



Staff Uniform & PPE Policy

Adoption date:

Review Date:

Responsible Officer: General Manager

1. SCOPE

To provide employees with guidelines and framework for an appropriate uniform that provides adequate protection from workplace hazards and promotes a positive corporate image.

The policy applies at all times to Castlereagh Macquarie County Council employees.

2. POLICY OBJECTIVES

The objectives of this Policy are to:

- Establish guidelines on acceptable and appropriate standards of dress for all employees.
- Apply the principles of work health and safety (WHS) management and risk management to all employees.
- In managing and providing a PPE uniform in the workplace, the use of such clothing and equipment will be guided by the Castlereagh Macquarie County Council PPE Uniform Procedures document along with the Castlereagh Macquarie County Council Shire Council Sun Protection Policy.

2.1. Roles and Responsibilities

The following table outlines the roles and responsibilities of personnel.

Roles	Responsibility
General Manager	The General Manager is responsible for the overall control and implementation of the Policy.
Administration Officer	The Administration Officer is responsible for management and reporting of the Policy.
Senior Biosecurity Officer	The Senior Biosecurity Officer is responsible for monitoring operational staff compliance with this policy.
Staff	Council staff must act in accordance with this policy and abide by any determination made as a result of this policy.

2.2. Safety Responsibility Statement

PPE and clothing does not eliminate or change the presence of hazards and at all times higher level risk control measures such as elimination, substitution, isolation, engineering and administrative controls are to be considered and implemented where possible to control hazards and risk.

Supervisors and workers are required to ensure that protective equipment is properly and diligently used whenever they are exposed to a hazard requiring its use.

2.3. Issuing of Personal Protective Equipment and Clothing

Personal protective equipment and clothing shall be purchased by the Administration Officer and issued accordingly to staff via the Senior Biosecurity Officer.

Upon commencement, subject to positional requirements, a worker will be issued with a uniform and appropriate PPE.

Permanent Full-Time appointments the initial issue shall be:

Outdoor staff

Description	Number
Shirts - Long sleeve, high vis yellow (embroidered with Council logo)	4
Trousers – Navy Blue (Jeans are accepted)	4
Jumpers – High Vis Yellow (embroidered with Council logo)	2
Wet weather jacket – High Vis Yellow (embroidered with Council logo)	1
Business shirt - (embroidered with Council logo) – training and meetings use only	2
Work boots - pair	1
Wide brimmed hat	1
Beanie – Navy (embroidered with Council logo) *	1

Indoor staff - Female

Description	Number
Skirt – Beige	2
Business shirt – Navy Blue (embroidered with Council logo) – training and meetings use only	2
Business Trousers – Navy Blue	2

Indoor staff - Male

Description	Number
Business Trousers – Navy Blue	2
Business shirt – Navy Blue (embroidered with Council logo) – training and meetings use only	2

*** NOTE:** In accordance with Council's Sun Protection Policy, beanies are provided as a component of Council's field uniform and may be worn in the cooler months generally from 1 April through to 30 September only. Beanies can be worn where hard hats are an onsite requirement, but they must not interfere with the correct fitting of the hard hats.

Broad brimmed hats shall be worn on any day where UV level is 3 or above. This is generally from 9:30am each day. **Caps and/or Visors are not permitted.** Supervisors shall be responsible for ensuring this requirement is adhered to.

2.4. Wearing of Uniform

It is a condition of employment that workers wear the allocated work uniform bearing Council's logo at all times whilst on duty to clearly identify them as Council employees. Uniforms must be worn in accordance with the manufacturer's instructions and recommendations.

Where a worker fails to comply with the Policy and PPE Uniform Procedure as determined by the appropriate supervisor, the employee may be asked to return home in their own time and return to work appropriately dressed. Continued breaches of the dress standards may result in disciplinary action in accordance with the Local Government State Award disciplinary procedures.

A worker shall not wear the uniform or parts thereof in public after hours, whilst on leave, weekends or on an RDO. This provision shall not apply where a worker is going to or from the workplace to their main place of abode. For example, socialising at the local hotel/licensed establishment after hours wearing the Council uniform would be considered unacceptable.

2.5. Unacceptable Attire

The following is a guide to attire that is unacceptable in the workplace. It is not an exhaustive list.

Unacceptable attire includes but is not limited to the following items;

- Sports Shoes – Joggers, sneakers, trainers
- Thongs / Sandals and open toes shoes
- Shorts
- Singlets
- Caps/Visors
- Branded hats and clothing that promote alcohol or other offensive branding.

Where an employee fails to comply with the dress standard as determined by the supervisor, the employee may be asked to return home in his/her own time and return to work appropriately dressed.

2.6. Misuse

The issued uniform and PPE components shall not be altered in any way e.g. cutting or reducing the length of long sleeve shirts. Such action will result in disciplinary action being implemented. However, this provision does not apply when needing to alter the hemline of pants or other such alterations approved by management.

Where an item of clothing is deemed to have been deliberately altered, the worker shall be required to replace the item of clothing at their own expense.

Repeated breaches of non-conformance or misuse may result in the re-assessment of the workers employment with Council.

2.7. Replacement of Worn and/or Damaged Uniform

Where an item of uniform/PPE is damaged or worn it may be replaced by completing the "Request for Replacement Uniform/PPE form". The form must be completed in its entirety and authorised by the Supervisor before being presented to the Administration Officer (AO), along with the item that is to be replaced.

The AO will then arrange purchase of replacement PPE and make the necessary amendments to the Employees issue records.

Annual replacement of uniforms and PPE shall be a maximum of **\$600 per employee**. Any reimbursement claim above this limit must be approved by the General Manager.

ANNUAL REPLACEMENT PER YEAR IS A MAXIMUM OF \$600 PER EMPLOYEE

2.8. Disposal of Council PPE Uniforms

The Administration Officer must ensure that the embroidered logo is removed from a Council uniform before disposal.

2.9. Termination of Employment

Where a worker terminates their employment with Council for any reason, the worker shall return all items of PPE uniform in their possession (including plant, equipment, keys, laptops, phones, etc) to the Senior Biosecurity Officer. Where an item is not presented as issued, the worker will be charged with the replacement cost which shall be deducted from any termination payment due. Failure to do so in a timely manner may result in delays in processing termination payments.

The intention of returning of the uniform is to ensure the integrity of Council's image and no misuse of uniforms.

A worker who has been issued safety footwear may retain these on termination of employment.

2.10. Exemptions

Notwithstanding the above, where genuine personal religious beliefs or medical reasons dictate a different standard or dress, a specific exemption can be sought through the General Manager.

Where a worker is unable to wear a type of particular clothing/footwear due to a medical condition/reason, the General Manager, subject to the production of medical documentation may provide an exemption for the worker to wear alternate items e.g. footwear.

2.11. Purchase and Issue of Council PPE and Uniforms

The purchase and issuing of council uniforms and PPE is considered an operational cost. The cost allocation of uniforms and PPE should only be charged to the Uniform PPE general ledger number in the Employee Overheads section of the ledger.

2.12. Breach of this Policy

Continued breaches and/or deliberate breaches of this Policy may result in disciplinary action in accordance with the Local Government State Award disciplinary procedures.

3. LEGISLATION

The Policy relates to the following legislation:

- *Anti-Discrimination Act (NSW) 1977*
- *Local Government Act 1993*
- *Privacy and Personal Information Protection Act 1998*
- *Local Government (State) Award 2023 or subsequent Awards.*
- *WHS Regulation 2017*
- *WHS Act 2011 - Part 2 – Health and Safety Duties 32-38 and 44-47*

Version	Adoption Date	Minute No	Details of Review
1	23.02.2026	01/26/10	