

018 – WORKPLACE HEALTH & SAFETY CLOTHING AND MANNER OF DRESS POLICY OPERATIONAL POLICY



POLICY TITLE:	018 – WORKPLACE HEALTH & SAFETY CLOTHING AND MANNER OF DRESS POLICY		
VERSION:	003	DATE EFFECTIVE:	01/06/2006
AUTHORISED BY:	Chief Executive Officer	DATE REVIEWED:	10/03/2020

PURPOSE

To ensure all employees and volunteers of the ARC Disability Services Inc. (ARC) adhere to the clothing policy, which has been developed to ensure team members workplace health and safety; and that an appropriate, professional standard of dress is maintained throughout the organisation.

SCOPE

All employees have a responsibility to ensure they come to work in attire appropriate for the tasks they will be completing. Team members need to ensure they consider tasks, climate, location, professional image and potential hazards when deciding on daily attire.

Coordinators or Managers have a responsibility to ensure all staff adheres to this policy. Coordinators and Managers are to discuss and non-compliance with this policy with the team member involved; and report any non-compliance to Human Resources.

Human Resources has a responsibility to ensure staff are aware of the requirements regarding appropriate clothing, and resolve any dress code complaints and concerns.

CEO and Board have a responsibility to ensure the overall health and safety of the organization is upheld to meet the requirements of all relevant legislations including the Workplace Health & Safety Act (2011), the Human Services Quality Framework (HSQF) and the NDIS Quality and Safeguards Commission

IMPLEMENTATION

ALL TEAM MEMBERS

- Dress in a manner that is not likely to be offensive to co-workers, service users or the general public.
- Wear clothes which are clean, in good condition and of a “smart casual – professional” image.
- Wear sensible footwear that is unlikely to cause them to slip, trip or fall and relevant to the duties and locations where the duties are undertaken.

DIRECT SUPPORT – ALL EMPLOYEES/VOLUNTEERS SUPPLYING SUPPORT

- Must wear closed-in, flat shoes whilst working including any training provided by ARC. (do not wear thongs, or open toe shoes when providing direct care unless the activity is such that closed-in shoes are impractical e.g. swimming; cultural requirements) In instances where footwear must be removed, the team member must undertake a risk assessment and contact the relevant coordinator if concerned.
- Be aware of workplace hazards regarding the choice of clothing and consult with coordinator as necessary.
- Always dress appropriately to be able to assist the person being supported in any situation. Being mindful of any loose jewellery or rings and loose hair that may impair the ability to provide appropriate support, or pose potential risks.
- Team members are to be mindful of personal risk hazards i.e. nails that may be too long, will need to be trimmed to an acceptable length for assisting individuals with personal care requirements. Nails should be kept to a similar length as an individual’s fingers.
- Team members must wear sun smart clothing and protective ware when working outdoors.

REFERENCES

Workplace Health and Safety Act 2011

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AUTHORISATION

This Policy is approved and issued by:

A handwritten signature in black ink, appearing to read 'Ben Keast'.

BENJAMIN KEAST

Chief Executive Officer

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