

Policy Name	Uniforms and Protective Clothing
Policy Type	Human Resources
Policy Number	HR25
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SUMMARY

West Daly Regional Council is conscious that uniforms tend to remove barriers between employees and additionally with Council's customers. They provide a common link between all staff. Uniforms can provide a degree of certainty among customers who are reassured they are dealing with a Council representative and promote an efficient look.

Council is also committed to promoting safety among its employees and accordingly, provides Protective Clothing and Equipment (PPE) to all employees requiring this support. This policy applies to all employees and provides information regarding issue of Uniforms and Protective Clothing.

POLICY STATEMENT

(a) Indoor workers

1. On commencement, Council employees who work indoors will be issued with the following uniform clothing of a style and appearance as approved by the CEO:
 - (i) three (3) shirts on commencement of employment.

(b) Outdoor workers

2. On commencement, Council employees employed for outdoor occupations will be issued with the following protective clothing of a style and appearance as approved by the CEO:

Darwin Office

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- (i) three (3) shirts on commencement of employment;
- (ii) one (1) pair industrial safety footwear that comply with Australian Standard AS/NZS 2210.1:1994;
- (iii) three (3) trousers (or shorts) of industrial quality;
- (iv) three (3) pairs of socks
- (v) in addition, each outside worker will be provided with protective eyewear, headwear and hearing protection as their occupation requires.

(c) Night Patrol workers

3. On commencement, Council employees employed with Night Patrol will be issued the following uniform clothing of a style and appearance as approved by the CEO:

- (i) 3 full sets of uniform dependant on roster;

(d) General

- 4. Uniforms issued as outlined in Clause (a)
- 5. Uniforms issued as outlined in Clauses (b) and (c) will be replaced twice per annum.
- 6. All employees issued with a Council uniform are expected to wear it on a daily basis.
- 7. Council uniforms or clothing with Council logo are to be worn only during official work hours or during Council events.
- 8. When replacement uniforms are requested in addition to that provided under Clauses (a), (b) and (c) above, the cost must be covered by the employee.
- 9. Upon termination, all issued uniform items are to be laundered and returned to the issuing officer.
- 10. The uniform issuing officer will be a person appointed to that task in each office including Regional Office.

11. If, for reason of a medical condition, an employee is unable to wear PPE of the standard required for the designated work area, a certificate of exemption from a medical practitioner will be required. In such cases, the supervisor should seek alternative duties for the employee to avoid placing the employee at risk.
12. When an employee being either permanent, temporary or casual commences duty without wearing appropriate PPE or footwear for the work area and where, in the opinion of the supervisor, there is a serious risk of injury, the supervisor shall relieve the employee of his duties until the employee returns wearing appropriate PPE and/or footwear. The delay in retrieving PPE or footwear shall be without pay. Under no circumstances are thong type foot wear to be worn and the wearing of sandals must be approved by your Manager as suitable for the environment.
13. In order to keep Council uniform clothing as standard as possible, any variation to the design, colour or insignia must be approved prior to ordering by the Human Resource Manager.

TERMINOLOGY AND REFERENCES

“Personal Protective Equipment (PPE)” is clothing suitable for outside workers designed to provide a measure of protection to the wearer. Additional equipment such as safety goggles and industrial footwear are included.

“Suitable Footwear” is foot wear that is closed in and will protect your feet or safety footwear.

“Uniforms” are clothing issued to Council employees only and takes the form of shirts, skirts and pants of similar colouring featuring an accepted style and standard that identifies Council employees.

REFERENCES

Local Government Act

West Daly Regional Council Enterprise Agreement

NT Work Health and Safety (National Uniform Legislation) Act

FURTHER INFORMATION:

Chief Executive Officer

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