

Ordinance No. 13
of the Rector of Poznan University of Technology
of 23 April 2026
(RO/IV/13/2026))

on personal protective equipment and work clothing and footwear
for employees of Poznan University of Technology

Pursuant to Articles 2376–2379, 23710 and 23711a of the Act of 26 June 1974 – the Labour Code (Journal of Laws 2025, item 277, as amended), as well as § 115 of the Regulation of the Minister of Labour and Social Policy of 26 September 1997 on general occupational health and safety provisions (Journal of Laws 2003, No. 169, item 1650, as amended), and the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws 2024, item 1571, as amended), the following **is ordered**:

General provisions

§ 1

1. Employees of Poznan University of Technology shall be provided with work clothing and footwear protecting against hazardous and harmful factors occurring in the working environment, as well as with personal hygiene products. This applies to persons employed in positions where, due to the nature of the duties performed, their own clothing or work footwear is liable to significant soiling or accelerated wear and tear during the performance of work.
2. The personal protective equipment, as well as the work clothing and footwear used, shall possess protective and functional properties confirmed by the required certificate or safety mark.
3. The lists of positions and the standards for the allocation and use by employees of personal protective equipment, work clothing and footwear, as well as personal hygiene products, are specified in the Attachments to this Ordinance:
 - a) Attachment No. 1 – standards for the allocation and use of personal protective equipment and work clothing and footwear
 - b) Attachment No. 2 – standards for the allocation and use by employees of personal hygiene products.

Detailed rules governing the management of personal protective equipment
and work clothing and footwear

§ 2

1. An employee shall acquire the right to receive personal protective equipment and work clothing and footwear on the date of conclusion of the employment contract. On the first day of work, the employee shall be provided with the personal protective equipment and protective clothing and footwear necessary for the given position.
2. Personal protective equipment and work clothing and footwear shall be granted on the basis of an application for the allocation of personal protective equipment and work clothing and footwear (Form A – Attachment No. 3), and issued on the basis of an application for the issuance of personal protective

equipment and work clothing and footwear (Form B – Attachment No. 4). The application shall be submitted by the employee's immediate supervisor, who bears full responsibility for permitting an employee to perform work without the personal protective equipment and work clothing and footwear prescribed for the given position.

3. Personal protective equipment and work clothing and footwear:
 - a) shall be used in accordance with their intended purpose until such time as they lose their protective properties or their functional qualities to a degree preventing repair. In such cases, the protective equipment shall become the property of the employee.
 - b) shall be provided to employees free of charge, subject to the provisions of paragraphs 9 and 11, and shall remain the property of Poznan University of Technology.
4. Employees are obliged to maintain the personal protective equipment and work clothing and footwear allocated to them in proper condition.
5. The period of use of personal protective equipment and work clothing and footwear shall be calculated from the date of their issuance to the employee. The expected periods of use are specified respectively in Attachment No. 1 and Attachment No. 2.
6. The University shall not provide for the washing, maintenance or repair of the supplied work clothing and footwear, except for positions specified in Attachment No. 1, items 3, 16, 18 and 23. Washing, maintenance and repairs of work clothing shall be carried out by the employee.
7. For the performance of the activities referred to in paragraph 6, the employee shall be entitled to a financial allowance in an amount determined by decision of the Chancellor at the beginning of each calendar year. The amount of the allowance shall be calculated as the equivalent of a number of packages of washing powder, in accordance with the employee's assigned group, with the following standards established:
 - a) Group I – one package (1100 g) of washing powder;
 - b) Group II – two packages (1100 g) of washing powder;
 - c) Group III – four packages (1100 g) of washing powder.
8. The financial allowance referred to in paragraph 7 shall be paid to the employee at the end of each quarter of the calendar year, on the basis of an application submitted by the employee's immediate supervisor. In the event of an employee's continuous absence exceeding 30 days, the allowance shall be granted proportionally to the period of actual work performed in the given quarter.
9. In particularly justified cases, with the consent of the immediate supervisor, the use by an employee of their own work clothing and footwear meeting safety requirements shall be permitted. For the period of use of such personal work clothing and footwear, the employee shall be entitled to the financial allowance referred to in paragraph 7.
10. In the event of loss or destruction of personal protective equipment or work clothing and footwear, the University shall be obliged to provide the employee with replacement equipment and work clothing and footwear in accordance with the lists set out in the Attachments. If the loss or destruction occurred through the fault of the employee, the employee shall be required to reimburse part of their value,

proportionate to the remaining period until the expiry of the prescribed period of use indicated in the table. In such a case, the protective equipment shall become the property of the employee.

11. In the event of termination of the employment relationship before the expiry of the established period of use of the protective equipment, the employee shall be required to reimburse part of its value, proportionate to the unused period remaining until the end of the prescribed period of use indicated in the table. In such a case, the protective equipment shall become the property of the employee. The reimbursement referred to in the first sentence shall not apply where:
 - a) the period of use exceeded 75% of the prescribed period of use indicated in the table;
 - b) the termination of the employment relationship is due to the employee's retirement or entitlement to a pension, or in the event of the employee's death;
 - c) the termination of the employment relationship occurred for reasons attributable to the employer.

Final provisions

§ 3

1. Ordinance No. 7 of the Rector of Poznan University of Technology of 14 February 2006 (RO/II/7/2006) on personal protective equipment, work clothing and footwear, and personal hygiene products for employees and students of Poznan University of Technology is hereby repealed.
2. This Ordinance shall enter into force on the date of its signing.

Rector
of Poznan University of Technology

Prof. Teofil Jesionowski, Ph.D., D.Sc.