

Name:	<b>UNIFORM POLICY</b>
Approval Date:	20 April 2022
Version	4

## **POLICY STATEMENT**

Glasshouse Country Care is committed to ensuring proper processes and controls are in place to enable staff in various departments to complete their roles under the identity as Glasshouse Country Care employees. Senior management staff are not required to wear uniform if their role is not direct client care however their ID badge must be worn.

## **PURPOSE**

The purpose of this policy is to describe the standard of dress expected by Glasshouse Country Care in the workplace. Glasshouse Country Care requires that all direct care staff, kitchen staff, drivers, administration staff and maintenance staff wear a standard of dress appropriate to the circumstances and environment in which work is performed. Importantly, dress should be neither offensive nor hazardous.

## **LEGISLATIVE AND POLICY FRAMEWORK**

Aged Care Act 1997

<https://www.legislation.gov.au/Details/C2020C00054>

<https://www.health.gov.au/health-topics/aged-care/providing-aged-care-services/delivering-quality-aged-care-services>

Aged Care Quality Standards

NDIS Practice Standards and Quality Indicators 2018

[www.ndiscommission.gov.au/sites/default/files/documents/2019-08/ndis-practice-standards-july-2018.pdf](http://www.ndiscommission.gov.au/sites/default/files/documents/2019-08/ndis-practice-standards-july-2018.pdf)

NDIS Scheme Act 2013

<https://www.legislation.gov.au/Details/C2013A00020>

## **SCOPE**

This policy applies to all Glasshouse Country Care Board Members and employees (full-time, part-time, fixed term, casual, voluntary and temporary) for the duration of their employment.

## **ORGANISATIONAL COMMITMENT**

Glasshouse Country Care (GHCC) is committed to ensure staff are able to complete their roles in suitable attire under the identity as Glasshouse Country Care employees. This includes:

- The ready identification of GHCC employees throughout the local community.
- The empowerment of all staff to be identified as employees of GHCC.
- To encourage and support all staff members to be part of the GHCC team.

## **Uniform Issues**

- Direct Care and clinical team staff: 2 tops/shirts
- Administration staff: 2 tops/shirts
- Maintenance staff: 2 long sleeve shirts (hi-visibility); 1 pair work boots. To be replaced as required, dependent on the wear and tear

➤ All staff: Photographic ID

1. Uniforms are issued on a yearly basis apart from those required earlier due to the wear and tear. All uniforms requiring to be replaced must be presented for inspection.
2. Staff may purchase extra uniforms through GHCC by way of cash or deduction authority.
3. All tops/shirts will be embroidered with the GHCC logo
4. Staff may choose from the two available colours of Black or Green/Blue
5. All staff members upon receipt of their uniforms shall sign an acknowledgement of such receipt.
6. Uniforms and Photographic ID badges are to be returned to GHCC upon termination/resignation of the staff member. This is to ensure that the GHCC logo is not used inappropriately outside of the organisation. (The returning of uniforms, at resignation/termination, includes any uniforms purchased by the employee)

### Footwear

- For direct care staff: should allow for foot stability and comfort. Shoes should be closed-in, sturdy, low heeled that protect and cushion the foot and have slip resistant soles.
- For maintenance workers steel capped boots should be worn.

### Acceptable Attire:

The following items (black, white or navy only) may be worn with the uniform top/shirt:

- Trousers or slacks
- Knee length shorts and  $\frac{3}{4}$  length pants
- Skirts
- All coordinates including cardigans and jackets must be black, white or navy

### Unacceptable Attire:

The following are items are unacceptable in the workplace, although this is not an exhaustive list. Attire that would be considered inappropriate when representing GHCC could be:

- Denim/jeans
- Strapless blouses
- Extreme miniskirts or shorts
- Tights/leggings except if worn under a skirt/dress
- Thongs/flip flops

### Other items to consider include:

**Jewellery:** Any item of jewellery that constitutes a foreseeable hazard having the potential to harm health or safety must not be worn in the workplace. In particular, rings or chains may become entangled in machinery and therefore pose a risk to workplace health and safety. Rings that are raised from the hand pose a scratch / tear risk to clients so should not be worn when working directly with clients.

**Hair:** Hair should not represent a health and safety hazard. Where it does, the employee will be required to wear hair netting or tie it back. Hair should be worn in a neat and tidy fashion.

**Nails:** Employees will be required to keep nails short, where there is a Health and Safety hazard. This includes working directly with clients, carrying out personal care and food preparation.

**Uniform Wear:**

Any staff member supplied with a uniform is required to wear it whilst on duty (unless otherwise directed) and take responsibility for maintenance of the uniform.

**ID Badges:**

All staff are issued with an ID badges, these must be worn at all times whilst on duty working directly with clients.

**Casual Days:**

When a 'casual dress' day is held, it is expected that employees will dress "appropriately". If it is found that workplace participants are abusing the privilege of 'casual days' then management may, at their discretion, cease 'casual dress day'.

**Lost or Damaged Uniforms**

Any uniform request beyond the normal issue due to loss or damage that is not fair and reasonable will be expected to be paid for by the employee.

**Return of Uniform**

On cessation of the employee's employment, all uniforms and Photographic ID badges must be returned to their manager, team leader or HR worker on the last day of work.

**RESPONSIBILITY**

The Board of Directors is responsible for the endorsement of this policy and the General Manager has primary responsibility for the management of staff and services covered by this policy.

**RELATED DOCUMENTS:**

Standards of Conduct Policy.pdf

**Version Control**

Date	Version Number	Changes	Review Date
20/02/2020	3	Pg. 1. Added ID badge to list of uniform provided. Pg. 2. Added ID badge to point 6 and added ID badge line to consider list. Pg. 3. Added ID badge to return of uniform.	Feb 2021
12/04/2022	4	Pg. 2 Added Nails as a risk Pg. 2 Added raised rings as a risk Pg. 2 added return of uniforms purchased by worker	September 2023