

Masaryk University Faculty of Medicine Directive No. 3/2021**Personal protective equipment, washing, cleaning and disinfecting agents**

(as amended with effect from 1 October 2021)

Pursuant to Article VI., paragraph 2, letter a) of the Organizational Regulations of the Faculty of Medicine of Masaryk University and in accordance with Act No. 262/2006 Coll., the Labour Code, as amended (hereinafter referred to as "the Labour Code"); Government Regulation No. 361/2007 Coll., laying down the conditions of occupational health protection, as amended, Government Regulation No. 495/2001 Coll., laying down the scope and more detailed conditions for the provision of personal protective equipment, washing, cleaning and disinfecting equipment, as amended; Regulation (EU) 2016/425 of the European Parliament and of the Council of 9 March 2016, on personal protective equipment and in accordance with Rector's Directive No. 10/2009 Establishing the organisation of occupational safety and health at MU, I issue this Directive.

**Article 1
Subject of modification**

- (1) This Directive of the MU Faculty of Medicine (hereinafter referred to as the "Directive") specifies the scope and type of personal protective equipment (hereinafter referred to as "PPE") provided on the basis of an assessment of occupational hazards that affect or may affect employees at all workplaces of the MU Faculty of Medicine (hereinafter referred to as "MU Faculty of Medicine").
- (2) The Directive sets out the scope of the free provision and management of PPE to employees where it is required:
 - a) protecting their life and health,
 - b) protection of workers for hygiene and anti-epidemic reasons,
 - c) extreme wear and tear or contamination due to the working environment.
- (3) The directive also specifies the provision of washing, cleaning and disinfecting agents and applies to all MU Faculty of Medicine employees (performing work on the basis of an employment contract or an agreement for work performed outside the employment relationship).

**Article 2
Definitions and concepts**

- (1) Personal protective equipment must:
 - a) be approved by the relevant authorised testing body and designed to protect workers from risks to their life, safety or health at work;
 - b) must protect employees from risks, must not endanger their health, must not hinder their work and must meet the requirements set out in legislation.
- (2) Work clothing or footwear shall function as personal protective equipment in an environment in which

the clothing or footwear is subject to abnormal wear or contamination at work or performs a protective function.

(3) Disinfectants are:

- a) chemical substances or mixtures thereof which destroy pathogenic micro-organisms 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 likelihood and magnitude of potential injury or impairment to the health of a worker exposed in the work process to one or more potential sources of occupational injury or hazard to the worker's health;
- b) thermal, radiation, chemical and biological risks are determined on the basis of expert measurements.

(5) Personal protective equipment must:

- a) be effective against the hazards present for the period of use and their use must not present an additional risk;
- b) correspond to the conditions in the workplace;
- c) be adapted to the physical requirements of individual employees;
- d) respect ergonomic requirements and the health of employees;
- e) be mutually compatible where the presence of more than one hazard requires workers to use more than one PPE at the same time;
- f) 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 severity of the risks involved, 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 appropriate PPE based on an assessment of the hazards that affect or may affect the employee;
- b) inform employees of the risks against which the use of PPE protects them; the information is provided by the head of the workplace;
- c) Purchase PPE that is approved by the appropriate state testing agency for protection against the specific occupational hazard to which the employee is exposed;
- d) keep records of the issue of PPE to individual employees (record sheet), see Annex 2;
- e) optimise PPE stocks and store them in such a way that their protective function is not degraded or reduced;
- f) to determine an indicative service life and replacement period for PPE for stock optimisation (PPE must be replaced immediately when its protective function is reduced by wear or damage);
- g) monitor the use of PPE by employees and require its use,
- h) provide washing and cleaning products.

(2) For PPE purchased from the central budget of the faculty, the authorized employee of the Technical and Operational Department (hereinafter referred to as "TPO LF") is obliged to:

- a) keep records of the issue of PPE to individual employees;
- b) Introduce personal PPE entitlement cards upon commencement or change of work activity, based on written confirmation from the Head of Department of the PPE assigned;
- c) Familiarise employees with how to use PPE and the manufacturer's instructions;
- d) monitor PPE replacement deadlines;
- e) provide or replace PPE when its protective function is reduced (e.g. by damage);
- f) to ensure the cleaning of workwear, including its collection at a designated place and subsequent

issue or maintenance as specified by the manufacturer of the PPE, unless it is minor maintenance that the employee is entitled to perform himself.

- (3) The head of a department, research group, shared laboratory or other facility (hereinafter referred to as the "department head") is obliged to:
- a) assign appropriate PPE indicating all risks involved in the employee's work activity and inform the designated TPO LF employee and the OSH&E Department in writing;
 - b) to check that PPE is fitted and used correctly only for the purposes for which it is intended;
 - c) to equip employees with PPE in emergency cases, in cases of assignment of work or task outside the employee's normal work and functional assignment;
 - d) Revise subordinate PPE equipment when changes occur due to the introduction of new technology or new working conditions;
 - e) also fulfil the obligations set out in Article 3, point (2) for PPE not purchased from the central budget of the Faculty.

Article 4 Duties of employees

- (1) Employees are required to:
- a) use PPE in accordance with the orders and instructions of the employer and workplace manager, and in accordance with the manufacturer's instructions;
 - b) use PPE only for those activities for which they have been assigned PPE;
 - c) take proper care of the assigned PPE, manage it efficiently, ensure its minor maintenance in accordance with the manufacturer's instructions, so as not to violate the functional properties of PPE by using inappropriate cleaning or disinfecting agents;
 - d) store PPE in designated areas;
 - e) Report defects in assigned PPE to their supervisor, including requesting replacement.
- (2) Employees may not:
- a) use inoperative protective equipment;
 - b) take PPE away from the workplace for which the PPE is intended.

Article 5 Risks and types of PPE

- (1) Mechanical risks are generally identifiable through risk analysis. Thermal, radiation and chemical and biological risks are derived from time of day snapshots and are related to individual occupations.
- (2) An assessment of the risks associated with the performance of work for each occupation is given in Annex 1, which forms an integral part of this Directive, and in the tables for each workplace.
- (3) The assessment of work risks, or extraordinary wear and tear and contamination of equipment is carried out by the head of the workplace in cooperation with the OHS and OHS department.
- (4) PPE at LF MU means in particular:
- a) For hearing protection:
 - earplugs and similar devices;
 - earmuffs.
 - b) For eye, respiratory and facial protection:
 - safety glasses;
 - protective goggles against X-ray, laser, ultraviolet, infrared, visible (anti-glare) radiation;
 - protective face shields;
 - respirators.
 - c) For hand and arm protection gloves to protect against:
 - mechanical damage (against punctures, cuts, vibrations, etc.);
 - chemical agents and biological agents;

- electricity, heat and low temperatures;
- by ionizing radiation.
- d) To protect your feet:
 - Half-shoes, ankle, half-shoe, shin and high shoes, especially for outdoors or wet environments;
 - thermal insulation footwear;
- e) For full body protection:
 - clothing for protection against chemical agents and biological agents;
 - clothing for protection against ionising radiation;
 - clothing to protect against adverse microclimatic conditions;
 - dosimeters.

(5) The basic PPE for work in the laboratory are:

- a) white cloak;
- b) latex (vinyl, nitrile) gloves;
- c) protective goggles/shields for working with chemicals.

Article 6
Determination of personal protective equipment

- (1) Each workplace determines and purchases PPE from the budget of the respective workplace, in consultation with the OSH and OHS department and in accordance with this Directive, except for those that are purchased from the central budget.
- (2) Employees are provided with PPE for work according to Annex 1 of this Directive and the tables of individual workplaces.
- (3) The decisive factor for the allocation of PPE is always the occurrence of the risk to which the employee is exposed in the work activity in question and the PPE must be allocated against this risk, regardless of whether it is listed in Annex 1 according to the main work activities envisaged by the employee's classification.
- (4) Employees who perform work for which the use of PPE is specified only occasionally or irregularly shall be provided with PPE only for the duration of the work for which the PPE is intended. Such PPE shall be determined by the competent head of the workplace on the basis of an assessment of the risks involved in the performance of the work.
- (5) If an employee works in more than one occupation and is entitled to the same PPE for more than one occupation according to the schedule of PPE provided, he/she will receive this PPE only once. The personal PPE entitlement and issue card must list all the activities or occupations the employee performs and the PPE provided.
- (6) The Head of Department or the designated TPO LF employee is responsible for proper record keeping of PPE assignments, see Article 3(2) and (3).

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	
Work very dirty	asphalters, painters, vulcanizers, exterminators, galvanizers, underground mining, solid fuel boiler operators, earthmoving machine operators and maintenance, machine operators and maintenance, metallurgists

Examples of professions and professional activities	
Work unclean	adjusters, binders, truck, tractor and farm machinery drivers, bricklayers, fitters, construction workers, construction machinery operators, forestry and agricultural workers , blacksmiths, operating chemists, food production workers, butchers, smokers, welders, animal breeders, metalworking machine operators, skin irritating work in health care
Work less clean	foremen, technical inspection workers, crane operators, warehouse workers, passenger vehicle drivers, service technicians , shoemakers, carpenters, woodworkers, assembly of electrical
Work clean	administration , operation of gas boiler rooms, supervision, measurement, trade, services, education, science, research

Article 8 Washing and cleaning agents

- (1) The employer shall provide employees who come into contact with substances that may cause skin irritation or contamination of the employee with washing, cleaning and disinfecting agents (or, where appropriate, restorative creams and ointments) based on the extent of contamination of the skin and clothing.
- (2) The quantity of washing and cleaning agents (including protective ointments) provided shall be determined according to the degree of soiling as follows:

Table of quantities of washing and cleaning products provided			
Group	Degree of pollution	Soap, detergent (g/month)	Cleaning paste (g/month)
A	work very dirty	200	900
B	unclean work	100	600
C	work less clean	100	300
D	work clean	100	100

- (3) In terms of ensuring basic hygiene, soaps and disposable towels are provided by an external company in places designated for basic disinfection.

Article 9 Method of washing PPE

Cleaning of PPE, especially of clothing, is provided in the F01-B2 pavilion by an authorised employee of the LF MU in the laundry of the FN Brno, every Monday, other working days only by prior arrangement.

Article 10 Policy for the provision of protective drinks

- (1) The employer is obliged to provide employees in workplaces with unsatisfactory 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. The protective drinks are intended 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 public health authority on the basis of measurements made by an authorised person. The type and quantity of protective drinks to be provided to employees at such workplaces shall be determined in accordance with the results of the measurements in cooperation with the contracted doctor providing

occupational health care.

Article 11
Final provisions

- (1) The interpretation of this Directive is entrusted to the Secretary of the Faculty.
- (2) The OHS&P department is responsible for the continuous updating of this directive.
- (3) Compliance with this directive is monitored by the Occupational Health and Safety Department.
- (4) This Directive shall enter into force on the date of signature.
- (5) This Directive shall enter into force on 1 October 2021.

In Brno, 27 September 2021

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prof. MUDr. Martin Repko, Ph.D.
Dean of LF MU

Attachments:

- Annex 1 - Risk assessment for the provision of PPE from the central resources of the Faculty
- Annex 2 - PPE record sheet
- Annex 3 - Financial limits for selected PPE