

# Comparison of SLHD Uniform and Standards of Dress Policy 2019 and the Proposed 2024 Policy

The two policies and procedures are largely the same. More deletions from the 2019 policy have been made than new wording and policies added to the 2024 policy. Where policies have been added they are uncontentious and appear to be aiming for clarity and consistency.

## The specifics

### **A: '5. Resources**

SLHD Workforce Services'

Has been deleted. This has resulted in a change of numbering in the 2014 proposed policy.

**B:** 8.1.1 Nursing and Midwifery the last item 'Sydney District Nursing Staff' has been deleted.

### **C:** 8.1.4 *Medical Staff*

'• Medical staff within the Emergency Department are supplied with scrubs' has been deleted. It has been replaced with the following:

#### **7.1.4 Medical Staff**

- Medical staff within Critical Care (ICU and Emergency)
- Medical staff within the Operating Theatre environment including Anaesthetics
- Medical staff within Radiology
- Medical staff within Neonatology

**D:** 8.2.2 *Female Staff – Specific Requirements* and 8.2.3 *Male Staff – Specific Requirements* have both been deleted and have not been replaced.

### **E:** 8.3 **Dress Standards for staff who are required to wear a Uniform**

#### 8.3.1 *General Requirements*

o Shorts (including NSW Health uniform shorts), ~~unless approved by the Chief Executive~~

### **F:** 8.3.3 *Community Health and Drug Health Services*

The following text has been deleted: 'with the exception of Sydney District Nursing, and Drug Health Services.'

**G: 8.5 Agency/Contract Staff**

The following has been deleted:

**8.5.1 Nursing:**

Agency Staff are required to wear Agency Identification Badges and attire is required to clearly represent the relevant profession. Attire must comply with this PCP.

**8.5.2 Administrative Personnel**

Frontline personnel working in clinical areas are required to wear a uniform. 8.5.3 Security

Security personnel under the SLHD Security contract are required to wear a suit.'

It has been simplified to the following:

'All agency staff are required to wear Agency Identification Badges and attire is required to clearly represent the relevant profession. Attire must comply with this PCP.'

**H: 8.9 Allowances and 8.10 Uniform Allocation and Replacement** have both been deleted. They currently read:

**8.9 Allowances**

NSW Health is required to provide an allocation of garments to staff required to wear a uniform. The relevant Awards determine the laundry allowances payable to employees.

Staff provided with surgical scrubs are not entitled to any paid allowance.

**8.10 Uniform Allocation and Replacement**

Details relating to allocation of uniforms by classification are listed in the HealthShare NSW intranet page and a shortcut to this page is found on the SLHD homepage through the Statewide Uniform Information button at the bottom of the right hand menu  
<http://slhdintranet.sswahs.nsw.gov.au/slhd/uniform>.

The **Uniform Catalogue** is also posted on this intranet site under NSW Health Uniform Catalogue.

The system is set up for self-ordering of uniforms through Total Apparel Management System (TAMS) and a link for this process is also provided on the Uniform intranet page

They have been replaced with the following:

**8. Allocation and Award Provisions**

NSW Health is required to provide an allocation of garments to staff required to wear a uniform. There is an allocation model provided through the Total Apparel Management System (TAMS) and is dependent on classification and work pattern, as well as wear and tear. TAMS is the

system provided through HealthShare NSW for uniform management and ordering. TAMS can be found on the HealthShare site. There is a link available on the Workforce Services tab on the SLHD Intranet.

## 8.1 Allowances

Relevant Awards determine the uniform related allowances payable to employees. Please discuss relevant uniform related allowances with your manager or workforce department

**I:** Under **8.11 Return of Uniforms on Termination of Employment** the following has been removed:

‘In the instance of a uniform being in very poor condition, it should be disposed of in the rubbish collection NB: it is essential, that where uniforms are disposed of in this way they must be cut up to ensure they cannot be found and used inappropriately.’

## New to the 2024 proposed policy

**J:** Under **1. Introduction** the 2019 policy contains the following:

‘Uniforms specifications and procedures are set out in the HealthShare NSW Uniforms Procedures Manual. The exception to this currently is the supply of uniforms to SLHD security staff.’

This paragraph has been added to and now reads:

Uniform specifications and procedures are set out in the HealthShare NSW Uniforms Procedures Manual. The exception to this currently is the supply of uniforms to SLHD security staff, embroidered uniforms for Trades and Engineering staff, Aboriginal Health staff, Digital Health and Innovation staff, volunteers, scrubs provided to Pharmacy Staff, rpaVirtual Care Centre, Kidney Centre at RPA and the BEST service.

**K:** In the same section, the following wording in the 2019 policy has been amended:

- The ID badge must be clearly visible such that identification of the person can be made between the photograph and facial features of the wearer; be attached at chest height; not have pins, ornaments, stickers, or any other objects affixed to it that materially alters the visibility of the ID badge.

It now reads:

- The identification card must always be worn by staff and be available to view when required. Identification cards need to be clean and not contain stickers, ornaments or other objects affixed to it. Photographs on the identification card should clearly be of the wearer.

This change is less prescriptive and onerous than the 2019 requirements.

**L:** The dot point below has been added to **6. Key Performance Indicators and Service Measures**

- Incidents and near misses related to uniform breaches

**M:** Under **7. Guidelines for Uniforms and Dress SLHD Staff required to wear a uniform 7.1.2 Allied Health** the following underlined text has been added:

- Occupational Therapists
- Physiotherapists
- Podiatrists
- Radiographers
- Orthotists/Prosthetists
- Medical Imaging or Medical Radiation Scientists
- Allied Health Assistants/Exercise Physiologists
- Pharmacy Assistants
- Pharmacy Technicians
- Other Allied health clinicians upon request and approval from their Line Manager, Director Allied Health and General Manager / Service Director

**N:** Under **7.1.3 Corporate and Administration** the following underlined text has been added:

- Frontline administrative staff (at all levels) who may be seen by patients or members of the public
- Trades / Gardening staff / Operations Assistants
- Hospital Assistants / Porters / Wardspersons
- Motor Vehicle Drivers
- Fire Officers
- Supply Officers
- Sterilisation Technicians

**O:** **8.1.6 Security** the following text has been amended:

- SLHD Security staff are supplied, via the facility Security Manager, a separate security uniform comprising a charcoal coloured suit, white shirt, detachable tie, belt, vest, pullover, boots; Akubra hat, short sleeved polo shirts, bomber jacket and RM Williams boots.

- Security staff will also be supplied with an all-weather coat.
- Security personnel under the SLHD Security contract are required to wear a suit as detailed in the contract.

It now reads:

- SLHD Security staff are supplied, via the facility Security Manager, a separate security uniform comprising a charcoal-coloured suit, white shirt, detachable tie, pullover or jumper, short sleeved polo shirts, all weather jacket and boots.

**P:** Under **7.2 Dress Standards for SLHD Staff** and **7.2.1 General Requirements** the underlined text has been added after the first sentence:

- Jewellery should be kept to a minimum. Necklaces are a choking hazard. Earrings should be studs.

Under the same section the following text from the 2019 policy has been amended:

‘• Tattoos that may cause offence to other staff or patients are not to be visibly displayed by employees, students or agency/contract staff whilst working in SLHD.’

It has been amended to read:

- The visibility of offensive body art/tattoos must be appropriately covered. This may include tattoos that may have sexist, racist or other messages or artwork that may be deemed offensive

**Q:** The whole of the following is new:

### **7.2.2 Footwear**

Consistent with workplace health and safety, footwear for all staff working in clinical areas and other high-risk areas (e.g. engineering) must have the following characteristics:

- Be a shoe or boot style with fully enclosed toes, heel and foot, with non-perforated uppers and slip-resistant
- The shoe is to be capable of protection from injury due to sharp objects, heavy objects and body fluid or other spills
- Be well fitting with no slipping off the foot or ‘clawing’ of the toes to ensure footwear remains in place
- Be always kept clean and in good repair, and a single colour that promotes a professional image (e.g. black/navy)
- Sports shoes may be worn, provided they meet the above criteria
- No employee shall be permitted to be barefoot, wear thongs, scuffs, backless shoes, open toed shoes, sandals, slippers or Ugg boots while on duty in SLHD premises.

**R:** Under **7.3 Dress Standards for staff who are not required to wear a Uniform**

**7.3.1 General Requirements** the following underlined text has been added:

- All clothing must be clean, neat and in good order.
- Skirts must be no shorter than just above the knee.
- The following are not authorised to be worn:
  - o Items of apparel with writing, slogans or advertisements.
  - o Tank / singlet tops / spaghetti straps
  - o Patches, fringes or clothing with holes
  - o Shorts (that are not NSW Health uniform shorts)
  - o Thongs or 'Crocs' or similar
  - o Denim jeans or jackets
  - o Athletic wear
  - o Midriff or low-cut tops
  - o Tracksuit pants
  - o Football type socks (dress socks only are to be worn)
  - o Open toed footwear must not be worn in clinical areas

Under **7.3.2 Mental Health** the following underlined text has been added:

Following consultation with staff and managers, jeans may be worn. They must be one solid colour (not acid/stone washed or similar) and must not be overly decorated with pockets or tags. No rips or tears allowed in jeans.

**S:** Under **8.2 Return of Uniforms on Termination of Employment** the following underlined text has been added:

All NSW Health uniforms issued to employees remain the property of NSW Health.

Should an employee who has been issued with a state-wide uniform through HealthShare NSW, move to another Local Health District, or other organisation within NSW Health, with the same uniform entitlement, uniforms should be retained.

Staff who have uniforms that are not supplied through HealthShare NSW (such as security staff), must return uniforms to their manager on termination of service.

There is a security risk if uniforms are kept or put into charity bins or inappropriately advertised for swap or sale as there is potential for the general public to obtain the uniform and use it to access health facilities.

Uniforms must also be returned to the employer in the following cases:

- Transfer of employment within SLHD and different uniform or no uniform is required.
- Uniform is no longer fit for purpose or not in good condition; i.e. wear and tear, faded, torn etc.
- Uniform no longer fits due to size changes
- Change in NSW Health issue of uniforms

Uniforms need to be returned to the manager at the conclusion of employment. There are processes in place for disposal and recycling of uniforms at each facility. The 'Property Return Checklist', which is part of the 'Termination of Employment Form' is to be confirmed by signature on return of uniforms

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