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## **Clothing Policy**

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### **1. Purpose**

To ensure that its employees and contractors adopt a standard of dress that is appropriate and safe.

### **2. Scope**

This policy applies to all employees, contractors and agency staff at a Sydney Water workplace or at any other workplace when performing work or representing Sydney Water.

### **3. Definitions**

| <b>Term</b>   | <b>Definition</b>   |
|---|---|
| <b>Casual Clothes</b>                               | Means "smart casual" and not clothing deemed to be inappropriate, offensive or extreme clothing.  |
| <b>"fair wear &amp; tear"</b>                       | Damage to clothing that has resulted during normal use or deterioration due to aging.   |
| <b>Inappropriate, offensive or extreme clothing</b> | Includes, but is not limited to: <ul style="list-style-type: none"><li>• Thongs or basic skuffs</li><li>• Torn or unkempt clothing, including denim</li><li>• Clothing with slogans or wording that may be offensive, including any distasteful jokes, political statements or inappropriate pictures</li><li>• Excessively faded or sloppy clothing of any sort (including beach wear)</li><li>• Excessively revealing clothing, including midriff or transparent clothing</li></ul> |
| <b>Uniforms</b>                                     | Clothing, which is supplied by Sydney Water, of a distinctive design worn by an employee as a means of identification as a Sydney Water employee.   |

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## **Clothing Policy**

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**Personal Protective Equipment** Clothing and/or footwear that is worn for the protection of the employee where a hazardous environment cannot be eliminated.

**Outdoor Work Wear** Clothing provided by Sydney Water in accordance with Award and/or other safety requirements (which is not Personal Protective Equipment).

### **4. Policy Statement**

#### **4.1 Clothing for All Staff**

Sydney Water requires all employees to be appropriately dressed at all times. Inappropriate, offensive or extreme clothing must not be worn at any time during work or when representing Sydney Water. Where Sydney Water provides Uniforms, Personal Protective Wear or Outdoor Work Wear to employees, employees are required to wear the clothing during work or when representing Sydney Water and not at any other time.

#### **4.2 Outdoor Work Wear**

- (a) All field-based workers will be provided with all appropriate Outdoor Work Wear from their Manager.
- (b) All Personal Protective Equipment and any other safety equipment will be provided as required.
- (c) Outdoor Work Wear can only be worn by authorised Sydney Water employees and must be returned to Sydney Water when the employee's employment ends.
- (d) All Outdoor Work Wear will be replaced as necessary on a "fair wear and tear" basis.
- (e) Employees are responsible for the proper care and laundering of Outdoor Work Wear and Personal Protective Equipment.
- (f) The wearing of Outdoor Work Wear is compulsory for all employees when they are required to work outdoors and exposed to direct sunlight.
- (g) If other staff located in the field, though not field workers and not required to work outdoors on a day-to-day basis, request to wear Outdoor Work Wear, this will be

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## **Clothing Policy**

---

provided subject to the findings of a risk assessment conducted by the Health & Safety Manager and/or the relevant manager.

- (h) An employee's manager may direct an employee to dress appropriately in the workplace.
- (i) Only approved Outdoor Work Wear and/or Personal Protective Equipment as described in relevant Health & Safety Policies and Procedures is to be worn in the workplace and all old Outdoor Work Wear and/or Personal Protective Equipment must be returned to Sydney Water for disposal.

### **4.3 Uniforms**

- (a) Only employees whose routine duties involve face-to-face contact with customers external to Sydney Water on a daily and ongoing basis will be supplied with a uniform of a type which has been approved by the relevant General Manager.
- (b) If the employee requests clothing in addition to the uniforms provided by their Manager, the cost of the additional items must be paid by the employee through a pay deduction or other agreed alternate facilities for payment.
- (c) Only approved uniforms are to be worn in the workplace and all old uniforms must be returned to Sydney Water for disposal.
- (d) Uniforms can only be worn by authorised Sydney Water employees and must be returned, including all uniforms purchased at the employee's expense, to Sydney Water when the employee's employment ends.
- (e) Uniforms will be replaced as necessary on a "fair wear and tear" basis.
- (f) Employees are responsible for the proper care and laundering of Uniforms.
- (g) An employee's manager may direct an employee to dress appropriately in the workplace

### **4.4 Office-Based employees – general clothing**

- (a) Sydney Water requires all Office-Based employees to be appropriately dressed at all times and not wear inappropriate, offensive or extreme clothing. All employees should wear professional attire and/or a high standard of casual clothing during work hours.

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**Clothing Policy**

- (b) Employees should wear suitable professional attire (and not casual clothing) if they are required to attend pre-arranged meetings with persons outside Sydney Water.
- (c) An employee's manager may direct an employee to dress appropriately in the workplace.

**5. Responsibility**

| Position            | Responsibility   |
|---------------------|--|
| Employee            | <ul style="list-style-type: none"> <li>* Ensures that any clothing worn in the workplace is appropriate and complies with this policy and all relevant Health &amp; Safety Policies and Procedures</li> <li>* Return any old uniforms to Sydney Water for disposal</li> <li>* Ensures that the care and laundering of all Uniforms, Outdoor Work Wear and/or Personal Protective Equipment is in accordance with clothing instructions</li> <li>* Makes any payment required for uniform clothing items in addition to the uniforms provided by Sydney Water</li> <li>* Ensures that all Uniforms, Outdoor Work Wear and/or Personal Protective Equipment is returned to Sydney Water for disposal when their employment ends</li> </ul> |
| Supervising Manager | <ul style="list-style-type: none"> <li>• Grants approval to employees for Uniforms, Outdoor Work Wear and/or Personal Protective Equipment in accordance with the criteria set out under this policy, the Sydney Water Award and/or the appropriate Health &amp; Safety Policy/Procedure</li> <li>* Requests approval from General Manager of Division for any change to standard clothing and to Health &amp; Safety Manager for approval to change standard Personal Protective Equipment</li> <li>* Ensures that all employees receive the appropriate Uniform, Outdoor Work Wear and/ Personal Protective Equipment</li> <li>* Responsible for the disposal of old and unused Uniforms and Outdoor Work Wear</li> </ul>              |

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|                              |  |
|------------------------------|--|
|                              | * Ensure that all employees comply with this policy  |
| General Manager of Division  | * Approves general standards for Uniforms, Outdoor Work Wear and/or Personal Protective Equipment and advises the managers of the standards to be applied.               |
| Health & Safety Manager      | * Determines the appropriate Personal Protective Equipment and Outdoor Work Wear to be provided to employees and advises the relevant General Managers of the Divisions. |
| Procurement Manager          | * Maintain and manage the contract for purchase, supply and delivery of Uniforms, Outdoor Work Wear and/or Personal Protective Equipment                                 |
| Corporate Communications     | * Approves design of Uniforms and Outdoor Work Wear<br>* Determines and reviews branding specifications of clothing  |
| Industrial Relations Manager | * Maintains Policy<br>* Advises On Policy  |

**6. Associated Documents**

SWC Conditions of Employment 2006 – 2009

Corporate Instruction 832 Protective Clothing, Work Clothing and Protective Footwear

Corporate Instructions 833 Personal Protective Equipment

Occupational Health and Safety, Rehabilitation, Employee Welfare and Compensation Part 9 –

Provision of Protective Work Clothing, Footwear and Personal Protective and Safety Equipment

Health & Safety Procedure HSP-071, Protection from UV radiation

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