



Policy

65. CLOTHING AND PROTECTIVE EQUIPMENT

Version 03

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Responsible Officer: Enterprise and Risk Manager

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

This policy is designed to assist the Council meet the following Delivery Plan objectives:

2.2.1 Meet legislative requirements for Council elections, local government and integrated planning and reporting.

2.2.2 Council operations support ethical, transparent and accountably corporate governance.

5. DEFINITIONS

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.



Policy

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

Volunteers under this policy, specifically relates to unpaid personnel of Council's volunteer committees established under S355 of the Local Government Act 1993

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 PPE for Operational Staff

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

- 1 x sunhat (bucket or legionnaire style)
- 1 x pair of safety work boots
- 1 x high visibility wet weather jacket
- 3 x pairs of trousers
- 3 x long sleeve shirts
- 1 x pair of safety sunglasses
- 1 x jumper
- 1 x water bottle

The following items will be held in the Store and issued as required:

- Safety rubber boots
- Wet weather gear
- Safety helmets
- Disposable overalls
- Sunscreen
- Insect repellent

The Store Person 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 Store Person who will monitor the quantity issued.

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



Policy

6.2 Provision of Clothing for Non-operational Staff

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.

Staff will be invoiced for the amount of purchases exceeding the allocation. Unspent uniform allocations will not 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 PPE for Volunteers

Volunteers are provided with PPE relevant to their work activity. Hi-vis vests issued do not contain the Berrigan Shire Council logo.

A register of issue is maintained by the Enterprise Risk Manager.

6.5 Additional PPE

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

6.6 Replacement of Clothing and PPE

All clothing and PPE 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 Store Person.

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 PPE does not deteriorate to the stage where the worker's health and safety, and the image of the Council is jeopardised.



Policy

6.7 Compulsory Requirements for Clothing and PPE

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

Other PPE (such as hard hats, ear muffs, safety glasses, etc.) shall be worn in areas designated by signage, safe work method statements, as directed to tool box meetings or through other means.

In accordance with Work Health and Safety legislation, a worker must while at work, cooperate 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 PPE and clothing requirements.

If an employee presents at work without the appropriate clothing or PPE, or whilst in an identified PPE designated area, fails to wear, removes or alters the equipment or clothing, they will be request 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.

Operational staff are required to wear their issued long pants and long sleeve shirts at all times.

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 PPE.

Any PPE 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 Acknowledgement

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



Policy

7. RELATED LEGISLATION, POLICIES AND 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
- Work Health and Safety Policy
- Heat Street Policy
- Expenses and Facilities Guidelines for Staff