

Uniform Policy



Wujal Wujal
Aboriginal
Shire Council

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Wujal Wujal Aboriginal Shire Council

WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

POLICY STATEMENT

SUBJECT: UNIFORM POLICY

AUTHORITY: Council of the Whole.

PURPOSE: This policy sets out Wujal Wujal Aboriginal Shire Council (Council) principles and uniform framework when conducting business activities.

POLICY: Uniform Policy

1. POLICY OBJECTIVES

The Council's Uniform Policy and Dress Code aims to:

- present a recognisable, tidy and professional image of staff to the community;
- ensure that staff are appropriately dressed for their duties, and
- ensure that adequate protective clothing is provided to assist in maintaining the safety and health of employees and environmental conditions

2. POLICY SCOPE AND RESPONSIBILITY

- This policy applies to all Council employees as defined above. It applies to contractors and subcontractors as a minimum standard or where their employer does not have an equivalent policy. Those covered by this policy are referred to as 'employees' hereafter.
- This policy is applicable to the nature of work being performed on any given day. Where an employee is temporarily visiting another location, the uniform requirements of the temporary location will apply.
- For example, if an indoor employee is attending a meeting in Community they would need to meet the standards applicable to "Community, non-construction site locations" on that day only (see below).
- Where a program uniform is provided, it should be the default standard. Thereafter, employees should refer to the 'What to Wear When' table below.
- Exemptions may apply and should be obtained in writing from the appropriate supervisor. Where the requirement to wear uniform items is related to work health and safety, the approval for exemptions or determinations of compliance will be made by the Chief Executive Officer, or their delegate.
- Pregnant employees must endeavor to comply with this policy for as long as practicable.

3. UNIFORM PRINCIPLES

Council officers must have regard to the following uniform principles during all business activities:

4. POLICY

What to Wear and When

The table below outlines Council's expectations of employees in relation to their dress. It is based on the work being performed at the time and not on the employee's substantive position.

	OFFICE BASED		NOT OFFICE BASED	
	No contact with the general public	Contact with the general public	Non-Works locations	Works Facilities
Uniform with logo	Optional	✓	✓	✓
Name badge or embroidered name	Optional	Optional	Optional	Optional
PPE (defined below)	Level 1	Level 1	Level 2	Level 3

Personal Protection Equipment (PPE)

Where a uniform is provided, the employee should wear the prescribed uniform. Where it is not, the table below is the minimum standard.

Use the table below in conjunction with the "What to Wear and When" table above to determine what PPE should be worn. This is a guideline only and should be changed to suit to the work being performed and the level of risk.

	Level 1 PPE	Level 2 PPE	Level 3 PPE
Shoes	Low Risk*	Medium Risk*	High Risk*
High visibility strip or vest		Depends on task ⁽³⁾	Compulsory
High visibility pants		Depends on task ⁽³⁾	Compulsory
Long pants	Employee choice	Recommended ⁽³⁾	Compulsory ⁽⁴⁾
Long sleeve shirt	Employee choice	Compulsory	Compulsory
Hearing protection		Depends on task ⁽³⁾	Depends on task ⁽³⁾
Eye protection		Depends on task ⁽³⁾	Depends on task ⁽³⁾
Wide Brimmed Hat		After 30 minutes ⁽²⁾	After 30 minutes ⁽²⁾
Hard Hat			Depends on task ⁽³⁾
Hair	Employee choice	Depends on task ⁽³⁾	Tied up
Jewellery	Employee choice	Depends on task ⁽³⁾	Not permitted

* See below

⁽¹⁾ To reduce the risk of sunburn

⁽²⁾ After 30 minutes of sun exposure to reduce the risk of heat stroke and sunburn

⁽³⁾ If there is any risk in performing the task, the employee should do what they think is most safe and complete a SOP to be lodged with their manager

⁽⁴⁾ Includes Community activities where there is a related risk

Shoes

Unless otherwise dictated by your Program's regulations, when selecting shoes, consideration should be given to the following;

Low Risk

Employees are asked to be mindful of their occupational health and safety when choosing their shoes. It is recommended that shoes:

- Are close fitting
- Have a back strap or enclosed heel
- Are in good repair
- Have a low or no heel
- Are non-slip
- Have the straps, laces, buckles and/or Velcro fastened at all times, and
- Are comfortable enough to wear for the duration of a shift

The following styles are not acceptable in the workplace;

- Minimum contact high heels, Crocs, thongs, ugg boots
- Sandals that do not contain at least one piece of leather across the toe of more than 2.5cm width

Medium Risk

Working in community increases the risks of injury as a result of uneven surfaces, gravel, loose materials, wet surfaces and obstructions. For this reason it is recommended that shoes are:

- Slip resistant
- Flat
- Enclosed to the ankle eg sandshoes
- Tread kept clean and in good condition
- Straps, laces, buckles and Velcro fastened at all times

High Risk

In environments of greater risk where employees are working with machinery and heavy objects, the highest level of foot protection is mandatory in the form of safety boots.

Boots must be compliant with the Australian Standard as defined in Council's Work Health and Safety Policy. At the time of adoption, this included;

- All weather leather
- Zipper or shoe laces
- Velcro pending design and at the manager's discretion
- Reinforced toe capping
- Up to a value of \$150.00 per pair
- Tread kept clean and in good condition

Dress Code

Those covered by this policy are expected to maintain a neat and modest appearance that would be deemed acceptable by the majority of people. As a minimum standard:

- Skirts - one hand width from the top of the knee cap to the base of the skirt or longer
- Shorts - one hand width from the top of the knee cap to the base of the shorts or longer
- Potentially offensive tattoos covered
- Potentially offensive or racist slogans avoided
- Underwear is not visible in any way
- Midriffs covered
- Clothing is loose fitting and not see through, torn, frayed or stained
- Sports clothing is avoided unless appropriate to the work at the time and in keeping with this policy
- Leggings are covered by a garment that meets the standards expected of a skirt

- Shoes are to be worn at all times
- Personal hygiene is of a high standard
- Clothing is clean and in a presentable state

Temporary Visits to Works Facilities

Visitors to any Works facility must be accompanied by an employee who has the appropriate work health and safety induction to the site. The accompanying person will direct the movements of the visitor according to the task being performed and their level of PPE. The accompanying person will have the final say with regard to the movement of visitors around the location and may ask a visitor to leave on the grounds of inadequate PPE.

Sunscreen

Council will provide sunscreen at each Council work site in keeping with Australian Cancer Council guidelines.

Wearing Uniform Out of Hours

Employees should not wear any piece of clothing that could be associated with Council after hours except when travelling via a reasonable route to or from work.

Conduct Whilst in Uniform

Employees must recognise that when wearing Council uniform they are representing Council and should therefore ensure their behavior reflects their responsibilities under the Code of Conduct. The consumption of alcohol and drugs whilst in uniform is prohibited.

Uniform Colours

All uniform must be in one of Council's corporate colours which are:

Shirts, jackets, and broad brimmed hats	Pumpkin, electric blue, black or stone
High visibility vests and tops	Orange
High visibility pants	Navy blue or beige with one reflective strip
Safety boots	Beige or black
Hard hats	White

Uniform Style

Employees may choose from Council's list of recommended items or from the catalogue provided by Council's approved uniform supplier. If selecting from outside the recommended items, all tops must have a collar, be in one of Council's corporate colours and be approved in writing by the manager.

Uniform Allocation

Uniform will be issued to permanent employees at the successful conclusion of their qualifying period. Until then, where applicable, pool uniform will be allocated by the manager.

Casual employees will be allocated uniform.

In their first year, employees for whom uniform is compulsory will be issued with sufficient uniform to ensure they have a clean shirt or top for every day of work per week, up to a maximum of five and a maximum of two pairs of pants. For example, a part time employee working three days per week will receive three shirts and one/two pairs of pants at manager's discretion. Thereafter, an annual allocation of \$100.00 per financial year will apply unless the employee can demonstrate fair wear and tear which warrants additional items.

Employees for whom uniform is not compulsory will be allocated an allowance of \$100.00 per financial year.

Employees required to work outdoors will be supplied with long sleeve shirts only. Council will provide a pool of Level 3 PPE clothing at the depot for use by staff and visitors when required.

All employees are entitled to one broad brimmed hat per financial year. Bucket hats and baseball caps are not to be worn.

Employees are able to subsidise additional purchases over and above their allocation provided the additional items are in accordance with this policy.

Program Managers are responsible for tracking staff allocations.

Name badge Allocation

Name badges will be issued to permanent employees at the successful conclusion of their qualifying period. Until then, where applicable, generic (program/team) name badges will be used.

Casual employees will be allocated with a generic name badge.

Employees may choose to have their name embroidered on their shirts or have a name badge supplied. Surnames and titles are optional and in accordance with operational needs.

Staff who are required to wear Level 3 PPE shirts will have a Velcro strip attached to each of their shirts by Council's approved uniform supplier and will be issued with one Velcro name badge which can be transferred between shirts.

Whilst employees are encouraged to express their preference for badges or embroidery, the final decision will be at the manager's discretion based on operational and safety requirements.

Shoe Allocation

Office and Community shoes will be at the expense of the employee.

Council will provide one pair of protective shoes per financial year to staff required to wear Level 3 PPE, unless fear wear and tear can be demonstrated.

Employees are able to upgrade their protective shoes at their own cost provided the upgrade is in accordance with this policy.

Pool Uniform

A collection of second-hand clothing is stored at each site. All pool uniform is provided *as is* and must be worn in accordance with this Policy.

Lost or Damaged Uniform

Employees may be required to make good on lost or damaged uniform at the discretion of their manager.

Breaching this Policy

An employee who fails to comply with this policy may be sent home by their manager to change. Time taken to comply will be considered leave. Frequent breaches of this policy may result in disciplinary action.

Uniform Remains the Property of Council

All uniform, including name badges remains the property of Council and should be returned at the conclusion of employment.

5. REVIEW

It is the responsibility of Corporate Services to monitor the adequacy of this policy and recommend appropriate changes. This policy will be formally reviewed by Council annually.

DELEGATION: Authority in respect of this Policy is hereby delegated to the Chief Executive Officer.

RESOLUTION DATED

DRAFT