

Dress Code and Uniform Policy

Policy Number 3.043

Policy Function Human Resources

Issue Date 31 August 2016

Summary This policy framework exists to guide managers and staff on the uniform requirement and the minimum standard of dress across all areas of the organisation that reflects the professional standards of Justice Health & Forensic Mental Health Network.

Responsible Officer Executive Director Governance & Commercial Services

Applicable Sites

- Administration Centres
- Community Sites (e.g. Court Liaison Service, Community Integration Team, etc.)
- Health Centres (Adult Correctional Centres or Police Cells)
- Health Centres (Juvenile Justice Centres)
- Long Bay Hospital
- Forensic Hospital

Previous Issue(s) Policy 3.043 (May 2013, May 2009, July 2004)

Change Summary

- Updated link to revised Code of Conduct policy
- Updated title of policy to include Uniforms
- Staff with specific allergies must present a medical certificate
- Clarified that wearing head scarf in clinical settings for religious reasons is allowed; However, staff in the Forensic Hospital must consult with their manager and the Manager, Security and Fire Safety

TRIM Reference POLJH/3043

Authorised by Chief Executive, Justice Health & Forensic Mental Health Network

1. Preface

Justice Health & Forensic Mental Health Network (JH&FMHN) is a professional organisation that expects a high standard of dress and presentation of its staff.

The purpose of this policy is to provide the requirement and guidelines to JH&FMHN staff in relation to the expected dress code.

Staff who wear a uniform must comply with the uniform specific to their position or department. It is the responsibility of all other staff who are not required to wear a uniform to ensure that they are dressed appropriately at all times.

This policy framework exists to guide managers and staff on the minimum standard of dress across all areas of JH&FMHN.

2. Policy Content

2.1 Mandatory Requirements

Clothing of all staff and contractors/agency/contingent workers should be clean and presentable at all times. Clothing that forms part of the uniform or dress code must be worn with dignity and kept in a clean and tidy condition. Staff are required to look professional and well groomed whilst on duty or representing JH&FMHN.

Managers are responsible for implementation of this policy and ensuring that all staff are made aware of its application. All staff are expected to conduct themselves in a manner which shows compliance to this policy and its purpose while undertaking their duties. JH&FMHN reserves the right to ask any employee or volunteer who is improperly dressed to go home, change clothing and return to work. Staff will not be paid for time absent from work. Continuing breaches of this dress code will be subject to JH&FMHN's disciplinary procedures.

Managers and staff are responsible for ensuring safe work practices in regard to attire worn in the workplace.

Medical staff are exempt from wearing the clinical uniform, but must comply with JH&FMHN dress code, as per section [3.1](#) of this policy.

JH&FMHN staff are not permitted to wear scrubs unless approved for medical reasons.

Staff with specific allergies must present a medical certificate to their manager advising of the allergy and request for an allergen specific uniform. Allergen uniforms are only then approved by the Nurse Manager Professional Programs in consultation with HealthShare. Dental staff are permitted to wear the allocated scrub top due to the unavailability of a corporate range.

In accordance with the Ministry of Health policy, only Allied Health and Patient Support Services staff may wear shorts.

2.2 Implementation - Roles & Responsibilities

All staff working in clinical areas in the Long Bay and Forensic Hospitals, Medical Appointments Unit, and Adult and Adolescent Health Centres in JH&FMHN are required to wear a uniform.

Clinical staff includes the following roles:

2.2.1 Nursing:

- Nursing Unit Managers, Nurse Practitioners, Midwife Practitioner, Nurse Educator, Midwife Educator, Registered Nurse, Clinical Nurse Specialists, Clinical Nurse Educators, Clinical Nurse Consultant, Enrolled Nurse, Assistant in Nursing.

2.2.2 Allied Health:

- Allied Health Assistant, Art Therapist, Clinical Psychologist, Counsellor, Dietician, Pharmacist, Diversional Therapist, Music Therapist, Occupational Therapist, Physiotherapist, Psychologist, Social Worker, Speech Therapist, Radiographer, Rehabilitation Coordinator, Clinical Support Worker, Welfare, Mental Health Clinicians and VETE Coordinator.

2.2.3 Administration:

- Health Centre Clerk, Clinical Support Officer, Health Manager, Ward Clerk.

2.2.4 Scientific & Technical Support:

- Aboriginal Health Worker, Aboriginal Health Education Officer, Drug & Alcohol Counsellor.

2.2.5 Patient Support Services:

- Cleaner, Hospital Assistant, Hospital Assistant Grade, Linen Supply, Wards person, Catering, Assistant, Courier/Driver.

2.2.6 Oral Health:

- Dental Assistant, Dental Hygienist, Dental Therapist.

3. Procedure Content

3.1 Dress Code

3.1.1 Identification Badges (ID)

All casual, temporary, permanent staff and contractors working for JH&FMHN must be issued with an identification badge (ID). ID badges must be worn by all staff with the name and photograph visible.

3.1.2 Hair/Nails

- To maintain hygiene standards, staff hair must be clean and tidy.
 - Hair must be covered when working in food preparation and distribution areas; and
 - For clinical staff, hair must be worn off the collar and free from the face. Long hair must be off the shoulders and tied back.
- Staff must maintain clean, neat and tidy finger nails to facilitate effective hand hygiene in the workplace.
 - Fingernails should be kept clean and at a safe length that is suitable for the duties performed;
 - Only clear varnish is permitted in clinical areas; and
 - Staff are discouraged from wearing artificial nails.

3.1.3 Jewellery and Tattoos

Jewellery hinders the effectiveness of hand hygiene and can be a safety problem for the wearer and the patient.

- Visible jewellery should be kept to a minimum and limited to two ring bands;
- Staff should refrain from wearing expensive jewellery to work. JH&FMHN cannot accept liability for any jewellery lost or damaged while at work;
- Bangles, bracelets, cloth or leather bands are not to be worn by staff working in clinical areas. Exception will be made for medical alert / religious bracelets, but with prior consultation with their manager;
- Facial jewellery (nose, eyebrow and facial jewellery) must not be worn. This is to avoid the risk of potential injury. Ear jewellery is limited to discrete studs or sleepers; and
- Where possible, tattoos should be covered, as they may be construed as offensive to other staff or patients.

3.1.4 Hats/Scarves/Neck Ties

- Head coverings that are required for religious and/or medical purposes or to honour cultural tradition are allowed. However, staff in the Forensic Hospital must consult with their manager and the Manager, Security and Fire Safety in the Forensic Hospital as to the method to secure the head scarf to reduce the risk associated with it;
- Neck scarves must not be worn by staff involved in direct patient contact;
- Neck Ties must not be worn in Forensic Hospital; and
- Ties are not essential other than in management positions.

3.1.5 JH&FMHN Staff Working in a Clinical Setting

Staff working in a clinical setting may choose from the following options to order their uniforms. The link below will direct the staff member to the uniform website where details of the uniform range, colours, allocation model, how to order, uniform deliveries, replacement and special requirements is available.

- Casual staff are required to wear the uniform that is available from the NSW Health uniform supplier and may be ordered via the hyperlink below;
- Items from the NSW Public Hospital Uniform are available from the NSW Health uniform supplier via the hyperlink below; and
- Clinical staff should order from the community health category and choose from within the professional work range.

http://intranet.hss.health.nsw.gov.au/hss_uniforms

3.1.6 JH&FMHN Staff Working in a Non-Clinical Setting

- Staff working in a non-clinical setting may wear, as appropriate to the work area, a combination of business type dresses, suits, skirts, blouses, collared business shirts, culottes, trousers, ties, jumpers or cardigans; and
- Staff may also decide to wear the uniform supplied by the NSW Health uniform supplier but the uniform will be at their own cost.

3.2 Maintenance of Uniforms

Staff who are required to wear a uniform will receive an allowance for the laundering of the uniform as per the relevant award.

- A freshly laundered and ironed uniform must be worn for each shift;
- The line manager will approve replacement uniforms; and
- Male uniforms should be worn with shirts tucked into the waistband of trousers.

3.3 Footwear

3.3.1 JH&FMHN Staff Working in a Clinical Setting

All staff entering or working in clinical areas such as wards, health centres or police cells are required to wear black, navy or brown fully enclosed non-slip dress shoes in order to reduce the risk of injuries to the feet.

- Shoes must be kept clean and polished;
- Thongs, flip flops, slippers, ugg boots and crocs must NOT be worn by staff; and
- Sport shoes or joggers must not be worn by staff, except when participating in a physical activity program.

If staff are required to wear special footwear or clothing for medical reasons, they must provide a medical certificate to their manager.

3.3.2 JH&FMHN Staff Working in a Non-Clinical Setting

Managers are responsible for staff in non-clinical settings and for ensuring that footwear is neat, clean, tidy and appropriate.

Managers and staff should note that certain footwear, such as 'thongs' or 'flip-flops,' are not appropriate whilst on duty.

- Low heeled shoes are preferred for safe manual handling practices; and
- Sport shoes, joggers, crocs, thongs, flip flops, slippers and UGG boots must NOT be worn by staff.

3.4 Items NOT Permitted to be Worn at Work

All staff must note the following items are excluded from the dress code:

- Caps or beanies whilst inside a building;
- Clothing which is soiled, torn or in a state of disrepair;
- Hipster and low cut trousers;
- Inappropriate footwear (as per section [3.3](#) of this policy);
- Jeans or clothing made of denim;
- Midriff shirts, short skirts, low cut or skin tight dresses or tops;
- Scarves and other headwear, except when worn for religious or cultural reasons in clinical settings;
- Shorts;

- Singlets or tank tops;
- Tight fitting or see through clothing;
- Track suits and sportswear, except during a physical activity program; and
- T-shirts or shirts with printed or advertised slogans.

In addition, clothing or accessories that demonstrate a personal point of view or advertising, inappropriate or controversial, commercial, religious or political messages are not permitted. Articles of clothing with sexist, racist or other offensive messages, cartoons or drawings that have illicit, profane, suggestive, biased, sexually related, alcohol related or tobacco related text graphics or logos are not permitted.

If clarification or exclusion is needed on any of the above items, staff should contact their line manager.

Staff who may be required to participate in physical activity programs must wear standard clothing items in accordance with section 3.1.6 of this policy whilst in the workplace, and may change into sports-related clothing for the duration of the physical activity. Sportswear must be well maintained and of appropriate quality.

3.5 Casual Dress Days

Fridays are normally the designated Casual Dress Day for non-uniform staff members. Staff members are authorised to dress in a more business casual attire. In the case where a Friday falls on a holiday, Thursday may be designated the casual day. Business casual attire must be in accordance with section 3.4 of this policy. Casual dress day may be revoked on an individual, a unit, or a department-wide basis if the guidelines set forth are not adhered to.

- Casual dress day is OPTIONAL: Staff members do not have to dress in business casual attire on casual dress day. *For example, a staff member may not have an appropriate business casual wardrobe, or may have a meeting that requires dress in regular business attire for that day.*

4. Definitions

Business Casual

Dressing professionally, looking relaxed yet neat and well presented. Business casual is not a license to dress inappropriately. No shorts, low-cut shirts, thongs, ripped clothing or T-shirts with slogans.

Must

Indicates a mandatory action required that must be complied with.

Should

Indicates a recommended action that should be followed unless there are sound reasons for taking a different course of action.

5. Related Documents

NSW MoH Policy Directives [PD2015_049](#) *Code of Conduct*

[PD2012_057](#) *Uniforms Policy*

Related WWW Links [NSW Health Uniform Supplier](#)