

Field Staff Uniform Policy

Policy No:	HR-018
Adopted By:	Chief Executive Officer
Date Adopted:	June 2025
Review Date:	June 2028
Version No:	2
Responsible Officer:	HR Manager

Purpose

The purpose of this Policy is to provide guidelines for field staff for the purchasing and wearing of appropriate workwear and personal protective equipment (PPE) to support Council's commitment to its Work, Health and Safety Management System.

Commencement of Policy

This Policy will commence on adoption by Chief Executive Officer (CEO). It replaces all specific Field Staff Uniform policies (whether written or not).

Application

This policy applies to all permanent, temporary, and casual employees including trainees and apprentices covered by Murweh Shire Council Operational Employees Certified Agreement

Policy

Conditions for Wearing of Uniforms

- (a) The field staff uniform is compulsory and must be worn at all times while working for Murweh Shire Council.
- (b) All employees covered by this Policy must recognise that when wearing the council uniform, they represent the Council, whether performing work on Council premises or elsewhere. As such employees must demonstrate professional and courteous behaviour at all times while in uniform.
- (c) If an employee fails to wear the correct field staff uniform and/or PPE, the employee will not be permitted to perform their duties until appropriately attired.
- (d) Council will provide and supply the field staff uniform through its Store.
- (e) All employees are expected to take reasonable and responsible care of clothing provided to them by Council.
- (f) Employees must not alter the overall appearance of the uniform.

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Uniform Allocation

Field Staff Uniform Annual Allocation						
	L/S Shirts	Long Pants/ Shorts	Jacket	PPE	Hats	Safety Vest
New employees (including apprentices/trainees)	5	5	1	✓	✓	-
Temporary/Casual employees	5	5	1	✓	✓ *	✓
Work experience students	-	-	-	✓	-	✓
Permanent staff	Replaced on a fair wear and tear basis					-
Contractors	Council uniform not supplied					

***Bucket Hat * Akubra Hat * Straw Hat**

- Council's approved hat is an Akubra (Redgum/Kanga) or Straw Hat (Reata 3). The choice of style from these 3 options is up to the individual. If another hat is chosen, it must have a **brim of 100mm minimum** and must be to the same or lesser value than the Akubra offered.
- Caps are not part of the council uniform.
- The approved field staff uniform consist of long sleeved safety shirts (either cotton drill or polo style), safety jacket jeans, and pants/shorts.
- Upon appointment, staff will be provided with five long sleeved safety shirts, five pants, jeans/shorts, one jacket and relevant personal protective equipment (PPE).
- Long pants, and jeans and/or shorts will be made available to employees, but Council's prefer that employees wear long pants or jeans. If shorts are worn, employees must apply sunscreen regularly to prevent sunburn.
- Employees on-call are required to wear high visibility long sleeve shirts with reflective tape. If an employee doesn't have a high visibility safety shirt, a high visibility safety vest with reflective tape must be worn.
- All field staff leaving Council's employment must return all allocations of Council uniforms to Stores. Boots and hats do not need to be returned.
- If an employee chooses to purchase additional uniform items beyond what is provided, they may do so at their own expense, in consultation with stores.
- If a uniform garment is deemed unfit for wear due to neglect or inappropriate use, the employee will not receive a replacement from Council and will be required to purchase a replacement at their own expense.
- Laundering of uniforms is the responsibility of the employee at no cost to Council.
- A uniform garment or item of PPE will be replaced with new issue if, in the opinion of the Stores staff:
 - The item's condition poses a health and safety risk.
 - The item's condition is likely to negatively impact Council's image.

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- (iii) The items' condition is due to fair wear and tear, or damage resulting from circumstances beyond the employee's control while performing duties for Council.

Personal Protective Equipment

- (a) Personal Protective Equipment (PPE) is essential for employee safety and must be worn properly when required.
- (b) In addition to the uniform provided, Council will supply safety boots, hats, safety glasses, and any other necessary PPE.
- (c) A high-visibility safety shirt or safety vest with reflective tape must be worn by employees working at night (on-call staff).
- (d) Employees are permitted to keep old footwear after it has been inspected to assess the level of wear and tear before a replacement is issued.
- (e) Specialist safety equipment and PPE will be provided following approval from the supervisor, in consultation with the Work Health & Safety Advisor.

PPE LIST	
Breathing apparatus	Respirators/dust masks
Chainsaw chaps	As deemed appropriate for task
Ear protection	Earmuffs/ ear plugs
First aid kits	As required
Footwear	Safety boots/gum boots
Safety glasses	Tinted/clear
Safety goggles	As required and compliant
Gloves	Leather/latex/chemical/job specific
Headwear	Hardhats/ brims/ visors/ wide brimmed hats
Sunscreen	As required
Water bottles	As required

Contractors

- (a) External contractors engaged by Council are responsible for supplying their own work clothes, boots, etc., ensuring they meet Council's WH&S requirements. Contractors are not provided with Council's approved uniforms, as these are reserved for Council employees.
- (b) If a contractor fails to meet Council's requirements for work clothes, boots, and PPE, and is not compliant with Council's WH&S standards, they will not be permitted to commence or perform any work until they are appropriately attired

Uniform Disputes

- (a) In the event of any disputes or requests for exemptions from this policy, the Director/Supervisor of the relevant work area will make a recommendation to the Human Resources Manager. The HR Manager will review the issues and, if necessary, refer the matter to the Chief Executive Officer for a decision.

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- (b) All employees are required to comply with this policy at all times. Breaches of this policy may result in disciplinary action, which in serious cases may include termination of employment.
- (c) Agents and contractors (including subcontractors and temporary contractors) who breach this policy may face termination of their contracts or non-renewal.

Audit and Review

This policy shall be reviewed every **three years** or as required due to changes to legislation.

Definitions

Nil

References

- *Local Government Act 2009*
- *Work Health and Safety Act 2011*
- MSC Code of Conduct
- MSC Disciplinary Policy HR-003

Version Control

Version No.	Date	Approved	Amendment

Approval

Chief Executive Officer		Bruce Scott	
Date	18.6.2025	Signature	