Uniform Policy and Dress Code – Employees

Reference Number: P03
Organisational Unit: All
Responsible Position: Corporate Services Manager
Relevant Delegations: Nil
Date Adopted: For adoption at March Council meeting
Review Date: Every three years

Background
Council has developed a Uniform Policy and Dress Code to address safety issues in a diverse work environment, to acknowledge cultural sensitivities, to allow employees to be easily identified and to establish a consistent corporate appearance in keeping with the environment and the nature of our work.

Objectives
The Council’s Uniform Policy and Dress Code aims to:
• present a recognisable, tidy and professional image of staff to the community;
• ensure that staff are appropriately dressed for their duties, and
• ensure that adequate protective clothing is provided to assist in maintaining the safety and health of employees and environmental conditions

Legislation
NT Work Health and Safety (National Uniform Legislation) Act 2011

Definitions
After hours – When an employee is rostered off
Community – Any work site that is not located in Alice Springs (or other major metropolitan location)
Construction Site – A place where something is being built, deconstructed or repaired
Depot – Alice Springs or community based depot
Elected Members – A person who has been elected to the position of Councillor (for Central Desert Regional Council)
Employee - Includes a Council employee, apprentice or trainee, a student gaining work experience, a volunteer, a contractor or subcontractor, an employee of a contractor or subcontractor or an employee of a labour hire company, hereafter referred to as ‘employees’
General Public – Non-Council employees from Alice Springs or a regional community, clients, Elected Members and perspective employees
Generic Name Badge – Team or program name only eg Roads Team
Hair – Beard or head hair
Jewelry – Earrings, bracelets, necklaces, body piercings and rings
SOP (Safe Operating Procedure) – Internal WHS document
Shoes – Any covering of the feet
**Substantive Position** – The position that the employee was employed for, where an employee has been employed for two positions, each position will be considered separately for uniform allocation

**Works Facility** – Including but not limited to, construction sites, landfill, depots, sewer ponds, bore sheds, road works sites and power stations

**Scope**

This policy applies to all Council employees as defined above. It applies to contractors and subcontractors as a minimum standards or where their employer does not have an equivalent policy. Those covered by this policy are referred to as ‘employees’ hereafter.

This policy is applicable to the nature of work being performed on any given day. Where an employee is temporarily visiting another location, the uniform requirements of the temporary location will apply.

For example, if an indoor employee from Alice Springs is attending a meeting in Community they would need to meet the standards applicable to “Community, non-construction site locations” on that day only (see below).

Where a program uniform is provided, it should be the default standard. Thereafter, employees should refer to the ‘What to Wear When’ table below.

Exemptions may apply and should be obtained in writing from the appropriate supervisor. Where the requirement to wear uniform items is related to work health and safety, the approval for exemptions or determinations of compliance will made by the Chief Executive Officer, or their delegate.

Pregnant employees must endeavor to comply with this policy for as long as practicable.

**Policy**

**What to Wear and When**

The table below outlines Council’s expectations of employees in relation to their dress. It is based on the work being performed at the time and not on the employee’s substantive position.

<table>
<thead>
<tr>
<th></th>
<th>OFFICE BASED</th>
<th>NOT OFFICE BASED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No contact with the general public</td>
<td>Contact with the general public</td>
</tr>
<tr>
<td>Uniform with logo</td>
<td>Optional</td>
<td>✓</td>
</tr>
<tr>
<td>Name badge or embroidered name</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>PPE (defined below)</td>
<td>Level 1</td>
<td>Level 1</td>
</tr>
</tbody>
</table>
**Personal Protection Equipment (PPE)**

Where a uniform is provided, the employee should wear the prescribed uniform. Where it is not, the table below is the minimum standard.

Use the table below in conjunction with the “What to Wear and When” table above to determine what PPE should be worn. This is a guideline only and should be changed to suit to the work being performed and the level of risk.

<table>
<thead>
<tr>
<th></th>
<th>Level 1 PPE</th>
<th>Level 2 PPE</th>
<th>Level 3 PPE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shoes</strong></td>
<td>Low Risk*</td>
<td>Medium Risk*</td>
<td>High Risk*</td>
</tr>
<tr>
<td>High visibility strip or vest</td>
<td>Depends on task(3)</td>
<td>Compulsory</td>
<td></td>
</tr>
<tr>
<td>High visibility pants</td>
<td>Depends on task(3)</td>
<td>Compulsory</td>
<td></td>
</tr>
<tr>
<td>Long pants</td>
<td>Employee choice</td>
<td>Recommended(3)</td>
<td>Compulsory(4)</td>
</tr>
<tr>
<td>Long sleeve shirt</td>
<td>Employee choice</td>
<td>Compulsory</td>
<td>Compulsory</td>
</tr>
<tr>
<td>Hearing protection</td>
<td></td>
<td>Depends on task(3)</td>
<td>Depends on task(3)</td>
</tr>
<tr>
<td>Eye protection</td>
<td></td>
<td>Depends on task(3)</td>
<td>Depends on task(3)</td>
</tr>
<tr>
<td>Wide Brimmed Hat</td>
<td>After 30 minutes(2)</td>
<td>After 30 minutes(2)</td>
<td></td>
</tr>
<tr>
<td>Hard Hat</td>
<td></td>
<td></td>
<td>Depends on task(3)</td>
</tr>
<tr>
<td>Hair</td>
<td>Employee choice</td>
<td>Depends on task(3)</td>
<td>Tied up</td>
</tr>
<tr>
<td>Jewellery</td>
<td>Employee choice</td>
<td>Depends on task(3)</td>
<td>Not permitted</td>
</tr>
</tbody>
</table>

* See below
(1) To reduce the risk of sunburn
(2) After 30 minutes of sun exposure to reduce the risk of heat stroke and sunburn
(3) If there is any risk in performing the task, the employee should do what they think is most safe and complete a SOP to be lodged with their manager
(4) Includes Community Development Program activities where there is a related risk plus Community Safety Patrol

**Shoes**

Unless otherwise dictated by your Program’s regulations, when selecting shoes, consideration should be given to the following:

**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 in good repair
- Have a low or no heel
- Are non-slip
- Have the straps, laces, buckles and/or Velcro fastened at all times, and
- Are comfortable enough to wear for the duration of a shift
The following styles are not acceptable in the workplace:

- Minimum contact high heels, Crocs, thongs, ugg boots
- Sandals that do not contain at least one piece of leather across the toe of more than 2.5cm width

**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
- Tread kept 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
- Tread kept clean and in good condition

**Dress Code**

Those covered by this policy are expected to maintain a neat and modest appearance that would be deemed acceptable by the majority of people. As a minimum standard:

- Skirts - one hand width from the top of the knee cap to the base of the skirt or longer
- Shorts - one hand width from the top of the knee cap to the base of the shorts or longer
- Potentially offensive tattoos covered
- Potentially offensive or racist slogans avoided
- Underwear is not visible in any way
- Midriffs covered
- Clothing is loose fitting and not see through, torn, frayed or stained
- Sports clothing is avoided unless appropriate to the work at the time and in keeping with this policy
- Leggings are covered by a garment that meets the standards expected of a skirt
- Shoes are to be worn at all times
- Personal hygiene is of a high standard
Clothing is clean and in a presentable state

Temporary Visits to Works Facilities
Visitors to any Works facility 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.

Sunscreen
Council will provide sunscreen at each Council work site in keeping with Australian Cancer Council guidelines.

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.

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

Uniform Colours
All uniform must be in one of Council’s corporate colours which are:

- Shirts, jackets, and broad brimmed hats: Pumpkin, electric blue, black or stone
- High visibility vests and tops: Orange
- High visibility pants: Navy blue or beige with one reflective strip
- Safety boots: Beige or black
- Hard hats: White

Uniform Style
Employees may choose from Council’s list of recommended items or from the catalogue provided by Council’s approved uniform supplier. If selecting from outside the recommended items, all tops must have a collar, be in one of Council’s corporate colours and be approved in writing by the manager.

Uniform Allocation
Uniform will be issued to permanent employees at the successful conclusion of their qualifying period. Until then, where applicable, pool uniform will be allocated by the manager.

Casual employees will be allocated pool uniform.

In their first year, employees for whom uniform is compulsory will be issued with sufficient uniform to ensure they have a clean shirt or top for every day of work per week, up to a maximum of five and a maximum of two pairs of pants. For example, a part time employee working three
days per week will receive three shirts and one/two pairs of pants at manager’s discretion. Thereafter, an annual allocation of $100.00 per financial year will apply unless the employee can demonstrate fair wear and tear which warrants additional items.

Employees for whom uniform is not compulsory will be allocated an allowance of $100.00 per financial year.

Employees required to work outdoors will be supplied with long sleeve shirts only. Council will provide a pool of Level 3 PPE clothing at the Alice Springs depot and in each community Council office for use by staff and visitors when required.

All employees are entitled to one broad brimmed hat per financial year. Bucket hats and baseball caps are not to be worn.

Employees are able to subsidise additional purchases over and above their allocation provided the additional items are in accordance with this policy.

Program Managers are responsible for tracking staff allocations.

**Name badge Allocation**
Name badges will be issued to permanent employees at the successful conclusion of their qualifying period. Until then, where applicable, generic (program/team) name badges will be used.

Casual employees will be allocated with a generic name badge.

Employees may choose to have their name embroidered on their shirts or have a name badge supplied. Surnames and titles are optional and in accordance with operational needs.

Staff who are required to wear Level 3 PPE shirts will have a Velcro strip attached to each of their shirts by Council’s approved uniform supplier and will be issued with one Velcro name badge which can be transferred between shirts.

Whilst employees are encouraged to express their preference for badges or embroidery, the final decision will be at the manager’s discretion based on operational and safety requirements.

**Shoe Allocation**
Office and Community shoes will be at the expense of the employee.

Council will provide one pair of protective shoes per financial year to staff required to wear Level 3 PPE, unless fair wear and tear can be demonstrated.

Employees are able to upgrade their protective shoes at their own cost provided the upgrade is in accordance with this policy.
Pool Uniform
A collection of second hand clothing is stored at each site. All pool uniform is provided as is and must be worn in accordance with this Policy.

Lost or Damaged Uniform
Employees may be required to make good on lost or damaged uniform at the discretion of their manager.

Breaching this Policy
An employee who fails to comply with this policy may be sent home by their manager to change. Time taken to comply will be considered leave. Frequent breaches of this policy may result in disciplinary action.

Uniform Remains the Property of Council
All uniform, including name badges remains the property of Council and should be returned at the conclusion of employment.

History

<table>
<thead>
<tr>
<th>Date</th>
<th>Comment</th>
</tr>
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<tbody>
<tr>
<td>30/03/17</td>
<td>Adopted OC044/2017</td>
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Related Documents
- Central Desert Regional Council’s Code of Conduct
- Central Desert Regional Council’s Work Health and Safety Policy and Procedures
- Central Desert Regional Council’s Enterprise Agreement
- Central Desert Regional Council’s Uniform Order Form