

## 3.10 PROTECTIVE CLOTHING

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<b>Policy Responsibility</b>	Administration		

### Document History

Version	Date Amended	Details Comments e.g. Resolution Number	
		HR Manual Adopted by Council	05/08/03
		Amendment adopted by Council	21/10/03
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### INTRODUCTION

The Coomalie Community Government Council is required to provide all staff with some form of protective clothing.

A further aim of the Policy is to establish a dress code which will:

- Prescribe clothing which will be comfortable and acceptable to the majority of workers; and
- Promote a team spirit and personal pride in the workers with respect of their appearance.

### OBJECTIVE

To resolve what staff will receive what equipment and of what type and how frequent this equipment is to be issued and where supplies shall be obtained:

### POLICY STATEMENT

That the Coomalie Community Government Council provides protective clothing, footwear and equipment in the form described below for permanent staff/fulltime employed. All clothing supplied by the Coomalie Community Government Council is to have a Council approved logo or Council's name on it and be of industrial type clothing (drill type). Staff will also be supplied with any other equipment deemed necessary for other duties that are required to be performed.

**Outdoor employees** (except the Pool Supervisor) will receive an initial issue of:

- 1 pair safety boots up to \$140.00 (subject to review of this policy)
- 2 pair sock savers
- 1 hat up to \$90 (subject to review of this policy)
- 3 pair shorts or long pants - issued annually in July
- 3 shirts, long sleeve - issued annually in July

The **Pool Supervisor** will receive an initial issue of:

- 3 pair short or long pants - issued annually in July
- 3 shirts, long sleeve, orange with "Supervisor" printed on the back. - issued annually in July

The **Animal Management Officer** will receive an initial issue of:  
1 pair khaki overalls with “Dog Catcher” printed on the back. - issued annually in July

Items which are lost or damaged through the negligence of the employee shall be replaced at the expense of the employee.

## 2. Time of Issue

- i) All clothing issued annually shall be issued during July. Replacement of other items will be on request to the Operations Manager; with the exception of replacement staff whose issue shall be after successful completion of the probation period as stipulated on the contract of employment.
- ii) All staff shall sign an acknowledgement when issued with any article of protective clothing or equipment and shall return that article to the employer when it is no longer required or when employment is terminated.

## 3. Wearing of Protective Equipment

All staff identified above are required to:

- i) wear the provided protective clothing and footwear at all times whilst in the workplace;
- ii) wear any such protective equipment that is provided (safety vests, ear protectors) or any such other equipment;
- iii) present protective equipment that is damaged or worn to the Operations Manager. If the damage is due to fair wear and tear, the equipment will be replaced at the Council’s cost. If the damage is due to negligence, the employee will be charged replacement costs; and
- iv) all staff who work for more that one (1) hour per day in the sun are required to wear long sleeve shirts as a form of protection against skin cancer. Either long trousers or long shorts (*see section 5 below*) may be worn depending on what duties are being carried out.

The basic dress code will apply all year around (exceptions may apply based only upon written medical advice). Failure to wear any such protective equipment provided will result in a letter of warning being issued by the Chief Executive Officer.

Work procedures where **long trousers** must be worn include:

- mechanical repairs, fitting and welding;
- operating of brush cutters, concrete/bitumen saws and chainsaws;
- handling of bitumen products;
- handling of chemicals, i.e. pesticides and herbicides; and
- other tasks where supervisors deem long trousers for safety reasons must be worn.

Long shorts may be worn all year round except when duties require long trousers to be worn.

## 7. Use of Sunscreen Cream

Staff working outdoors shall apply approved supplied sunscreen to the unprotected areas of their body. All outside workers will be supplied with sunscreen cream, which shall be applied to their uncovered skin in accordance with the manufacturers directions.

In particular, this refers to their face, ears, necks and backs of hands, and legs if relevant. The cream provided will be registered under Australian Standards and be of the SPF 30+ Broad Spectrum type.

It is recommended that sunscreen be used on the face, neck, ears and backs of hands all year round.

## **8. High Visibility Clothing**

Because of the requirements for Coomalie Community Government Council to be easily seen by vehicle users, high visibility clothing must be worn by workers while within the Road Reserve or near vehicle access ways, working with or near mobile machinery or equipment.

The use of an overlay garment, in the form of a vest, including reflective tabs is supplied. Should over garments (e.g. jumpers and parkas) be needed, then the overlay garment must be worn over jumpers etc.

When wearing high visibility vests that velcro up at the front, staff are to ensure that they keep the velcro fastened at the front at all times.

## **7. Non Permanent Staff**

All annual contractors, casual, temporary, part time staff and work experience persons shall comply in full with this Policy. It will be the intention of the Coomalie Community Government Council to incorporate in future contractual documentation with contractors the right to terminate contractual arrangements for non compliance with this Policy. It is the responsibility of supervisors to enforce that non permanent staff have provided their own basic clothes/equipment to carry out their work.

Supervisors are responsible to ensure that part time employees have appropriate work wear e.g. safety boots

## **8. Consultation**

The Coomalie Community Government Council realises that the type of protective clothing worn in the field is of considerable importance to “outside” workers and hence workers or their representatives, will be consulted with respect to changes in style and fabric of clothing as issued.

Wherever practicable, the Coomalie Community Government Council having adopted a protective clothing Policy, will ensure that the style and fabric of garments is acceptable and appropriate to the relevant work force, complies with the Coomalie Community Government Council duty of care with respect to NT WorkSafe Safety Standards, and is cost effective and meets with the Coomalie Community Government Council professional image.

## **9. Education**

The Coomalie Community Government Council will conduct annual educational awareness programs for outside workers on the needs for protection against the dangers of UV Rays from sunlight and other work practices requiring specialised safety equipment and work procedures.

## **10. Enforcement**

All outdoor employees covered by this Policy shall comply with the conditions of the Policy. Failure to adhere to the conditions of the Policy will result in the formal

disciplinary measures. In some circumstances, failure to adhere to the conditions of the Policy may result in termination of employment.

#### **11. Development**

Senior Staff will endeavour at all times to make itself aware of new technology and equipment and provide staff, where possible, with the most recent developments in protective equipment.