



Policy

15 CLOTHING AND PROTECTIVE EQUIPMENT POLICY

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Responsible Officer: Enterprise and Risk Manager

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1. POLICY STATEMENT

Council is committed to providing a safe working environment for its workers, in addition to promoting a professional image. This policy outlines the provision and use of Council uniforms, protective clothing and equipment.

2. PURPOSE

The purpose of this policy is to:

- Outline how clothing and protective equipment will be made available to Council workers;
- Advise on worker responsibility in relation to the wearing, use and maintenance of clothing and protective equipment.

3. SCOPE

This policy applies to workers of the Berrigan Shire Council, specifically permanent and casual staff, and volunteers.

4. OBJECTIVE

Council operations support ethical, transparent and accountable corporate governance.

Specifically:

- To ensure appropriate clothing and protective equipment is available for all workers;
- To ensure workers wear clothing and protective equipment appropriate to the work activity being undertaken and the environment;
- To ensure workers present themselves for work to a standard that is professional and a positive reflection on the Council;

5. DEFINITIONS



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Operational Staff refers to personnel required to regularly work outdoors and includes water operators, sewer operators, roads construction and maintenance, parks and gardens personnel, and town maintenance.

Non-operational Staff refers to personnel who regularly work indoors and includes office staff, technical staff, library staff, early intervention and HACCC.

Volunteers under this policy, specifically relates to unpaid personnel of Council's S355 Committees.

Personal Protective Equipment (PPE) means anything used or worn by a person to minimise risk to the person's health and safety, including air supplied respiratory equipment.

Environmental Liaison and Enforcement Officer and appropriate relief staff are those personnel responsible for enforcing Council's obligations under state legislation and local policy.

6. POLICY IMPLEMENTATION

6.1 Provision of Clothing and Protective Equipment for Operational Staff

On commencement of permanent employment, all operational staff are provided with:

- 1 x sunhat (bucket or legionnaire style)
- 2 x high visibility jackets
- 1 x pair of safety work boots
- 1 x pair of safety rubber boots
- 1 x set of wet weather gear
- 3 x pairs of trousers
- 3 x long sleeve shirts
- 2 x pairs of overalls (if required)
- 1 x pair of safety sunglasses
- 1 x bluey jacket
- 1 x jumper
- 1 x safety helmet (if required)

The Storeman shall order protective clothing on an as needs basis, and shall keep in stock adequate supplies of various sizes. Every effort will be made to ensure correct sizes are provided. Clothing will be stored in the Store and will be issued by the Storeman who will monitor the quantity issued.

All clothing for operational staff will include the Berrigan Shire Council logo.

6.2 Provision of Clothing for Non-operational Staff



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Council employees not entitled to a uniform issue through the Store will have access to a subsidy to purchase uniforms approved by the Council from its preferred uniform supplier.

The Council will allocate an overall subsidy in its annual operating budget. This subsidy will then be shared across all eligible staff on the following basis:

- Permanent staff working more than 0.75 EFT – one full share
- Permanent staff working less than 0.75 EFT – one half share
- Casual staff - \$100

New staff members will be provided with their appropriate allocation amount on commencement.

Unspent uniform allocations cannot be carried forward into the next financial year.

6.3 Provision of Clothing for Environmental Liaison and Enforcement Staff

All Environmental Liaison and Enforcement staff including relief staff are issued with the same clothing and protective equipment as operational staff, however all shirts and jumpers must have the identifying “Ranger” emblem embroidered on the shoulder.

6.4 Provision of Protective Equipment for Volunteers

Volunteers are provided with personal protective equipment relevant to their work activity. A register of issue is maintained by the Enterprise Risk Manager.

6.5 Additional Personal Protective Equipment

Council will provide all workers with access to sunscreen and insect repellent with an expectation that these will be used.

Additional personal protective equipment will be provided as needs are identified. This may be through a variety of methods including consultation, workplace inspections, worker requests, changes in legislation, etc.

6.6 Replacement of Clothing and Protective Equipment

All clothing (except bluey jacket) and protective equipment for operational staff will be replaced on a needs basis, as determined by the Overseers. The worn or damaged items may be requested to be returned to the Storeman.

Department Managers will ensure that the level of issues to operational, non-operational and volunteers is such that the condition of the clothing (where provided) and protective equipment does not deteriorate to the stage where the worker’s health and safety, and the image of the Council is jeopardised.



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6.7 Compulsory Requirements for Clothing and Protective Equipment

All workers are required to wear high visibility jackets whenever it is a requirement of their work activity.

Other personal protective equipment (e.g. hard hats, ear muffs, safety glasses, etc.) shall be worn in areas designated by signage, safe work method statements, as directed at tool box meetings or through other means.

In accordance with Work Health and Safety legislation, a worker must while at work, co-operate with his or her employer or other person so far as is necessary to enable compliance with any requirement under the *Work Health and Safety Act* and *Work Health and Safety Regulations*. This requires workers to comply with any personal protective equipment and clothing requirements.

If an employee presents at work without the appropriate clothing or personal protective equipment, or whilst in an identified PPE designated area, fails to wear, removes or alters the equipment or clothing, they will be requested to leave the worksite and return only when they are properly attired. Any time lost will be without pay. Further failures will result in disciplinary action in accordance with the *Local Government (State) Award 2010*.

Where non-operational staff are required to work outdoors in addition to their normal duties indoors, they are required to recognise the same personal protective requirements. Where long sleeved shirts have not been issued, staff are to ensure they apply sunscreen at regular intervals whilst outdoors.

6.8 Clothing and Personal Protective Equipment Maintenance

All workers are responsible for the cleanliness of their clothing and the maintenance of their personal protective equipment.

Any personal protective equipment that cannot be used for the purpose of which it is designed either due to damage or wear and tear must be immediately replaced.

6.9 Acknowledgment

It is acknowledged by Council that this Policy will not be able to be utilised by all workers due to irregular fittings, etc. and therefore those workers will be accommodated within this policy at the General Manager's discretion.

7. RELATED POLICIES OR STRATEGIES

Additional publications to be read in conjunction with this policy include:

- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulations 2011*
- *Local Government (State) Award 2010*
- Code of Conduct
- Staff Expenses and Facilities Policy