

Uniforms for Administrative Staff

Human Resources Policy

Effective Date: June 2009

1 PURPOSE

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

2 APPLICATION

This policy applies to Queensland Health administrative staff.

3 GUIDELINES

Guidelines may be developed to facilitate implementation of this policy. The guidelines must be consistent with this policy.

4 DELEGATION

The 'delegate' is as listed in the Queensland Health Human Resource Delegations Manual as amended from time to time.

5 REFERENCES

- Queensland Public Health Sector Certified Agreement (No.7) 2008 (EB7)

6 SUPERSEDES

- IRM 2.7-36 Uniforms for Administrative Staff

7 POLICY

7.1 Non-compulsory administrative uniforms

The employer is to use its purchasing power to make available access to cost effective uniforms for administrative staff. These arrangements will include the ability for staff to make payments through payroll deductions or another agreed method.

Queensland Health has a standing offer arrangement (SOA) for a non-compulsory uniform for administrative staff. Uniform Management Services (Pty) Ltd maintains a Queensland Health catalogue on its website.

7.2 Protective clothing other than as required under legislation

Administrative employees are entitled to request the provision of protective clothing, other than personal protective clothing as required under legislation, in certain circumstances. Refer to attachment one for the Request for Protective Clothing form.

When requested, risk assessments will be undertaken by each health service district/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, Queensland Health will make protective clothing available to administrative stream employees within the location on the basis of the protective clothing stock options available in the health service district.

Health service districts will be responsible for the purchase and supply and laundering of protective clothing (as required).

8 HISTORY

June 2009	Reformatted IRM 2.7-36 reformatted as part of the HR policy consolidation project in accordance with EB7.
March 2007	IRM 2.7-36 Uniforms including access to Protective Clothing for Administrative Staff amended.
September 2002	IRM 2.7-36 Uniforms including access to Protective Clothing for Administrative Staff (clause 14.3 Queensland Public Health Sector Certified Agreement (No.4) 2000).

Date:	
Employee Name:	
Position:	
Work Unit/Location:	
Description of potential circumstance in workplace requiring provision of protective clothing:	
Line Manager	Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> for purchase
Comments:	
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.

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