



# Dress Code For Staff Procedure

Procedure Number  
WCDHB-HR-0010

Version Nos:  
**5**

## 1. Purpose

The West Coast District Health Board (WCDHB) has developed this Procedure to ensure that a reasonable standard of dress and a high standard of personal hygiene are maintained while staff are on duty.

## 2. Application

This Procedure is to be followed by all staff throughout WCDHB.

## 3. Definitions

There are no definitions associated with this Procedure.

## 4. Responsibilities

For the purposes of this Procedure:

the **Staff Member** is required to:

- abide by the requirements of this Procedure

the relevant **Manager** is required to:

- ensure staff comply with the requirements of this Procedure;
- where appropriate and at their discretion approve the wearing of alternative attire by staff members.

## 5. Resources Required

This Procedure requires no specific resources.

## 6. Process

- 1.00 WCDHB recognises that as a result of the work its employees are required to do that they have a high public profile, and as such need to maintain high standards of dress, grooming and personal hygiene in order to maintain professional credibility and standing.
- 1.01 WCDHB staff members while on duty represent WCDHB.
- 1.02 Dress standards for WCDHB staff members while they are on duty are governed by their area of employment, prevailing health and safety requirements, and this Procedure.
- 1.03 Managers have the authority to approve exemptions to this Procedure for special activities and events, and for individual medical reasons
- 1.04 Managers are required to ensure that WCDHB staff members comply with the requirements of this Procedure and that any non-compliance is brought to the attention of the staff member concerned.



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### 2.00 Jewellery

- 2.01 Engagement, wedding, eternity or signet rings may be worn if appropriate. For health and safety reasons, staff members who have direct patient contact should wear plain bands whilst on duty.
- 2.02 Dress jewellery such as bangles, broaches, unconcealed necklaces and drop earrings are not to be worn in clinical areas.

### 3.00 Footwear

- 3.01 Footwear appropriate to the work environment is required to be worn.

### 4.00 Safety and Protective Clothing

- 4.01 Uniforms and other protective clothing and equipment are to be worn in hazardous areas or in designated areas. Specific safety requirements in work areas may further limit the types of clothing that can be worn.

### 5.00 Uniforms and Clothing

- 5.01 Where required by their relevant Manager, staff members are to wear a uniform while on duty and travelling directly to and from work.
- 5.02 Where alternative clothing to a uniform has been authorised, it is to be comfortable, practical, conservative in style and colour, and must comply with the dress standard authorised by the relevant Manager.
- 5.03 Uniforms and alternative clothing worn by staff members are to be clean and in a serviceable condition.
- 5.04 Clinical uniforms are to be laundered by the WCDHB Laundry (see *WCDHB Laundering of Staff Uniforms Procedure*).
- 5.05 Corporate uniforms are to be laundered by the individual staff member. The garments must be laundered as per the manufacturers specifications to maintain the quality of the material, and in line with infection control recommendation to reduce the risk of infection. Water temperature must be as per manufacturers instructions, but it would be preferable to be a hot wash. Other factors to consider are:
- i) Pre soak uniform in napsan if possible;
  - ii) Wash uniforms in a separate load from other laundry;
  - iii) Drying in direct sunlight is preferred;
  - iv) Use a hot iron if possible.
- 5.06 In situations where a Corporate uniform has come into contact with infectious material or body fluids, then the uniform is to be laundered by WCDHB Laundry.



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### 6.00 Personal Hygiene and Grooming

6.01 All staff members should maintain personal hygiene and grooming of the highest standard.

## 7. Precautions And Considerations

- ➔ Dress standards for staff members while they are on duty are governed by their area of employment, prevailing health and safety requirements, and this Procedure.
- ➔ Where alternative clothing to a uniform has been authorised, it is to be comfortable, practical, conservative in style and colour, and comply with the dress standard authorised by the relevant Manager.

## 8. References

There are no references associated with this Procedure.

## 9. Related Documents

WCDHB Staff Code of Conduct

WCDHB Laundering of Staff Uniforms Procedure

<b>Revision History</b>	<b>Version:</b>	5
	<b>Developed By:</b>	Corporate Services: HR
	<b>Authorised By:</b>	Chief Executive Officer
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