



UNIFORM POLICY

Version: 1; Adopted: 23 November 2018

1. Intent

The objectives of this policy:

Brewarrina Shire Council has under the WHS ACT 2011 to ensure that the Health and Safety of all the workers engaged or caused to be engaged by the Council is maintained whilst the workers are engaged in Council business or duties.

Due to climate conditions it is a requirement that all outdoor staff, contractors, visitors and volunteers wear long sleeved high visibility shirts and board brimmed hats to comply with WHS ACT 2011. Council Uniforms should only be worn by Council Staff when engaging in Council related activities.

2. Scope

This policy applies to all employees of Brewarrina Shire Council

3. Framework for Outdoor Protective Clothing

Brewarrina Shire Council will supply the following Personal Protective Equipment at the commencement of employment:-

Start Year	Subsequent Years (if required)
Female / Male	Full-Time Employees
3 x HI-VIS long sleeve shirts	2x HI-VIS long sleeve shirts
3 x Long trousers	2x Long trousers
1 x HI-VIS cold weather coat	1 x HI-VIS cold weather coat
1x Steel Cap Boots	1x Steel Cap Boots (if required)
1x Safety glasses clear and; 1x Safety glasses tinted	1x Safety glasses clear and; 1x Safety glasses tinted
1x Broad brimmed hat	1x Broad brimmed hat
1x Rigger Gloves	1x Rigger Gloves
Ear Plugs – available all year	Ear Plugs – available all year

Probationary & Casual Employees
2 x HI-VIS long sleeve shirts
1 x Long trousers (or shorts)
1 x HI-VIS cold weather coat
1x Steel Cap Boots
1x Safety glasses clear and; 1x Safety glasses tinted
1x Broad brimmed hat
1x Rigger Gloves
Ear Plugs – available all year

COUNCIL PERSONAL PROTECTION EQUIPMENT IS provided for the use of the employee in the performance of their duties. Uniforms must be returned at conclusion of employment unless otherwise approved.

3.1. FOOT PROTECTION

All employees are required to wear safety boots that comply with as 2210.2, type 1 at all times. Boots that are worn or damaged and no longer comply with the above standard are to be replaced. Council will supply safety gum boots (steel cap) to employees as required.

3.2. SKIN PROTECTION

As well as the provision of long sleeved shirts and long pants, council will also provide each worker with sunscreen that is to be worn at all times to protect any surface that is not covered by protective clothing. When the bottle of sunscreen is empty it will be replaced by the store person.

3.3. HEAD PROTECTION

Council must consider employee's exposure to UV radiation when performing work tasks outdoors, and as a consequence, employees are required to wear broad brimmed hats.

To meet requirements, broad brimmed hats must have a brim of at least 8 cm to comply with standards. The only exceptions to this rule are for machine operators, truck and car drivers as it can be uncomfortable when wearing large hats in a vehicle/machine. However, as soon as the operator/driver exits their machine or vehicle they must wear their broad brimmed hat. Caps with ear and neck protection are also permitted.

BASEBALL CAPS AND VISORS PROVIDE LIMITED PROTECTION TO THE CHEEKS, EARS, NECK AND ARE THEREFORE NOT PERMISSIBLE. ANY HAT DEEMED AS NOT PROVIDING ADEQUATE UV PROTECTION BY COUNCIL WILL NOT BE PERMITTED TO BE WORN ON COUNCIL WORK SITES.

3.4. REPLACEMENT OF ITEMS

In addition to the items above, Council will replace PPE if it is damaged as a result of fair wear and tear. Worn or unserviceable items will be replaced on presentation of the old item to the Store, and requesting a replacement. Excessive item replacements due to lack of care will be managed in accordance with Council's disciplinary procedures.

4. Framework for Corporate Wardrobe Policy

All permanent administration, library & tourism employees will be issued with the following Shire Council labelled uniforms after a three month probationary period:-

1st Year Start Up	Subsequent Years (if required)
FEMALE EMPLOYEES	
3 x Shirts	2x Shirts
3 x Pants or Skirts or Dress	1x Pants or Skirts or Dress
1 x Jacket or Cardigan or Vest	
MALE EMPLOYEES	
3 x Shirts	2x Shirts
3 x Pants	1x Pants
1 x Jacket or Cardigan or Vest	
1x Tie	

Trainees and regular casual staff will receive two (2) tops/shirts and two (2) skirts/trousers.

4.1. FOOT PROTECTION

Footwear will be of a smart/casual nature, and enclosed for safety purposes. No heels above 2 inches.

4.2. PROBATIONARY PERIOD

During the probationary period, new staff members are expected to dress in a smart/casual manner appropriate to the office environment.

4.3. REPLACEMENT OF UNIFORM

All indoor replacement uniforms must be approved and ordered by the Executive Assistant and outdoor by the Stores Officer. A register of annual uniform purchases for each employee will be maintained by the Executive Assistant and Stores Officer as a control measure.

4.4. EMBROIDERY

Council issued uniforms will as far as is practical be embroidered with either Brewarrina Shire Council or the Council Crest as appropriate.

5. Accountabilities

CEO/General Manager

- Ensure the policy framework promotes a workplace committed to continuously improving WHS performance.
- Ensure managers and supervisors support, manage and apply this policy within their area.



Managers/Supervisors

- Understand this policy
- Make available education, information and support regarding the policy.
- Apply the policy fairly, reasonably and consistently, including providing adequate instruction, consultation, training and supervision that is reasonably necessary to ensure a harm-free workplace,
- Ensure employees continuously meet their WHS responsibilities and obligations.

Workers

- Each worker has an obligation to meet the Councils objectives and Part 2: Section 28 of the Work Health and Safety Act 2011.

While at work, a worker must:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- co operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers

6. Linkages

6.1. Applicable Legislation

This policy is to be read in conjunction with the following:

- Work Health and Safety Act 2011 (NSW)
- Work Health and Safety Regulations 2017

6.2. Related Policies and Procedures

Please refer to the following policies/procedures:

- Code of Conduct
- WHS Policy

7. Review

This Policy will be reviewed every 3 years or as required in the event of legislative changes. Any amendment to the Policy must be by way of the approval of the General Manager.

Policy Amendments

Version	Date Approved	Resolution No	Description of Changes
V1	23 November 2018	219/18	