



# Gladstone Regional Council

## Council Policy

<b>Title</b>	<b>UNIFORM AND PPE</b>
<b>Policy Number</b>	<b>P-2019-20</b>
<b>Business Unit/s</b>	<b>PEOPLE, CULTURE AND SAFETY</b>
<b>Date of Adoption</b>	
<b>Resolution Number</b>	
<b>Review Date</b>	
<b>Date Repealed</b>	

### 1.0 PURPOSE:

This policy establishes the strategic principles on the business's corporate uniform which aims to promote unity as one team, present a recognisable image to the community and protect our people whilst carrying out their duties.

### 2.0 SCOPE:

This policy applies to all people issued with a uniform and/or personal protective equipment.

### 3.0 RELATED LEGISLATION:

*Local Government Act 2009*  
*Local Government Regulations 2012*  
*Work Health and Safety Act 2011*  
*Work Health and Safety Regulation 2011*

### 4.0 RELATED DOCUMENTS:

Uniform and PPE Corporate Standard  
Personal Protective Equipment (PPE) Catalogue  
Risk Assessment Form  
Uniform Catalogue  
Uniform Order Form

### 5.0 DEFINITIONS:

To assist in the interpretation of this policy the following definitions apply:

**Uniform** means an item of clothing that has been approved by the Chief Executive Officer to promote unity as one team and a recognisable image to the community.

**Personal protective equipment (PPE)** means an item of clothing or equipment designed to be worn by someone to protect them from the risk of injury or illness (i.e. hi-vis clothing, steel cap footwear, ear plugs, safety glasses, face shields, gloves, etc)

## 6.0 POLICY STATEMENT:

### 6.1 Wearing the Uniform and PPE at Gladstone Regional Council

A uniform forms part of the business's broader branding strategy and is an important element of our image. The uniform is also an important investment in the health and safety of our people as some clothing serves as PPE for those working in conditions where specific clothing or equipment reduces the risk of injury or illness.

Wearing the corporate uniform and PPE is compulsory at Gladstone Regional Council unless an exemption applies under Council's Corporate Standard. The clothing appropriate to the work environment and duties must be worn.

### 6.2 Uniform colours

Council has adopted the following colours for its uniform and PPE clothing items:

Item	Colour
Tops (excluding polo shirts)	<ul style="list-style-type: none"> <li>• White</li> <li>• Navy blue</li> <li>• Black</li> <li>• Stone or Chambray (if duties include outdoor field work where high visibility PPE is not a requirement eg. Local Laws)</li> <li>• High-visibility colours for PPE as identified by a risk assessment</li> </ul>
Polo Shirts	<ul style="list-style-type: none"> <li>• Black</li> <li>• White</li> <li>• Blue</li> </ul>
Dresses	<ul style="list-style-type: none"> <li>• Black or charcoal</li> </ul>
Skirts	<ul style="list-style-type: none"> <li>• Black or charcoal</li> </ul>
Pants	<ul style="list-style-type: none"> <li>• Black or charcoal</li> <li>• Navy for PPE</li> <li>• Jeans for PPE</li> <li>• Other colours for PPE as identified by a risk assessment</li> </ul>
Jackets, Vests cardigans and pullovers	<ul style="list-style-type: none"> <li>• Black or charcoal</li> <li>• High-visibility colours as identified by a risk assessment</li> </ul>

### 6.3 Uniform and PPE allocations

#### 6.3.1 Employee allocations

Employees are entitled to one top + one bottom per day worked during a work week + one jacket, vest, cardigan or pullover allocation at the business's expense.

For example, an employee who works five days per week will be entitled to five tops + five bottoms + one jacket, vest, cardigan or pullover.

Additional allocations may be approved where employees are regularly required to work additional days in the week e.g. those employees who may be called out on weekends to perform urgent work or scheduled overtime. Alternatively, additional uniforms can be purchased and branded at the employee's expense.

Employees who work in a combination of environments or activities are entitled to obtain a combination of uniform and PPE items reflective of the proportion of time spent in the respective environments.

Other personal protective clothing and equipment will be allocated as determined by a risk assessment for the work to be performed such as hat, sunglasses, overalls, etc.

### 6.3.2 Other allocations

Councillors, volunteers and other representatives of the business may be issued with branded uniform item/s for purposes including but not limited to:

- assisting with a specific event where it is beneficial for the person to be easily identified as a business representative (i.e. volunteers at Ecofest, Friends of the Library, etc);
- students representing the region in any capacity;
- employees engaged in a representative capacity where casual attire is expected or is appropriate for wear;
- corporate attire for Councillors for representative and official duties; and
- venue specific uniform items for volunteers such as Friends of the Theatre.

### 6.3.3 Free-dress days

The Chief Executive Officer has discretion to nominate days when it is not compulsory to wear a uniform e.g. State of Origin, charity fundraising days. The wearing of PPE will remain compulsory on these days unless a risk assessment determines otherwise.

## 7.0 ATTACHMENTS:

Nil.

## 8.0 REVIEW MECHANISM:

This policy will be reviewed when any of the following occur:

1. The related legislation or governing documents are amended or replaced; or
2. Other circumstances as determined by resolution of Council or the CEO; or
3. Three years from date of adoption.

TABLE OF AMENDMENTS			
Document History	Date	Council Resolution No.	Notes (including the prior Policy No, precise of change/s, etc)
Originally Approved	8 May 2008		Formerly Policy P-3.04.01
Amendment 1	20 May 2008		Formerly Policy P-3.04.01
Amendment 2	31 July 2008		Formerly Policy P-3.04.01

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Amendment 3	19 November 2013	G/13/1786	
Amendment 4	18 August 2015	G/15/2516	Formerly Policy P-2013/22
Amendment 5			Formerly Policy P-2015/25

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