

# Uniform

## **Policy Statement:**

The purpose of this policy is to set the standard of uniform/dress code and personal presentation for employees, volunteers and students of Echuca Regional Health (ERH) to ensure they maintain a professional image of ERH whilst undertaking their work duties.

The standard of dress is intended to ensure employees present themselves to patients, clients, residents, visitors and customers as professionals, dressed according to the requirements of their respective roles, normal community standards and respecting ERH expectations.

All ERH employees will be provided with a mandatory uniform allocation in accordance with the award entitlements or enterprise agreements and are required to comply with the corporate uniform policy of ERH.

The uniform and footwear selection have taken Occupational Health and Safety guidelines into account.

The complete approved ERH uniform must be worn by all ERH staff excluding only those working as:

- Executive Directors
- Directors
- Wellbeing and Primary Mental Health Department (excluding staff who visit patients in the Hospital).
- headspace Staff
- Theatre staff (laundered uniforms provided)

Exceptions apply to staff awaiting initial issue of uniforms, in which case a neat and tidy appearance is required reflective of the uniform policy.

ERH recognises diversity and the right to observe religious and ethnic practices.

It is expected that all staff will present for work each day wearing a freshly laundered and pressed uniform, as per garment care instructions (refer to attachment).

ERH's contracted uniform provider authorised by Health Share Victoria is Worklocker, 130 Hare Street, Echuca, 3564.

The executive administration department of ERH co-ordinates all staff uniforms and can be contacted via [uniforms@erh.org.au](mailto:uniforms@erh.org.au).

## **Process for new staff – Uniform Acquisition**

- The HR team will contact the new employee via email to provide information on sourcing their uniform through the contracted supplier. The uniform provider will then complete an order form, listing the (type/style/colour/size/EFT) that is required pertaining to the particular employee and their department. Executive Administration will then complete the purchase order process.
- Once the employee's uniform order has been received by ERH, the staff member will receive an email stating when and where it will be available for collection.



All uniforms supplied by ERH remain the property of ERH and upon termination employees must return their uniforms and name badges to their department manager.

Uniforms must be maintained in a freshly laundered, ironed and tidy condition at all times. (It is the responsibility of the staff member to arrange their allocation each anniversary year.)

**Uniform Annual Allocation Entitlement**

All ERH Staff are entitled to one additional item of Uniform every 12 months (from their commencement date with full allocation) at ERH’s expense, at which time the employee should email [uniforms@erh.org.au](mailto:uniforms@erh.org.au) to request an item and will be notified once approved. If the uniform is damaged as a result of negligent behavior, the employee will be required to pay for any replacement item or repairs.

ERH is not responsible for issuing additional or replacement Uniforms to staff in the event of any employees’ personal change in size; however, they are welcome to view the range of pre-loved items available or alternatively make a personal purchase with the uniform provider.

The uniform allocation is as follows:

Department	EFT	Scrub Set	Top	Bottoms	Outer Garment
<b>Nursing</b>	<b>.9 – 1.0</b>	3			1
	<b>.8</b>	2			1
	<b>Less than .8</b>	2			1
	<b>Casual</b>	1			
<b>Allied Health</b>	<b>EFT</b>	<b>Scrub Set</b>	<b>Top or Scrub Top</b>	<b>Bottoms</b>	<b>Outer Garment</b>
	<b>.9 – 1.0</b>		4	2	1
	<b>.8</b>		3	2	1
	<b>Less than .8</b>		2	1	1
	<b>Casual</b>		1	1	
<b>Allied Health (Employees working on Ward or ERH @ Home)</b>	<b>EFT</b>	<b>Scrub Set</b>	<b>Top</b>	<b>Bottoms</b>	<b>Outer Garment</b>
	<b>.9</b>	2	2	1	1
	<b>.8</b>	1	2	1	1
	<b>Less than .8</b>	1	1	1	1
	<b>Casual</b>	Choice of 1-Scrub set OR top and bottom	1	1	
<b>Corporate Services</b>	<b>EFT</b>	<b>Scrub Set</b>	<b>Top or Scrub Top</b>	<b>Bottoms</b>	<b>Outer Garment</b>
	<b>.9 – 1.0</b>		4	2	1
	<b>.8</b>		3	2	1
	<b>Less than .8</b>		2	1	1
	<b>Casual</b>		1	1	
<b>Administration</b>	<b>EFT</b>	<b>Scrub Set</b>	<b>Top</b>	<b>Bottoms</b>	<b>Outer Garment</b>
	<b>.9 – 1.0</b>		4	2	1
	<b>.8</b>		3	2	1
	<b>Less than .8</b>		2	1	1
	<b>Casual</b>		1	1	
<b>Anniversary Allocation</b>					
12 Months	1 items of choice OR 1 Scrub Sets				
2 Years	2 items of choice OR 2 Scrub Sets				
3 Years	2 items of choice OR 2 Scrub Sets				
Every 12 Months there after	1 item of choice OR 1 Scrub Set				



## **Request for change of uniform**

Any proposed changes to uniform garments will need to be made with executive administration, via emailing [uniforms@erh.org.au](mailto:uniforms@erh.org.au) in the first instance.

## **Infection control and safety**

In clinical areas jewellery will be limited to:

- Wedding bands and pierced earrings only (sleepers or studs); neck jewelry should not be visible; wristwatches are not to be worn when delivering patient / resident care. Facial rings and other body jewellery are not permitted.
- The arm should be bare below the elbow

### Hair:

- Hair must be neat and tidy.
- Long hair must be secured back with appropriate hair ties at all times.

### Nails:

- Nail polish and artificial nails should not be worn in clinical areas.
- In non-clinical areas, a plain neutral colour is permitted.

### Undergarments:

- Staff are permitted to wear scarfs for additional warmth. The ERH Uniform scarf is available for personal purchase from executive administration via [uniforms@erh.org.au](mailto:uniforms@erh.org.au). (Alternately, a plain black scarf may be worn.)
- No visible undergarments are to be worn.  
E.g. A long sleeve thermal top or skivvy is NOT permitted to be worn under a short or  $\frac{3}{4}$  sleeve shirt.
- ERH recognises the right of people with diverse ethnic and religious backgrounds to participate in their practices. Staff who are required to wear particular clothing and/or body adornment or decoration for cultural and / or religious reasons are requested to discuss this with their manager. It is recommended that staff and managers consult with members of the Infection Control team to ensure all aspects of infection control policy are complied with.

## **Non-Uniform Events**

### **Free Dress Friday's**

Friday's have been designated as an optional free dress day for the health service.

Free dress days would include fun scrubs or alternate smart business wear with appropriate footwear with any OHS requirements to remain in place.

Staff must wear their name badge and be reminded to introduce themselves and what they do as there will not be the typical uniform distinction for our consumers.

### **Christmas**

During the month of December, a Christmas scrub top purchased through the ERH approved provider can be worn. Information on how to pre order these as a personal purchase will be made available in the staff newsletter. An email will be sent from executive administration that notify staff when they are ready for collection.

### **Jeans 4 Genes Day**

On the first Friday in August each year, jeans are permitted to be worn to support the National Jeans 4 Genes Day with a gold coin donation to the Children's Medical



Research Institute. Information on donations and promotion of this day will be in the staff newsletter.

### **Internal promotions**

When ERH is promoting a specific event such as the People Matters Survey, staff are permitted to wear the authorised garment in line with that event. The Manager will advise how long the garment can be worn for.

### **Name badge and ID cards:**

- A name badge is ordered as part of the uniform acquisition process.
- If a replacement name badge is required, this is at the employees' personal expense and can be arranged via an email to [uniforms@erh.org.au](mailto:uniforms@erh.org.au)
- The issued ERH identification badge (ID) must be worn in such a manner as to be easily visible to ERH employees and clients, and not place patients, staff, clients or residents in danger of injury.
- Lanyards are not to be worn by staff providing direct patient care. If a lanyard is to be worn it must have three points of release.
- A retractable key/card holder is available to all ERH staff.

### **Footwear**

Footwear should be in keeping with the staff member's position and work environment:

- Shoes should have a covered toe and non-slip sole.
- Shoes should be waterproof and have sufficient tread.
- Black runners should be worn, with 90% of the runner in black colour.
- Black steel cap work boots are only acceptable in engineering, supply and kitchen areas.
- Administrative staff should wear black footwear with a flat to medium heel, covered toe and of a corporate style.
- Hosiery or Socks should be plain and either charcoal or black in colour.
- Thongs and sandals are not permitted in any area.

### **Headwear**

Staff working outdoors will be provided with and must wear a broad brimmed or legionnaire style hat or construction helmet with brim attachment, long sleeved shirt, long trousers and sunglasses compliant with AS1067 or AS/NSS1337.

Engineering staff who are required to perform work outdoors or in areas where visibility is limited (i.e. roof space) will be provided with and must wear high visibility work wear such as a fluorescent shirt (preferable) and/or a high visibility vest.

### **Maternity Uniforms**

- Maternity uniforms are available via emailing [uniforms@erh.org.au](mailto:uniforms@erh.org.au)

### **Alterations and Logos**

- Unless authorised by executive administration, no alterations are to be made to garments purchased by the Health Service. Additional items to the ERH uniform range or changes can only be made upon approval by the Staff Executive.
- All uniforms provided by the ERH contracted supplier are embroidered with the ERH logo.
- Only garments, which are part of the ERH Uniform will be embroidered.



### **Personal Orders**

ERH staff may purchase additional items, at their own expense, through the uniform supplier at any time during the year.

### **Definitions:**

Supplier – Authorised uniform supplier

### **Personnel to which this policy applies:**

All ERH staff

### **Appendices:**

[Appendix 1 - Uniform Colour Palette](#)

[Appendix 2 – Uniform Care Instructions](#)

### **Linked documents**

[Infection Prevention - Standard Precautions](#)

[UV Radiation Protection](#)

[Counselling and Disciplinary Action](#)

### **Accreditation Framework and relevant section**

National Safety and Quality Health Service Standard 1- Clinical Governance

### **Revision History:**

Date Issued:	September 2007
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Original author:	Michelle Scali
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