
HRP003 – Employee Uniform

1. Intention

To provide guidance on the allocation of protective clothing, uniforms, and eye protection to existing and new and existing employees.

2. Scope

This policy applies to employees of the Shire of Waroona.

3. Statement

3.1 Inside Employees Uniforms

This section applies to employees in the Administration, Licensing, Library and Visitor Centre facilities.

1. That in order to promote a corporate professional image, identify employees as Shire employees, and to encourage a feeling of pride, the Shire will provide an allowance for a corporate uniform as approved by this policy to:
 - (a) full-time employees to the value of \$400 in the first year of employment and \$300 annually thereafter.
 - (b) part-time employees as a pro-rata calculation of hours of the value as specified for full-time employees with a minimum of \$150; and
 - (c) casual employees working reasonable hours (minimum of 10 hrs per fortnight) shall be entitled to a maximum of \$150 per year.

Payment will be made directly to the supplier.

2. That, in conjunction with the annual subsidy, the Shire will provide a payroll deduction facility/sundry debtor account, whereby employees are permitted to repay any excess payment for the purchase of the uniform. All purchases are to be reimbursed within 6 months of purchase or 30th June in the financial year of purchase, whichever is sooner. All outstanding monies must be reimbursed before termination of employment.
3. Should an employee leave the service of Council within six months of receiving their initial clothing order, the employee will be required to repay 50% of the original cost of the clothing.
4. That employee participation in the corporate wardrobe is recognised as voluntary, however, employees who choose not to wear the corporate uniform will not be reimbursed for purchases that are not covered by this policy.
5. The Shire will provide access to approved corporate uniforms through a uniform supplier approved by the Chief Executive Officer
6. That corporate uniforms be presented in a neat, clean, and appropriate manner.
7. That the cleaning and the repair of the corporate wardrobe is the responsibility of the individual employee.

8. To be eligible for an employee uniform allowance under this policy the uniform must be worn to work on a regular basis.
9. Employee uniform is not to be worn outside of the workplace outside of ordinary working hours unless representing the organisation. Incidental use before or after work is acceptable.
10. Employees who are provided with a work uniform or protective clothing are not eligible for a uniform allowance under this policy.
11. Employees may be reimbursed for purchases of workwear basics as detailed below as long as the overall look is the same colour/style as the items provided on the uniform portal. This reimbursement will be deducted from the overall annual allowance:
 - Corporate pants;
 - Corporate skirts;
 - Corporate jackets/cardigans.
12. The following items will not be permitted to be worn in the workplace at any time:
 - Clothing with offensive logos/designs;
 - Revealing clothing;
 - Crop tops; and
 - Torn clothing
13. The following clothing is only permitted to be worn on free-dress days approved by the Chief Executive Officer:
 - Leggings/tights (stockings/tights may be worn under appropriate corporate wear);
 - Athletic wear;
 - Casual style flannelette apparel;
 - Denim jeans;
 - T-Shirts; and
 - Hoodies.
14. Shire polo shirts may be worn on Friday's or where it is deemed appropriate to dress casually.
15. The purchase of footwear will not be reimbursed under this policy.

3.2 Outside Employees Uniforms

This section applies to employees in the Works and Depot facilities and outdoor environment.

1. All employees upon commencement of permanent appointment with the Shire of Waroona shall receive:
 - (d) Two (2) pairs of pants being either one set of, or the combination of one of each of to equal a pair of, long pants, shorts or jeans to the satisfaction of the Chief Executive Officer;
 - (e) One (1) pair of boots;
 - (f) One (1) safety hard hat;
 - (g) Ear and eye protection;
 - (h) Three (3) hi visibility shirts, with embroidered name and logo; and

- (i) One (1) high visibility jacket with embroidered name and logo.
2. On the second year of employment, all permanently employed outside employee will receive:
 - (a) Three (3) pairs of pants being either one set of, or the combination of one of each to equal a pair of, long pants, shorts or jeans to the satisfaction of the Chief Executive Officer;
 - (b) Three (3) high visibility shirts, with embroidered name and logo;
 - (c) One (1) high visibility jacket with embroidered name and logo; and
 - (d) One (1) pair of boots.
 3. After this time, when previously issued protective clothing or footwear is obviously in need of replacement then such replacement shall be provided by Council on presentation, and to the satisfaction of the Manager of Works and Services.
 4. The use of Council provided protective clothing shall be totally confined to use during normal working hours.
 5. Wet weather gear shall be kept at the Works Depot in reasonable quality and quantity to cover the normal probable requirement of such wet weather.

3.2.1 Prescription Eye Protection

The Shire of Waroona as part of its commitment to Occupational Safety and Health in the workplace has established an Eye Safety and Conservation Program, which supports the Occupational Safety and Health Policy Statement.

1. The objective of this program is to eliminate eye hazards and resultant injury. It is to be achieved through engineering and administrative controls and supported where necessary by adequate eye protection equipment. Generally speaking, work procedures should be adapted to remove where possible the need for eye protection, but nevertheless some work areas and procedures may still require eye protection equipment to be supplied.

Where required, the most appropriate protection must be sought and must comply with the requirements of Australian Standards, AS 1336, 1337, and 1338 and AS 1067.

2. A range of general eye protection equipment is available:

<i>Wide Vision Goggles</i>	for dust and chemical applications, or shaded for gas welding.
<i>Face shield</i>	for full facial protection against flying particles – e.g. grinding.
<i>Welding Helmet</i>	to protect the operator from radiation; fitted with the correct shade of filter lenses.
<i>Safety Glasses</i>	for protection against direct impact eye safety hazards.
<i>Tinted Safety Glasses</i>	for protection of anti-flash (welding rays) or as safety sunglasses for outside workers.
<i>Prescription Safety Glasses</i>	as for standard safety glasses issued, but fitted with the employee's personal prescription lenses – subsidy available (refer Point 5).

3. Selection of eye protection equipment should be based upon the following:

- Has proper attention been given to the removal of any hazards?
- Conditions under which the employee is working.
- Nature of risk to eyes.
- Visual requirements of job function.
- Compliance with relevant Australian Standards.
- Condition of the employee's eyesight.

4. Issue of eye protection equipment

- (a) Eye protection equipment may be issued for the following purposes:
- (i) for general protection for work procedures e.g. faceshield located at grinder;
 - (ii) personal issue to an employee;
 - (iii) for temporary use by a visitor.
- (b) Arrangements should be made by the Supervisor to supply the correct eye protection equipment, to ensure that no job function is performed unless the employee is suitably protected.
- (c) All eye protection equipment must meet the relevant Australian Standards, is job function compatible and can be ordered through the employees/volunteers/work experience student's supervisor.

5. Prescription safety glasses

For persons requiring prescription safety glasses in addition to standard eye protection, the following arrangements apply:

- (a) If an employee/volunteer/work experience student works in an eye safety area, and if they require prescription safety glasses there is a need for prescription safety glasses to be worn.
- (b) The employee/volunteer/work experience student obtains from their personal optometrist a pair of prescription safety glasses for use at work.
- (c) The employee/volunteer/work experience student submits an itemised receipt that clearly shows that the prescription safety glasses are industrially hardened as per Australian Standards, together with a "Subsidy for Cost of Prescription Safety Glasses" form.
- (d) The subsidy for the cost of initial prescription safety glasses will be up to a maximum of \$450.
- (e) If clear view lenses are chosen and the employee requires sun protection eyewear then fitovers will be provided. Replacement of fitovers will be in accordance with Clause 6.a(i).

6. Replacement of prescription safety glasses

- (a) After the initial purchase of prescription safety glasses, the Shire will replace or repair such glasses under the following circumstances:
- (i) where damage occurs as a result of normal wear and tear, or accidental damage at the workplace where the employee/volunteer/work experience student has exercised reasonable care, during the employee's job function;

- (ii) based on the employee receiving advice from a qualified Optician/Optomtrist that his/her prescription has changed significantly enough to require new lenses, the Shire provide new lenses on an annual basis.
 - (iii) where the employee/volunteer/work experience student still requires prescription safety glasses to enable work to be carried out safely.
- (b) The employee/volunteer/work experience student shall apply for the replacement subsidy through your Supervisor.
7. Advice
8. Any employee who does not have the appropriate safety eyewear will not be able to undertake duties that require safety eyewear protection. Employees that require safety eyewear for a significant portion of their occupation and do not have the suitable eyewear may be placed on forced leave until the correct eyewear is obtained.
9. Attending appointments and cost of eye examination is the responsibility of the employee.

3.3 Ranger / Caretaker / Cleaner Uniforms

Council has approved the provision of the following uniform items or allowance:

3.3.1 Ranger – if employed by Shire of Waroona

- Four (4) uniform trousers (annually);
- Four (4) uniform shirts (annually) complete with Ranger identity markings;
- One (1) winter jacket (biennially);
- One (1) winter pullover (biennially); and
- One (1) pair of safety boots (annually).

3.3.2 Caretaker

Purchase of appropriate cleaning attire and footwear up to the value of \$300.00 per annum. The use of Council provided clothing shall be totally confined to use during normal work time for Council.

3.3.3 Cleaner

Purchase of appropriate cleaning attire and footwear up to the value of \$300.00 per annum. The use of Council provided clothing shall be totally confined to use during normal work time for Council.

3.4 Recreation and Aquatic Centre Uniforms

Council has approved the supply of the following clothing to employees at the Waroona Recreation and Aquatic Centre:

3.4.1 Full Time & Part Time Employees

Summer – 3 short sleeve printed shirts, 2 pairs black printed shorts per annum.

Winter – 3 long sleeve printed shirts, 2 pairs black printed track suit pants per annum and 1 black long sleeve printed jacket every two years.

A contribution of \$100 towards the purchase of shoes for full-time employees.

A contribution of \$50 towards the purchase of shoes for part-time employees.

3.4.2 Casual Employees

Summer – 2 short sleeve printed shirts, 1 pair black printed shorts per annum.

Winter – 2 long sleeve printed shirts, 1 pair black printed track suit pants per annum and 1 black long sleeve printed jacket every two years.

The length of shorts must be deemed appropriate for the workplace and approved by the Manager Recreation Services.

4. Legislative and Strategic Context

Nil.

5. Review

This policy is to be reviewed as triennially.

6. Associated Documents

Nil.

Division	Human Resources				
Policy Number	HRP003				
Contact Officer	Chief Executive Officer				
Related Legislation	Nil				
Related Shire Documents	Nil				
Risk Rating	Low	Review Frequency	Triennially	Next Review	July 2027
Date Adopted	22/06/2004			OCM04/083	

Amendments		
Date	Details of Amendment	Reference
26/07/2005	Amended uniform colour.	OCM05/093
26/10/2010	Amended uniform contribution amount.	OCM10/10/163
22/11/2011	Amended uniform contribution amount.	OCM11/11/143
26/11/2013	Amended to include prescription eye protection.	OCM13/11/125
24/11/2015	Amended to allow purchase of uniforms from other retailers.	OCM15/11/138
26/09/2017	Amended uniforms supplied.	OCM17/09/091
22/06/2021	Consolidated related policies and reformatted.	OCM21/06/071
23/07/2024	Amended with significant changes	OCM24/07/108
Previous Policies		
HR009 – Outside Staff Protective Clothing 2.17A – Outside Staff Protective Clothing 2.17B – Prescription Eye Protection 2.18 – Administration / Library / Visitor Centre / Licensing Staff Uniforms 2.19 – Ranger / Caretaker / Cleaner / Rec Centre Work Clothes		