

## **STAFF UNIFORM**

### Objective

- To define a staff uniform which portrays a positive corporate image to customers in line with Council's brand.
- To provide a healthy and safe work environment for employees who may be exposed when working in an outdoor environment by providing items of personal protective equipment (PPE) at no cost to the employee.

### Scope

This policy applies to all current employees of Gilgandra Shire Council (including casual and temporary staff)

### Policy

Staff are required to wear the staff uniform (refer also to Section 6 – Exemptions). Items of uniform will contain Council's logo.

## **1. Indoor Staff**

Indoor staff are defined as all administration staff members working for Gilgandra Shire Council whose primary role is based indoors.

### **1.1 Corporate Dress Requirements**

Employees at Gilgandra Shire Council are expected to convey a professional image at all times. This means that appropriate dress is required at all times for the day-to-day circumstances as approved by the employee's manager.

### **1.2 Annual Allowance**

An annual allowance will be paid by Council. This allowance will be paid on a pro-rata basis for part time employees. Casual administration employees to receive 2/5ths of allowance.

### **1.3 Supply of Protective Clothing**

Office staff on work sites are to wear clothing meeting the minimum requirements being safety vest or high visibility clothing; broad brimmed hat and closed in shoes.

### **1.4 Suits**

Where staff are required to wear a suit for the purpose of attending official functions and/or Council meetings, the purchase of these suits should be in line with this policy.

## 2. Infrastructure (Outdoor) Staff

At the commencement of employment, Council will provide clothing and personal protective equipment (refer also to section 5 – PPE) to all permanent outdoor employees.

## 3. Community Services Staff (other than administration staff)

Community Services Staff are paid a uniform allowance and have the option to pay for their uniform via a sundry debtor arrangement.

### 3.1 Gilgandra Swimming Pool Staff

At the commencement of employment, Council will provide clothing and personal protective equipment (refer also to section 5 – PPE) to all employees.

## 4. Name Badges

Directors via their Managers are responsible for determining which staff should wear a name badge.

If so determined, a name badge forms part of the uniform and is to be worn whilst at work.

## 5. Personal Protective Equipment

Council employees working in an environment exposed to UV rays MUST wear protective clothing and personal protective equipment at all times.

The employee will be responsible for the maintenance and safe-keeping of all personal protective equipment. Personal protective equipment remains the property of Gilgandra Shire Council.

In addition to the required uniforms, the following personal protective items will be provided on an individual needs basis:

- Sunglasses that meet the Australian Standard.
- 30+ or higher broad spectrum, water resistant sunscreen
- All other Safety Equipment that is recommended by WorkCover NSW and Safe Work Australia
- High visibility safety vests
- Safety glasses/goggles
- Hard hats with brim
- Hearing protective muffs/plugs
- Dust masks
- Welding aprons
- Gloves
- Safety boots
- Weather resistant jacket

Requirements are:

### **High Visibility Long Sleeved Shirts**

High visibility shirts classified as UPF shirts, with a minimum sun protective factor of no less than 48UPF+ (when new) are to be provided. Sleeves to be worn down at all times. Cotton shirts are recommended for workshop staff or those performing high risk tasks.

### **Long Trousers / Knee Length Shorts**

Long drill type trousers or knee length shorts classified as UPF, with a minimum UPF48+ (when new) in either lightweight or heavyweight shall be worn by employees. Staff have the choice of what type of trousers or knee length shorts they prefer, e.g. lightweight / heavyweight trousers or knee length shorts made from cotton drill.

### **Overalls**

High visibility overalls classified as UPF, with a minimum of 48+UPF+ (when new) are to be provided where required and are to be made from at least 75% cotton, close weave, loose fitting to allow for air circulation and comfort. Overalls must have long sleeves and collars.

### **Hats**

Broad brimmed hats reduce the amount of UV radiation reaching the face. The NSW Cancer Council recommends a brim measuring no less than 8 cm in width, which reduces UV radiation reaching the face by 50%.

Individual employees have the option to choose a bucket hat with a brim measuring no less than 7cm in width if preferred.

Hats worn by employees whilst working outdoors in an environment exposed to UV radiation shall be light enough to wear in hot conditions and made of a fabric that is of a close weave and does not allow the penetration of sunlight. Hats that have a gauze section are not suitable as UV rays will penetrate these.

If hard hats are to be worn then brims with a neck flap are to be attached to these hats.

Beanies (no longer than the bottom of the ear) may be worn under a broad brimmed hat. A broad brim hat **MUST** be worn over a beanie.

Employees may purchase their own hat as long as the brim measures not less than 7cm in width (bucket hat) or 8cm (broad brimmed hat). On receipt of the purchase docket employees will be reimbursed in line with the current cost of Council supplied hats

### **Wrap Safety Sunglasses**

Sunglasses shall meet the Australian Standard AS1067 – offering 99% protection from ultraviolet rays, be close fitting and of a wrap around style.

Both tinted and clear prescription lenses can be treated so that they provide protection from UVR. Clip on sunglasses that attach to normal prescription glasses are also available.

Tinted eye protectors that comply with AS/NZS 1337.1:2010 are recommended as these provide at least the same amount of protection against solar UV radiation as sunglasses, as well as impact protection.

**6. Exemptions**

The General Manager may consider exemptions to the uniform on an individual basis.

**7. Breach of this Policy**

Any deliberate breaches of this policy may result in disciplinary action being taken.

*Relevant Legislation*

Work Health & Safety Act 2011  
 Work Health & Safety Regulation 2017  
 Local Government (State) Award 2017

*Associated Documents*

Corporate Image Policy  
 WHS Policy  
 Uniform Procedure

<b>Responsible Officer:</b>	Director Corporate Services		
<b>Date Adopted:</b>	18/2/20	<b>Resolution No:</b>	11/20
<b>Version:</b>	2	<b>Review Date:</b>	February (annually)