



# UNIFORMS & PROTECTIVE CLOTHING

## WHS04

<b>Policy Title:</b>	Uniforms and Protective Clothing Policy		
<b>Policy Type:</b>	Work, Health and Safety Policy		
<b>Policy Owner:</b>	Chief Executive Officer		
<b>Policy Custodian:</b>	Chief Operations Officer		
<b>Responsible Officer:</b>	Health, Safety and Risk Officer		
<b>Document ID:</b>	24949	<b>Version:</b>	3.0
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### Purpose

The purpose of the Uniform and Protective Clothing Policy at West Daly Regional Council ('Council') is to enhance both professionalism and safety within the workplace. By implementing uniforms, the Council removes barriers among employees, promoting a sense of unity and equality. Uniforms also ensure that all staff members are recognisable, providing a professional and efficient appearance consistent with the council's standards. This visibility reassures customers, enhancing their confidence that they are dealing with authorised personnel.

The policy emphasises the council's commitment to employee safety by providing Protective Clothing and Equipment (PPE) to those exposed to potentially hazardous conditions. This comprehensive approach supports a cohesive, professional, and safe working environment, fostering trust and confidence in the community services provided.

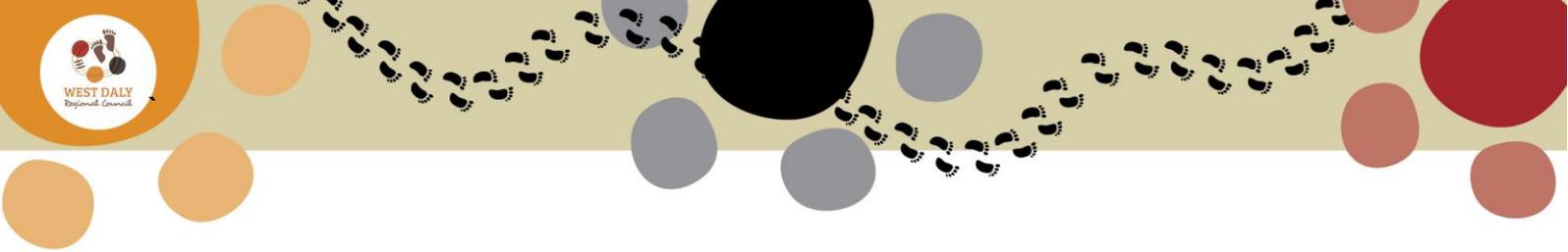
### Scope

The scope of the Uniforms and Protective Clothing policy at Council is comprehensive, covering all employees regardless of their department or role within the organisation.

The Council Operations Department, or a designated management team, is tasked with the implementation, monitoring, and enforcement of this policy, ensuring that it is consistently applied, and any issues are promptly addressed. This scope aims to create a safe, professional, and equitable environment for all employees and the community they serve.

### Policy Statement

#### 1. Issuance of Uniforms and PPE



- 1.1. Indoor Workers: Upon commencement, each indoor worker will be issued three shirts of a style approved by the CEO.
- 1.2. Outdoor Workers: Outdoor workers will receive:
  - 1.2.1. Three shirts
  - 1.2.2. Three pairs of industrial-quality trousers or shorts
  - 1.2.3. Three pairs of socks
  - 1.2.4. One pair of industrial safety footwear compliant with AS/NZS 2210.1:1994
  - 1.2.5. Protective eyewear, headwear, and hearing protection as required by their specific roles.
- 1.3. Night Patrol Workers: Will be issued three full sets of uniform depending on their roster.

**2. Replacement and Maintenance**

- 2.1. Uniforms for indoor, outdoor, and night patrol workers will be replaced twice per annum.
- 2.2. Employees are expected to wear their uniforms daily and are responsible for maintaining them in a clean and tidy state.
- 2.3. If uniforms are damaged or worn out, employees must return the old items for replacement. Lost items will also be replaced.

**3. Wearing and Conduct**

- 3.1. Uniforms with the Council logo should be worn only during official work hours or Council-approved events.
- 3.2. Employees must wear appropriate PPE and footwear at all times during duties, as failure to do so can result in being relieved from duty without pay until the issue is corrected.
- 3.3. Any variations to uniform design, colour, or insignia must be approved by the Chief Operations Officer before ordering.

**4. Special Considerations**

- 4.1. Employees unable to wear standard PPE due to medical conditions must provide a medical exemption certificate. Alternative duties may be arranged to avoid safety risks.
- 4.2. Footwear must be closed-in and suitable for the work environment. The wearing of thongs is prohibited, and sandals require managerial approval.

**5. Termination of Employment**

- 5.1. Upon termination of employment, all uniform items must be laundered and returned to the issuing officer.

**6. Policy Enforcement:**

- 6.1. The CEO is responsible for ensuring compliance with this policy and may delegate this authority to Directors of relevant areas.
- 6.2. Breaches of this policy will result in disciplinary action, including potential dismissal if repeated violations occur.

## References

Local Government Act 2019  
 West Daly Regional Council Enterprise Agreement  
 Work Health and Safety Act (National Uniform Legislation) Act 2011

## Definition

For the purposes of this policy, the following definitions apply:

Term	Definition
PPE	Personal Protective Equipment is clothing and equipment suitable for outdoor workers, designed to provide protection. Includes safety goggles, industrial footwear, and other protective gear.
Suitable Footwear	Footwear that is closed in and designed to protect the feet. Includes safety footwear compliant with specific safety standards.
Uniforms	Clothing issued only to Council employees, consisting of shirts, skirts, and pants of a uniform colour and style, which identifies them as Council employees.

## Version Control

Version No.	Approval Date	Policy No.	Policy Name	Minutes ref./resolution no.
2.0	30/01/2019	HR25	Uniforms and Protective Clothing	013/2019
3.0	23/05/2024	WHS04	Uniforms and Protective Clothing	OCM-2024/47 ID: 24949

## Endorsement

<b>Signature:</b>	
<b>Date:</b>	23/05/2024
<b>Name and Position:</b>	Mark Blackburn, A/Chief Executive Officer