

CORPORATE/ WORKWEAR UNIFORMS AND PERSONAL PROTECTIVE EQUIPMENT POLICY

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Responsible Officer:	Manager People and Culture
Owner:	People and Culture
Responsible Director:	Corporate Performance
Relevant Legislation/Authority:	Local Government Act 2020 Occupational Health and Safety Act 2004 Occupational Health and Safety Regulations 2017 AS/NZS ISO 45001 OHS Management System Relevant Australian/New Zealand Standards
DOCSETID:	1339526

1. PURPOSE

To ensure equity, consistency and suitability in the provision, wearing and maintenance of corporate and workwear uniforms and personal protective equipment (PPE) across the City of Greater Bendigo (the City). The City has developed this policy to establish a consistent, professional appearance in a diverse work environment and provide uniform options that meet our commitment to the health, safety and wellbeing of our employees and volunteers, allow them to be easily identified and acknowledge cultural sensitivities.

2. BACKGROUND

A comprehensive corporate and workwear uniforms and PPE policy is essential for ensuring safety, professionalism and cohesion within the workplace. By implementing a standardised uniform and PPE policy, the City can mitigate workplace risks, maintain a professional image and promote a sense of unity among employees. This policy also underscores the City's commitment to employee welfare and regulatory compliance, fostering a culture of safety and responsibility throughout the workforce.

3. SCOPE

This policy applies to all full time and part time ongoing employees and volunteers of the City. Uniform expectations and contributions for temporary and casual employees will be dependent on the role undertaken and determined by the Unit Manager.

4. DEFINITIONS

Approved logos – a range of approved logos embroidered/ printed on corporate and workwear uniform items to complement the City's logo.

Corporate Uniform – an approved range of 'indoor' or 'office' clothing incorporating the City's logo (and approved logos where relevant).

Indoor employees – employees for whom the majority of their working hours are based indoors, and the majority of whose work does not require PPE. Examples include Customer Support Officers, Executive and Personal Assistants and the majority of administration roles.

Mixed location employees – employees for whom their working hours are equally based indoors and outdoors or whose working hours are mainly based indoors but are regularly required to undertake work that requires some workwear and/or PPE and as such, require a combination of corporate uniform, workwear uniform and/or PPE. Examples may include, but not be limited to Local Laws Officers, Building Inspectors, Childcare Workers and Engineers.

Outdoor employees – employees that perform the majority of their working hours outdoors and undertake work that requires the use of workwear and PPE. Examples include, but are not limited to Road Workers and School Crossing Supervisors.

Personal Protective Equipment (PPE) – anything (other than workwear) used or worn to minimise risk to workers' health and safety. Includes: reflective/high-visibility safety clothing, steel-capped boots/shoes, helmets and hardhats, eye protection, hearing protection and gloves. Certain items of PPE will be logged into inventories for routine maintenance inspection and expiry replacement.

Workwear Uniform – an approved range of durable clothes that are fit for purpose for manual or physical work and incorporate the City's logo (and approved logos where relevant).

5. PRINCIPLES

The principles of this policy are to:

- Be comfortable, appropriate, and present a professional image to the public
- Be identifiable with the City's logo
- Be optional for low-customer interface at the employees cost
- Be compulsory for mid-to-high customer interface outdoor workers
- Be durable attire that protects against various weather conditions, including cold and heat
- Incorporate PPE where required
- Outline the uniform contribution applicable to different categories

6. POLICY

- 6.1** Employees and volunteers must at all times wear clothing that is appropriate and safe for the activities they are undertaking and comply with all relevant occupational health and safety legislation, policies and procedures. Indoor employees and mixed location employees (when working indoors) are permitted to wear shorts.
- 6.2** The City is committed to providing employees and volunteers with the appropriate PPE and training to protect employees, volunteers and others in the workplace. PPE is only to be used where it is not reasonably practicable to control hazards in the workplace with higher order controls. Where the outcome of a risk assessment indicates that PPE is required, the use of PPE will be included in the relevant safe work instruction and PPE use and maintenance training provided to the employee or volunteer as part of the induction to the work instruction. All PPE purchased and provided by the City will comply with relevant Australian standards. In addition, all high-visibility vests purchased and provided by the City will meet AS/NZS 4602.1:2011 requirements and VicRoads regulations.
- 6.3** All corporate and workwear uniforms and PPE items must be purchased from the City's selected range and uniform supplier/s. The City will not pay for items outside of the selected range or from other suppliers.
- 6.4** All corporate and workwear uniforms and PPE, including name badges and identification tags, remain the property of the City. Exiting employees and volunteers must return all uniform items to the City prior to their last working day regardless of condition. The City will keep or dispose of items as appropriate. Uniform items with a City logo are not to be donated to any external person or organisation.
- 6.5 Wearing of Corporate/ Workwear Uniform**
Whilst on duty, City employees and volunteers must always present a smart and professional image to the public and internal customers. Corporate and workwear uniforms identified by the City logo are only to be worn on working/ rostered days for the purpose of attending work.

Wearing the workwear and corporate uniform is compulsory for outdoor and mid-to-high customer interface indoor and mixed location employees. Assessment of the level of customer interface, according to the percentage of duties that require face-to-face interaction with the public, clients and/or external parties, is the responsibility of the relevant Unit Manager. For all other indoor and mixed location employees (low customer interface), the corporate uniform is optional but must be purchased by the employee.

6.5.1 Indoor employees

For tasks that are assessed as requiring PPE as a control, indoor employees will be provided with the appropriate PPE at cost to the City.

6.5.2 Mixed location employees

For work that requires workwear or PPE (for example, site inspections or outdoor work), mixed location employees are required to wear the workwear uniform as appropriate, or PPE items as identified in the risk assessment for that task. Corporate and workwear

uniform items will be purchased from the allocated uniform contribution. For tasks that are assessed as requiring PPE as a control, mixed location employees will be provided with the appropriate PPE at cost to the City. Long pants and long sleeves must be worn when completing any form of outdoor work, regardless of the UV period.

6.5.3 Outdoor employees

The workwear uniform is compulsory for all outdoor employees as determined by Unit Managers. For tasks that are assessed as requiring PPE as a control, outdoor employees will be provided with the appropriate PPE at cost to the City. Long pants and long sleeves must be worn at all times.

6.5.4 Sun and Heat and Protection

Refer to the Exposure to Sun and Heat Policy (DOCSETID 3412214) for guidance on appropriate workwear and PPE when working outdoors.

6.5.5 Footwear

Indoor employees – The corporate uniform and contribution does not include footwear. Indoor employees are expected to wear footwear appropriate to the workplace, purchased at their own expense.

Mixed location employees – Where mixed location employees undertake work that has been risk assessed as requiring footwear that protects employees from hazards in the workplace, they are required to wear the appropriate level of footwear protection.

Outdoor employees – Are required to wear the appropriate level of footwear protection according to the risk assessment of the tasks undertaken.

6.6 Uniform Contribution

Employees who are eligible for the uniform contribution (see 6.5 Wearing of Corporate/ Workwear Uniform) are entitled to the contributions described below.

6.6.1 Indoor employees

Permanent, full time indoor employees are entitled to an annual (financial year) corporate uniform contribution of up to \$550 (including GST) in year one and \$420 (including GST) year two and beyond.

Permanent, part time indoor employees are entitled to an annual (financial year) corporate uniform contribution of up to \$550 (including GST) in year 1. The contribution in the second and subsequent years is based on the average number of workdays per week as per *Table 1. Uniform Contribution*.

Table 1. Uniform Contribution

Average workdays p/week	Contribution (inc. GST)
1	\$200
2	\$200
3	\$250
4	\$300
5	\$420

Corporate uniform contributions will not be carried over from one financial year to the next or transferred to other employees. The contribution amount will be reviewed periodically and revised, taking into account consumer price index (CPI) and clothing/ supplier costs.

Employees who order corporate uniform items of a value in excess of the City's contribution must pay the additional cost. Once the allocated uniform contribution has been used, employees may purchase additional corporate uniform items at their own expense.

6.6.2 Mixed location employees

Permanent, full time mixed location employees are entitled to an annual (financial year) corporate and workwear uniform contribution of up to \$550 (including GST) in year one and \$420 (including GST) year two and beyond.

Permanent, part time mixed location employees are entitled to an annual (financial year) corporate and workwear uniform contribution of up to \$550 (including GST) in year 1. The contribution in the second and subsequent years is based on the average number of workdays per week as per *Table 1. Uniform Contribution*.

6.6.3 Outdoor employees

Outdoor employees will be issued with a standard range of workwear items (as determined by the Unit Manager) upon commencement.

6.6.4 Corporate Uniform, Workwear and PPE Replacement

Replacement of corporate and workwear uniform and PPE items will be on an as-needed basis due to normal wear and tear.

6.6.5 Volunteers

Where volunteers are required to wear a uniform, the uniform will be provided by the City, at no charge to the volunteer. Volunteer uniform selection must be in line with the approved corporate range, logo, policies and colours.

6.7 Diversity & Inclusion

Employees ordering and wearing the corporate uniform may choose uniform items to suit their individual preferences. The City supports transgender and intersex staff to select uniform items that are appropriate to their affirmed gender.

6.8 Exceptions

There may be exceptions to this policy that prevent employees from wearing the relevant corporate uniform. Allowable exceptions and circumstances where reasonable modifications may be applied, in consultation with your People Manager include, but are not limited to:

- Pregnancy
- Illness or accident
- Non-availability of size required
- Dramatic weight loss or gain
- Religious restrictions or requirements
- Approved medical exemption

There are no allowable exceptions for wearing/ using PPE where the risk assessment outcome identifies its requirement.

6.9 AusIndustry Register

The corporate uniform is registered with AusIndustry as an 'Approved Non-Compulsory Corporate Uniform'. The City's AusIndustry number is CW73868.

7. ROLES AND RESPONSIBILITIES

Employees are responsible for:

- Adhering to this and all related policies
- Determining and managing their own taxation position with regard to uniform costs, including retaining the appropriate documentation
- Laundry and/or dry cleaning costs
- Ensuring that item replacement is on an as needed basis due to normal wear and tear and considerate of resource use.

People Managers are responsible for:

- Ensuring relevant records and documentation are maintained
- Ensuring eligible employees are issued with and wear the appropriate uniform/ workwear and that the uniform/ workwear is maintained and serviceable
- Ensuring all uniform/ workwear items of exiting employees are returned to the City prior to their last working day
- Risk assessment of tasks where a hazard has been identified as per the Health and Safety Policy
- Ensuring all PPE used on site meets the relevant standards and is properly maintained
- Ensuring that item replacement is on an as needed basis due to normal wear and tear and considerate of resource use
- Approving any exceptions to this policy as per the clause 6.8.

Unit Managers are responsible for:

- Administering the policy within their unit
- Managing uniform costs in their budgets
- Risk assessment of tasks where a hazard has been identified as per the Health and Safety Policy
- Implementation of controls determined from risk assessments, including OHS training where required
- Ensuring that item replacement is on an as needed basis due to normal wear and tear and considerate of resource use
- For indoor and mixed location employees, assessing the roles within their Unit, determining whether the corporate and/or workwear is compulsory and communicating expectations.

The Uniform Working Party is responsible for:

- Selecting the proposed corporate and workwear uniform range and making recommendations to the Consultative Committee and the Executive Management Team
- Ensuring the City's AusIndustry registration is current.

8. RELATED DOCUMENTS

Employees are encouraged to access the related internal documents, which are available from the document management system, and/or external resources available as per the below.

These include:

- Code of Conduct (DOCSETID 3193867)
- Exposure to Sun and Heat Policy (DOCSETID 3412214)
- Current Greater Bendigo City Council Enterprise Agreement
- Health and Safety Policy (DOCSETID 3157309)
- PPE/High Visibility Vests – [Vicroads \(page 16\)](#)
- Road Management Act 2004 – [Code of Practice Worksite Safety – Traffic Management](#)
- TP 9010 Hard Hat Replacement – Technical Procedure (DOCSETID 2858887)
- TP 9102 PPE Requirements – Technical Procedure (DOCSETID 3414925)

Further information or advice on this policy should be directed to the People and Culture Unit.

9. HUMAN RIGHTS COMPATIBILITY

The implications of this policy have been assessed in accordance with the requirements of the Victorian Charter of Human Rights of Responsibilities Charter.

10. ADMINISTRATIVE UPDATES

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this, such a change may be made administratively. Examples include a change to the name of a Business Unit, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be made through consultation with the staff Consultative Committee and with the approval of EMT or where required, resolution of Council.

11. DOCUMENT HISTORY

Date Approved	Responsible Officer	Unit	Change Type	Version	Review Date
August 2009	AM	People & Performance / Finance	Develop	1	August 2011
July 2013	JW	People & Performance	Update (formatting)	2	August 2011
April 2018	JW	People and Culture	Review	3	April 2022
July 2024	AC	People and Culture	Review	4	July 2028