



BOULIA SHIRE COUNCIL

UNIFORM POLICY

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Summary:	To provide guidelines of what is acceptable to wear at work especially Personal Protective Equipment.
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Related Documents:	Policy 116 - Workplace Health, Safety, Environment and Quality Policy 140 - Statement of Business Ethics Policy 146 - Code of Conduct
Responsible Section:	Executive
Responsible Officer:	Director of Corporate and Financial Services
Legislation:	Work Health and Safety Act 2011

OBJECTIVE

A uniform forms part of Boulia Shire Council's broader branding strategy and is an important element of Council's image. It assists in identifying Council employees and helps ensure that Council staff are dressed in an appropriate manner to maintain their health and safety within the work environment and when representing Council in a professional manner. This policy establishes guidelines for the provision and mandatory wearing of Council's Uniform.

SCOPE

This policy applies to all employees of Boulia Shire Council.

Whilst it does not apply to volunteers, contractors, consultants or short-term temporary employees, it is expected that all persons working for Council in this capacity will maintain an appropriate standard of attire in keeping with the intent of this policy in regards to displaying a professional image.

PRESENTATION

In accordance with Council's Code of Conduct for Employees, a high standard of personal presentation is required from staff at all times whilst on duty and representing Council in an official capacity. Uniforms are to be clean, neatly pressed and maintained in good order at the employee's cost. It is recommended that the manufacturer's care and washing instructions are to be followed. Some laundry and dry-cleaning costs for uniform items may be tax deductible.

ACCEPTABLE ATTIRE

Clothing and garments worn to comply with religious or cultural requirements are acceptable as long as they do not pose a foreseeable hazard having the potential to harm health or safety. If a workplace participant is uncertain about whether his/her attire is acceptable, the workplace participant should check with their supervisor.

Council has an obligation under the Workplace Health and Safety Act 2011 Division 2 s19 to ensure that the health and safety of all the workers engaged or caused to be engaged by the Council is maintained whilst the workers are engaged in Council business or duties. Boulia Shire Council is situated in a harsh weather environment and sun exposure over an eight (8) to twelve (12) hour day for employees and contractors is classed as extreme. Therefore, it is proposed that to minimise risk to sun exposure, all outside employees, contractors, visitors and volunteers are to wear long sleeved high visibility shirts and a broad brimmed hat to comply with the above legislation.

If shorts are worn then sufficient and regular application of sunscreen is to be used to prevent sunburn. It is recommended that sunscreen be worn at all times to protect any surface that is not covered by protective clothing.

To meet protection requirements, broad brimmed hats must have a brim of at least 7.5cm to comply with standards. The only exception to this rule is for machine operators and truck and car drivers as it can be uncomfortable when wearing large hats in a vehicle/machine. However, as soon as the operator/driver exits their machine or vehicle they must wear their broad brimmed hat. Hats that are worn or damaged and no longer comply with the above standard are to be replaced.

Baseball caps and visors provide limited protection to the cheeks, ears, neck and are not permissible. Any hat deemed as not providing adequate UV protection by Council will not be permitted on Council work sites.

WEARING OF COUNCIL UNIFORMS

Wearing of the Council uniform is considered compulsory at Boulia Shire Council. Where it is practical to do so, staff may also wear their uniform whilst representing Council in an official capacity including attending training, meetings and conferences etc.

ISSUING OF UNIFORMS

Council uniforms will be issued in accordance with the below:

Outside Workforce

Probationary Staff	Provided on commencement
Safety glasses - clear	1 pair
Safety glasses - smoke coloured	1 pair
Gloves	1 pair
Broad brimmed hat	1 only
5 Litre water bottle	1 only
Ear Plugs	As needed
Fly veils	As needed
Long sleeve high visibility shirts	3 shirts
	3 pants
Long trousers/shorts	1 only
High visibility cold weather coat	1 pair*
Steel capped safety boots*	1 bottle (then subsequently as needed on
125 ml bottle of Sunscreen	production of the empty bottle to the Stores Person)

On satisfactory completion of an employee's probationary period the balance of equipment supplied to permanent staff, as mentioned below, will be made available.

If the employee does not continue employment the equipment must be returned to the Council.

	Provided in the 1 st year of employment	Provided in subsequent years at the calendar year 'Start up'
Permanent Full Time Staff		
Safety glasses - clear	1 pair	1 pair
Safety glasses - smoke coloured	1 pair	1 pair
Gloves	1 pair	1 pair
Gloves	1 only	As needed
Broad brimmed hat	1 only	As needed
5 Litre water bottle	As needed	As needed
Ear Plugs	As needed	As needed
Fly veils	5 shirts	3 shirts
Long sleeve high visibility shirts	5 pants	3 shirts
Long trousers/shorts	1 only	As needed
High visibility cold weather coat	1 pair	As needed
Steel capped safety boots*		
125 ml bottle of Sunscreen	1 bottle (then subsequently as needed on	
	production of the empty bottle to the Stores Person)	

Casual Staff		
Safety glasses	1 pair	1 pair
Gloves	1 pair	1 pair
Broad brimmed hat	1 only	As needed
5 Litre water bottle	1 only	As needed
Ear Plugs	As needed	As needed
Fly veils	As needed	As needed
Long sleeve high visibility shirts	2 shirts	2 shirts
Long trousers/shorts	2 pants	2 pants
Steel capped safety boots*	1 pair	As needed
125 ml bottle of Sunscreen	1 bottle (then subsequently as needed on production of the empty bottle to the Stores Person)	

* All employees are required to wear safety boots that comply with AS 2210.2, Type 1 at all times. Boots that are worn or damaged and no longer comply with this standard are to be replaced.

Council will either supply work boots or reimburse employees the actual cost of approved work boots in value up to \$200.00 upon provision of a receipt for the purchase of safety boots and the presentation and surrender of the old boots to the Store Person. Work boots may also be pre-ordered at Totally Workwear Mount Isa, Council completes a purchase order for workers up to the amount of the work boots not exceeding \$200, Workers are required to pay the difference if over allocated amount.

Council will supply safety gum boots (steel cap) to employees as required.

There shall also be a variety of fit for purpose Personal Protection Equipment (PPE) made available on a task specific requirement. For example, PPE supplied for tasks like welding; confined spaces; fall protection and wet weather works.

Council PPE is to be worn only in work hours. It is not to be worn on non-work days.

If any of the listed items above are required before the scheduled distribution date mentioned above, Council will replace the item if it is damaged as a result of fair wear and tear. Worn or unserviceable items will be replaced on presentation of the old item to the Store Person and requesting a replacement. Any disputes over fair wear and tear will be resolved by the employee and Store Person consulting with the employee's Supervisor.

Administration, Library and Tourism (Min Min Encounter/Heritage Complex) Staff

All permanent Administration, Library and Tourism employees will be issued with the following uniforms after a three-month probationary period. During the probationary period, new staff members are expected to dress in a smart/casual manner appropriate to the office environment.

Uniform styles and colours for Administration, Library and Tourism Staff are limited to those styles and colours noted in Council's Uniform Options listing.

Probationary Staff	
<i>Female employees</i>	<i>Male employees</i>
Two (2) tops One (1) skirts or trousers	Two (2) business shirts One (1) pairs of trousers

Permanent Full Time	Subsequent Years
Female employees	
Four (4) tops Three (3) skirts or trousers One (1) jacket or cardigan/jumper One (1) 'PR Friday' T-shirt or polo shirt One (1) Name Badge	Three (3) tops Two (2) skirts or trousers Jacket or cardigan/jumper as needed One (1) 'PR Friday' T-shirt or polo shirt
Male Employees	
Four (4) business shirts Three (3) pairs of trousers One (1) jacket or jumper/vest One (1) 'PR Friday' T-shirt or polo shirt One (1) Name Badge	Three (3) business shirts Two (2) pairs of trousers Jacket or jumper/vest as needed One (1) 'PR Friday' T-shirt or polo shirt

Casuals/Part Time	Subsequent Years
Female employees	
Two (2) tops Two (2) skirts or trousers One (1) 'PR Friday' T-shirt or polo shirt (Part Time employees only) One (1) Cardigan/jumper One (1) Name Badge	One (1) top One (1) skirt or trousers One (1) 'PR Friday' T-shirt or polo shirt (Part Time employees only) Cardigan/jumper as needed
Male Employees	
Two (2) business shirts Two (2) pairs of trousers One (1) 'PR Friday' T-shirt or polo shirt (Part Time employees only) One (1) Jumper/vest One (1) Name Badge	One (1) business shirt One (1) pair of trousers One (1) 'PR Friday' T-shirt or polo shirt (Part Time employees only) Jumper/vest as needed

Jackets, Cardigans, jumpers and vests are only replaced on fair wear and tear.

In addition to the above items, all Tourism staff working at the Heritage Complex will be issued with fly veils (distributed on an as needed basis and replaced on fair wear and tear) and one (1) suitable wide brim hat (to be replaced on a fair wear and tear basis).

Replacement of as needed/fair wear and tear items will be at the discretion of the employee's Supervisor. Any disputes over fair wear and tear will be resolved by the employee and their Supervisor consulting with the Chief Executive Officer.

Administration, Library and Tourism staff footwear (not provided) should be of a smart/casual nature with enclosed toes for safety purposes. No heels above 2 inches are permitted (no heels at the Heritage Complex). Council encourages employees to wear non slip, supportive footwear.

Sports Centre Staff

Probationary Part Time
Male or Female employees
Two (2) Polo shirts One (1) shorts or trousers

Permanent Part Time (First year)	Subsequent Years
Male or Female employees	
Four (4) Polo shirts Three (3) shorts or trousers One (1) Fleecy jumper One (1) 'PR Friday' T-shirt or polo shirt	Two (2) Polo shirts Two (2) shorts or trousers Fleecy jumper as needed

Casuals and Trainees (First year)	Subsequent Years
Male or Female employees	
Two (2) Polo shirts Two (2) shorts or trousers One (1) Fleecy jumper	One (1) Polo shirt One (1) shorts or trousers Fleecy jumper as needed

Sports Centre staff footwear (not provided) should be of a smart/casual nature with enclosed toes for safety purposes. No heels are permitted. Council encourages employees to wear non slip, supportive footwear.

When working around the pool area, Aquatic Centre staff are required to have aqua footwear (not provided). Aqua skin footwear suitable for the pool conditions will be reimbursed on presentation of receipt.

In addition to the above items, all Sports Centre staff will be issued with fly veils (distributed on an as needed basis and replaced on fair wear and tear) and one (1) suitable wide brim hat (to be replaced on a fair wear and tear basis).

Replacement of as needed/fair wear and tear items will be at the discretion of the employee's Supervisor. Any disputes over fair wear and tear will be resolved by the employee and their Supervisor consulting with the Chief Executive Officer.

All new and replacement uniforms for Administration, Library, Tourism and Sports Centre staff must be approved by the section manager and ordered by the Executive Assistant. A register of annual uniform purchases for Administration, Library, Tourism and Sports Centre staff will be maintained by the Executive Assistant as a control measure.

CASUAL CLOTHING

'PR Friday' enables Administration, Library, Tourism and Sports Centre staff to wear neat/casual clothing each Friday with promotional shirts as issued.

When a special interest or fundraising day is held, it is accepted that employees may dress in appropriate themed attire, however clothing and shoes on these days, must still be appropriate for the workplace and in keeping with Council's corporate image.

NAME BADGES

Boulia Shire Council name badges are to be worn by all Administration, Library, Tourism and Sports Centre staff. It is also recommended that they be worn by staff attending meetings, conferences and seminars and those who generally have high levels of community contact outside of the office. All staff must wear name badges during work hours.

EMBROIDERY

Council issued uniforms will as far as is practical be embroidered with either 'Boulia Shire Council', 'Boulia Sports and Aquatic Centre' or the Council Logo/Tourism Logo as appropriate.

TATTOOS AND BODY PIERCING

Tattoos that could be perceived as offensive should be discreetly covered where possible (e.g. sexually graphic, lewd, violent, extremist or otherwise offensive tattoos etc.). This item is to be administered at the discretion of Management. Council's image and that of the region can be affected by the presentation of our staff. Any form of body piercing, other than ear piercing, must be discreet and ensure a professional image is portrayed at all times.

HEALTH AND SAFETY

Boulia Shire Council is required to remove any reasonably foreseeable risk to workplace health and safety. If Council considers that particular clothing, shoes or jewellery constitutes a foreseeable hazard having the potential to harm health or safety, Council may take whatever action it considers necessary to address the situation.

Action may include directing the workplace participant to remove or replace the particular clothing, shoes or jewellery while in the workplace. If it is not practicable to remove or replace the particular item, Council may direct the workplace participant to leave the workplace. A workplace participant is expected to comply with any such direction.

RETURN OF UNIFORMS UPON RESIGNATION/TERMINATION OF EMPLOYMENT

Employees are required to return uniforms which are embroidered with any reference to Council's name or logo to their Supervisor on termination/resignation. This is to maintain the integrity of Council's corporate image by minimising the risk of Council being misrepresented in the future.

BREACH OF THIS POLICY

Any deliberate breaches of this policy may result in disciplinary action being taken against the employee.