

Operational Policy – O 18

Workplace Health & Safety Clothing Policy

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PURPOSE OF POLICY

To ensure all employees of the organisation adhere to the clothing policy, which has been developed to ensure team members workplace health and safety, and that an appropriate standard of dress is maintained throughout the organisation.

RESPONSIBILITY FOR IMPLEMENTATION

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 and report any non-compliance to the Chief Operations Officer/ Safety Committee.

Chief Operations Officer 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 of Management 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) and the Queensland Disability Service Standards.

POLICY STATEMENT

Direct Support – All staff providing direct 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)
- Be aware of workplace hazards regarding the choice of clothing and consult with coordinator or team facilitator 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.
- 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.

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 and in good condition
- Wear sensible footwear that is unlikely to cause them to slip, trip or fall.