

## **Personal Protective Equipment (OOPP)**

FSV UK employees are provided with OOPP on the basis of the list of issued OOPP below.

An employee who proves that he or she is a person with a disability (OZP) or a person disadvantaged in terms of health (OZZ) is not subject to financial restrictions on the purchase of work footwear.

A proof of a person's disabilities is indicated in a certificate from a doctor.

### **1. Obligations of employees**

Employees are required to:

- use OOPP only for the work for which it was intended, take a good care of it and use it properly,
- perform visual inspection and maintenance of OOPP in accordance with the manufacturer's instructions,
- store OOPP in places designated for that purpose,
- request a replacement if OOPP is in a defective condition (loss of functionality),
- when terminating the employment relationship, return the allocated OOPP to the employer,
- in the event of loss, pay compensation for the loss of allocated OOPP.

### **2. Principles when providing OOPP**

The following principles must be observed when providing OOPP

- OOPP is provided to employees free of charge on the basis of risk assessment and specific working conditions,
- OOPP must not endanger the health of employees and hinder the performance of work,
- head employees check that employees use it,
- the employer observes hygienic principles when allocating OOPP, ensures maintenance and repairs,
- the employer keeps electronic records of OOPP allocated to employees, if there are changes in conditions at the workplace, or changes that relate to occupational safety and health, head employees are obliged to ensure a reassessment of the use of OOPP,
- allocation of OOPP to employees is evidenced by a written confirmation of receipt of OOPP by the employee. Signed records of OOPP allocation are filed at the head employees responsible for the workplace where this OOPP is used,
- the stated period of use in the list of provided OOPP is only indicative for planning the purchase and exchange of OOPP. If OOPP used is worn out or damaged earlier, employees will have this OOPP replaced immediately without compensation,
- if an employee loses the allocated OOPP, FSV may claim financial compensation for the lost OOPP, but FSV UK is obliged to issue new OOPP immediately as a replacement for the lost OOPP.

### **3. OOPP requirements**

OOPP must:

- be used, stored and maintained in accordance with the manufacturer's instructions,
- be effective against the risks involved during their use and their use must not present an additional risk,
- be adapted to the physical requirements of individual employees,
- respect the ergonomic requirements and health status of employees,
- meet the requirements set by Government Decree No. 21/2003 Coll., which sets out the technical requirements for OOPP,
- correspond to the existing conditions at the workplace,
- where the presence of more than one risk requires a combination of OOPP, these OOPPs must be mutually compatible.

**4. List of personal protective equipment according to individual job positions**

<b>Cleaning woman</b>	<b>Number</b>	<b>Period of use in months</b>	<b>Risk</b>
coat or work clothes	2	12	dust, dirt, mechanical injuries, cleaning and disinfection chemicals
combined five-fingered work gloves	1	12	dust, cuts, abrasions
latex, nitrile-rubber or PVC gloves (resistant to corrosive chemicals)	1	12	cleaning and disinfecting chemicals, work with water purifying solution
work shoes - open with non-slip sole with heel strap	1	12	movement around the workplace, risk of slipping
goggles or face shield (as needed)			cleaning and disinfecting chemical substances
dust respirator (as needed)			

<b>Maintenance staff, gas boiler operator</b>	<b>Number</b>	<b>Period of use in months</b>	<b>Risk</b>
workwear (overalls – jacket and trousers)	2	12	dust, dirt, cleaning and disinfecting chemical substances, paints and varnishes, oils and lubricants, danger of cuts and abrasions
dust respirator (as needed)			dust, dirt
respirator against chemical substances (as needed)			aerosol and vapors of hazardous chemicals (thinners, disinfectants, etc.)
goggles indirectly ventilated against mechanical influences and chemical substances	1	36	dust, dirt, mechanical injuries, chemical substances
protection against noise, earplugs or earmuffs - headphones (as needed)	1	36	noise
combined five-fingered protective gloves	1	12	dust, dirt, mechanical injuries
latex, nitrile-rubber or PVC gloves (resistant to corrosive chemicals and organic solvents)	1	12	chemicals substances (thinners, lubricant paints, cleaning agents, etc.)
leather work shoes (low shoes) with O1 protection class, full heel and toe	1	12	movement around the workplace, risk of slipping, mechanical injuries, work at heights

<b>Fotolaborant, vedoucí fotolaboratoře</b>	<b>Number</b>	<b>Period of use in months</b>	<b>Risk</b>
coat or work clothes	1	12	mechanical injury, chemical substances
latex or PVC gloves	1	24	chemical substances
goggles indirectly ventilated or face shield	1	36	chemical substances

Annex no. 2 Dean's Measure no. 2/2019 Measures of Safety Management and Occupational Health – Personal Protective Equipment

<b>Staff of multimedia centre, head of multimedia centre</b>	<b>Number</b>	<b>Period of use in months</b>	<b>Risk</b>
coat or work clothes	1	12	dust, dirt, mechanical injuries, chemical substances
latex or PVC gloves	1	24	chemical substances
combined work gloves	1	12	dust, dirt, mechanical injuries
goggles indirectly ventilated or face shield	1	36	chemical substances, cleaning agents
work shoes with O1 protection class, full heel and toe	1	12	work at heights, movement around the workplaces, mechanical injuries

<b>IT staff, head of IT department</b>	<b>Number</b>	<b>Period of use in months</b>	<b>Risk</b>
coat or work clothes	1	12	dust, dirt, mechanical injuries, chemical substances
latex or PVC gloves	1	24	chemical substances, cleaning agents
combined work gloves	1	12	dust, dirt, mechanical injuries
goggles indirectly ventilated or face shield	1	36	chemical substances, cleaning agents
work shoes with O1 protection class, full heel and toe	1	12	work at heights, movement around the workplaces, mechanical injuries

**Washing and cleaning**

FSV UK employees secure the washing and cleaning of work coats and trousers themselves; employees are provided with detergents.

**Providing detergents, cleaners and disinfectants**

Employees who come into contact with substances that may cause skin irritation (acids, organic solvents, etc.) or stains, are provided by FSV with detergents, cleansing pastes, or regenerating creams and ointments, depending on the type of substance as follows:

QUANTITY PROVIDED PER MONTH			
Type of work	Soap (g/ml)	Cleansing paste (g)	Protective ointment (g/ml)
Dirty	100	450	100
Less clean	100	300	100
Clean	100	-	-

Classification of work activity	Work placement
Dirty	technical worker (maintenance staff) and gas boiler operator
Less clean	photo lab staff
Clean	other employees

For clean work, liquid soap is available in the toilets.

A written record is kept of the MČDP's (i.e. detergents, cleaners, and disinfectants) allocation to specific employees, which is filed at the head employees responsible for the employee for whom these MČDPs are intended.