

# PROVISION OF PPE AND PROTECTIVE DRINKS

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### List of Annexes:

Risk assessment tables for the selection and use of protective equipment for work professions and work activities included in Chapter 4.9	Annex 1
Record sheet of issued personal protective equipment	Annex 2

## 1. Purpose

The purpose of these OSH Guidelines consists in defining the [principles of the provision of personal protective work equipment, washing, cleaning and disinfecting agents and protective drinks](#) in the Institute of Atmospheric Physics ASCR, v.v.i. on the basis of Government Decree No. 495/2001 Sb., to regulate the scope and more specific conditions for the provision of personal protective equipment, washing, cleaning and disinfecting agents, and *Government Decree No. 361/2007 Sb.*, laying down the conditions for the protection of health at work, as amended. These government decrees are the implementing regulations of *Act No. 262/2006 Sb., the Labour Code*, as amended, and *Act No. 309/2006 Sb.*, as amended.

The Labour Code (hereinafter referred to as the “LC”) lays down the employer’s obligation to provide the employees with PPE when the risks cannot be avoided or sufficiently limited by technical means of collective protection or by measures of work organisation.

## 2. Scope

These Guidelines apply to the whole Institute of Atmospheric Physics ASCR, v.v.i.

The OSH Guidelines are drawn up in accordance with the risk assessment carried out with the Institute of Atmospheric Physics ASCR, v.v.i. according to the *SH and FP guidelines* and *Section 102 (4) of the LC* and the measures taken to limit the impact of the risks. The risk assessment tables for the selection and use of protective equipment for work professions and work activities included in Chapter 4.9 are set out in Annex.

## 3. Basic terms and definitions

OSH	Occupational safety and health
PPE	Personal protective work equipment is equipment designed to protect the employees against risks of possible life and health hazards connected with the performance of their work. PPE includes also working clothes or footwear provided to the employees in a working environment in which clothing or footwear is at work subject to extraordinary wear and tear or pollution or serves a protective function. * Protective drinks must not pose any risk to health, must have appropriate temperature and must not contain more than 6.5 percent by weight of sugar. The amount of alcohol in them must not exceed 1 percent by weight; drinks for minors must not contain any alcohol.
SI	Safety inspector (external competent person)
ME	Managing employee
ME OSH	Managing employee for OSH (Facility Manager)

**For the purposes of these Guidelines, PPE are not:**

- ordinary working clothes and shoes that are not specifically designed to protect the health of the employees and that are not at work subject to extraordinary wear and tear or pollution or do not serve a protective function;
- PPE for means of road transport;
- sports equipment;
- self-defense equipment;
- devices for detecting and signaling risks and nuisances in the workplace.

## 4. Procedure

### 4.1. General principles of provision of personal protective work equipment, washing, cleaning and disinfecting agents

Where it is not possible to eliminate risks of potential life and health hazards to employees related to the performance of work or to limit them by means of collective protection or by measures of work organisation, the employer is obliged to assess them and take actions to control their effect so that the life and health hazards to the employees are minimised (collective and organisational measures, provision of PPE etc.) – **the employer is obliged to provide the employees with personal protective work equipment** (hereinafter referred to as “PPE”).

The assessment of work risks (risks related to the selection and use of protective equipment) consists in risk identification on the basis of the analysis of the present risk factors and their possible quantification. The risk assessment tables for the selection and use of protective equipment for work professions and work activities performed in the Institute of Atmospheric Physics ASCR, v.v.i. are included in Chapter 4.9 hereof.

The employer shall carry out the assessment of work risks for the selection and use of protective equipment through the ME and in cooperation with the external SI.

### 4.2. Definition of personal protective work equipment

**Personal protective work equipment is work equipment that must:**

- be effective against occurring risks for the period of its use and the use thereof must not create any additional risk;
- correspond to the existing conditions at the workplace;
- be adapted to the physical prerequisites of the individual employees;
- take account of ergonomic requirements and the employees’ state of health;
- fulfil the requirements as defined by Government Decree No. 21/2003 Sb., regulating the technical requirements for personal protective equipment.

Where the presence of more than one risk makes it necessary for the employees to wear simultaneously more than one item of PPE, such items of the equipment must be compatible with each other.

The employer shall select and allocate personal protective work equipment to the employee on the basis of the results of the risk identification and assessment (risk assessment for the selection and use of protective equipment) and specific work conditions that affect or may affect the employee. The particular risks relate to those parts of the human body that are exposed to the risks. The individual types of the employer's personal protection are assessed according to:

- the risks to which the employee is exposed in the course of their work;
- the risks posed by the item of protective work equipment itself;
- the risks arising from incorrect use of PPE.

#### **4.3. Organisational instructions for the provision of personal protective work equipment, washing, cleaning, disinfecting agents and protective drinks**

The employer – director/ME OSH shall provide the employees with personal protective work equipment on the basis of the list of work professions or activities (Chapter 4.9), which was drawn up according to the particular conditions of the company. This PPE is the property of the company. Further, the employer shall provide the employees with protective drinks in the event of fulfilment of the facts stated in Chapter 4.5.

The director/ME OSH shall determine a suitable space for keeping and storing PPE and protective drinks so that their protective function and quality is not impaired or decreased.

The employer shall provide PPE also to other persons present with the employer's knowledge at the workplace (e.g. during controls, inspections, visits) unless an agreement provides for otherwise.

The employer shall in advance inform the employees of the risks against which they are protected by using the respective PPE and protective drinks. Moreover, the employer must instruct the employees how to use personal protective work equipment, and ensure that the employees use PPE only for the intended purposes.

The employer shall ensure that PPE be maintained in good (usable) condition and adequate hygiene level by necessary maintenance and timely replacement, and further, by means of control of their use.

PPE may be used by more than one employee only if measures to prevent infectious disease exposure have been taken.

The employer shall ensure keeping PPE in usable condition.

The employees shall be liable for damage to the provided PPE which they caused by losing them, by incorrect or negligible handling, or intentionally, and so they no longer can use them.

The director/ME OSH shall continuously keep records of the provided PPE on the Record sheet of issued personal protective equipment attached in Annex 2 hereto, or other similar document.

#### 4.4. Provision of washing, cleaning and disinfecting agents

The amount of provided washing, cleaning and disinfecting agents depends on the extent of pollution at the workplace and is divided into four groups:

Group	Type of work	Amount of soap	Amount of cleaning paste
A	Particularly soiling	200 g	900 g
B	Soiling	100 g	600 g
C	Less soiling	100 g	300 g
D	Clean	100 g	-

The determined amount of washing, cleaning and disinfecting agents is the amount for one month of soiling work. The amount of soap cannot be increased at the expense of cleaning paste and vice versa. The stated amounts are maximum amounts.

The managing employees – ME who, fulfilling their work duties, are present at the workplace where washing, cleaning and disinfecting agents are provided, shall be provided with such amount of these agents that is in compliance with the extent of pollution set out in groups A, B, C, D.

Disposable towels are issued as needed jointly for all the work types. Toilet paper, as well, is issued continuously.

#### Examples of work classification with respect to pollution

Work activity classification	Example of profession – work activity
Particularly soiling work	-
Soiling work	Building machines operation – engine operator, technician
Less soiling work	Driver
Clean work	Company management, administrative employees

The classification of work is only indicative, ME OSH shall decide on specific cases.

#### 4.5. Provision of protective drinks

The employer - ME shall provide the employees with protective drinks to protect their health from the effects of heat and cold stress. Protective drinks shall be provided at the workplace or in its immediate vicinity so that they are easily and safely available. Protective drinks protecting against the effects of heat stress replenish the fluids and mineral substances lost through sweating and breathing.

### Protective drinks are provided:

- cold drinks unless entitlement to obtain hot drinks arises for the employees due to permanent work classified in the table below into the work class IIb and higher, reaching  $T_o$  max for the given class in the table below;
- cold drinks unless entitlement to obtain hot drinks arises for the employees due to permanent work at outdoor workplaces if the outdoor temperature of the air measured in shadow between 10 a.m. and 5 p.m. exceeds the value of  $T_o$  max of operating temperature defined for the given work class in the table below;
- during permanent work at outdoor workplaces if the outdoor lowest temperatures measured in the course of working hours are lower than 4°C; hot drinks.

Protective drinks are provided in compliance with the performance of the respective work class in the amount corresponding to the figure set out in the table below. The particular system of provision of protective drinks is **organised by ME OSH/ME**. It is the **responsibility of ME** to provide protective drinks.

Protective drinks must not pose any risk to health, must have appropriate temperature and must not contain more than 6.5 percent by weight of sugar. The amount of alcohol in them must not exceed 1 percent by weight; drinks for minors must not contain any alcohol.

### Overview of the provision of drinks

Work class	Examples of activities	$T_o$ max	Provided amount of protective drinks for a shift
I	Sedentary work with minimum physical activity, sedentary work involving light manual work with hands and arms.	28	Not provided
IIa	Output control, driving a passenger vehicle under usual traffic conditions. Work while standing, from time to time involving slow walk on a flat floor with carrying light loads and overcoming small resistances.	27	Not provided
IIb	Sedentary work with permanent involvement of hands, arms and legs. Work while standing with permanent involvement of hands, arms and legs associated with carrying loads up to 10 kg.	26	1.5 litres of cold drinks / 0.5 litre of hot drinks
IIIa	Work while standing with permanent involvement of upper limbs, occasional bending or kneeling, walking.	26	1.5 litres / 0.5 litre of hot drinks
IIIb	Work while standing with permanent involvement of upper limbs, trunk; walking.	26	2 litres / 0.5 litre of hot drinks
IVa	Work involving intense activity of the muscles of the trunk, upper as well as lower limbs, and carrying loads weighing 25 kg.	26	2 litres / 0.5 litre of hot drinks
IVb	Work involving large and intense activity of the muscles of the trunk, upper as well as lower limbs.	26	2 litres / 0.5 litre of hot drinks
V	Work involving large and very intense activity of the muscles of the trunk, upper as well as lower limbs	26	2 litres / 0.5 litre of hot drinks

(transport of heavy loads).		
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#### 4.6. Powers and duties of managing employees

- ensure the protection of subordinate employees against injuries and occupational diseases, particularly by preventing and eliminating work risks or by minimising the impact of risks which cannot be avoided, including, without limitation, by adopting and implementing available technical, technological and organisational measures to prevent risks;
- provide subordinate employees with PPE in compliance with the work professions and activities together with the instructions how to use them professionally and economically in cases where the risks of the work performed cannot be avoided or sufficiently limited by technical means of collective protection or by measures of work organisation;
- provide employees with protective drinks in the event of fulfilment of the facts set out in Chapter 4.5;
- check whether the subordinate employees consistently use the provided PPE at work and whether they handle them properly, and permanently demand that the employees fulfil these obligations. Every breach should be provably recorded, including the corrective actions taken;
- when providing PPE including protective drinks, comply with the principles of allocating, including related records of both personally allocated PPE and PPE held in store;
- ensure that PPE be maintained in proper and usable condition in accordance with applicable hygiene regulations, ensure their inspections or possible tests.

#### 4.7. Duties of employees when using PPE

- always use PPE in the performance of work tasks for which PPE is allocated;
- treat provided PPE carefully and economically;
- report to the managing employees on any defects on PPE. It is forbidden to use damaged or worn PPE at work;
- be liable for the loss of, damage to or destruction of provided PPE;
- properly consume provided protective drinks in the course of a work shift to replenish fluids and mineral substances lost through sweating and breathing.

#### 4.8. Allocation of PPE

PPE shall be allocated to employees according to the list of work activities and professions – Chapter 4.9. hereof; the stated useful life of PPE shall be viewed differentially. For PPE designed to protect life or health, the stated useful life is indicative (useful life is determined by the manufacturer; further, the company is obliged to replace defective PPE with the new one immediately when it loses its functional characteristics). That means that for every item of PPE, an indicative useful life is listed based on the frequency and severity of the risks present, the character and type of work and place of work, and with respect to characteristics of this PPE. Usable time of PPE designed to protect against cold and adverse weather is set at least to the period of 3 years.



The list of work activities and professions includes the maximum scope of equipment. That means that it is not necessary to provide employees with full PPE if the technological and technical means used and work organisation create such conditions that it is not necessary to provide some of the identified PPE to ensure the pursued level of protection (the risks were eliminated or adequately controlled).

If accompanying documentation – instructions provided by the manufacturer of a machine, technical equipment, instrument of tool (hereinafter referred to as the “machines”) sets a duty to use PPE during its operation going beyond the list of work professions and work activities for the provision of PPE, see Chapter 2.9, ME OSH/ME is obliged to allocate such PPE to the operator of the respective machine not later than before the commencement of the work by this machine.

MEs who, within their job responsibilities, perform at the workplace predominantly such activity during which they are exposed to the assessed risks (mechanical, physical, chemical, biological and other risk factors) **must be equipped with the same PPE as the employees**. Should they perform such activity irregularly or exceptionally, they must be equipped with PPE for the necessary period of this activity. In such case, PPE shall not be allocated to them for permanent use but only lent to them for the period necessary for the performance of this activity.

**It is necessary to provide PPE also to persons other** than own employees if they are in the organisation during their activity exposed to risks (mechanical, physical, chemical, biological and other risk factors) that cannot be avoided or sufficiently limited.

Provision of PPE to the employees of other companies shall be arranged through individual agreement or other document.

Employees present in areas where there is a hazard of falling objects, and thus a **head injury hazard**, must be equipped with a **safety helmet** (though this is not included in the list).

An employee who performs work different from his job classification and is during the performance of this work task exposed to risks (mechanical, chemical, biological and other risk factors) that cannot be avoided or sufficiently limited, is also entitled to be provided with the appropriate PPE.

#### 4.9. List of work professions and work activities for the provision of PPE

Serial no.	Profession	Equipment	Period of use in calendar months
1.	Development research worker – work in the workshop	Working shoes	24
		Working clothes	24
		Protective gloves	as needed
		Protective goggles or shield	24
		Hearing protection	14 days
2.	Observer and ground station operator	Working shoes - summer	24

		Working shoes - winter	24
		Rubber boots	24
		Working clothes	24
		Winter work jacket	24
		Protective goggles or shield	24
		Hearing protection	as needed
		Protective gloves	as needed
<b>Additional PPE for all professions if they perform the below-listed activities</b>			
	Working at height or above open depth	Safety helmet for work at height – <i>If a safety helmet for work at height is not allocated to the employee for his personal use, the possibility of lending of the safety helmet must be recorded in the PPE sheet (including the place of lending and signature).</i>	
		Fall arrest system: safety harness, mobile fall arrester, rope, shock-absorbing lanyard, self-retracting lifeline. <i>If a fall arrest kit is not allocated to the employee for his personal use (i.e. this employee is not regularly exposed to the risk of falling from height), the possibility of lending of the kit must be recorded in the PPE sheet (including the place of lending and signature).</i>	
	Working with a chainsaw/brush cutter	Protective helmet with hearing protectors and mesh visor, protective goggles	24
		Cut resistant gloves	24
		Safety footwear with steel toe caps, with slip resistant and pierce resistant soles	24

		Cut resistant work trousers	24
*when working with hazardous chemical substances or agents, or possibly, within the reach of their effect, PPE according to the safety sheet of the specific hazardous chemical substance or agent.			

New PPE shall be issued even before the expected useful life to replace a worn/damaged item of equipment.

## 5. Conclusion

Managing employees on all levels of management shall be responsible within their job positions for the fulfilment of all the provisions laid down in these OSH guidelines.

Director of the company is obliged to ensure the awareness of these guidelines.

These OSH guidelines come into effect on the day of their issuance.

In Prague, on 10 November 2017

Drawn up by: Karel Dvořák  
Competent person  
Certification No. TÜV/4/PREV/2013

Approved by: 14 November 2018 signature illegible  
Director of the Company