

Principles of providing employees with work clothing and footwear and supplying them with personal protective equipment against hazardous and health-damaging factors occurring in the work environment

I. Table of standard allowances for personal protective equipment and work clothing and footwear

Meanings of symbols and characters in the table:

W.P. - winter period from 1 November to 31 March (5 months);

T.B.U. – to be used, i.e., use of:

- 1) personal safety equipment until such time as its protective properties are lost or, if its useful life is specified by the manufacturer, no longer than that period;
- 2) work clothing and footwear until such time as they lose their functional qualities to the extent that repair is not possible;

* – to be issued in rooms where the following temperature is not ensured:

- 1) min. 18 degrees C (291 K) for office and light physical work;
- 2) min. 14 degrees C (287 K) for other work and outdoor work;

** – to be issued according to the needs resulting from the conditions (place and type) of work performed / in the case of safety gloves – to be selected and issued according to the hazards present at the workplace and other guidelines;

*** – to be issued only to employees permanently engaged in standing work in the building;

**** – to be issued when outdoor work in the field;

***** – applies to the Industrial Research Laboratory;

duty (adjective) – assigned to a unit, not to an employee;

m – month.

work (occupational) footwear – footwear with safety features intended to protect the wearer against injuries which might occur during a workplace accident.

safety footwear – footwear for use at work; footwear with safety features and toe caps, the durability of which is tested at an 100J impact point. Designed to protect the wearer from injuries that may occur during a workplace accident.

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Item	Position	Equipment range: R – work clothes and footwear O – individual protection	Expected service life: - in months (m) - in winter periods (W.P.) - to be used (T.B.U.)
1.	Network administrator, IT specialist	R – apron R – heat safety vest/blouse*	T.B.U. (min. 24 m) T.B.U. (min. 3 W.P.)
2.	Caretaker (cleaning the area around the building)	R – set (sweatshirt and work trousers)/ apron R – work footwear R – heat safety vest* R – heat safety jacket R – rain jacket R – summer and winter cap R – work footwear O – warning vest	24 m 18 m 24 m T.B.U. (min. 36 m) 4 W.P. 2 pcs./24 m 3 W.P. T.B.U.
3.	Electrician (renovations, repairs, maintenance)	R – set (sweatshirt and work trousers)/ apron R – work footwear R – flannel shirt R – heat safety vest* R – heat safety jacket**** O – tailored dielectric equipment ** O – suspenders**	24 m 18 m 2 pcs./18 m T.B.U. (min. 36 m.) T.B.U. (min. 4 W.P.) Use in accordance with the manufacturer's instructions or for max. 10 years from date of manufacture T.B.U.
4.	Plumber (plumbing maintenance technician)	R – set (sweatshirt and work trousers) R – hat R – flannel shirt R – work footwear O – safety footwear**	24 m T.B.U. (min. 24 m) 2 pcs./18 m 18 m 18 m

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		R – full rubber work footwear R – heat safety vest* R – heat safety jacket**** R – rain jacket** O – safety gloves** O – waterproof front apron** O – safety goggles O – helmet** O – warning vest	18 m T.B.U. (min. 3 W.P.) T.B.U. (min. 4 W.P.) T.B.U. (duty) T.B.U. T.B.U. (duty) T.B.U. T.B.U. T.B.U.
5.	CoW inspector	R – set (sweatshirt and work trousers)/ apron R – work footwear R – heat safety jacket**** R – raincoat **** O – helmet** O – warning vest	T.B.U. (min. 36 m) 36 m T.B.U. (min. 4 W.P.) T.B.U. (duty) T.B.U. T.B.U.
6.	Property Protection Service Inspector – WUT Academic Guard	The statutory uniform of the Academic Guard of Warsaw University of Technology according to separate arrangements	according to separate arrangements
7.	Bookbinder, printing machine operator	R – set (sweatshirt and work trousers)/ apron R – work footwear** R – hat O – safety goggles	T.B.U. (min. 12 m) 24 m T.B.U. T.B.U.
8.	Waiter, kitchen assistant, cook	R – kitchen cap or headband R – apron R – waiter’s apron R – work footwear	T.B.U. 2 pcs./24 m to be used 12 m

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		O – safety gloves**	T.B.U.
9.	Car, minibus driver (performing daily service)	R – two-piece garment R – work footwear (leather) R – heat safety jacket R – shirt O – warning vest O – polarized sunglasses with UV filter	24 m 12 m T.B.U. (min. 2 W.P.) 12 m T.B.U. (min. 6 m) T.B.U.
10.	Facility Administration and Business Manager	O – apron R – heat safety vest*/blouse R – heat safety jacket** R – work footwear	T.B.U. (min. 24 m) T.B.U. (min. 3 W.P.) T.B.U. (min. 2 W.P.) 18 m
11.	Fire equipment maintainer	R – set (sweatshirt and work trousers)/ apron R – heat safety vest R – work footwear O – safety gloves** O – safety goggles	36 m 36 m 24 m T.B.U. T.B.U.
12.	Warehouseman for chemical reagents, inflammable materials and technical gases	R – set (sweatshirt and work trousers)/ apron R – hat R – work footwear R – flannel shirt R – heat safety vest* O – acid safety suit or apron and long-lasting O – safety gloves** O – industrial mask O – safety glasses/visors	12 m 2 pcs./24 m 24 m 12 m T.B.U. (min. 3 W.P.) T.B.U. T.B.U. T.B.U. T.B.U.

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13.	Warehouseman, field procurement	R – set (sweatshirt and work trousers)/ apron R – work footwear R – heat safety vest* R – heat safety jacket** O – safety gloves**	18 m 24 m T.B.U. (min. 4 W.P.) T.B.U. (min. 3 W.P.) T.B.U.
14.	Painter, bricklayer, plasterer	R – set (sweatshirt and work trousers) R – hat R – flannel shirt R – work footwear** O – safety footwear R – heat safety vest* O – safety gloves** O – half mask O – safety goggles O – suspenders ** O – knee pads**	2 pcs./12 m T.B.U. (min. 2 pcs./12 m) 12 m 24 m 24 m T.B.U. (min. 3 W.P.) T.B.U. T.B.U. T.B.U. as per instructions T.B.U.
15.	Massager	R – set (sweatshirt and work trousers) R – work footwear	18 m 24 m
16.	Chamber maids	R – apron R – work footwear O – safety gloves**	12 m 24 m T.B.U.
17.	Porter, receptionist	R – compulsory statutory uniform R – set (sweatshirt and work trousers)/ apron R – work footwear R – heat safety vest*	as decided by the OU head 12 m 12 m T.B.U. (min. 2 W.P.) T.B.U. (min. 2 W.P.)

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		R – heat safety jacket** O – safety gloves** O – warning vest**	T.B.U. T.B.U.
18.	Employees working in: archives, library, documentation and scientific information point	R – set (sweatshirt and work trousers)/ apron R – work footwear*** R – heat safety vest* O – safety gloves**	T.B.U. (min. 18 m) 12 m T.B.U. (min. 2 W.P.) T.B.U.
19.	Inventory clerk	R – apron R – heat safety vest / jacket** R – work footwear	24 T.B.U. T.B.U.
20.	Engineering and technical employee additionally performing field work*****	R – set of summer antistatic clothing R – set of anti-static winter clothing O – safety helmet for work at height O – safety gloves R – anti-electrostatic work footwear O – anti-electrostatic reflective vest O – tailored dielectric equipment O – hearing protectors O – gas mask	2 sets/ T.B.U. 2 sets/ T.B.U. 1 pc /according to manufacturer’s instructions T.B.U. T.B.U. (min 24 m) 24 m. Use in accordance with the manufacturer’s instructions or max. 10 years from date of manufacture T.B.U. T.B.U.

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		O – safety goggles O – harness for work at height**	T.B.U. T.B.U.
21.	Laser lab technician	R – apron R – work footwear** O – laser safety goggles** O – safety gloves**	18 m 24 m T.B.U. T.B.U.
22.	Employees working in: robotics laboratory, mechanical workshop, hangar, vehicle plant, engine dynamometer	R – set (sweatshirt and work trousers)/ apron R – work footwear O – safety footwear R – hat R – flannel shirt R – heat safety vest* O – safety goggles** O – safety gloves** O – hearing protectors ** O – protective masks**	T.B.U. (min.12 m) 24 m 18 m 24 m 18 m T.B.U. (min. 4 W.P.) T.B.U. T.B.U. T.B.U. T.B.U.
23.	Airport workers (pilot, mechanic, maintenance worker)	R – flight suit** R – occupational footwear – soft leather boots with non-slip soles** R – headgear (flight cap) ** O – safety gloves** O – hearing protectors O – safety goggles** O – visors** O – industrial mask**	18 m 18 m 24 m T.B.U. T.B.U. T.B.U. T.B.U. T.B.U.
24.	Technical Supervisor, foreman in the building	R – set (sweatshirt and work trousers)/ apron R – work footwear	2 pcs. / 24 m 36 m

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	repair and renovation brigade	R – heat safety vest* R – heat safety jacket**** O – full-rubber occupational footwear** O – safety gloves** O – helmet** O – warning vest	T.B.U. (min. 4 W.P.) 4 W.P. T.B.U. T.B.U. (min. 24 m) T.B.U. T.B.U.
25.	Indoor swimming pool attendant	R – set (sweatshirt and work trousers)/ apron R – work footwear R – full rubber work footwear O – safety glasses/visors O – safety gloves**	12 m 24 m 36 m T.B.U. T.B.U.
26.	Fire protection officer carrying out inspection activities	R – working apron R – heat safety jacket** R – work footwear O – helmet** O – warning vest	T.B.U. (min. 3 W.P.) T.B.U. (min. 3 W.P.) 24 m T.B.U. T.B.U. (min. 3 W.P.)
27.	Housekeeping assistant	R – set (sweatshirt and work trousers) R – summer and winter cap R – flannel shirt R – short sleeve cotton shirt R – work footwear R – heat safety jacket R – heat safety vest* R – rain jacket* O – safety gloves** O – warning vest O – safety goggles	6 m 12 m 6 m 12 m 6 m 1 W.P. 1 W.P. 36 m T.B.U. T.B.U. T.B.U.

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		O – face protection (visor) O – hearing protectors O – dust mask** O – gas mask**	T.B.U. T.B.U. T.B.U. T.B.U.
28.	HSW officer carrying out inspection activities	R – working apron R – heat safety jacket** R – work footwear O – helmet** O – warning vest	T.B.U. (min. 3 W.P.) T.B.U. (min. 3 W.P.) 24 m T.B.U. T.B.U. (min. 3 W.P.)
29.	SWFiS employee – physical culture teacher	R – full sports attire depending on the type of physical education classes** R – work footwear** R – heat safety jacket**	24 m 24 m 4 W.P.
30.	University Environmental Research Laboratory Employee	O – dust mask**** O – mask for working with asbestos**** O – hearing protectors**** About – helmet**** O – warning vest**** O – safety footwear****	T.B.U. T.B.U. T.B.U. T.B.U. T.B.U. 24 m
31.	Research and auxiliary work employee working in a laboratory of aerodynamics, physics, metrology, electron microscopy, optical techniques, mechatronics technology and equipment, strength	R – apron O – safety gloves** O – safety goggles** O – hearing protectors**	18 m T.B.U. T.B.U. T.B.U.

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32.	Research and auxiliary work employee working in a biological, water, waste and sewage technology, isotopic or X-ray laboratory	R – apron R – work footwear** O – goggles protecting against ionizing radiation O – X-ray protective apron O – waterproof apron O – safety gloves** O – face shield (visor)	18 m 24 m T.B.U. T.B.U. (duty) T.B.U. (duty) T.B.U. T.B.U.
33.	Research and auxiliary work employee working in the chemistry laboratory	R – white apron R – work footwear** O – safety footwear against chemicals and mech. injuries. O – acid-resistant and lye-resistant apron O – safety gloves** O – safety goggles O – face shield (visor)** O – dust masks**	2 pcs. / 18 m 24 m 24 m T.B.U. (duty) T.B.U. T.B.U. T.B.U. T.B.U.
34.	Research and auxiliary work employee working in the laboratory of printing forms and printing materials	R – apron O – safety goggles O – safety gloves**	18 m T.B.U. T.B.U.
35.	Research and auxiliary work employee working in the hydraulics laboratory, electrical engineering	R – set (sweatshirt and work trousers)/ apron O – Dielectric equipment adapted to laboratory needs**	18 m Use in accordance with the manufacturer's instructions or max. 10 years from date of manufacture 24 m

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		R – work footwear O – safety goggles O – safety gloves**	T.B.U. T.B.U.
36.	Research and auxiliary employee working in a laboratory: metalworking, metallography, powder metallurgy	R – set (sweatshirt and work trousers)/ apron R – work footwear R – hat O – fireproof apron O – safety gloves** O – safety goggles O – helmet/ visor** O – face shield (visor)	12 m 24 m 24 m T.B.U. T.B.U. T.B.U. T.B.U. T.B.U.
37.	Research and auxiliary employee working in the plastics laboratory	R – apron R – hat R – work footwear R – heat safety vest* O – waterproof apron O – safety gloves** O – safety goggles	12 m 24 m 24 m T.B.U. (min. 3 W.P.) T.B.U. (duty) T.B.U. T.B.U.
38.	Research and auxiliary work employee working in in the High Voltage Lab	R – set (sweatshirt and work trousers)/ apron R – work footwear** R – flannel shirt** R – heat safety vest* R – heat safety jacket**** O – Dielectric equipment adapted to laboratory needs**	24 m 18 m 2 pcs./18 m T.B.U. (min. 36 m.) T.B.U. (min. 4 W.P.) Use in accordance with the manufacturer's instructions or for max. 10 years from date of manufacture

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		O – suspenders**	T.B.U.
39.	Cold metalworkers: sheet metal worker, locksmith, grinder	R – set (sweatshirt and work trousers)/ apron R – flannel shirt R – work footwear O – safety footwear R – hat O – safety goggles O – face shield (visors) O – dust mask** O – safety gloves**	12 m 18 m 24 m T.B.U. 24 m T.B.U. T.B.U. T.B.U. T.B.U.
40.	Field mail carrier	R – work footwear** R – heat safety jacket R – rain jacket R – heat safety vest/blouse* O – safety gloves**	12 m T.B.U. (min. 2 W.P.) T.B.U. (min. 2 W.P.) T.B.U. (min. 2 W.P.) T.B.U.
41.	Welder	R – set (sweatshirt and work trousers) R – hat R – work footwear** O – safety footwear R – flannel shirt R – warm sweatshirt* O – welding apron** O – welding gloves O – safety gloves** O – welding goggles or welding shield**	18 m 24 m 24 m 18 m 18 m 3 W.P. T.B.U. (min. 60 m) T.B.U. T.B.U. T.B.U.
42.	Cleaner	R – set (sweatshirt and work trousers)/ apron	12 m

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		R – work footwear R – heat safety vest/blouse* R – full-rubber work footwear** O – safety gloves** O – window cleaning harness** O – head covering**	12 m 12 m 12 m T.B.U. as per instructions T.B.U.
43.	Carpenter, upholsterer	R – set (sweatshirt and work trousers)/ apron R – hat R – work footwear R – flannel shirt R – heat safety vest* O – safety gloves** O – safety goggles O – face shield (visor) O – hearing protectors** O – dust mask	18 m 24 m 24 m 18 m T.B.U. (min. 3 W.P.) T.B.U. T.B.U. T.B.U. T.B.U. T.B.U.
44.	Cloakroom attendant	R – two-piece work garment/ apron R – work footwear R – heat safety vest/blouse*	24 m 18 m T.B.U. (min. 3 W.P.)

EXPLANATION:

The expected service life in months or in winter periods specified in the standards table is helpful in determining the quantitative and assortment needs in the organizational units. In justified cases, if work clothes, footwear and personal safety equipment are in satisfactory condition, the head may extend the useful life of this equipment.

If an employee performs additional activities in addition to the basic activities prescribed for a specific position, which require additional equipment according to the standards table, it is obligatory to supplement the employee's equipment to the extent of the standard applicable to

the position (e.g. a mechanic who performs continuous welding work, a driver who performs continuous mechanical work).

II. Personal hygiene products allowance standards

1. Individual standards for the allocation of personal hygiene products should meet the actual needs resulting from the nature of employment and working conditions, i.e. in establishing them, it is necessary to take into account the degree of soiling of the body and health risks resulting from factors occurring in the working environment and the sanitary regulations in force in a given organizational unit.
2. Minimum standards of personal hygiene products allowance for one employee working permanently on exceptionally dirty jobs:
 - 1) Exceptionally dirty jobs that cause heavy hand soiling:
 - 100 grams (one bar) of hard toilet soap per month or liquid soap in individual packages in an amount equivalent to the effectiveness of hard soap;
 - 1 package of HSW paste per month;
 - 2 medium-sized cloth towels per year;
 - 1 packet of hand protection cream per month.
 - 2) jobs that cause soiling of the whole body:
 - 200 grams (two bars) of hard toilet soap per month or liquid soap in individual packages in an amount equivalent to the effectiveness of hard soap;
 - 1 package of HSW paste per month;
 - 2 medium-sized cloth towels per year;
 - 1 packet of hand protection cream per month.
 - 3) jobs involving body soiling with substances that are difficult to clean, such as oil paints and varnishes, tar and adhesives, petroleum distillation products, and work with skin-damaging substances:
 - 200 grams (two bars) of hard toilet soap per month or liquid soap in individual packages in an amount equivalent to the effectiveness of hard soap;
 - 1 package of HSW paste per month;
 - 2 medium-sized cloth towels per year;
 - 1 packet of hand protection cream per month;
 - 1 packet of regenerative hand cream per month.

- 4) for other jobs not specified in points 1, 2 and 3:
 - 100 grams (one bar) of hard toilet soap per month or liquid soap in individual packages in an amount equivalent to the effectiveness of hard soap;
 - 1 medium-sized cloth towel per year;
 - 1 packet of hand protection cream per month.
3. Employees in jobs other than those in sections 2 who use public toilets equipped with washing, drying and toilet paper shall not be entitled to individual personal hygiene products allowances.