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Article 1

Purpose of the regulation

- (1) This Rector's Directive, issued pursuant to § 104 and § 106 Paragraph 4 Letter d) of Act No. 262/2006 Coll., the Labour Code, as amended, and Government Decree No. 390/2021 Coll., on the detailed conditions for the provision of personal protective equipment and washing, cleaning and disinfecting products, lays down the rules for the provision of personal protective equipment, washing, cleaning and disinfecting products, and workwear to employees of Tomas Bata University in Zlín (hereinafter referred to as "TBU" or the "Employer").

Article 2

Definition of selected terms

- (1) Personal protective equipment (hereinafter referred to as "PPE") means equipment intended to protect employees' health from risks that cannot be fully eliminated through technical or organisational measures. Work clothing or footwear shall be regarded as PPE in environments where such clothing or footwear is subject to exceptional wear or contamination during work, or where it performs a protective function. Items that do not constitute PPE are defined by another legal regulation¹ and are further specified in Article 3 Paragraph 3 of this Directive. A list of PPE items is set out in Annex 1 to this Directive.
- (2) Washing, cleaning and disinfecting products are products intended for the personal hygiene of employees who perform work involving exposure to dust or contamination.
- (3) Workwear means clothing provided by the Employer to protect an employee's own clothing or to ensure a uniform appearance, but which does not constitute PPE for the purposes of health protection.

¹ § 2 of Government Decree No. 390/2021 Coll., laying down detailed conditions for the provision of personal protective equipment and washing, cleaning and disinfecting products.

- (4) Senior employees are employees entrusted with the supervision of subordinate employees and are responsible for work organisation, compliance with regulations, and monitoring the use of PPE.
- (5) Damage or wear means a change in the condition of PPE caused by use or improper handling which may reduce its protective function or safety.
- (6) The service life of PPE means the period during which PPE retains its protective properties when used and maintained correctly. After this period expires, the PPE must be withdrawn from use and replaced with new equipment. However, where there is no evident damage, wear, or reduction in protective function, the period of use may be extended following consultation with the occupational health and safety officer and the relevant senior employee, unless otherwise specified by the manufacturer in the accompanying documentation.
- (7) Records in the SAP information system means records of PPE maintained in the SAP information system (hereinafter referred to as “SAP IS”). Within the HR module (Human Resources and Payroll), each employee’s personnel number is linked to records of entitlement to PPE, issuance of PPE, disposal of PPE, and the identification of any missing PPE.
- (8) PPE records means documentation relating to the issuance, receipt, use and disposal of PPE for individual employees. Such records must include the employee’s signature as confirmation of receipt and acknowledgement of proper use of the PPE.
- (9) For the purposes of this Directive, the term employee shall also include students or other persons present on TBU premises with the knowledge of an authorised TBU employee. Provisions relating to employees shall apply mutatis mutandis to students and other persons unless otherwise provided below or unless contrary to applicable legal regulations.

Article 3

Personal protective equipment, washing, cleaning and disinfecting products

- (1) PPE, washing, cleaning and disinfecting products, and protective beverages shall be provided to employees by the Employer free of charge in accordance with a list prepared on the basis of a risk assessment and the specific working conditions.
- (2) The Employer shall not substitute the provision of PPE with financial compensation.
- (3) The following shall not be considered PPE:
 - a) ordinary work clothing and footwear that are not intended to protect employees’ health from risks and that are not subject to exceptional wear or contamination during work,
 - b) sports clothing and equipment,
 - c) items intended for self-defence,
 - d) equipment intended for detecting and signalling risks and hazardous substances in the workplace.
- (4) PPE provided for use during the performance of work and used by multiple persons should be stored in a designated location with unrestricted access so that it may be used immediately when required. After use, such PPE must be cleaned, inspected, washed and, where necessary, disinfected in order to prevent the risk of infectious diseases, and then returned to the designated location so that it may continue to serve its intended purpose.

- (5) All PPE, with the exception of simple PPE, must bear the CE marking. By issuing an EU declaration of conformity, the manufacturer confirms that compliance with the relevant essential health and safety requirements set out in the Annex to Regulation (EU) 2016/425 of the European Parliament and of the Council has been demonstrated.

Article 4

Process for the allocation and issuance of PPE

- (1) The Occupational Health and Safety and Fire Prevention Officer, in cooperation with senior employees, shall carry out an analysis of work activities in order to identify risks that may endanger employees' health.
- (2) Based on the risk assessment, the Occupational Health and Safety and Fire Prevention Officer shall determine the required PPE in accordance with statutory requirements.
- (3) Senior employees may provide additional information regarding the specific conditions at their workplace and may adapt the selection of PPE to the individual needs of employees, subject to prior consultation with and approval by the Occupational Health and Safety and Fire Prevention Officer.
- (4) The Occupational Safety and Fire Prevention Officer shall prepare a list of recommended PPE for individual work activities, including their specifications.
- (5) The list of PPE for individual workplaces shall be maintained and stored by both the relevant senior employee and the Occupational Health and Safety and Fire Prevention Officer. The senior employee responsible for a particular workplace shall provide the list of PPE and workwear to the employee responsible for managing the relevant inventory within the respective component part. Any subsequent updates shall be sent immediately to the senior employee responsible for individual workplaces.
- (6) Senior employees shall select specific PPE on the basis of the specifications provided by the Occupational Health and Safety and Fire Prevention Officer and the availability of certified products.
- (7) All PPE must be mutually compatible and meet the individual requirements of employees. It must not create any additional risk.
- (8) A list of all PPE and records of PPE issuance shall be maintained in the SAP information system.
- (9) PPE shall be procured as inventory items and accounted for as stock. Their procurement, use and valuation shall be governed by the Bursar's Directive regulating inventory and inventory records. The list of PPE is not exhaustive and may be extended or amended in response to newly identified risks in individual workplaces. Any such changes or amendments to the provision of PPE must be discussed in advance between the relevant senior employee and the Occupational Health and Safety and Fire Prevention Officer. The PPE list is binding, forms Annex No. 2 to this Directive, and is published on the TBU website in the employee section: <https://www.utb.cz/zamestnanec/>. Employees shall always be informed of any updates.

Article 5

Issuance, replacement and disposal of PPE

- (1) The senior employee, or an employee delegated by them (hereinafter referred to as the “authorised person”), shall:
 - a) ensure that PPE is issued to the employee;
 - b) ensure that the PPE is recorded in the SAP information system and generate the “Record of Issued PPE” form;
 - c) ensure that the relevant employee signs the “Record of Issued PPE” form;
 - d) subsequently upload the signed “Record of Issued PPE” form to the SAP information system.
- (2) The signed “Record of Issued PPE” form shall be retained by the senior employee. PPE shall be issued to an employee whenever:
 - a) the manufacturer-defined service life of the original PPE has expired;
 - b) the PPE has lost its functional properties or effectiveness against the risks encountered;
 - c) the continued use of the PPE would create an additional risk.
- (3) Single-use protective equipment, in particular protective gloves, hair nets and other similar hygiene items, shall not be recorded in the “Record of Issued PPE” form. These items are provided centrally, distributed at the workplace and made available to employees. The single-use protective equipment referred to in this paragraph shall not be issued to individual employees against signature.
- (4) Where PPE is replaced for the reasons set out in Paragraph 2, its disposal must be properly recorded in the SAP information system.
- (5) The senior employee shall be responsible for the allocation, replacement and disposal of PPE and for ensuring compliance with the conditions set out above.
- (6) If the conditions set out in Paragraph 2 are not met, a request for reallocation to non-tax-deductible costs must be submitted to the Chief Accountant of TBU’s Finance Office, specifying the non-grant funding source.
- (7) Where discarded PPE constitutes hazardous waste, such as filters from protective masks used against hazardous chemicals, it shall be disposed of in accordance with the relevant regulations.

Article 6

Responsibilities of senior employees

- (1) Senior employees are required to provide their employees with appropriate PPE corresponding to workplace risks and the nature of the work performed. Where the same PPE is used by multiple employees, senior employees must take measures to prevent the transmission of infectious diseases.
- (2) Students shall obtain, at their own expense, any PPE required for the activities they perform in view of workplace risks. The head of the relevant component part may decide that selected PPE corresponding to workplace risks and the nature of the activity performed will be provided to students, through the relevant lecturer, at the expense of the component part.

- (3) Senior employees (and, in the case of students, their lecturers) are required to inform employees of their obligation to use the allocated PPE and to instruct them on the proper use and maintenance of such PPE.
- (4) Senior employees (and, in the case of students, their lecturers) shall regularly monitor whether employees are using PPE.
- (5) Senior employees are required to maintain records of allocated PPE, including records of its issuance, replacement and disposal, in the SAP information system. Records relating to students shall be maintained outside the SAP system. Senior employees may delegate this responsibility to an authorised person; however, they shall remain responsible for ensuring that it is properly fulfilled.
- (6) Where inspections or servicing are required for allocated PPE, the Employer shall ensure that such inspections or servicing are carried out.

Article 7 Employees' responsibilities

- (1) Employees are required to:
 - a) use the provided PPE when carrying out activities for which it has been allocated;
 - b) comply with the instructions and guidance for the use of PPE with which they have been familiarised;
 - c) take proper care of PPE so as to prevent its loss or premature damage.
- (2) Upon termination of employment or any other contractual relationship with TBU, employees shall return PPE in a condition corresponding to the duration and manner of its use. Employees may retain any footwear that has been issued to them.
- (3) Employees must not:
 - a) use defective or non-functional PPE;
 - b) remove PPE from the workplace, except in the case of fieldwork carried out outside the usual workplace or other business travel where the use of PPE is necessary.
- (4) Failure to comply with the obligations set out in this Article may result in employment-related liability.

Article 8 Service life of PPE

- (1) The period of use for individual items of PPE shall be specified in the PPE list.
- (2) The service life is given in months and is for reference only.
- (3) The service life of PPE must always be adjusted in accordance with the manufacturer's instructions or the expected level of wear arising from the specific work performed.

Article 9 Provision of washing, cleaning and disinfecting products

- (1) The provision of washing, cleaning and disinfecting products shall be based on risk assessment and the classification of employees into groups according to their workplaces.

In order to prevent the occurrence and spread of infectious diseases, the Employer shall provide employees with disinfecting products located at the relevant workplace.

- (2) Employees who come into contact with substances that may cause skin irritation or contamination shall be provided by the Employer, depending on the nature of the substance, with appropriate washing and cleaning products and, where necessary, protective or restorative creams and ointments.
- (3) Where the availability of washing, cleaning and disinfecting products and protective/restorative creams or ointments is arranged centrally, such products shall not be allocated to employees individually.
- (4) The purchase of these products and the planning of purchases of washing, cleaning and disinfecting products allocated to employees shall be carried out by the relevant responsible senior employees.
- (5) Where washing, cleaning and disinfecting products, including towels, are issued to employees, both employees and senior employees shall sign written confirmation of receipt, and continuous records of such issuance must also be maintained. Upon termination of employment, employees shall return towels in a condition corresponding to reasonable wear and tear.
- (6) Employees are required to use the provided towels and washing products economically and with due care and to store them in appropriate places. The Employer is not obliged to provide compensation for cleaning and disinfecting supplies that employees have lost or damaged through their own fault. Employees shall be liable for the loss, destruction or damage of such items and shall compensate the damage financially where it occurred due to their fault. Further details regarding employee liability and compensation for damage are set out in the relevant internal regulation of TBU governing the handling of damages at the University.

Article 10 Workwear

- (1) Workwear that is not intended to protect employees' health from hazards and is not subject to excessive wear and tear or soiling shall not be considered PPE under applicable laws and regulations, and its provision to employees is not mandatory. Nevertheless, it may be provided to employees at certain workplaces for operational, organisational, or representational reasons.
- (2) For the purposes of maintaining uniform records, such workwear shall be recorded in the SAP information system together with PPE. The rules set out in Articles 4 and 5 of this Directive shall apply *mutatis mutandis* to the allocation/disposal process and record-keeping in the SAP information system.
- (3) The list of workwear shall be maintained together with PPE in the PPE list.

Article 11 Employer's inspection authority

- (1) The following persons have the authority to verify the proper use of PPE:
 - a) senior employee,

- b) the Occupational Health and Safety and Fire Prevention Officer,
- c) any other person authorised by the Employer.

Article 12
Final provisions

- (1) The annexes to this Directive are:
 - 1. Catalogue of PPE and Workwear, which is not exhaustive and may be extended or amended in response to newly identified risks at individual workplaces;
 - 2. List of Prescribed PPE and Workwear.
- (2) This Directive repeals and replaces Rector's Directive No. 9/2007 and its Amendment No. 34/2020.
- (3) This Directive was discussed with representatives of all trade union organisations operating at TBU on 3 December 2025.

Document version			
Date	Version	Changed	Description of change
8 December 2025	01	Occupational Safety and Fire Prevention Officer	Creation of document
21 April 2026	02	Legal Services	Amendment No. 1

This English version of the internal regulation is not legally binding; it is for informational purposes only and does not have to correspond to the Czech version of the original document.