

# POLICY

<b>TITLE:</b>	<b>UNIFORM AND PERSONAL PROTECTIVE EQUIPMENT POLICY</b>		
<b>DIVISION:</b>	<b>OPERATIONS</b>		
<b>ADOPTED BY:</b>	<b>CEO</b>		
<b>DATE OF ADOPTION:</b>	<b>26 April 2023</b>	<b>DATE OF REVIEW:</b>	<b>26 April 2028</b>
<b>POLICY NUMBER:</b>	<b>HR15</b>		
<b>LEGISLATIVE REF:</b>	Work health and safety act 2011 Work health and safety regulation of 2011 BRC Enterprise agreement		

**THIS POLICY APPLIES TO: All Council employees**

## 1. INTRODUCTION

This policy sets out principles on uniforms and PPE issued by BRC to its employees and its use at workplace.

### 1.1 Purpose

- Barkly Regional Council is committed to the safety of all the person(s) who are involved or conducting any activity on behalf of the council
- Council guidelines are provided to assist in reducing harm or injury to staff and other people through proper use and management of personal protective equipment (PPE)

### 1.2 Scope

This policy is applicable to staff, members, contractors, volunteers and visitors to Barkly Regional Council premises

### 1.3 Definitions

**Personal Protective Equipment;** is anything that can be used or worn by a person to minimise the risk to the person (s) Health and Safety for example, respirators, gloves, and hearing protectors, head protection and foot protection.

**Hazard;** means a situation or thing that has the potential to harm a person. Hazards at work may include: noisy machinery, a moving forklift, chemicals, electricity, working at heights, a repetitive job, bullying and violence at the workplace

**Worker;** is a person who carries out work in any capacity for a person conducting a business or undertaking, i.e. Staff, volunteer and contractor

**Uniforms;** are clothing issued to Council employees displaying Councils logo such as shirts and pants that identifies Council employees

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

## 2. POLICY

### (a) **Indoor workers**

On commencement, Council employees who work indoors will be issued with the following uniform clothing of a style and appearance as adopted by Council:

Five (5) shirts on commencement of employment.

### (b) **Outdoor workers**

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

- (i) Five (5) shirts on commencement of employment;
- (ii) One (1) pair industrial safety footwear that comply with Australian Standard AS/NZS 2210.1:1994;
- (iii) Five (5) trousers (or shorts) of industrial quality;
- (iv) Five (5) pairs of socks
- (v) In addition, each outside worker will be provided with protective eyewear, headwear and hearing protection as their occupation requires.

### (c) **Council Members**

On commencement, Council Members elected will be issued with the following clothing of a style and appearance as adopted by Council for the term of office.

- (i) Five (5) pieces of clothing – Pieces can be replaced when beyond repair

### (d) **Sport and Recreation workers**

On commencement, Council employees employed with Sport and Recreation will be issued with the following uniform clothing of a style and appearance as adopted by Council:

- (i) One (1) Corporate shirt on commencement of employment; and
- (ii) Four(4) Polo shirts on commencement of employment.

### (e) **Night Patrol workers**

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

- (i) One (1) long sleeve shirt on commencement of employment;
- (ii) Four(4) Short sleeve shirt on commencement of employment; and

### (f) **Aged Care workers / NDIS**

On commencement, Council employees employed with Aged Care will be issued with the following uniform clothing of a style and appearance as adopted by Council:

- (i) Five (5) shirts on commencement of employment;
- (ii) Five (5) trousers (or shorts) of industrial quality;
- (iii) One (1) pair of suitable enclosed shoes to the value of \$50

## 2.1 Policy Statement

1. Barkly Regional Council will supply the appropriate PPE to staff, and provide training on proper use of PPE.
2. Employees should ensure when they are supplied with PPE that it is suitable for the task they are undertaking. Where PPE is not suitable the employee should advise their supervisor and WHS officer immediately.
3. Replacement of PPE should be done as soon as practicable and if required task should stop until PPE is replaced.
4. Upon termination, all issued uniform items are to be laundered and returned to your supervisor.
5. If an employee is unable to wear PPE due to a medical condition 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.
6. When an employee 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.
7. Uniform issues as outlined in Clauses 1, 2 and 3 will be replaced on an annual basis.
8. All employees issued with a Council uniform are expected to wear it on a daily basis.
9. Council uniforms or clothing displaying Councils logo are to be worn only during official work hours or during Council events.
10. When replacement uniforms are requested in addition to that provided under Clauses 1, 2 and 3 above, the cost must be covered by the employee.
11. In order to keep Council uniform clothing as standard as possible, any variation to the design, or colour must approved prior to ordering by the Human Resource Manager.

## 2.2 Personal Protective Equipment

### Examples are:

- **Foot protection:** All persons must wear appropriate footwear whenever they get in a site. Steel cap boots are the recommended shoes to wear.
- **Head protection:** All persons who are entering a construction site must at all times wear a helmet that meets the Australian standard and authorised under the WHS (national uniform legislation) act. This protects them from falling objects or head injury
- **Body protection:** They involve (apron safety harness, visibility vests, long sleeved shirts, long pants, hats and gloves). Staff who are working on the sites or any council site must wear full body protection. staff working outside in the sun will be provided with sunscreen to apply for protection from the sun rays
- **Respiratory protection:** Is equipment that is worn when dealing with chemicals that are toxic, paints, dusts, gases, toxic fumes, weed killers and insecticides across the sites or on council grounds
- **Hearing protection:** To be used by staff who are working in noisy sites where there is a risk of them to suffer hearing problems

- **Eye protection:** Safety goggles should be worn to prevent injury of the eyes, protection from flying objects, splashing liquids, dust, vapours and harmful gases.

## Shoes

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

- ✓ **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 non-slip
  - Have the straps, laces, buckles fastened at all times, and
  - Are comfortable enough to wear for the duration of a shift
- ✓ **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
  - 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
- Clean and in good condition

Reimbursement of cost of special shoes that an employee has needed to purchase for their job, up to \$150.00 per pair. Prior approval from management is required and additional evidence maybe requested including medical evidence.

### 2.3 Dress Code

Those covered by this policy are expected to maintain a neat and modest appearance that is acceptable by the majority of people.

As a minimum standard:

- Skirts – knee length or longer
- Shorts - top of the knee cap or longer
- Potentially offensive tattoos are to be covered

- Potentially offensive or racist slogans not to be worn
- Underwear is not visible in any way
- Midriffs covered
- Clothing is not see through, torn, frayed or stained and is clean and in a presentable state
- Shoes are to be worn at all times
- Personal hygiene is of an acceptable standard

#### **2.4 Temporary Visits to Works Facilities**

Visitors to any Works areas 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.

#### **2.5 Sunscreen**

Council will provide sunscreen at each Council work site in keeping with NT Worksafe guidelines.

#### **2.6 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.

#### **2.7 Conduct Whilst in Uniform**

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

#### **2.8 Uniform Remains the Property of Council**

All uniforms remains the property of Council and should be returned at the conclusion of employment.

**Approved/Not Approved**



Russell Anderson  
A/Chief Executive Officer

26 / 4 /23