



# **Blackall-Tambo** Regional Council

## **Personal Protective Equipment (PPE) & Uniform Policy**

### **PURPOSE**

This policy has been designed to enhance the public image of Blackall-Tambo Regional Council. Uniforms assist in identifying Council employees and ensuring staff are dressed appropriately to maintain their health and safety within the work environment as well as presenting Council in a professional manner.

### **SCOPE**

This policy will embrace all areas of the Blackall-Tambo Regional Council, incorporating staff of each risk level.

- **High Risk** personnel are those that are exposed to high-risk hazards during their employment and are therefore required to wear protective clothing relevant to the task being performed. This clothing will include but not be limited to high visibility clothing, safety approved enclosed shoes and long sleeve shirts.
- **Low Risk** personnel are staff that are not generally exposed to high-risk hazards during their normal duties. Any low-risk personnel that enter or work in a high-risk area are required to follow the high-risk protective clothing requirements whilst actively engaged in that high-risk area. If only entering the high-risk area and not conducting work, the employee is required to wear a high visibility vest as a minimum precaution.

### **Operational Staff – Protective Clothing**

#### **Responsibilities: - Council**

Blackall-Tambo Regional Council will ensure that;

- Protective clothing is issued to staff in accordance with the requirements of their job;
- Protective clothing is appropriate for the employee and assists in managing risks for that employee;
- Protective clothing purchased is in compliance with Australian Safety Standards;
- Areas of known hazards that require mandatory protective clothing are appropriately sign-posted to notify all personnel;
- Protective clothing provided is in a clean and hygienic condition.

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### **Managers/ Supervisors:-**

Managers and Supervisors of Council will;

- Determine if Protective Clothing is required to be worn and of what type;
- Ensure correct Protective Clothing is worn by personnel during all job tasks which require such protection.

### **Employees/ workers:-**

Employees and workers of Council will;

- Wear the correct Protective Clothing that has been supplied and in the correct manner;
- Observe signage for areas that they are working in and comply with all signage and requirements;
- Follow manufacturers instruction for the care and maintenance of all protective clothing and corporate uniforms;
- Have all Protective Clothing replaced as required on a wear and tear basis. Corporate Uniforms are to be purchased according to allocations set out in this Policy.

### **Protective Clothing**

Blackall-Tambo Regional Council will provide the following Personal Protective Clothing, however, will not be limited to;

- Long sleeve, high visibility shirts;
- Long trousers;
- High visibility/ reflective vests;
- Gloves;
- Broad-brimmed hat;
- Safety glasses;
- High visibility winter jacket.

### **Foot Protection**

All high-risk employees are required to wear safety boots that comply with AS/ NZ 2210.2. Some of the requirements are as follows;

- Must fully enclose the foot;
- Must support the ankle
- Must have toe protection (safety approved).

For your personal safety all employees are to wear closed-in footwear (no open-toed shoes or sandals) at the work site. Refer to your supervisor if you have a medical reason and are unable to wear closed-in shoes for a period of time.

The Council will supply work boots for employees up to the value of \$200.00. Should employees order boots over this allocation, a tax invoice will be distributed to the employee along with a payment deduction form.

If staff purchase their own safety boots, then they will be reimbursed up to the current allocation amount on the production of a receipt and providing they fall within the AS/ NZ 2210.2 safety standards.



Where an employee seeks replacement boots, the old boots must be returned and assessed by the Stores Officer before the issue of a new pair. Boots that are worn out or damaged and no longer comply with the above safety standards are to be replaced.

### **Ultraviolet (UV) Sun Protection**

When performing work tasks outdoors, exposure to UV radiation is a high risk and consequently, employees are required to wear broad-brimmed hats. Broad-brimmed hats must have a brim of a least 7.5 cm to comply with the Australian/ New Zealand Standards. Any hat deemed as not providing adequate UV protection by Council will not be permitted.

### **Issue of Protective Clothing**

Council will provide an initial issue of uniforms to new employees of;

- Five (5) orange high visibility, UV protective, long sleeve work shirts;
- Five (5) pairs of long pants (drill and/ or jeans);
- One (1) wide brimmed hat;
- One (1) pair safety glasses;
- One (1) pair of safety gloves;
- One (1) orange high visibility cold weather coat.

Protective clothing will only be replaced on a fair wear and tear basis. Where an employee seeks a replacement item, the old item must be returned and assessed by the Stores Officer before the issue of new items. Uniforms will be gauged against high visibility standards and when faded below the recommended level will be replaced to ensure that staff are meeting work, health and safety requirements.

### **Corporate Staff Uniforms**

#### **Corporate Clothing**

Staff should select appropriate forms of dress for their position and duties. Corporate wardrobe items should not be worn with other unapproved garments. Managers of each department are responsible for ensuring their staff comply with this provision.

Staff have the choice of purchasing lower body garments from independent retailers in an appropriate style and/ or size. Items purchased in this way will have to be similar in colour and appearance to the corporate design. Blackall-Tambo Regional Council will arrange for corporate logos to be embroidered onto these items if requested.

#### **Purchasing Provisions**

Orders will only be taken twice per calendar year, March/ April and August/ September, except for new employees and/ or special orders as approved by the Chief Executive Officer (CEO).

All orders for clothes are to be submitted through the Group Manager, People Culture & Safety for forwarding to the approved supplier. Garments are then received and forwarded on to employees.

If the garments received exceed the yearly uniform allocation of \$500.00, a tax invoice will be distributed to the employee along with a payment deduction form.



### **Eligibility for Uniform Allowance Allocation**

Only permanent full-time staff can claim the full allocation. Permanent part-time staff may claim the allocation at the rate equivalent to the percentage of full-time employment on a pro-rata rate e.g., 50% FTE – 50% of the available allocation.

### **Trainees, Volunteers, Short Term and Casual Employees**

In recognition of their contribution and service, Trainees, Volunteers, Casuals and Short-Term Officers will be issued with up to a maximum of five (5) Council approved Polo shirts upon authorisation of the CEO, dependent on hours of work e.g., 1 day working per week – 1 Polo shirt issued.

### **Professional Image**

The following are not considered to represent council's preferred professional image and as such are inappropriate and are not to be worn during working hours;

- Bare backs, stomachs or midriffs;
- Slogan T-Shirts;
- Singlets;
- Opened-toed shoes or thongs.

Appropriate footwear is to be worn with the Council's Corporate Wardrobe. Closed-in smart dress shoes are to be worn in the workplace (please note:- smart dress sandals are not acceptable as they do not comply with PPE requirements). The suitability of appropriate footwear is subject to approval by the CEO.

Uniforms are to be clean, neatly pressed and maintained in good order.

### **Accepted Colours**

The Blackall-Tambo Regional Council has stipulated that there will be three colours for the lower body garments and three colours for upper body garments. This ensures that the uniform is cohesive, and the corporate identity is obvious. The colour/ pattern/ print combinations do not limit styles.

### **Upper Body Garments**

- Blue and shades of;
- Red and shades of;
- White and shades of.

### **Lower Body Garments**

- Beige;
- Black;
- Navy.



### **Non-Corporate Wardrobe Days**

Council supports “Charity Days,” and employees may elect to wear other appropriate clothing (e.g. **Funky Shirt Fridays**), with the approval of the Chief Executive Officer.

### **BREACHES**

Any continual breach of any part of this policy by an Employee may lead to disciplinary procedures up to and including termination.

### **Legislative references**

*Local Government Act 2009*

*Work Health and Safety Act 2011*

*Work Health and Safety Regulation 2011*

### **Supporting documents**

Code of Conduct for Employees Policy

Associated Codes of Practice and Standards