

**Faculty of Arts, Masaryk University Instruction No. 1/2020**

**PROVISION OF PERSONAL PROTECTIVE EQUIPMENT,  
WASHING, CLEANING AND DISINFECTING AGENTS**

*(As amended with effect from 11<sup>th</sup> March 2022)*

*In accordance with § 28, Paragraph 1 of Act No. 111/1998 Coll., on Higher Education Institutions and on Modification and Amendment of Other Acts (Higher Education Act), as later amended (hereinafter referred to as the "Act"), I issue the following Instruction:*

Section 1

**Subject of regulation**

- (1) This instruction regulates the provision and management of personal protective equipment and washing, cleaning, and disinfecting agents.
- (2) The instruction is prepared in accordance with Government Regulation No. 390/2021 Coll., on the detailed conditions for the provision of personal protective equipment, washing, cleaning and disinfecting agents.

Section 2

- (1) Personal protective equipment shall be provided where the risks of work cannot be eliminated or sufficiently reduced by technical means, or measures in work organization.
- (2) Personal protective equipment is equipment designed to protect employees from risks to their life, safety, or health at work.
- (3) Personal protective equipment must:
  - be effective against the hazards present during the period of use, and its use must not present an additional risk,
  - correspond to the conditions in the workplace,
  - be adapted to the physical requirements of individual employees.
- (4) In an environment where clothing or footwear is subject to extraordinary wear or contamination at work, or performs a protective function, such clothing or footwear shall be provided as personal protective equipment and managed as personal protective equipment (in accordance with the provisions of Section 104(2) of Act No. 262/2006 Coll., the Labour Code, as amended).

Section 3

- (1) Personal protective equipment, washing, cleaning, and disinfecting agents are provided free of charge to employees according to a list drawn up on the basis of a risk assessment and specific working conditions.
- (2) The risk assessment for the selection and use of protective equipment is carried out in accordance with Appendix No. 1 to Government Regulation No. 390/2021 Coll.
- (3) The selection of protective equipment is carried out in accordance with Appendices No. 2 and No. 3 to Government Regulation No. 390/2021 Coll.

#### Section 4

- (1) Employees who perform work in which personal protective equipment is provided only occasionally or irregularly shall be provided with personal protective equipment only for the duration of the work performed.
- (2) Where the presence of more than one hazard requires employees to wear more than one PPE at the same time, the PPE must be compatible with each other.
- (3) Only protective equipment that has been approved by the relevant authorized testing laboratory may be provided.
- (4) The provision of personal protective equipment shall not be substituted by financial compensation.

#### Section 5

- (1) Employees are required to use personal protective equipment only for those work activities for which it has been assigned.
- (2) Employees will be familiarized with the use of personal protective equipment by the senior employee.
- (3) Senior employees are obliged to require and check, within the scope of their office, the use of personal protective equipment by employees.

#### Section 6

Records of the provision of personal protective equipment shall be kept in the employee's personal record cards. Records of the provision of personal protective equipment shall be submitted by the senior employee to the inspection authorities on request.

#### Section 7

Disposal of personal protective equipment shall be carried out by depreciation in front of a commission, and recorded in a disposal report. When disposing of personal protective equipment, it is necessary to proceed with maximum economy.

#### Section 8

Washing, cleaning, and disinfecting agents shall be provided according to a list drawn up on the basis of an assessment of the extent of contamination of employees during work or their exposure to irritants.

#### Section 9

##### **Final provisions**

- (1) This Instruction repeals FF MU Instruction No. 1/2020 Provision of personal protective equipment, washing, cleaning and disinfecting agents, dated 1st April 2020, effective from 1st April 2020.
- (2) This Instruction follows the MU Directive No. 10/2009 on the Organization of Occupational Safety and Health at MU.
- (3) The implementation of this instruction, its interpretation and updating is carried out by the Faculty Bursar through a professionally authorized person.
- (4) This Instruction is monitored by the Faculty Bursar.
- (5) This Instruction will come into force upon signature.
- (6) This Instruction will come into effect on 11<sup>th</sup> March 2022.

*prof. PhDr. Milan Pol, CSc.*  
*Dean*