

NSW Health Review of Uniforms Policy Directive – Consultation

Dear Member,

The Ministry of Health is commencing a review of *NSW Health Policy Directive PD2012_057 Uniforms Policy*. Their stated aim is to ensure that staff employed in the NSW Health Service are aware of the provisions that apply to uniforms and a consistent approach is applied to NSW Health uniforms.

As part of the consultation process we are seeking comments from members on issues that should be considered in relation to the content of the current Policy Directive, and any issues that should be addressed. Please complete the HSU's brief survey at https://www.surveymonkey.com/r/Uniform_Policy_2018 to register your feedback.

Attached is the current policy.

Please complete the survey at the above link by **close of business Monday 27 August 2018**.

In unity,



Gerard Hayes
Secretary, HSU NSW/ACT/QLD

Uniforms Policy

- Document Number** PD2012_057
- Publication date** 07-Nov-2012
- Functional Sub group** Clinical/ Patient Services - Statewide and selected specialty services
- Summary** To advise staff employed in the NSW Health Service who are required to wear a uniform of the provisions that apply.
- Author Branch** Workplace Relations
- Branch contact** Workplace Relations 9391 9357
- Applies to** Local Health Districts, Board Governed Statutory Health Corporations, Chief Executive Governed Statutory Health Corporations, Specialty Network Governed Statutory Health Corporations, Affiliated Health Organisations, Public Health System Support Division, Community Health Centres, Public Health Units
- Audience** All staff who are required to wear a NSW Health Uniform
- Distributed to** Public Health System, Health Associations Unions
- Review date** 07-Nov-2017
- Policy Manual** Not applicable
- File No.** 07/8292
- Status** Active

Director-General

This Policy Directive may be varied, withdrawn or replaced at any time. Compliance with this directive is **mandatory** for NSW Health and is a condition of subsidy for public health organisations.

UNIFORMS POLICY

PURPOSE

To advise staff employed in the NSW Health Service of the provisions that apply to uniforms, in order to establish a consistent approach to NSW Health uniforms.

MANDATORY REQUIREMENTS

This policy applies to all NSW Health employees who are required by their Local Health District or Specialty Network to wear a uniform (with the exception of staff employed by the Ambulance Service of NSW and the Neonatal and Paediatric Emergency Transport Service (NETS) of the Sydney Children's Hospital Network).

The uniforms specifications and procedures set out in the Health Support Services Uniforms Procedure Manual are required to be followed.

The NSW Health standard requirement is that staff wear a badge including their first name and family name. However, for staff working in Emergency Departments, 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 Guidelines for Security Risk Management in Health Facilities Manual*, a risk assessment should be undertaken by the Local Health District should staff in other departments raise safety or security concerns regarding the display of family names on name badges.

IMPLEMENTATION

Award provisions

It is intended that uniform items will be supplied.

Executive Responsibilities

Chief Executives are responsible for implementation of the policy.

Employee Responsibilities

Employees who are required by their Local Health District or Specialty Network to wear a uniform are required to comply with the policy and any Local Health District or Specialty Network requirements.

Uniforms Procedure Manual

Information about compliance with the uniforms contract and matters in regard to the uniform styles and colours, ordering, supply, distribution, allocation, alterations, maintenance, repair and return of uniforms can be found in the Uniforms Procedure Manual, produced by Health Support Services.

Transition Arrangements

Health Services should allow for a sufficient period after the uniforms are received before requiring all affected employees to commence wearing the new uniforms, during which time staff may continue to wear the previous uniforms.

Taxation

Employees who wish to purchase a uniform or order over their allocation may do so (at their own cost) and may be able to claim the cost, laundry and maintenance as a tax deduction (the taxation registration number 855 for this purpose is CW 1855). Employees are advised to seek appropriate taxation advice.

REVISION HISTORY

Version	Approved by	Amendment notes
PD2012_057	Deputy Director-General, Governance, Workforce and Corporate	New Policy.