

# SLHD Policy Compliance Procedure

<b>SLHD Uniform and Standards of Dress Policy Compliance Procedure</b>	
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<b>Author</b>	Senior Workforce Services Manager, SLHD Workforce Services
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# SLHD Uniform and Standards of Dress

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## SLHD Uniform and Standards of Dress

### 1. Introduction

This Policy Compliance Procedure (PCP) operationalises the requirements of the NSW Health Policy Directive [Uniforms Policy PD2019\\_012.pdf](#).

It should be read in conjunction with the following related NSW Health Policy Directives:

- [NSW Health Code of Conduct](#) (PD2015\_049)
- [Infection Prevention and Control Policy](#) (PD2017\_013)
- [Protecting People and Property: NSW Health Policy and Standards for Security Risk Management \(IB2013\\_024\)](#)

The NSW Health Code of Conduct (section 4.3.3) states that employees must “*dress in a way that is appropriate for the work that they do, and complies with any local dress requirements*”.

NSW Health has a state-wide uniform policy which provides practical and functional uniforms in a variety of styles. Each work stream such as medical, nursing and midwifery, allied health and oral health, have their own individual colours, helping patients to easily identify members of their care team. A uniform has also been designed for clinical support staff such as administration and patient support services.

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 PCP establishes that all SLHD are expected to uphold a high standard of dress, and further that:

- All staff are expected to be well presented and well-groomed at all times.
- A uniform (excluding shoes) will be provided to full time, part time and casual staff members who are required to wear a uniform.
- As required and outlined in the NSW Health Uniforms Policy, SLHD staff will wear an identification (ID) badge including their first name and family name, at all times when on duty.
- 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.
- For staff working in Emergency Departments, Mental Health Units and Drug and Alcohol Units displaying a first name and initial will be sufficient for identification purposes.
- Additionally, in accordance with the *Protecting People and Property: NSW Health Policy and Standards for Security Risk Management in NSW Health Agencies*, a risk assessment should be undertaken by the Local Health District should safety or security concerns regarding the display of family names on name badges are raised.

Managers are to directly monitor the standard of dress in their department. It is the Manager's responsibility to ensure that staff comply with this PCP.

### 2. The Aims / Expected Outcome of this Policy Compliance Procedure

The SLHD image will be reflected in the clean, neat and tidy, professional appearance of the workforce which promotes patient and public confidence.

Risks to patient safety and employee welfare, particularly within the clinical setting, will be minimised.

Adherence by all employees to ensure compliance with relevant Infection Prevention, Work Health and Safety (WH&S) and Code of Conduct legislation or policies

### **3. Risk Statement**

SLHD Enterprise Risk Management System (ERMS) Risk 2, Preventing and Controlling Healthcare Associated Infections:

- Staff wear clothing that minimises the risk of infection and risks to staff members and patients.
- Items are not worn that could compromise patient or staff safety during care.
- SLHD staff do present in a professional manner in SLHD Services and Facilities

### **4. Scope**

Compliance with this PCP is mandatory for all SLHD employees, agency staff, and students.

### **5. Resources**

SLHD Workforce Services

### **6. Implementation**

Staff on commencement are briefed on the requirements of this PCP at Department Orientation.

Changes to this policy are formally provided to all facilities for direct communication to all staff.

All SLHD Managers are required to ensure compliance with this PCP.

### **7. Key Performance Indicators and Service Measures**

Monitoring of:

- Disciplinary action taken against staff members due to inappropriate standards of dress and/or non-compliance with uniform requirements;
- All staff required to wear a uniform have been allocated a uniform

### **8. Guidelines for Uniforms and Dress**

#### **8.1 SLHD Staff required to wear a uniform**

##### *8.1.1 Nursing and Midwifery*

Nursing and Midwifery staff who work in a clinical area and who provide direct patient care and treatment to patients are required to wear a uniform. This includes:

- Nurse / Midwife Practitioners
- Clinical Nurse / Midwife Consultants
- Clinical Nurse / Midwife Specialists
- Clinical Nurse / Midwife Educators
- Registered Nurses and Midwives
- Enrolled Nurses
- Assistants in Nursing

- Nursing / Midwifery Unit Managers
- Sydney District Nursing staff

#### 8.1.2 *Allied Health*

- Occupational Therapists
- Physiotherapists
- Podiatrists
- Orthotists/Prosthetists
- Medical Imaging or Medical Radiation Scientists
- Allied Health Assistants
- Technical Assistants

#### 8.1.3 *Corporate and Administration*

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

#### 8.1.4 *Medical Staff*

- Medical staff within the Emergency Department are supplied with scrubs

#### 8.1.5 *Oral Health*

- Dental Assistants
- Dental Therapists

#### 8.1.6 *Security*

- 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.

### 8.2 **Dress Standards for staff who are required to wear a Uniform**

#### 8.2.1 *General Requirements*

- Only items of apparel supplied by the Local Health District or authorised by SLHD under the NSW HealthShare NSW Uniform entitlements are to be worn by SLHD employees.
- Fingernails are to be kept clean and short in accordance with NSW Health, SLHD and Facility/Service-level Infection Control Guidelines.
- False nails, nail extenders, nail lacquer and nail art are not to be worn by staff providing direct patient care due to chipping and contamination issues.
- Open footwear must not be worn in clinical areas. Footwear should be non-slip, enclosed and of a practical height that does not pose a Work Health Safety (WHS) Risk.
- Shoes are to be worn with scrubs, should be leather and one colour (black/navy), and capable of protecting staff from injury from sharp objects and body fluid spills.
- Hair must be clean, neat and tied back if below collar line.

- Jewellery should be kept to a minimum.
- Staff are to comply with any Facility/Service requirements to be 'bare below the elbows' in clinical areas. Infection control requirements demand that any underclothing must not extend beyond the elbow. Long sleeve underclothing must not be worn even if the sleeves can be pulled or rolled up due to inherent risks to patients.
- Skivvies/long sleeved t-shirts are not to be worn underneath uniforms/scrubs.
- Facial piercings should be removed while working. If this is impractical, employees should ensure that the piercing does not pose a WHS risk.
- 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.

### 8.2.2 *Female Staff – Specific Requirements*

- Uniform – Skirts, slacks, blouses, vests, shirts or scrubs as per NSW Health Uniform requirements.
- Cardigan or Jumper – not to be worn when providing direct clinical care (see dot point eight in 8.2.1 above).
- Stockings/Socks – Either Stockings or socks should be worn as part of the uniform.
- Shorts are not to be worn with the exception of Gardening and Relocation staff or where recommended by the Director, Workforce and Corporate Operations and approved by the Chief Executive.

### 8.2.3 *Male Staff – Specific Requirements*

- Uniform – Trousers, long or short sleeve shirts where appropriate, vests or scrubs as per the HealthShare NSW Uniforms Procedures Manual.
- Cardigan or Jumper– these items are not to be worn when providing direct clinical care (see dot point eight in 8.2.1 above).
- Socks – must always be worn as part of the uniform.
- Shorts are not to be worn with the exception of Gardening and Relocation staff or where recommended by the Director, Workforce and Corporate Operations and approved by the Chief Executive.

## 8.3 **Dress Standards for staff who are not required to wear a Uniform**

### 8.3.1 *General Requirements*

- 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:
  - Items of apparel with writing or advertisements.
  - Tank / Singlet tops
  - Patches, fringes or clothing with holes
  - Shorts (including NSW Health uniform shorts), unless approved by the Chief Executive
  - Thongs or 'croc's' or similar
  - Denim jeans or jackets
  - Leggings
  - Midriff or low cut tops
  - Tracksuit pants
  - Football type socks (dress socks only are to be worn)
  - Open footwear must not be worn in clinical areas

### 8.3.2 *Mental Health*

Mental health staff are not required to wear a uniform but are expected to dress in a professional manner and comply with this PCP.

In general, clothing must be clean, neat and in good order. Skirts must be no shorter than just above the knee. All males must wear shirts with a collar (Polo shirts are acceptable).

Shorts are not to be worn except when participating in physical activity such as group exercise or outings.

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.

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

Community Health staff, with the exception of Sydney District Nursing, and Drug Health Services when authorised by their facility and approved by the Chief Executive, may not be required to wear a uniform. These staff are required to wear clothing appropriate to the community health setting. Jeans are not to be worn as part of work attire unless approval has been granted by the relevant General Manager.

## 8.4 **Part Time and Casual Pool Staff**

Part time and casual staff will receive an allocation of uniforms related to the average number of hours worked. Additional garments will require the approval of the relevant Service Director or facility General Manager.

## 8.5 **Agency / Contract Staff**

### 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.

## 8.6 **Students**

Students are required to wear a uniform as stipulated by their education provider and attire is to comply with [section 8.2.1 'General Requirements'](#).

## 8.7 **Operating Theatre Staff**

- Theatres staff are provided with surgical scrubs.
- Surgical scrubs are not to be worn in areas outside of the Theatre Complex, except where authorised.
- Staff wearing surgical scrubs are NOT permitted in the staff dining or cafe areas. All staff entering the theatre complex must change into theatre clothing. It is not acceptable for staff to perform routine work (outside of theatre or labour ward) in theatre attire. Staff in theatre attire may attend to emergencies, urgent matters in clinical areas e.g. Emergency Department. However, when staff return to theatre, they are to change into a fresh set of theatre scrubs.
- Staff must always cover the theatre scrubs with a gown and remove shoe covers when leaving the theatre complex to attend to urgent matters outside. These are to be replaced on re-entry to theatres.

## 8.8 Employees Working Out of Doors, Hazardous Situations or with Machinery

Employees who work outdoors, in hazardous situations or with machinery are to be supplied with protective clothing as determined in their relevant industrial Award.

## 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://slhd-intranet.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.

## 8.11 Return of Uniforms on Termination of Employment

Should an employee who has been issued with State-Wide uniforms 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 the uniforms to their manager on termination of service.

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. 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.
- Uniform no longer fits due to size changes
- Change in NSW Health issue of uniforms

The 'Property Return Checklist', which is part of the 'Termination of Employment Form is to be confirmed by signature on return of uniforms.

## 9. Consultation

Director of Nursing and Midwifery Services, SLHD

SLHD Drug Health Services

SLHD Director Allied Health

Quality and Risk Manager, Mental Health Service

SLHD Joint Consultative Committee

SLHD Policy Committee



## **10. References**

NSW Health, Uniforms Policy (PD2012\_057)

NSW Health, Code of Conduct (PD2015\_049)

NSW Health, Infection Prevention and Control Policy (PD2017\_013)

Industrial Relations Commission of New South Wales, Public Health System Nurses' and Midwives' (State) Award, Schedule B

Industrial Relations Commission of New South Wales, Health Employees Conditions of Employment (State) Award (Schedule 1)