

Corporate Uniforms and Personal Protective Equipment

Introduction

Corporate uniforms create a professional image for the Shire of Toodyay and encourage and promote unity within the organisation. This policy provides guidelines in respect to the corporate /work wear uniform allowance offered to Workers.

Objective

To ensure equity, consistency and suitability in the provision of corporate and work wear uniforms across the Shire of Toodyay (the Shire) to establish a professional appearance in a diverse work environment.

Scope

This policy applies to all fulltime and part time Shire Workers. This policy does not apply to Bushfire Workers who access their uniform requirements through the Department of Fire and Emergency Services (DFES).

Definitions

Term	Definition
Act	<i>Work Health and Safety Act 2020</i>
Applicable limits	A limit placed upon the provision of PPE, or a Corporate Uniform contained in an employment contract and/or within this policy.
Approved logo	The logo(s) contained in the Shire's Style Guide.
Corporate Uniforms	An approved range of 'indoor' or 'office' clothing which may or may not incorporate the Shire's logo (and approved logos where relevant).
EBA	Enterprise Bargaining Agreement known as the <i>Shire of Toodyay Operations Staff Agreement 2022</i>
Indoor workers	Workers for whom the majority of their working hours are based indoors and the majority of whose work does not require PPE.
Mixed workers location	Workers for whom their working hours are equally based indoors and outdoors or who are generally based indoors but are regularly required to undertake work that requires some work wear and/or PPE and as such, require a combination of corporate uniform, work wear uniform and/or PPE.

Term	Definition
Non-Corporate Attire	A range of clothing that is not a corporate uniform.
Outdoor workers	Workers that perform the majority of their working hours outdoors and undertake work that requires the use of work wear and PPE.
PPE	Personal protective equipment means anything used or worn by a person to minimise risk to the person's health and safety.
WHS	Work Health and Safety
WHS Legislation	<i>Work Health and Safety Act 2020</i> <i>Work (Health and Safety) General Regulations 2022</i>
Work wear Uniforms	An approved range of durable clothes that are fit for purpose for manual or physical work that may incorporate the Shire's logo (and approved logos where relevant).
Workers	Employees, contractors, and volunteers of the Shire as per the Work Health and Safety legislation (WHS) and regulations.

Policy Statement

Workers must at all times wear clothing that is appropriate and safe for the activities they are undertaking and comply with all relevant WHS legislation, policies and procedures.

Uniforms are not compulsory, however are encouraged to meet the objectives of this policy.

Workers will become eligible for the uniform contribution following successful completion of the probation period.

1. Corporate / Work wear Uniform Contribution

Contributions will not be carried over from one financial year to the next, nor will they be transferrable to other Workers.

Approved uniform suppliers will be determined by the Chief Executive Officer. Workers who order corporate uniform items of a value in excess of the uniform contribution must pay the additional cost.

Contributions are described below:

1.1 Indoor and Mixed-Location Workers

Workers are entitled to an annual (financial year) corporate uniform contribution of up to \$450 (including GST). Part-time workers are entitled to a pro-rata contribution.

The corporate uniform contribution does not include footwear. Footwear is to be appropriate to the workplace and purchased at the worker's expense.

Where mixed location workers undertake work that has been assessed as requiring protective footwear, the Shire will provide the appropriate level of footwear at no cost to the worker.

1.2 Outdoor Workers

Outdoor Workers are issued with a standard range of work wear items upon commencement with the Shire in accordance with the EBA.

1.3 Temporary or Casual Workers

Where workers are required to wear a uniform, the uniform will be provided by the Shire, at no cost to the worker subject to applicable limits. Uniform selection must be in line with the approved corporate range, logo and colours. Executive Managers will determine the requirement dependent on the role undertaken.

2. Wearing of Corporate Uniform / Work wear Uniform

Whilst on duty, Workers are to present a smart and professional image at all times through the wearing of a corporate uniform or non-corporate attire. A Corporate Uniform identified by the Shire logo is only to be worn on working/rostered days for the purpose of attending work and must be maintained in a neat and clean condition.

2.1 Diversity & Inclusion

Workers ordering and wearing the corporate uniform may choose uniform items to suit their individual preferences.

2.2 Exceptions

There may be circumstances that prevent Workers from wearing a corporate uniform. Allowable exceptions include, but are not limited to:

- Pregnancy;
- Illness or accident;
- Non-availability of size required;
- Dramatic weight loss or gain;
- Religious restrictions or requirements.

There are no allowable exceptions for wearing/using PPE where the risk assessment outcome identifies its requirement.

3. Personal Protective Equipment (PPE)

The Shire is committed to providing Workers with the appropriate PPE and training to protect Workers in the workplace.

All PPE purchased and provided by the Shire will comply with relevant Australian standards.

PPE items must be suitable for the task, meet the relevant standard and be inspected regularly to ensure safety requirements are met.

For tasks that are assessed as requiring PPE as a control, all workers will be provided with the appropriate PPE at cost to the Shire in accordance with WHS Requirements.

Reference Information

- Worker's Code of Conduct.
- Worker's Safety Handbook.

Legislation

Work Health and Safety Act 2020 (Division 2 – Primary Duty of Care)

Work (Health and Safety) General Regulations 2022

- 36. Hierarchy of control measures;
- Division 2 – control of risk;
- Division 3 – Duties of person conducting business or undertaking;
- Division 5 — Personal protective equipment.

Note: The above legislation came into effect on 31 March 2022.

Associated documents

Workers are encouraged to access the related internal documents which are available from the document management system and/or external resources which are available as follows:

These include:

- Worker’s Code of Conduct;
- Work Health & Safety Statement;
- WHS Heat and Sun Protection;
- WHS Safety Management Plan

Version control information

Version No.	Date Issued	Review position	Developed by	Approved by
V1	22/03/2023	Revised Draft	Executive Services	Council

Document control information	
Document Theme	Finance
Document Category	Human Resources
Document Title	Corporate Uniform and Personal Protective Equipment Policy
Document ID	zHR11
Document Owner (position title)	Manager Corporate & Community Services
Author (position title)	Executive Services
Date of approval	22 March 2023 (CRN: OCM054/03/23)

Document control information	
Approving authority	Council
Access restrictions	Nil
Date Published	23 March 2023
Date of last review	22 March 2023
Date of next review	25 March 2026
Archived antecedent documents and previous versions	<p>Reviewed OCM 24 Nov 2005 Reviewed OCM 16 Nov 2006 Amended OCM 15 Nov 2007 Reviewed OCM 21 May 2009 Reviewed OCM 13 May 2010 Amended OCM 21 Feb 2012 OCM 26 Jun 2018 CRN:111/06/18</p>