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CLOTHING AND PROTECTIVE EQUIPMENT POLICY

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| Strategic Outcome: | Good government |
| Policy type | Administrative |
| Date of Adoption: | 15 September 2022 Minute Number: ELT 19.09.22 |
| Date for Review: | 15 September 2026 |
| Responsible Officer: | Enterprise and Risk Manager |
| Document Control: | Replaces Clothing and Protective Equipment Policy adopted 21/06/2017 |
| Delivery Program Link: | 2.1.3 Council operations and financial management support ethical, transparent, and accountable corporate governance |

1. POLICY STATEMENT

Berrigan Shire Council is committed to providing a safe and healthy workplace for all its workers, in addition to promoting a professional image. This policy outlines the provision and use of Council uniforms, protective clothing and equipment.

2. PURPOSE

The purpose of this policy is to:

- outline how clothing and protective equipment will be made available to Council staff and volunteers;
- advise on worker responsibility in relation to the wearing, use and maintenance of clothing and protective equipment.

3. SCOPE

This policy applies to all workplaces of the Berrigan Shire Council, with specific provisions in place for employed staff, volunteers, contractors and visitors to Council workplaces.

4. OBJECTIVE

This policy is developed to assist the Council with the Delivery Program Objective:



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2.1.3 Council operations and financial management support ethical, transparent and accountable corporate governance.

5. DEFINITIONS

Environmental Liaison and Enforcement Officer and appropriate relief staff

Those personnel responsible for enforcing Council's obligations under State legislation and local policy.

Lifeguards are casual staff employed on a seasonal basis at Council operated swimming pools.

Non-operational staff refers to personnel who regularly work indoors and includes office staff, technical staff, and library staff

Operational staff refers to personnel required to regularly work outdoors and includes water operators, sewer operators, roads construction and maintenance, parks and gardens personnel, and town maintenance.

Personal Protective Equipment (PPE)

Anything used or worn by a person to minimise risk to the person's health and safety, including air supplied respiratory equipment.

Volunteers under this policy, specifically relates to unpaid personnel of Council's volunteer committees established under S355 of the *Local Government Act 1993*.

6. POLICY IMPLEMENTATION

6.1 Provision of clothing and PPE for staff and volunteers

6.1.1 Operational staff

On commencement of permanent employment, all operational staff are provided with:

- 1 x sun hat (bucket or legionnaire style)
- 1 x pair of safety work boots
- 1 x high visibility wet weather jacket
- 3 x pairs of trousers
- 3 x long sleeve shirts
- 1 x pair of safety sunglasses
- 1 x jumper
- 1 x water bottle



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The following items are held in the Store and issued as required:

- safety rubber boots
- wet weather gear
- safety helmets
- disposable overalls
- sunscreen
- insect repellent

The Depot and Stores Officer shall order protective clothing on an as needs basis and shall keep in stock adequate supplies of various sizes. Every effort will be made to ensure correct sizes are provided. Clothing will be stored in the Store and will be issued by the Depot and Stores Officer who will monitor the quantity issued.

All clothing for operational staff will include the Berrigan Shire Council logo.

6.1.2 Non-operational staff

Council employees not entitled to a uniform issue through the Store will have access to a subsidy to purchase uniforms approved by the Council from its preferred uniform supplier.

The Council will allocate an overall subsidy in its annual operating budget. This subsidy will then be shared across all eligible staff on the following basis:

- Permanent staff working more than 0.75 EFT – one full share
- Permanent staff working less than 0.75 EFT – one half share
- Casual staff - \$100

New staff members will be provided with their appropriate allocation amount on commencement.

Staff will be invoiced for the cost of purchases exceeding the allocation. Unspent uniform allocations will not be carried forward into the next financial year.

6.1.3 Environmental Liaison and Enforcement staff

All Environmental Liaison and Enforcement staff including relief staff are issued with the same clothing and protective equipment as operational staff, however all shirts and jumpers must have the identifying “ranger” emblem embroidered on the shoulder.

6.1.4 Lifeguards



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All lifeguards are issued with long sleeved shirts, broad rim hats and sunscreen. Lifeguards are exempt from wearing long pants due to the requirement to perform lifesaving activities and are permitted to wear their own shorts/pants.

6.1.5 Volunteers

Volunteers are not required to wear Council issued clothing and are provided PPE relevant to the work being undertaken. Hi-vis vests provided for volunteers are yellow and do not include the BSC logo.

6.1.6 Contractors

Contractors are not required to adhere to Council's long clothing requirement however are expected to have in place their own policies addressing sun protection and are required to wear PPE in accordance with the work being undertaken.

Where Council has an established specific worksite, i.e., a fenced off area or designated project site, Council may stipulate site rules. Where this is established, this will be enforced, and contractors will need to comply.

6.1.7 Additional PPE

Additional PPE will be provided as needs are identified. Needs may be identified through a variety of methods including consultation, workplace inspections, worker requests, changes in legislation, etc.

6.2 **Compulsory requirements for Council issued clothing and PPE**

All staff are required to wear high visibility jackets whenever it is a requirement of their work activity.

Other PPE (such as hard hats, earmuffs, safety glasses, etc.) shall be worn in areas designated by signage, safe work method statements, as directed in tool box meetings or through other means.

In accordance with Work Health and Safety legislation, a worker must while at work, cooperate with his or her employer or other person so far as is necessary to enable compliance with any requirement under the *Work Health and Safety Act 2011* and *Work Health and Safety Regulations 2017*. This requires workers to comply with any PPE and clothing requirements.



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If an employee presents at work without the appropriate clothing or PPE, or whilst in an identified PPE designated area, fails to wear, removes, or alters the equipment or clothing, they will, in the first instance, be requested to leave the worksite and return only when they are properly attired. Any time lost will be without pay. Further failures will result in disciplinary action in accordance with the Local Government (State) Award.

Operational staff are required to wear their issued long pants and long sleeve shirts at all times.

Where non-operational staff are required to work outdoors in addition to their normal duties indoors, they are required to recognise the same personal protective requirements. Where long sleeved shirts have not been issued, staff are to ensure they apply sunscreen at regular intervals whilst outdoors.

6.2.1 Clothing and PPE maintenance

All workers are responsible for the cleanliness of their clothing and the maintenance of their PPE. Any PPE that cannot be used for the purpose of which it is designed either due to damage or wear and tear must be immediately replaced.

6.2.2 Replacement of clothing and PPE

All clothing and PPE for operational staff will be replaced on a needs basis, as determined by the Overseers. The worn or damaged items may be requested to be returned to the Depot and Stores Officer prior to issuing new items.

Department managers will ensure the levels of issues to operational, non-operational and volunteers is such that the condition of the clothing (where provided) and PPE does not deteriorate to the stage where the worker's health and safety, and the image of the Council is jeopardised.

6.2.3 Allowances

It is acknowledged by Council this policy will not be able to be applied strictly to all staff due to irregular fittings, etc. Therefore those workers will be accommodated within this policy in consultation with the CEO.

7. RELATED LEGISLATION, POLICIES AND STRATEGIES

7.1 Legislation

- *Work Health and Safety Act 2011*



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- *Work Health and Safety Regulations 2017*
- *Workplace Injury Management and Workers Compensation Act 1998*
- AS ISO 31000:2018 Risk management – Guidelines
- Local Government (State) Award 2020

7.2 Council policies and guidelines

- Code of Conduct
- Work Health and Safety Policy
- Heat Stress Policy
- Pre-employment Medical Policy
- Risk Management Policy and Framework
- Workplace Rehabilitation Policy

8. RECORDS MANAGEMENT

All Records must be kept in accordance with Council's Records Management Policy (currently under development) and destroyed as per the General Retention and Disposal Authority: Local Government Records (GA39).

9. REVIEW AND EVALUATION

This policy (procedure) will be evaluated and reviewed at least once every four (4) years as per Council's Governance Policy (currently under development) or as required.

10. DOCUMENT AVAILABILITY

A number of legislative instruments require Councils to have the policy available for inspection at Council's principal office (i.e. Policies made under Part 3, of the Local Government Act 1993). Each document should therefore state the ways in which the policy is available including any relevant fees and charges for access to such policy. An example of the required statement is provided below:

This policy will be available for inspection at Council's principal office during ordinary business hours as per the requirements of section 18 (c) of the *Government Information (Public Access) Act 2009* and section 167 of the *Local Government Act 1993*.

Access to the policy in digital format is free and is available on Council's website <https://www.berriganshire.nsw.gov.au/>

Printed copies of the document are available at Council's principal office (address noted below) and are subject to Council's Fees and Charges.

Berrigan Shire Council



Policy

56 Chanter Street
BERRIGAN NSW 2712

Ph: 03 5888 5100

Email: mail@berriganshire.nsw.gov.au

11. VERSION CONTROL

| Version Number | Date | Summary | Responsible Officer |
|----------------|------------|---------------------|-------------------------|
| 1.0 | TBC | New Policy document | Enterprise Risk Manager |
| 1.1 | 21.06.2017 | Minor revisions | Enterprise Risk Manager |
| 1.2 | 19.09.2022 | Minor revisions | Enterprise Risk Manager |

APPENDICES