

Instruction of the Faculty of Pharmacy of Masaryk University No. 5/2021

Personal Protective Equipment, Washing, Cleaning and Disinfecting Agents

(Effective as of 1 March 2021)

In accordance with Act No. 262/2006 Coll., the Labour Code, as subsequently amended (hereinafter referred to as "LC")

361/2007 Coll., which establishes the conditions for the protection of health at work, as amended by later regulations, Government Decree No. 495/2001 Coll., which establishes the scope and the conditions for the provision of personal protective equipment, washing, cleaning and disinfecting equipment, as amended by later regulations and in accordance with the Rector's Guidelines No. 10/2009 on the organisation of work safety and health protection at MU, I issue this instruction.

Article 1

The Subject of Modification

- (1) The Instruction of the Faculty of Pharmacy of Masaryk University (hereinafter referred to as "Instruction") determines the scope and type of personal protective equipment (hereinafter referred to as "PPE") provided on the basis of an assessment of the occupational hazards that employees are or may be exposed to at all workplaces of the Faculty of Pharmacy of Masaryk University (hereinafter referred to as "FaF MU").
- (2) The instruction sets out the scope of free provision and management of PPE to employees for whom it requires it:
 - a) protecting their life and health,
 - b) protection of workers for hygienic and anti-epidemic reasons,
 - c) abnormal wear or contamination due to the working environment.
- (3) The Instruction further specifies the provision of a quantity of washing, cleaning and disinfecting agents and applies to all employees of the Faculty of Pharmacy MU (performing work on the basis of an employment contract or an agreement on work performed outside the employment relationship), especially students and trainees who perform any activity on the premises of the Faculty of Pharmacy MU on a basis other than the employment relationship.

Article

2

Definition and Concepts

- (1) Personal protective equipment must:
 - a) be approved by the relevant authorised testing body and designed to protect employees from risks that could endanger their life, safety or health at work.

- b) protect employees from risks, must not endanger their health, must not hinder the performance of work and must meet the requirements laid down by law.
- (2) Work clothing or footwear shall perform the function of personal protective equipment in an environment in which the clothing or footwear is subject to abnormal wear or contamination during work or performs a protective function.
 - (3) Disinfectants are:
 - a) chemical agents or mixtures thereof which inactivate pathogenic microorganisms and are intended to prevent the development and spread of infectious diseases.
 - b) protective ointments with disinfectant effect.
 - (4) Occupational hazards are:
 - a) the combination of the probability and extent of possible injury or impairment to the health of an employee exposed in the work process to one or more potential sources of occupational injury or threat to the health of the employee;
 - b) thermal, radiational, chemical and biological risks are determined on the basis of expert measurements.
 - (5) Personal protective equipment must:
 - a) be effective against the risks involved for the duration of their use and shall not present an additional risk;
 - b) meet the conditions of the workplace
 - c) be adapted to the physical requirements of individual employees;
 - d) respect ergonomic requirements and the health of the employee;
 - e) where the presence of more than one hazard requires employees to use more than one personal protective equipment at the same time, the PPE must be mutually compatible;
 - f) the employees must be familiar with the use of personal protective equipment. The use of PPE by more than one employee is only possible if measures have been taken to prevent the risk of contagious diseases;
 - g) the manner, conditions and duration of the use of personal protective equipment shall be determined by the employer on the basis of the frequency and frequency of occurring risks, the nature and type of work and the workplace and taking into account the characteristics of the PPE.

Article 3

Employer Responsibilities

- (1) The employer is obliged to:
 - a) determine the appropriate PPE based on an assessment of the risks that are or may be posed to the employee;
 - b) inform employees about the risks against which the use of PPE protects them; training of employees is carried out by the OSH and FP manager.
- (2) The employer is further obliged to:

- a) purchase PPE that is approved by the appropriate state testing laboratory for protection against the specific occupational hazard which the employee is exposed to;
- b) keep a record of the distribution of PPE to individual employees (record sheet), see Appendix 2,
- c) optimise PPE stocks and store them in such a way that their protective function is not degraded or compromised;
- d) determine an indicative lifetime and a time limit for PPE replacement to optimise resources (the PPE must be replaced immediately when its protective function is limited by wear or damage);
- e) control the use of PPE by employees and require its use,
- f) provide washing and cleaning agents.

(3) The head of the department (head of the workplace) is obliged to:

- a) assign appropriate PPE on the basis of written confirmation of receipt, upon commencement or change of work activity; records kept by means of record sheets (see Annex No.2)
- b) familiarise the employee with the method of use of PPE and the manufacturer's instructions;
- c) check the equipment and correct use of PPE only for the purpose for which it is intended;
- d) equip the employee with PPE in extraordinary cases, in cases of work assignments or tasks outside the normal workplace and in cases of functional disruption of the employee;
- e) review the equipment of subordinates' PPE if changes occur as a result of the introduction of new technology or new working conditions;
- f) provide or replace PPE when their protective function is compromised;
- g) inform the OSH and FP manager about the provision of PPE, to submit records of PPE registration on request;
- h) checking of the record of PPE registration is carried out at the same time as the overall OSH inspection.

Article 4

Duties of the Employee

(1) Employees are required to:

- a) use PPE in accordance with the employer's and manager's instructions and in accordance with the manufacturer's instructions;
- b) use PPE only for such activities for which they have been assigned;
- c) to take good care of the assigned PPE, to manage them efficiently, to ensure their minor maintenance in accordance with the manufacturer's instructions, to prevent the functional properties of PPE from being impaired by the use of inappropriate cleaning or disinfecting agents;
- d) store PPE in the designated areas;
- e) report defects in the assigned PPE to your supervisor, including requesting a replacement.

(2) Employees must not:

- a) use a non-functional protective device
- b) take PPE off-site.

Article 5
Risks and Types of PPE

- (1) Mechanical risks are usually identifiable on the basis of a risk analysis. Thermal, radiational, chemical and biological risks arise from the time of day and are related to individual occupations.
- (2) An assessment of the risks associated with the performance of work for individual occupations is given in the Annex No. 1 "PPE according to occupation and risk table", which forms an integral part of this instruction.
- (3) The assessment of risks of work, or of extraordinary wear and tear and contamination of equipment is carried out by the head of the workplace in cooperation with the HSE manager.
- (4) Personal protective equipment at FaF MU is understood as:
 - a) For hearing protection:
 - hearing protectors and similar devices;
 - muffle hearing protectors.
 - b) For *eye* and face protection:
 - protective goggles;
 - protective face shields.
 - c) For hand and arm protection gloves to protect against:
 - mechanical damage (against stabbing, puncture, vibration, etc.); • chemical agents and biological agents;
 - electricity, heat and low temperatures.
 - d) To protect your feet:
 - shoes;
 - shoes, boots, slippers with non-slip sole;
 - shoes, boots, anti-static slippers;
 - e) For protection of the whole body:
 - clothing for protection against chemical agents and biological agents;
 - protective covers.
- (5) Personal protective equipment for work in the laboratory includes:
 - a) white coat or trousers, shirt, T-shirt;
 - b) latex (vinyl, nitrile) gloves;
 - c) protective goggles/shields for working with chemical agents.

Article 6
Determination of Personal Protective Equipment

- (1) Each workplace determines and purchases personal protective equipment from the employer's resources, i.e. the budget of the relevant workplace, according to the nature of the work, in consultation with the OSH and FP manager and in accordance with this Instruction.

- (2) Employees are provided with PPE for the performance of work in accordance with Annex 1 of this Instruction.
- (3) **The decisive factor for the assignment of PPE is always the occurrence of a risk to which the employee is exposed during the given work activity** and the personal protective equipment must be assigned against this risk, regardless of whether it is listed in Annex 1 according to the employee's expected main work activities.
- (4) Employees who perform work for which the use of PPE is provided only occasionally or irregularly shall be provided with such equipment only for the duration of the work for which the PPE is intended. This PPE shall be determined by the relevant workplace manager and the OSH and FP manager on the basis of an assessment of the existing risks in the performance of the work.
- (5) In case the employee performs more than one profession and according to the table of the PPE provided they are entitled to the same PPE for more than one profession, they shall receive this PPE only once.
- (6) The head of the workplace is responsible for the proper maintenance of the record of PPE assignments.

Article 7

Classification of Work in Terms of Pollution

The work in terms of pollution is classified as follows:

Examples of professions and professional activities	
Very dirty work	asphalters, painters, vulcanizers, deratizers, galvanizers, deep-water drainage, operators of boiler rooms for solid fuels, operation and maintenance of earth moving machines, operation and maintenance of machinery, metallurgists
Dirty work	servicemen, binders, drivers of loading vehicles, tractors and agricultural machinery, bricklayers, fitters, construction workers, operators of construction machinery, forestry and agricultural workers, metalworkers, operational chemists, food processing workers, cutters, meat-smokers, welders, animal breeders, operators of metalworking machines, work in the health care sector causing irritation
Less clean work	shiftleaders, technical inspection workers, carpenters, warehouse workers, drivers of passenger vehicles, service technicians, shoemakers, carpenters, woodworkers, assembly of electrical products, supply delivery, cleaning
Clean work	administration , operation of gas boilers, supervision, measurements, trade, services, education, science, research

Article 8
Washing and Cleaning Products

- (1) The employer shall provide employees who come into contact with substances which may cause skin irritation or contamination of the employee with soap, cleanser and disinfectant (or regenerative creams and ointments) on the basis of the extent of contamination of skin and clothing.
- (2) The quantity of washing and cleaning agents provided (including protective ointments) is determined by the degree of contamination as follows:

Table of the quantity of soaps and cleaning agents provided...			
Group	Degree of contamination	Soap, detergent (g/month)	Cleansing paste (g/month)
A	very dirty work	200	900
B	dirty work	100	600
C	less clean work	100	300
D	clean work	100	100

- (3) From the point of view of ensuring basic hygiene, soaps and towels in places
- (4) intended for basic disinfection are provided by an external company.

Article 9
Method of PPE Washing

Cleaning of PPE, especially clothing, is provided by CHRISTOF, spol. s r. o., a company working in the area.

Article 10
Rules for the Provision of Protective Drinks

- (1) The employer is obliged to provide employees in workplaces with substandard microclimatic conditions with protective drinks, free of charge, according to a list drawn up on the basis of a risk assessment and specific working conditions. Protective drinks are used to protect the health of employees from the effects of heat or cold stress. The provision of protective drinks cannot be replaced by financial compensation.
- (2) Workplaces with unfavourable microclimatic conditions are determined by a decision of the competent authority for the protection of public health on the basis of measurements made by an authorised person. The type and quantity of protective drinks provided to employees in these workplaces is determined depending on the results of the measurements in cooperation with the contracted doctor providing occupational health care.

Article 11
Final Provisions

- (1) The Secretary of the Faculty is responsible for the interpretation of this Instruction.

- (2) These rules will apply from 1 March 2021.
- (3) The HSE and FP manager is responsible for the interim updating of this Instruction.
- (4) The HSE and FP manager is responsible for checking compliance with this Instruction.
- (5) This Instruction shall take effect on the date of signature.
- (6) This Instruction shall enter into force on 1 March 2021.

Annexes:

No. 1 - PPE according to professor and risk table

No. 2 - PPE record sheet

In Brno, 4 June 2021
Dean

prof. PharmDr. Mgr. David Vetch', Ph. D.