

Uniforms

Purpose

The RFDS provides staff with uniforms and expects staff to present themselves professionally, projecting a positive image of the RFDS. Irrespective of location or workplace, all staff should dress in a manner that appropriately reflects their role and responsibilities and enhances the image and reputation of the organisation.

The RFDS uniform is designed to;

- Be comfortable and practical;
- Provide a professional and organisational-wide corporate image.
- Provide maximum safety for all employees in line with legislative and moral obligations.

As part of our commitment to these goals, the RFDS considers industry best practice, the latest scientific research, mainstream occupational health and safety advice and the needs and preferences of its staff.

This policy aims to give guidance to staff on the standards of dress and appearance, which the RFDS expects its staff to adhere to. The RFDS provides a uniform fit for purpose and to ensure all staff reflect the look, feel and culture of the organisation.

Scope

This policy applies to all employees, at all locations including full time, part time and casual staff. The uniform is compulsory and is required to be worn at all times whilst on duty, when attending the workplace and at RFDS functions/events.

An Operational Uniform will be provided to all Nurses, Pilots, Medical Practitioners, Engineering, Operations Coordinators and other Health Professionals.

A Corporate Uniform will be provided to all Management/Administration employees.

A Tourist Facility Uniform will be provided to all staff within the Darwin and Alice Springs Tourist Facility.

Responsibilities

Managers/Supervisors/Seniors

Leaders are responsible for ensuring that the Uniform policy and dress code is adhered to by all their staff. If a leader considers that a particular staff member's attire is inappropriate, according to the standards set in this policy, they should approach the individual and ask that they comply.

Leaders are also responsible for determining when items should be replaced for wear and tear and the return of uniforms when staff leave their employment with RFDS

The wearing the operational uniform

Wearing the uniform is compulsory when attending the workplace, or as otherwise directed (e.g. some activities when in training or events).

All staff are responsible for their own appearance, and should consider how others may perceive their general presentation and appearance. Employees are responsible for following the standards set out in this policy. New employees will be made aware of the standards of dress during their staff induction.

A high standard of personal presentation is required from employees at all times. It is expected all uniform items are clean, neatly pressed and in good repair, shirts and blouses are tucked in.

Any exceptions must be approved by the COO.

Accessories / Non Uniform items

Corporate staff are encouraged to use a common sense approach in regards to the accessories (eg jewellery/scarves) which they wear to work. Staff must ensure that all accessories are appropriate to the type of work they carry out and mindful of safety and the potential for damage or loss to their personal property, which may arise as a result of carrying out their duties.

Operational staff must not wear non uniform items. This includes scarves, jumpers, jackets, beanies and baseball style cap

Operational staff may wear a long sleeve skivvy or t-shirt under their shirt provided it is dark blue and does not distract from the overall appearance of the uniform.

Operational staff are encouraged not to wear jewellery and other items that may contribute to infection control issues. Therefore nurses and medical practitioners are encouraged not to wear wrist watches and rings other than a wedding band. In additions long hair should wear it tied up or away from their face at all times and makeup and perfumes are to be used sparingly if at all.

Footwear

Shoes are the responsibility of individual staff members and must be black and enclosed. The RFDS expects all employees to wear shoes which meet a presentable standard for their particular work area.

For Operational staff appropriate safety footwear will be supplied. Footwear will be replaced on a "new for old" basis. Operational staff must ensure their shoes/boots have nonslip and resistant soles.

Lanyards and ID Tags

The wearing of identification is required for security and to improve visibility with the public. Employees are required to wear their RFDS ID Tag at all times.

Visibility

The operational uniform is designed to enhance our visibility. Reflective tape and high visibility colours have been selected to assist in the safety of staff in the performance of their duties.

UV protection

Ultra violet light poses a danger to staff because of its potential for short term injury such as sunburn and for long term effects such as the development of skin cancer and cataracts. In order to minimise danger to staff the following guidelines apply; Staff are encouraged to minimise their own exposure to UV light through the utilisation of shade, the wearing of appropriate clothing items. All staff are required to wear the RFDS issued hats while working outside to reduce their exposure.

RFDS issued hats (baseball style) while part of the uniform, are not intended as protection from UV light for prolonged periods. Any circumstance where there is risk of prolonged exposure to UV light, the bucket style hat should be worn.

Shorts are no longer part of the operational uniform with the exception of engineering staff. Engineers who may be working outside for prolonged periods should wear long trousers to offer themselves the best protection.

RFDS will provide SPF 15 (as a minimum) sunscreen free to its operational staff for use at work. Staff are to apply this to exposed skin in line with the manufacturer's recommendations.

Attending Events

Generally speaking staff should wear their uniform whilst attending events as a representative of the RFDS.

Where an event is held outside work hours, clothing worn should align with the styling of the event you are attending.

Wearing the uniform outside of employment requirements is prohibited.

Allocation of Uniform

All staff will be provided uniforms at commencement of their employment

Corporate Uniform

Full time female staff:

- 4 tops in red
- 1 Polo Shirt
- 3 items from a choice of skirt or trousers in navy
- 1 dress in navy (will reduce top and trouser or skirt allocation by one)
- 1 jacket in navy
- 1 cardigan in navy
- 1 belt in red.

Full time male staff:

- 4 light blue shirts
- 1 Polo Shirt
- 3 pairs of trousers in navy
- 1 suit jacket in navy
- 2 ties in corporate colours
- 1 Navy vest

Employees who work part-time or casual will receive a reduced allocation according to the number of hours worked.

Operational Crew (Pilots, Flight Nurses, Remote Area Nurses & Medical Practitioners)

- Trousers x 2 (available in light weight and heavy weight)
- Shirts x 5 (polo or button up shirt)
- Blue Jumper x 2 (new Style)
- Jacket x 1 (soft shell, high vis and waterproof, has zip of sleeves, replaces the rain coat also)
- Belt x 1 (black)
- Safety tabard x 1 (pilot, flight nurse, nurse, doctor)
- Back pack x 1 (this should be used as your crew bag)
- Beanie x 1
- Bucket hat x 1 (new style)
- Baseball cap x 1
- Lanyard x 1 (flight nurse, nurse, pilot, doctor)
- Shoes or boots x 1 pair (black)
- Navy vest (this can be worn but needs to be purchased from reception at Adelaide Base)
- Polo x 1 (blue & white polo Friday)

Operations Coordinators

- Trousers x 2 (non-reflective style)
- Shirts x 5 (polo or button up shirt)
- Blue Jumper x 1 (new Style)
- Navy vest x 1
- Belt x 1 (black)
- Back pack x 1 (this should be used as your crew bag)
- Baseball cap x 1
- Lanyard x 1
- Polo x 1 (blue & white polo Friday)

Engineers

- Trousers x 3 (non-reflective style, combination of shorts or long pants)
- Shirts x 5 (polo or button up shirt)
- Blue Jumper x 1 (new Style)
- Belt x 1 (black)
- Back pack x 1 (this should be used as your crew bag)
- Baseball cap x 1
- Bucket hat x 1
- Beanie x 1
- Safety Tabard x 1
- Jacket x 1 (soft shell, high vis and waterproof, has zip off sleeves, replaces the rain coat also)
- Navy Jacket x 1
- Lanyard x 1
- Polo x 1 (blue & white polo Friday)
- Shoes or boots x 1 pair (black)

Orders and Replacements

Uniform replacement

RFDS undertakes to provide uniforms at no expense to its staff. Uniform items will be replaced under a fair wear and tear policy, with the exception of shirt/blouse. That is, items will be replaced at the end of their useful life whether that be brought about by longevity or through mishap rendering that item unusable. Shirts/Blouse will be replaced on an annual basis.

Uniform replacement will be coordinated by the reception desk at the Adelaide Base. Any request for uniforms or replacement items is to be endorsed by your line manager.

Any dispute about uniform issue or replacement uniforms is to be forwarded to the staff members General Manager for decision.

RFDS badging must be removed from any operational uniforms prior to disposal.

The Front Desk Administrator is responsible for:

- Ordering of uniforms from the manufacturer
- Assessment of uniform items required/stock control
- Initial issue of uniforms to each employee
- Maintaining a record of uniforms issued and replaced to each individual employee
- Ensuring that uniforms are recovered from employees on cessation of employment
- Recycling/destroying uniforms as required.

Termination of Employment

All uniform items must be returned to their manager on their last day of employment. Failure to return uniform items will result in the cost for the missing item/s being provided to the employer.