



# PERSONAL PROTECTIVE EQUIPMENT (PPE) UNIFORM POLICY

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## 1. BACKGROUND

Weddin Shire Council has a 'Duty of Care' to its employees, contractors, volunteers and visitors. To ensure their health and safety and to provide information on the uniform worn outside that outlines a dress code and the protective clothing and Personal Protective Equipment (PPE) required. Personal Protective Clothing and Equipment were previously referenced as a general site safety rule in the 16.8.2 Work Health and Safety Management Plan. The Policy formalises the process moving forward.

## 2. PURPOSE

To provide employees, contractors, volunteers and visitors who work outside with guidelines and framework for an appropriate uniform that provides adequate protection from workplace hazards and promotes a positive corporate image.

## 3. POLICY OBJECTIVES

The objectives of this Policy are to:

- Establish guidelines on acceptable and appropriate standards of dress for those employees, contractors, volunteers and visitors working outside
- Apply the principles of work health and safety (WHS) management and risk management to those employees, contractors, volunteers and visitors working outside
- In managing and providing a PPE uniform in the workplace, the use of such clothing and equipment will be guided by the Weddin Shire Council PPE Uniform Procedures document along with the Weddin Shire Council Sun Protection Policy.

## 4. LEGISLATION

The Policy relates to the following legislation:

- *Anti-Discrimination Act (NSW) 1977*
- *Local Government Act 1993*
- *Privacy and Personal Information Protection Act 1998*
- *SUMMARY OFFENCES ACT 1966 Sect 17 (Obscene actions)*
- *CRIMES ACT 1900 – Sect 392 (Offensive behaviour)*
- *Local Government (State) Award 2023 or subsequent Awards.*
- *WHS Act 2011 - Part 2 – Health and Safety Duties*



- *WHS Regulation 2017 – Part 3.1, Clause 32-38 Managing risks to health and safety and Division 5, Clauses 44 to 47 – Person Protective Equipment*

## 5. APPLICATION/SCOPE

This Policy applies at all times to all Weddin Shire Council employees, contractors, volunteers and visitors who work outside.

## 6. POLICY

### 6.1. Roles and Responsibilities

The following table outlines the roles and responsibilities of personnel. Noting that the position titles may change, however, the responsibilities remain the same.

<b>Roles</b>	<b>Responsibility</b>
The Elected Council	The elected Council must act in accordance with the Policy and abide by any determination made as a result of this Policy.
General Manager	The General Manager is responsible for the overall control and implementation of the Policy.
Director Infrastructure Services	The Director Infrastructure Services is responsible for management, monitoring and reporting.
Council Officer	Council Officers must act in accordance with this policy and abide by any determination made as a result of this policy

### 6.2. Safety Responsibility Statement

PPE and clothing does not eliminate or change the presence of hazards and at all times higher level risk control measures such as elimination, substitution, isolation, engineering and administrative controls are to be considered and implemented where possible to control hazards and risk.

Directors/Supervisors and workers are required to ensure that protective equipment is properly and diligently used whenever they are exposed to a hazard requiring its use.

### 6.3. Issuing of Personal Protective Equipment and Clothing

Personal protective equipment and clothing shall be sourced from the Weddin Shire Council Works Depot Store, South Street Grenfell NSW.

Upon commencement, subject to positional requirements, a worker will be issued with a uniform and appropriate PPE.



Permanent Full-Time appointments the initial issue shall be:

*Field staff (e.g. Labourer, Truck Driver, Plant Operator)*

Description	Number
Shirts - Long sleeve, high vis yellow (embroidered with Council logo)	4
Trousers – Navy Blue	4
Jumpers – High Vis Yellow (embroidered with Council logo)	2
Wet weather jacket – High Vis Yellow (embroidered with Council logo)	1
Polo shirt - (embroidered with Council logo) – training and meetings use only	1
Steel capped boots - pair	1
Wide brimmed hat	1
Beanie – Navy (embroidered with Council logo) *	1

*Mechanic*

Description	Number
Shirts - Long sleeve, Navy Blue, Reflective tape (embroidered with Council logo)	4
Trousers – Navy blue	4
Jumpers – High Vis Yellow (embroidered with Council logo)	2
Wet weather jacket – High Vis Yellow (embroidered with Council logo)	1
Polo shirt - (embroidered with Council logo) – training and meetings use only	1
Steel capped boots - pair	1
Wide Brimmed Hat	1
Beanie – Navy (embroidered with Council logo) *	1
Overalls – Navy Blue – Reflective Strips (embroidered with Council logo)	1

*Ranger*

Description	Number
Shirts - Long sleeve, Khaki Green (embroidered with Council logo)	4
Trousers – Khaki Green	4
Jumpers – Khaki Green, (embroidered with Council logo)	2
Jacket – Khaki Green, (embroidered with Council logo)	1
Wet Weather jacket – High vis yellow (embroidered with Council logo)	1
Polo shirt - (embroidered with Council logo) – training and meetings use only	1
Steel capped boots - pair	1
Wide brimmed hat	1
Beanie – Navy (embroidered with Council logo) *	1

*Pool Staff*

Description	Number
Shirts - Long sleeve, White (embroidered with Council logo)	2
Shorts – Navy	2
Jumpers – White (embroidered with Council logo)	1
Wet weather jacket – White (embroidered with Council logo)	1
Wide brimmed hat - Navy	1

\* **NOTE:** In accordance with Council's Sun Protection Policy, beanies are provided as a component of Council's field uniform and may be worn in the cooler months generally



from 1 April through to 30 September only. Beanies can be worn where hard hats are an onsite requirement, but they must not interfere with the correct fitting of the hard hats.

Broad brimmed hats shall be worn on any day where UV level is 3 or above. This is generally from 9:30am each day. **Caps and/or Visors are not permitted.** On site Supervisors shall be responsible for ensuring this requirement is adhered to.

Sizing will be subject to availability and Council will make the best effort to appropriately stock the size or order in additional sizing.

#### **6.4. Naidoc Uniform Option**

Council will make available the option to opt-in to the NAIDOC Week Weddin Shire Council shirt purchase. Any employees choosing to opt-in will have the cost of the shirt deducted from their uniform allowance. If the employee has exhausted their uniform allowance and still wishes to opt-in, the employee will be required to pay for the cost of the shirt.

Before NAIDOC Week every year, council will survey the staff to choose the shirt design. All employees will then be asked if they wish to opt into the NAIDOC Week uniform option, so that orders can be placed.

This option will become available from the 2025 financial year.

#### **6.5. Part-Time, Temporary and Casual Staff**

Part time staff shall receive a pro rata allowance based on the number of hours worked to full time hours.

Temporary and casual staff shall be considered on an individual basis subject to positional requirements and duration of employment.

#### **6.6. Labour Hire Staff**

Labour hire workers shall, subject to positional requirements must wear and/or provide the following PPE on commencement day.

- Work approved boots/footwear (Steel capped and consistent with Council standards).
- Hi- visibility long sleeved work shirts.
- Work approved trousers (Consistent with Council's standards).
- Broad brimmed hat.
- Safety glasses.



- Ear protection.
- Sunscreen.
- Hi-visibility raincoat and pants (as required).
- Hard hat with brim (as required).
- Safety vest/traffic control vest (as required).
- Safety gumboots (as required).

Specialist personal protective equipment and clothing shall be issued dependant on positional requirements.

Council supplied PPE and/or clothing supplied to labour hire workers shall remain the property of Council and shall be returned to the relevant Manager/Supervisor upon completion of the task or placement.

### **6.7. Wearing of Uniform**

It is a condition of employment that workers wear the allocated work uniform bearing Council's logo at all times whilst on duty to clearly identify them as Council employees. Uniforms must be worn in accordance with the manufacturer's instructions and recommendations.

Where a worker fails to comply with the Policy and PPE Uniform Procedure as determined by the appropriate supervisor/management, the employee may be asked to return home in their own time and return to work appropriately dressed. Continued breaches of the dress standards may result in disciplinary action in accordance with the Local Government State Award disciplinary procedures.

A worker shall not wear the uniform or parts thereof in public after hours, whilst on leave, weekends or on an RDO. This provision shall not apply where a worker is going to or from the workplace or within one (1) hour of their usual commencing/finishing time. For example, socialising at the local hotel/licensed establishment after hours wearing the Council uniform would be considered unacceptable.

### **6.8. Unacceptable Attire**

The following is a guide to attire that is unacceptable in the workplace. It is not an exhaustive list.

Unacceptable attire includes but is not limited to the following items;

- Sports Shoes – Joggers, sneakers, trainers
- Thongs / Sandals and open toes shoes
- Shorts
- Singlets
- Denim
- Caps/Visors



- Branded hats and clothing that promote alcohol or other offensive branding.

Where an employee fails to comply with the dress standard as determined by the appropriate supervisor/manager, the employee may be asked to return home in his/her own time and return to work appropriately dressed.

### **6.9. Misuse**

The issued uniform and PPE components shall not be altered in any way e.g. cutting or reducing the length of long sleeve shirts. Such action will result in disciplinary action being implemented. However, this provision does not apply when needing to alter the hemline of pants or other such alterations approved by management.

Where an item of clothing is deemed to have been deliberately altered, the worker shall be required to replace the item of clothing at their own expense.

Repeated breaches of non-conformance or misuse may result in the re-assessment of the workers employment with Council.

### **6.10. Replacement of Worn and/or Damaged Uniform**

Where an item of uniform/PPE is damaged or worn it may be replaced by completing the "Request for Replacement Uniform/PPE form". The form must be completed in its entirety and authorised by the Supervisor or other designated officer/s before being presented to the Storeman, along with the item that is to be replaced.

### **6.11. Disposal of Council PPE Uniforms**

Employees must ensure that the embroidered logo is removed from a Council uniform before disposal. Council uniforms must not be made available to non-Council employees.

### **6.12. Termination of Employment**

Where a worker terminates their employment with Council for any reason, the worker shall return all items of PPE uniform in their possession (including plant, equipment, keys, laptops, phones, etc) to the Storeperson. Where an item is not presented as issued, the worker will be charged with the replacement cost which shall be deducted from any termination payment due. Failure to do so in a timely manner may result in delays in processing termination payments.

The intention of returning of the uniform is to ensure the integrity of Council's image and no misuse of uniforms.



A worker who has been issued safety footwear may retain these on termination of employment.

### **6.13. Exemptions**

Notwithstanding the above, where genuine personal religious beliefs or medical reasons dictate a different standard or dress, a specific exemption can be sought through the General Manager.

Where a worker is unable to wear a type of particular clothing/footwear due to a medical condition/reason, the General Manager and/or Director, subject to the production of medical documentation may provide an exemption for the worker to wear alternate items e.g. footwear.

Casual wear, including the Weddin Shire Council Polo shirt, may be worn on approved days by the General Manager on the basis that they are neat, tidy and appropriate.

### **6.14. Tattoos and Body Piercing**

Tattoos that could be perceived as offensive should be discreetly covered where possible (eg. Sexually graphic, lewd, violent, extremist or otherwise offensive tattoos etc.) Council's image and that of the region can be affected by the presentation of our staff.

Any form of body piercing, other than ear piercing, must be discreet and ensure a professional image is portrayed at all times.

The General Manager/Director, Manager/Supervisor or Overseer has the discretion to determine an appropriate ruling in regard to a body piercing/s. Any disputed matter shall be referred to the General Manager for determination whose decision is final.

### **6.15. Purchase and Issue of Council PPE and Uniforms**

The purchase and issuing of council uniforms and PPE is considered an operational cost. The cost allocation of uniforms and PPE should only be charged to operation work order numbers. Capital works and grant funded projects are not considered operational works and therefore should not have operational costs allocated to those projects, unless approved by the funding body.

### **6.16. Breach of this Policy**

Continued breaches and/or deliberate breaches of this Policy may result in disciplinary action in accordance with the Local Government State Award disciplinary procedures.



## 7. DEFINITIONS

Key Terms	Meaning
Casual	An employee engaged on a casual basis as per the Local Government (State) Award 2023 or contract of employment.
Contract Employees	Those people employed on a common law contract of employment. This includes General Manager.
Contractor/Consultants	Those people engaged on a contractual or consultancy basis and not an employee. Specifically those paid out of creditors and not through payroll.
Council	Weddin Shire Council.
Full-Time	Those people employed as a permanent employee as per Local Government (State) Award 2023 or as per contract of employment. Generally 35 or 38 hrs per week.
Part-Time	Shall mean employment for less than the normal weekly ordinary hours specified for a full time employee.
Personal Protective Equipment (PPE)	Includes any item of clothing, equipment or a device designed to protect a person from risks of injury or illness
Temporary	Those people for a specified period of time or for a specified task.
Worker	An employee, contractor or employee of a contractor, volunteer.





<b>Title: PPE Uniform Policy</b>		
<b>Department: Infrastructure Services</b>		
<b>Version</b>	<b>Date</b>	<b>Author</b>
0.1	Draft - 06/11/2023	Freuin Forsyth Acting WHS Officer
<p>This policy may be amended or revoked at any time and must be reviewed at least three (3) years since its adoption (or latest amendment). The Director Infrastructure Services will be responsible for the review of this policy. Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guideline.</p>		
<b>Review Date: TBC</b>		
<b>Amendments in the release</b>		
<b>Amendment History</b>	<b>Date</b>	<b>Detail</b>
<b>Annexure Attached:</b>		
<p>Noreen Vu General Manager</p>		