



STATEWIDE GROUP TRAINING (SA) INC

UNIFORM AND PERSONAL PROTECTIVE EQUIPMENT POLICY

PURPOSE:

Statewide Group Training (SA) Inc (SGT) as an organization requires employees to present themselves professionally and well presented to clients. SGT also acknowledges the statutory obligations the organisation has in regard to WHS in the workplace.

Uniforms and Personal Protective Equipment (PPE) are provided by SGT for certain positions for safety and convenience, or as prescribed by the relevant industrial instrument and WHS Regulations. Uniforms/PPE may also be issued and/or made available due to the operational requirements and/or the corporate image of Statewide Group Training.

SCOPE:

This policy applies to:

- All staff, including Managers, Field Officers, Administrative Officers; full time, part time, casual, temporary or permanent staff; apprentices and trainees.
- how SGT staff present to clients and other members of the public.
- all aspects of employment
- on site, off site or after-hours work; work related social functions; conferences – wherever and whenever staff may be as a result of their SGT duties

POLICY:

It is a condition of employment that employees to whom uniforms/PPE are issued, wear the uniform/PPE at all times during working hours, unless otherwise approved by the appropriate manager/supervisor.

The issue and replacement of uniforms/PPE is the responsibility of the WHS Manager, who will monitor the issuing of uniforms/PPE and maintain the uniform/PPE register.

Employees are not permitted to wear uniforms/PPE specific to SGT outside of SGT, except whilst on official business of the organisation, or travelling to and from the workplace.

Uniforms/PPE should be worn in their entirety, including safety boots and other PPE where appropriate and not 'mixed and matched' with other non-uniform garments.

Uniforms/PPE are to be regularly always laundered and kept in a presentable state. Replacement will be subject to normal wear and tear. Employees are to examine their own taxation situation in relation to the deductibility, or otherwise, of uniform and laundering expenses.

If any uniform/PPE bearing a brand or logo becomes damaged, it must not be disposed of outside of SGT. It must be returned to SGT for correct disposal and replacement.

Employees who are negligent in the maintenance of their uniform/PPE or who deliberately damage or deface uniforms/PPE issued to them will be required to pay all costs associated with the replacement of that uniform/PPE and where necessary, may also be subject to disciplinary action.



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Upon cessation of employment, garments individually purchased by employees remain the property of the employee: however, for safety and security reasons, they must not be worn or disposed of outside of SGT whilst they are still identifiable to the organisation, and/or branded with a logo.

APPROVED: KYM ANDERSON

DESIGNATION: CHIEF EXECUTIVE OFFICER

APPROVAL
SIGNATURE:

DATE: 27TH MARCH 2023
