

# Uniforms for administrative employees

## Human Resources Policy C35 (QH-POL-247)

### Purpose

To outline the arrangements for administrative employees to purchase uniforms and to be provided with protective clothing.

### Application

This policy applies to administrative employees working for Queensland Health and hospital and health services (HHS).

### Delegation

The 'delegate' is as listed in the relevant Department of Health Human Resource (HR) Delegations Manual, or Hospital and Health Services Human Resource (HR) Delegations Manual, as amended from time to time.

### Legislative or other authority

- *Queensland Public Service Officers and Other Employees Award – State 2015*
- *Hospital and Health Services General Employees (Queensland Health) Award – State 2015*
- *Queensland Public Health Sector Certified Agreement (No. 11) 2022 (EB11)*
- *Work Health and Safety Act 2011*

### Related policy or documents

- Standing Offer Arrangement – GGS007 uniforms and personal protective equipment
- *Compensation for loss of or damage to private property and personal effects of employees and for damage to visitor's vehicles HR Policy I4*

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# Policy

## 1 Non-compulsory administrative uniforms

Administrative employees may contact their local Human Resources team regarding any specific arrangements that may be in place for uniforms.

While not mandatory to implement such an arrangement, the department) and HHSs are responsible for any standing offer arrangement for uniforms that they may implement. Refer to Standing Offer Arrangement – GGS007 uniforms and personal protective equipment.

## 2 Protective clothing other than as required under legislation

Administrative employees are entitled to request the provision of protective clothing (for example, to protect their clothing from soiling or damage), other than personal protective clothing as required under legislation, in certain circumstances. Refer to Attachment 1 for the request for protective clothing form.

When requested, risk assessments will be undertaken by the department/HHS work unit to determine the level of need for protective clothing having regard to:

- potential damage
- soiling and infection control risks
- work of a particularly dirty nature
- work which may damage normal clothing.

When it is deemed appropriate through the risk assessment process, administrative stream employees will be provided with suitable protective clothing.

In emergent situations, when requested or when an employee's clothing has been soiled or damaged during the course of their duties and it is impractical for the employee to continue wearing the clothing. Protective clothing will be made available to administrative stream employees within the location on the basis of the protective clothing stock options available in the department or HHS. The department or HHS will be responsible for the purchase, supply and laundering of protective clothing (as required).

Where an employee's clothing is soiled or damaged in the course of their duties, they are able to request compensation under the *Compensation for loss of or damage to private property and personal effects of employees and for damage to visitor's vehicles HR Policy 14*.

## History

Date	Policy change
15 June 2023	Policy: <ul style="list-style-type: none"><li>• formatted as part of the HR policy review</li><li>• amended to update references and naming conventions.</li></ul>
June 2009	Reformatted IRM 2.7-36 as part of the HR policy consolidation project in accordance with EB7.

Date	Policy change
March 2007	<i>IRM 2.7-36 Uniforms including access to Protective Clothing for Administrative Staff</i> amended.
September 2002	<i>IRM 2.7-36 Uniforms including access to Protective Clothing for Administrative Staff</i> (clause 14.3 Queensland Public Health Sector Certified Agreement (No. 4) 2000).

Protected EB11

## Attachment 1 – Request for protective clothing – administrative employees

Request for protective clothing – administrative employees	
Date	
Employee name	
Position	
Work unit/location	
Description of potential circumstance in workplace requiring provision of protective clothing	
Line manager comments	
Approved for purchase <input type="checkbox"/> Not approved for purchase <input type="checkbox"/>	
Date	
Line manager name	
Line manager signature	
Date of risk assessment	
Risk assessment findings	
Request Recommended <input type="checkbox"/> Not recommended <input type="checkbox"/>	
Assessment officer name:	
Assessment officer signature:	

Employee making request is to be advised of the outcomes of the risk assessment within 14 days of assessment being undertaken.