



# Uniform Policy

<b>Policy Number</b>	66
<b>Policy Category</b>	Administrative
<b>Date Adopted</b>	27 March 2025
<b>Resolution Number</b>	N/A
<b>Approval Authority</b>	Chief Executive Officer
<b>Review Date</b>	01 March 2028
<b>Policy Version Number</b>	1
<b>Policy Owner</b>	Executive Office
<b>Contact Officer</b>	Chief Executive Officer

## PURPOSE

A uniform forms part of Diamantina Shire Council's broader branding strategy and is an important element of the Council's image. A uniform assists in identifying Council workers 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 wearing of Council's uniform.

## POLICY OBJECTIVES

In accordance with the Council's Code of Conduct, a high standard of personal presentation is always required whilst on duty and representing the Council in an official capacity. Uniforms are to be as clean as possible 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.

## COMMENCEMENT OF POLICY

This policy will be reviewed periodically and updated and consulted with workers, as necessary. This Policy will commence once approved by the Chief Executive Officer (CEO).

## SCOPE

This policy applies to all workers of Diamantina Shire Council.

Whilst it does not apply to volunteers, contractors, consultants, or short-term temporary workers, 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 regarding health and safety and displaying a professional image.

## HUMAN RIGHTS COMMITMENT

Council has considered the human rights protected under the Human Rights Act 2019 (Qld) (the Act) when adopting and/or amending this policy. When applying this policy, Council will act and make decision in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

## POLICY

### CONTEXT

The policy is designed to assist Council and its workers to understand the uniform standards for Diamantina Shire Council.

Clothing and garments worn to comply with religious or cultural requirements are acceptable if 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.

Diamantina Shire Council is required to remove any reasonably foreseeable risk to workplace health and safety. If Council considers that clothing, shoes, or jewellery constitutes a foreseeable hazard having the potential to harm health or safety, Council may direct the worker to remove or replace the item while in the workplace. If it is not practicable to remove or replace the item, Council may direct the workplace participant to leave the workplace.

Council has an obligation under Workplace Health and Safety legislation to ensure the health and safety of all the workers whilst the workers are engaged in Council business or duties. Diamantina Shire Council is situated in a harsh weather environment and sun exposure for outdoor workers is classed as extreme. Therefore, it is proposed that to minimise risk to sun exposure, all outdoor workers, contractors, visitors, and volunteers are to wear long sleeved high visibility shirts, long pants, and a broad brimmed hat to comply with the above legislation.

To meet sun protection requirements, broad brimmed hats must have a brim of at least 7.5cm to comply with PPE standards. The brim may be a removable brim. Machine operators, truck and car drivers may wear caps, however, when the operator/driver exits their machine or vehicle to conduct work outside the vehicle, they must wear a broad brimmed hat. Caps and visors provide limited protection to the cheeks, ears and neck and do not provide adequate UV protection therefore will not be permitted while conducting outdoor work on Council work sites.

Where shorts are worn for minimal timeframes by indoor workers or cleaners, then sufficient and regular application of sunscreen is to be used. It is recommended that sunscreen be worn by all workers to protect any surface that is not covered by protective clothing.

## POLICY STATEMENT

Wearing of the Council uniform for outdoor workers is considered compulsory at Diamantina 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.

When a special interest or fundraising day is held, it is accepted that workers 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.

## STANDARDS AND PROCEDURES

### OUTDOOR WORKERS

Outdoor workers will be issued the following uniforms and PPE on commencement of employment:

Quantity	Item
1	Clear safety glasses
1	Smoke safety glasses (good quality)
1	High Quality Sunglasses - supplier brand or with prescription if required that will be subsidised Council. See notes below*
1	Riggers gloves (white leather and good quality)
1	Broad brimmed hat (removable brim will be available)
1	5 litre water bottle
5	Long sleeved high visibility shirts*
5	Long pants/Long jeans
1	High visibility cold weather jacket*
1	Boot Guard
1	Neck Guard
1	Sunscreen
1	Team Designed 'Friday Shirt'

\*Notes: Outdoor workers have the option to select their own preferred high visibility clothing from Council's preferred supplier. The initial uniform package can be up to the value of \$1,000, following replacement on 'wear and tear' / 'as needs' basis approved by the supervisor/manager. The \$1,000 initial package will exclude prescription sunglasses to a value of \$250. Work boots will be provided in addition to the above package, as per section 3.2 of this policy.

Council considers this uniform allowance appropriate for the purchase of the above listed quantities of clothing however, workers can purchase additional items at their own cost.

The following is compulsory for the selection of clothing:

- Shirts must be in Council CREST colours of high visibility yellow, navy or pink;
- Pants must be available in Council colours of navy or wheat/sand or black;
- Must include the Council's logo on all shirts; and
- Must meet the requirements of the relevant Australian Standard for Personal Protective Equipment.

## OUTDOOR WORKER FOOTWEAR

All outdoor workers will be required to wear composite or steel toe, and ankle protected safety footwear and will be reimbursed up to the value of \$250 upon the submission of a tax invoice/receipt for the purchase of their own footwear. All footwear purchased by workers must meet the requirements of the relevant Australian Standard for Personal Protective Equipment.

## INDOOR WORKERS

Indoor workers including cleaners, will be issued the following uniforms on commencement of employment:

Quantity	Items
5	Tops – Shirt/Polo
5	Bottoms – Pants/Jeans/Shorts/Skirt
1	Jacket/Vest
1	Team Designed 'Friday Shirt'

\*Notes: Indoor workers can select their own preferred uniform items from the Council's preferred supplier. The initial uniform package can be up to the value of \$1,000, following replacement on 'wear and tear' / 'as needs' basis approved by the supervisor/manager.

Council considers this uniform allowance appropriate for the purchase of the above listed quantities of clothing however, workers can purchase additional items at their own cost. The following is compulsory for the selection of clothing:

- Shirts must be chosen from the Council selected designs and range as outlined on the uniform order form depending on their position. E.g. Visitor information centre workers may have a different design of shirt to office workers;
- The colour of the indoor worker shirts can be in any colours of the Council Crest – white, yellow, black, pink, brown or navy;
- Cleaners must wear the appropriate high visibility shirts as outlined for outdoor workers if required for their position;
- Bottoms must be available in Council colours of navy or wheat/sand/black;
- Must include the Council's directorate logo on all tops/jackets E.g. Visitor information centre workers may have a different design of logo to office workers;
- Workers can choose accessories to complement the uniform at their own cost and this may be claimed off their tax. Purchasing accessories from local suppliers is encouraged. Accessories must be worn in a safe manner and not pose a WH&S risk.

## INDOOR WORKER FOOTWEAR

Indoor workers footwear (not provided) should be of a smart/casual nature, nonslip and supportive footwear for safety purposes. The nature of the work being undertaken should be considered when selecting suitable footwear.

## PPE STORE ITEMS

Personal protective equipment is available from Council's Bedourie Stores Facility. Some cleaning storage areas and depot offices may carry a supply of frequently used items.

Other fit for purpose PPE will be made available on a task specific requirement. E.g. welding, confined spaces and fall protection work. Indoor workers must wear high visibility vests when entering sections of the workplace that display signage for this requirement. The following items can be issued as required:

PPE Items	
Hardhat	Water Bottles
Earplugs	Sunscreen
Dust mask	Fit for purpose gloves
Electrolyte sachets	High Visibility vest
Fly veil	Cooling towel
Safety gum boots (steel cap or capped with appropriate material that meets Australian Safety Standards)	Rubber gloves (high quality and fit for purpose)

## REPLACEMENT OF UNIFORMS AND PPE

Replacement of PPE is based on an as needed basis and fair wear and tear of items. This will be at the discretion of the worker's Supervisor.

Managers and/or Directors are required to approve the reordering of uniforms based on wear and tear. All uniform orders are to be recorded and approved on the DSC Uniform and PPE Issue form.

## DEFINITIONS

To assist in interpretation, the following definitions shall apply:

Term	Definition
<b>CEO</b>	Chief Executive Officer
<b>Council</b>	Diamantina Shire Council
<b>PPE</b>	Personal Protective Equipment
<b>Workers</b>	Means all employees of Diamantina Shire Council who are not contractors.

## SUPPORTING DOCUMENTATION

<b>Legislation</b>	<ul style="list-style-type: none"> <li>Work Health and Safety Act 2011</li> <li>Work Health and Safety Regulation 2011</li> </ul>
<b>Council Forms</b>	<ul style="list-style-type: none"> <li>DSC Uniform and PPE Issue Form</li> </ul>
<b>Supporting Documents</b>	<ul style="list-style-type: none"> <li>Corporate Plan 2022 - 2027</li> </ul>

**VERSION CONTROL**

Version	Adopted	Comment	eDRMS #
1	27/04/2025	Approved at Executive Leadership Team Meeting, 27 March 2025	324543