substances and biological agents;
 - clothing protecting against ionising radiation;
 - protective blankets.

(5) Personal protective equipment for laboratory work includes the following:

- a) white coat;
- b) latex (vinyl, nitrile) gloves;
- c) goggles / face shield for work with chemical substances.

(6) Personal protective equipment for work with cryogenics includes the following:

- a) cryogenic gloves;
- b) face shield;
- c) white crepe coat;
- d) apron.

Article 6

Determination of Personal Protective Equipment at the Workplace

- (1) Each worksite, depending on the nature of the given work, consultations with the Occupational Safety and Health and Fire Prevention Manager and in compliance with this Ruling, determines and purchases personal protective equipment from the employer's resources, i.e. from the budget of the relevant worksite.
- (2) Employees are provided with PPE for the performance of their work according to Annex No. 1 hereof.
- (3) The decisive aspect for the allocation of PPE is always the presence of the risk by which the employee is affected in the course of the given work activity, against which the personal protective equipment must be provided, irrespective of whether or not the particular PPE is listed in Annex No. 1, based on the expected main work activities according to the employee's position.

- (4) Employees who perform works for which the use of personal protective equipment is only prescribed on an occasional or irregular basis, receive these PPE items only for the time of the performance of the work for which such PPE is intended. The PPE is determined by the worksite supervisor and the Occupational Safety and Health and Fire Prevention Manager based on the assessment of the existing risks relating to the work performance.
- (5) If an employee executes several professions and according to the list of the provided PPE is entitled to receive the same PPE for several professions, such PPE shall be provided to the employee only once. The personal PPE entitlement and release card must list all the activities and professions performed by the employee, as well as the provided PPE.
- (6) The worksite supervisor is responsible for proper keeping of records on the allocation of PPE.

Article 7

Classification of Works in Terms of Contamination

In terms of contamination, works are classified as follows:

Examples of professions and work activities	
Very unclean works	asphalt workers, varnishes, pest control workers, galvanisers, underground miners, solid fuel boiler plants attendance staff, attendance and maintenance staff of earth working machinery, attendance and maintenance staff of machinery equipment, metallurgy workers
Unclean works	adjustment workers, binding workers, drivers of trucks, tractors and agricultural machinery, bricklayers, assembly workers, construction workers, attendance staff of construction machinery, forestry and agricultural workers, smiths, operations chemists, foodstuffs production workers, butchers and pork butchers, welders, animal breeders, attendance staff of metal-working machinery, woks in health care causing skin irritation
Less clean works	foremen, technical supervision workers, crane operators, warehouse workers, passenger vehicle drivers, servicing technicians, shoemakers, carpenters, wood processing, assembly of electrical products, procurement, cleaning
Clean works	administrative works , attendance of steam boiler plants, supervision, measurement, trade, services, education, science, research

Article 8

Cleaning agents and detergents

- (1) The employer provides employees who get in contact with substances capable of causing skin irritation or contamination of employees cleaning agents, detergents and disinfection preparations (and, if applicable, regeneration lotions and creams) depending on the scope of the skin and clothing contamination.
- (2) The amount of the provided cleaning agents and detergents (including protection creams) is determined on the basis of the contamination level as follows:

Table of the amount of the provided cleaning agents and detergents			
Group	Level of contamination	Soap, cleaning agent (g/month)	Cleaning paste (g/month)
A	Very unclean works	200	900
B	Unclean works	100	600
C	Less clean works	100	300
D	Clean works	100	100

- (3) For the purpose of ensuring basic hygiene, soaps and towels available at the places designated for basic disinfection are provided by an external supplier.

Article 9

Method of Washing PPE

Cleaning of PPE, in particular clothing, is ensured in building A35 by the Occupational Safety and Health and Fire Prevention Manager in the laundry of Brno Faculty Hospital, once every 2 months, on the first Tuesday of each even month. Each employee is entitled to take advantage of these services. In the other buildings, laundering is arranged based on a separate schedule.

Article 10

Rules for the Provision of Protective Beverages

- (1) The employer is obliged to provide the employees at worksites with substandard microclimate conditions with protective beverages free of charge based on a special list prepared on the basis of the risk assessment and the specific working conditions. Protective beverages serve for the protection of the employees' health against the effects of heat or cold stress. The provision of protective beverages cannot be substituted with any financial compensation.
- (2) Worksites with substandard microclimate conditions are determined by the decision of the competent public health protection authority on the basis of measurements taken by an authorised officer. The type and amounts of the protective beverages provided to employees at these worksites are determined on the basis of the results of the measurements taken in cooperation with the contracted physician providing occupational health care.

Article 11

Final Provisions

- (1) The secretary of the Institute shall be responsible for the interpretation of this Ruling.
- (2) The Occupational Health and Safety and Fire Prevention manager shall be responsible for updating this Ruling from time to time.
- (3) The Occupational Health and Safety and Fire Prevention manager is appointed to supervise the observance of this Ruling.

- (4) This Ruling cancels the General Rules of the Provision of Personal Protective Equipment, Cleaning Agents and Detergents effective since 18 November 2014.
- (5) This Ruling shall become valid as of the execution date hereof.
- (6) This Ruling shall become effective as of 1 December 2016.

Annexes: No. 1 – Personal protective equipment based on the professions and the risks table

Registration Sheet of Personal Protective Equipment

In Brno, on 24 November 2016

Jiří Nantl
Director of the Institute

ANNEX NO. 1: PERSONAL PROTECTIVE EQUIPMENT BASED ON THE PROFESSIONS AND THE RISKS TABLE

Organisation:	CEITEC MU, Kamenice 753/5, 625 00 Brno		
Workplace:	CEITEC MU, Kamenice 753/5, 625 00 Brno and other worksites of CEITEC MU		
Profession:	Specialist (work with chemicals, biological agents of class 1 and 2)		
Description of activities:			
Work with common chemical substances used in laboratories (methanol, ethanol, acetic acid, sodium chloride, etc.) classified at most as risk category 2 pursuant to Decree No. 432/2003 Coll., stipulating the conditions for dividing work into individual categories, the limit values for biological exposure test indicators, the conditions for collecting biological material for biological exposure tests, and the particulars for notifying work with asbestos and biological agents, as amended, and work with biological agents of category 2 pursuant to Government Order No. 361/2007 Coll., stipulating the conditions of health protection at work, as amended.			
Used machines and devices: centrifuges, shakers, western blots, steam sterilisers, microscopes, flow-boxes, sonicators, homogenisers, electrophoreses, etc.			
Type of Personal Protective Equipment and Estimated Time of its Use			
Name of the personal protective equipment	Details		Months
Latex (vinyl, nitrile) gloves	Disposable, available at the worksite		6
White coat			12

RISK ASSESSMENT TABLE FOR THE SELECTION AND USE OF PERSONAL PROTECTIVE EQUIPMENT																								
PROFESSION			RISKS																					
			Physical										Chemical							Biological				
			Mechanical					Thermal		Radiation			Aerosols		Liquids		Gases, vapours			Bacteria, viruses	Parasites	Moulds	Non-bacterial biological antigens	
			Falls from height, falls into depth	Hit, shock, crush	Stabs, cuts, scratches	Slipping, falls	Vibrations	Heat, fire	Cold	Electricity	Not ionising	Ionising	Noise	Dust, fibres	Fumes, mists	Solids	Immersion	Splashing	Gases, vapours	Bacteria, viruses	Parasites	Moulds	Non-bacterial biological antigens	
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
Head	Scull	A																						
	Hearing	B																						
	Vision	C																	X					
	Respiratory system	D																						
	Face	E																						
	Whole head	F																						
Upper limbs	Hands	G																			X	X	X	X
	Arms (parts)	H																						
Lower limbs	Feet	I																						
	Legs (parts)	J																						

Skin	K																				
Torso / abdomen	L															X		X	X	X	X
Parenteral routes	M																				
Whole body	N																				

Organisation:	CEITEC MU, Kamenice 753/5, 625 00 Brno
Workplace:	CEITEC MU, Kamenice 753/5, 625 00 Brno and other worksites of CEITEC MU
Profession:	Specialist (work with cryogenes)
Description of activities: Handling with liquid nitrogen and other cryogenes. Work with Dewar containers and other tools for handling cryogenes.	

Type of Personal Protective Equipment and Estimated Time of its Use			
Name of the personal protective equipment	Details	Note	Months
Latex (vinyl, nitrile) gloves	Disposable		6
White coat			12
Cryogenic gloves			
Goggles / face shield			
Protective apron for the work with liquid nitrogen		As needed	
Protective shoes		As needed	

RISK ASSESSMENT TABLE FOR THE SELECTION AND USE OF PERSONAL PROTECTIVE EQUIPMENT																							
PROFESSION			RISKS																				
			Physical										Chemical							Biological			
			Mechanical					Thermal		Radiation			Noise		Aerosols		Liquids			Gases, vapours	Bacteria, viruses	Parasites	Moulds
			Falls from height, falls into depth	Hit, shock, crush	Stabs, cuts, scratches	Slipping, falls	Vibrations	Heat, fire	Cold	Electricity	Not ionising	Ionising	Noise	Dust, fibres	Fumes, mists	Solids	Immersion	Splashing	Gases, vapours	Bacteria, viruses	Parasites	Moulds	Non-bacterial biological antigens
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Head	Scull	A																					
	Hearing	B																					
	Vision	C																X					
	Respiratory system	D																					
	Face	E							X										X				
	Whole head	F																					
Upper limbs	Hands	G						X										X		X	X	X	X
	Arms (parts)	H																					
Lower limbs	Feet	I																					
	Legs (parts)	J																					
Skin		K																					
Torso / abdomen		L																X		X	X	X	X

Organisation:	CEITEC MU, Kamenice 753/5, 625 00 Brno
Workplace:	Kamenice 753/5, 625 00 Brno and other worksites of CEITEC MU
Profession:	Specialist (work with genetically modified organisms)
Description of activities: Research in the field of genetically modified organisms. Coats must be labelled as GMO, relocation of coats to other places is forbidden.	
Used machines and devices: centrifuges, shakers, western blots, steam sterilisers, microscopes, flow-boxes, sonicators, homogenisers, electrophoreses, etc.	

Type of Personal Protective Equipment and Estimated Time of its Use			
Name of the personal protective equipment	Details	Note	Months
Latex (vinyl, nitrile) gloves	Disposable		6
White coat	Coats may not be taken out of the laboratories		12

RISK ASSESSMENT TABLE FOR THE SELECTION AND USE OF PERSONAL PROTECTIVE EQUIPMENT																							
PROFESSION			RISKS																				
			Physical											Chemical						Biological			
			Mechanical					Thermal		Radiation		Noise		Aerosols		Liquids		Gases, vapours		Bacteria, viruses	Parasites	Moulds	Non-bacterial biological antigens
		Falls from height, falls into depth	Hit, shock, crush	Stabs, cuts, scratches	Slipping, falls	Vibrations	Heat, fire	Cold	Electricity	Not ionising	Ionising	Noise	Dust, fibres	Fumes, mists	Solids	Immersion	Splashing	Gases, vapours	Bacteria, viruses	Parasites	Moulds	Non-bacterial biological antigens	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
Head	Scull	A																					
	Hearing	B																					
	Vision	C																					
	Respiratory system	D																					
	Face	E															X						
	Whole head	F																					
Upper limbs	Hands	G																					
	Arms (parts)	H															X		X	X	X	X	
Lower limbs	Feet	I																					
	Legs (parts)	J																					
Skin		K																					
Torso / abdomen		L															X		X	X	X	X	
Parenteral routes		M																					
Whole body		N																					

Organisation:	CEITEC MU, Kamenice 753/5, 625 00 Brno
Workplace:	Kamenice 753/5, 625 00 Brno, building A35, and other worksites of CEITEC MU
Profession:	Health care professional
Description of activities: Work in the regime of a health care facility. Note: Furthermore, it is governed by Decree No. 306/2012 Coll., on the Conditions of Preventing the Occurrence and Spreading of Infectious Diseases and on Public Health Requirements Pertaining to the Operation of Health Care Facilities and Social Care Institutions, as amended.	

Type of Personal Protective Equipment and Estimated Time of its Use			
Name of the personal protective equipment	Details	Note	Months
Latex (nitrile) gloves	Disposable		6
White coat			12
Medical white pants			12

RISK ASSESSMENT TABLE FOR THE SELECTION AND USE OF PERSONAL PROTECTIVE EQUIPMENT																							
PROFESSION			RISKS																				
			Physical										Chemical						Biological				
			Mechanical					Thermal		Radiation			Aerosols		Liquids		Gases, vapours	Bacteria, viruses	Parasites	Moulds	Non-bacterial biological antigens		
		Falls from height, falls into depth	Hit, shock, crush	Stabs, cuts, scratches	Slipping, falls	Vibrations	Heat, fire	Cold	Electricity	Not ionising	Ionising	Noise	Dust, fibres	Fumes, mists	Solids	Immersion	Splashing	Gases, vapours	Bacteria, viruses	Parasites	Moulds	Non-bacterial biological antigens	
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Head	Scull	A																					
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	Vision	C															X						
	Respiratory system	D																					
	Face	E															X						
	Whole head	F																					
Upper limbs	Hands	G															X		X	X	X	X	
	Arms (parts)	H																					
Lower limbs	Feet	I																					
	Legs (parts)	J																					
Skin		K																					
Torso / abdomen		L															X		X	X	X	X	
Parenteral routes		M																					
Whole body		N																					

Organisation:	CEITEC MU, Kamenice 753/5, 625 00 Brno
Workplace:	Kamenice 753/5, 625 00 Brno, building A35, and other worksites of CEITEC MU
Profession:	Specialist (work with chemicals, biological agents of class 3)
<p>Description of activities: Work with common chemical substances used in laboratories (methanol, ethanol, acetic acid, sodium chloride, etc.) classified at most as risk category 3 pursuant to Decree No. 432/2003 Coll., stipulating the conditions for dividing work into individual categories, the limit values for biological exposure test indicators, the conditions for collecting biological material for biological exposure tests, and the particulars for notifying work with asbestos and biological agents, as amended, and work with biological agents of category 3 pursuant to Government Order No. 361/2007 Coll., stipulating the conditions of health protection at work, as amended.</p> <p>Used machines and devices: centrifuges, shakers, western blots, steam sterilisers, microscopes, flow-boxes, sonicators, homogenisers, electrophoreses, etc.</p>	

Type of Personal Protective Equipment and Estimated Time of its Use			
Name of the personal protective equipment	Details	Note	Months
Latex (vinyl, nitrile) gloves	Disposable		6
White coat			12

RISK ASSESSMENT TABLE FOR THE SELECTION AND USE OF PERSONAL PROTECTIVE EQUIPMENT																							
PROFESSION			RISKS																				
			Physical							Chemical							Biological						
			Mechanical					Thermal		Radiation			Aerosols		Liquids			Gases, vapours		Bacteria, viruses	Parasites	Moulds	Non-bacterial biological antigens
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Head	Scull	A																					
	Hearing	B																					
	Vision	C															X						
	Respiratory system	D																					
	Face	E															X						
	Whole head	F																					
Upper limbs	Hands	G															X		X	X	X	X	
	Arms (parts)	H																					
Lower limbs	Feet	I																					
	Legs (parts)	J																					
Skin		K																					
Torso / abdomen		L															X		X	X	X	X	
Parenteral routes		M																					

ANNEX NO. 2: REGISTRATION SHEET OF PERSONAL PROTECTIVE EQUIPMENT

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REGISTRATION SHEET Personal Protective Equipment at the Workplace



Name and surname of employee, ID No.:		Personal protective equipment released by:	
Work position of employee:		Signature of the releasing employee:	

Date	Sort, type and purpose of the personal protective equipment						Employee's signature *)	Notes (release, return, damage, etc.)
	Body protection	Foot/leg protection	Hand/arm protection	Face, eye protection	Hearing protection	Other		

*) The employee confirms with his/her signature that he/she has been acquainted of the manner of using the released personal protective equipment and with the manufacturer's instructions.