



## 1. Background

The Engineering, Health and Environment branch provide compulsory uniforms for a number of roles that provide direct customer contact. The initial and ongoing provision of uniforms for these roles is outlined below.

These guidelines should be read in conjunction with the Corporate Uniform Administrative Directive and Procedure.

## 2. Requirements

Where a compulsory uniform is provided to an employee for the purpose of fulfilling their role, the uniform must be worn.

## 3. Uniform Provision

	New starter initial provision	Annual Top up provision	Jacket/Jumper/Vest
<b>Permanent full time</b>	5 shirts/ 5 Trousers	2 shirts/ 2 Trousers	1 Vest 1 Jacket or Jumper <b>Replaced when damaged.</b>
<b>Permanent part time</b>	3 shirts/ 3 Trousers	1 shirt/ 1 Trousers	1 Vest 1 Jacket or Jumper <b>Replaced when damaged.</b>
<b>Casual / Contingent</b>	2 shirts/ 2 Trousers	1 shirt/ 1 Trousers	Upon request as required on seasonal basis

The relevant uniform order form (refer related documents) must be provided to the uniform supplier when ordering uniforms.

**4. PPE Provision for roles based at 1 Nicholas St and required to attend depots and field locations 50% of their time or more**

	<b>New starter initial provision</b>	<b>Top up provisions (only if required)</b>
<b>Long sleeve sun shirts</b>	3 or a maximum of 5 when combined with the Uniform Provision ie only a maximum of 5 shirts per year per officer.	2 per year only a maximum of 2 shirts per year per officer.
<b>High visibility vest</b>	1	<b>Replaced when damaged.</b>
<b>Safety boots</b>	1	1 pair per year
<b>General purpose gloves</b>	1	<b>Replaced when damaged.</b>
<b>Hard hat with brim</b>	1	1 every two years
<b>Rain Jacket</b>	1	<b>Replaced when damaged.</b>

**5. Related documents**

[Corporate Uniform Administrative Directive](#)

[Corporate Uniform Procedure](#)

[TWW Environmental Health Uniform Order Form](#)

**6. Guidelines Owner**

The Manager Engineering, Health and Environment, is the guideline owner and is responsible for authoring and reviewing this guideline.