



## **COLLECTION OF DECISIONS AND ORDINANCES OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE**

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### **Rector's ordinance on providing personal protective equipment and washing, cleaning and disinfecting agents**

#### **Article 1 Introductory provisions**

In order to regulate the conditions for the provision of personal protective equipment and washing, cleaning and disinfecting agents at the University of South Bohemia in České Budějovice (hereinafter referred to as 'USB') and in connection with Act No 262/2006, the Labour Code and Government Regulation No 390/2021, on more detailed conditions for the provision of personal protective equipment, washing, cleaning and disinfecting agents, I issue the following ordinance.

#### **Article 2 Definition of PPE**

Personal protective equipment (hereinafter referred to as 'PPE') is protective equipment that protects employees against risks to their safety or health while at work. PPE must not endanger the health of employees, hinder the performance of work and must meet the requirements set by law.

#### **Article 3 Obligations of the employer**

1. The employer is obliged to provide PPE to employees free of charge.
2. PPE is provided under the terms of this ordinance.
3. The allocation of PPE to subordinate employees is the responsibility of the supervising employee, who cooperates with the safety officer.
4. The employer must ensure that employees are properly trained in the use of PPE, including its proper use, maintenance and storage.
5. The employer must ensure that PPE is regularly maintained, inspected, and, where necessary, replaced to ensure its functionality and effectiveness.
6. The employer must keep records of the provision of PPE, including records of training, inspections and maintenance.

#### **Article 4**



### **Safety officer**

The safety officer provides methodological support to managers of facilities in identifying risks and selecting PPE, works with site managers to develop and update the PPE list, supervises compliance with PPE regulations and proposes measures to improve health and safety at work.

### **Article 5**

#### **Selection of PPE**

1. A summary of the principal risks is available on the University's website as Rector's Ordinance R 595 of 27 May 2025.
2. PPE must be selected and provided to employees on the basis of a facility-specific risk assessment and must meet the specific needs of individual work activities. When assigning PPE, the supervisor shall also evaluate the work in terms of contamination and wear of PPE. The table included in this ordinance as Annexe No 1 is used for proper risk assessment and selection of PPE.
3. An overview of the jobs for which PPE must be allocated is given in Annexe No 2 of the ordinance.

### **Article 6**

#### **Other persons**

PPE must be provided to a reasonable extent to all persons who are on the USB campus with the knowledge of USB and who come into contact with a hazard that requires the assignment of PPE (e.g. students, doctoral students, visitors).

### **Article 7**

#### **Duties of employees**

1. Employees are required to use the PPE provided at work in accordance with the employer's instructions and to ensure its proper use and maintenance.
2. Employees are obliged to use the PPE provided sparingly and economically.
3. Employees are required to report serious damage or destruction of PPE to the supervisor.

### **Article 8**

#### **Types of work in terms of pollution**

<b>Types of work</b>	<b>Examples of professions and professional activities</b>
Very unclean work	asphalt layers, varnishers, vulcanizers, exterminators, galvanisation worker, underground mining, solid fuel boiler operators, earthmoving machinery operators and maintenance, machinery operators and maintenance, steel workers
Unclean work	setters, binders, truck or tractor or farm machinery drivers, bricklayers, fitters, construction workers, construction machinery operators, forestry and agricultural workers, blacksmiths, production chemists, food production workers, butchers, sausage



	makers, welders, animal breeders, metalworking machine operators, health care work causing skin irritation
Less clean work	foremen, technical inspection workers, crane operators, warehouse workers, passenger vehicle drivers, service technicians, shoemakers, carpenters, woodworkers, assembly of electrical products, provision, cleaning
Clean work	administration, operation of gas boiler rooms, supervision, measurement, trade, services, education, science, research

### Article 9 Provision of cleaning products

For employees who come into contact with substances that may cause skin irritation or contamination of the employee's skin and clothing, the employer shall provide washing and cleaning agents, or, depending on the type of substance, restorative creams and ointments. The types of work in terms of contamination and the recommended quantities of washing and cleaning agents are given in the table below. If cleaning agents are permanently available in sanitary facilities, they are no longer allocated according to the table.

Types of work	Detergent – quantity in grams per month	Cleaning paste – quantity in grams per month
Very dirty work	200	900
Unclean work	100	600
Less clean work	100	300
Clean work	100	-
The employer shall specify the quantity of washing and cleaning agents for individual facilities according to a risk assessment.		
A minimum of two textile towels per year is common for all types of laundry.		

### Article 10 Provision of protective drinks

The employer must provide protective drinks if the maximum daily temperature reaches 31 °C for work class I, 27 °C for work class IIa, 24 °C for work class IIb and 20 °C for work class IIIa.

For these classes of work, it is sufficient if the employer provides access to drinking water.

Work class	Type of work
I	Work in a seated position with minimal whole-body physical activity, office administrative work, supervisory work in guardrooms and control rooms, typing, PC work, laboratory work, assembling or sorting small light objects,
IIa	Mostly seated work involving light manual work with hands and arms, driving of passenger vehicles and some rail vehicles, moving light loads or overcoming small resistances, automated machining and assembly of small light parts, piece work for toolmakers and mechanics, cashiers.



IIb	Work associated with driving a lorry, tractor, bus, trolleybus, tram and some rail vehicles and the work of drivers associated with unloading and loading. Predominantly standing work with continuous use of both hands, arms and legs – food production workers, mechanics, machining and assembly of medium-heavy parts, work on a hand press. Standing work with permanent use of both hands, arms and legs involving carrying loads of up to 10 kg – salesmen, varnishers, welding, turning, machine drilling, steel worker, metal rolling mill operator, pulling or pushing light carts. Work involving manual handling of live loads, work as a nurse or a bedside nurse.
IIIa	Standing work with permanent involvement of both upper limbs sometimes in bending or kneeling, walking – maintenance of machines, mechanics, coke battery operator, work in construction – stacking panels at construction sites using machinery, warehouse workers occasionally carrying loads up to 15 kg, butchers in slaughterhouses, meat processing, bakers, room painters, semi-automatic machine operators, assembly line work in the automotive industry, production of wiring for automobiles, operators of rolling mills in the metal industry, metallurgical maintenance, industrial ironing of laundry, window cleaning, manual cleaning of large areas, machine production in the woodworking industry.

## Article 11

### Final provisions

1. This ordinance comes into force and effect on the date of publication in the collection of the USB Rector's ordinances in the public section of the USB website.
2. Rector's Ordinance R 102 of 12 March 2008 is repealed.
3. The ordinance will be regularly reviewed and updated based on changes in legislation, technology or working conditions.

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#### Annexes:

1. PPE selection table
2. Basic overview of work positions where PPE must be assigned
3. Approximate service life of PPE



**Annexe 1**  
**PPE selection table**

**Tabulka pro výběr osobních ochranných pracovních prostředků na základě vyhodnocení rizik  
(příklady rizik a částí těla a orgánů)**

ČÁSTI TĚLA A ORGÁNY, KTERÉ MAJÍ BÝT CHRÁNĚNY		RIZIKA																									
		FYZIKÁLNÍ														CHEMICKÁ (včetně nanomateriálů)						BIOLOGICKÉ Činitele obsažené v				JINÁ RIZIKA	
		mechanická							tepelná		elektrická		radiace (záření)		akrosoly	kapaliny	plyny, páry			aero- soly	kapalných	materiálů, osobních zvířat apod.	utonutí		nedostatek kyslíku		nedostatečná viditelnost
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
hlava	lebká																										
	celá hlava																										
uši / sluch																											
oči / zrak																											
obličej																											
dýchací orgány																											
ruce																											
paže (čisti)																											
nohy (chodidla)																											
nohy (čisti)																											
pokožka																											
trup/břicho																											
části těla																											
celé tělo																											



## Annexe 2

### Basic overview of work positions where PPE must be assigned

Profession	Work aids	Occupational hazards
Electrician	Protective goggles, protective gloves, insulating gloves, protective footwear, workwear	Electric shock injury, burns, falls
Electromechanic	Protective goggles, work gloves, protective footwear, workwear	Electric shock injuries, burns, falls
Power Engineer	Protective goggles, work gloves, protective footwear, workwear	Electric shock injuries, burns, falls
Plumber heating engineer	Protective goggles, work gloves, protective footwear, workwear	Injuries sustained during tool use, burns, falls
Librarian	Work gloves, protective footwear, workwear	Slips, falls, mechanical injuries when handling books
Cook	Chef's hat, work gloves, anti-cut gloves, protective boots, workwear	Burns, cuts, injuries involving kitchen equipment
Laboratory technician	Protective goggles, work gloves, protective footwear, work clothes, lab coat	Contact with chemicals, burns, electric shock injuries
Distiller	Protective goggles, work gloves, protective footwear, workwear	Contact with chemicals, burns, electric shock injuries
Non-medical health worker	Protective gloves, protective footwear, work clothes, face mask	Infection, contact with biological material
Senior laboratory technician	Protective goggles, work gloves, protective footwear, work clothes, lab coat	Contact with chemicals, burns, electric shock injuries
Assistant cook	Work gloves, anti-cut gloves, protective footwear, workwear	Burns, cuts, injuries involving kitchen equipment
Production employee	Work gloves, protective footwear, workwear	Accident when handling heavy objects, fall
Butcher	Protective goggles, work gloves, protective footwear, workwear	Cuts, injuries sustained when handling meat, burns
Motor vehicle driver	Sunglasses, work gloves, work clothes	Accidents due to poor visibility



Warehouse worker	Work gloves, protective footwear, workwear	Injuries sustained when handling heavy objects, falls
Technician	Safety helmet, work gloves, safety boots, work clothes, safety glasses	Falling objects, injuries sustained when handling heavy objects, contact with chemicals
Warehouse workers	Protective footwear, work gloves, work clothes, protective helmet	Falling objects, falling from height, tripping
Chef	Chef's hat, work gloves, protective footwear, work clothes	Burns, cuts, injuries involving kitchen equipment
Technician in a laboratory	Protective goggles, work gloves, protective footwear, work clothes, lab coat	Contact with chemicals, burns, electric shock injuries
Printer	Protective goggles, work gloves, protective footwear, workwear	Accident while working with printing machines, burns
Carpenter	Protective goggles, work gloves, protective footwear, work clothes, tools	Woodworking accidents, cuts, dust
Maintenance worker	Work gloves, protective footwear, work clothes, tools	Injuries sustained while working with tools, fall, burn
Cleaner	Work gloves, protective footwear, workwear	Slips, falls, contact with chemicals
Locksmith	Protective goggles, work gloves, protective footwear, workwear	Accidents when working with metal, burns, cuts
Bricklayer	Protective helmet, work gloves, protective boots, work clothes	Falls from a height, injuries sustained when handling heavy objects



### Annexe 3

#### Approximate lifetime of PPE

The service life of PPE depends on the frequency of use and the information in the table is only indicative

Type of personal protective equipment (PV – by manufacturer, PO – by wear, JP – single use)	Requirement for compliance with the standard	Approximate lifetime (months)
<b>For head protection</b> protective helmet / industrial		
helmet with a high degree of protection, industrial	EN 397+A1, EN 14052+A1	PV 24
helmet with head impact protection, scalp protection	EN 812	24
head protection against heat and flame (mask)		24
protective headgear against sunlight or dust	EN ISO 11612	12
protective headgear against cold		24
	EN 342	
<b>For hearing protection</b> earplugs		
and similar devices, earmuffs	EN 352-2	PO
	EN 352-1	12
acoustic helmets (so-called noise-reducing helmets)		24
earmuffs that can be attached to safety helmets	EN 352-3	12
earmuffs with receiver or intercom	EN 352-4,-5,-6	PV
<b>For eye and face protection</b>		
protective goggles	EN 166	12
protective glasses against X-ray, laser, UV, IR and VIS radiation	EN 169, EN 170, EN 171,	12
	EN 172, EN 379+A1, EN	12
protective face shields	175	24
welding hoods and shields (shields with	EN 166, EN 1731	
a handle, masks with a clamping	EN 166, EN 175, EN	
headband or masks for protective	379+A1	
helmets)		





**For respiratory protection** filtering half-masks

(respirators) / filtering half-masks with an integrated activated carbon layer	EN 149+A1	
EN 405+A1, EN 140,		PO
masks with filters against particles, vapours, gases with suitable cheek piece	EN 136, EN 143,	
	EN 137, EN 138,	PO
Insulating breathing apparatus with air supply	EN 14593-1,-2, EN 14594	36
respiratory protective equipment	EN 12941+A2 / EN 12942	
including removable welding mask		PV

**For hand and arm protection** Gloves to protect against mechanical hazards or cuts

gloves for protection against vibration	EN 420+A1, EN 388, EN 381-1, EN 1082-1,-	PO to 3
gloves for protection against chemical agents and biological agents	2 EN ISO 10819	6
gloves for protection against electricity	EN 374-1,-2,-3,-4	PO to 2
gloves for protection against heat or fire	EN 60903 ed.2,	3 to 6
gloves for protection against low temperatures	EN 12477+A1, EN 16350	3 to 6
	EN 407, EN 12477+A1	3 to 6
gloves for protection against ionizing radiation and radioactive substances thumb gloves finger gloves	EN 511	24
finger protection sleeves	EN 421	2
protective sleeves, wrist straps, wrist	EN 420+A1, EN 388	1
straps (armbands) Protective gloves for		6 to 24
work in damp, wet or polluting	EN 1082-1,-2	
environments	EN 420+A1	PO

**For foot protection**, shoes with half-boots, ankle boots, half-shoes, shin boots and high boots, especially for wet environments

EN ISO 20 347, EN ISO 20 345		24
footwear with a protective and safety toe cap	EN ISO 20 345, EN ISO 20 346	12 to 24
		12
footwear that can be removed quickly		12
shoes with heat-resistant soles (perko)	EN ISO 20 349	9 to 24
shoes, high shoes, slipper shoes with anti-slip soles	EN ISO 20 345	12



shoes, high shoes, vibration resistant slipper shoes ,	EN ISO 20 345	12
high shoes, slipper shoes, antistatic shoes, high	EN ISO 20 345	6
shoes, heat insulating slipper shoes, shoes protecting	EN ISO 20 345	6 to 12
against chemicals	EN 13832-2,-3	12
Protective footwear for portable chainsaw	EN ISO 17249 ed.2	6 to 12
operators, foot protection against cuts	EN ISO 381-5	12
(gaiters) knee pads, instep pads	EN 14404+A1	12
replaceable soles (heat, puncture or	EN 13277	24 to 36
sweat resistant)	EN ISO 20345	
<b>For torso and abdominal protection</b> , protective vests,		
coats and aprons to protect against mechanical hazards	EN ISO 13998, EN 381-11	24 to 48
or cuts	EN ISO 9185	24
protective vests, coats and aprons to protect against		
splashed molten metal	EN 14605+A1	6 to 12
protective vests, coats and aprons for protection against	EN 342	24 to 36
chemical agents and biological agents		36 to 72
protective vests, coats and aprons against the		18
cold heated vests	EN ISO 12402-6+A1	24 to 48
waterproof aprons, life jackets	EN 61331-3	24 to 36
aprons for protection against X-rays		24 to 36
waist belts, protectors		
<b>Means of preventing falls</b>		
complete fall prevention equipment including all accessories	EN 353-1, EN 354, EN 361,	12
	EN 362, EN 795,	
kinetic energy absorbing braking device		PV
	EN 355, EN 360, EN 363	
including all necessary accessories for		PV
positioning the body	EN 358	
<b>Protective clothing</b>		
protective workwear (two-piece, coveralls) clothing	EN ISO 13688, EN 342, EN 343+A1, EN 381-5,- 11, EN 1149-5, EN ISO 20471+A1, EN ISO 11611, EN ISO 11612,	6 to 24



providing protection from machinery and hand tools	EN 13034+A1	12
	EN 381	12 to 24
(against stabbing, cutting, etc.)	EN 14605+A1	JP
	EN 14126	PO to 24
	EN 348, EN ISO 11612,	6 to 24
clothing for protection against chemical agents and	EN ISO 6942	
biological agents, clothing for protection against	EN 11611, EN ISO 11612,	36
dangerous micro-organisms, clothing for protection	EN 1486, EN ISO 14116	
against molten metal spatter or infrared radiation,	EN 342, EN 343+A1,	12 to 24
clothing for protection against heat and fire, clothing for	EN 14058	
protection against cold, clothing for protection against	EN 342, EN 343+A1,	36
water (waterproof)	EN 14058, EN	JP
	14360, EN ISO	12
	15027-1 EN 1073-	
	1,2	JP
	EN 1073-2	
clothing for protection against ionising radiation		PV
clothing for protection against contamination by	EN 1149-1,2,3,5,	
radioactive particles, clothing for protection against static	EN 61482-1-2	6 to 24
electricity and electric arcs, clothing for protection against	EN 14605+A1,	
dust and liquid aerosols	EN ISO 13982-1;	
	EN 13034+A1	
	EN 943, EN 14126	
	EN ISO 20471	
gas-tight clothing		
high visibility clothing and accessories		
made of retroreflective and fluorescent		