

Uniforms Policy

Summary The policy will 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.

Document type Policy Directive

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Author branch Workplace Relations

Branch contact (02) 9391 9373

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Policy manual Not applicable

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Status Review

Functional group Personnel/Workforce - Conditions of employment, Occupational Health and Safety, Security

Applies to Public Health Units, Local Health Districts, Board Governed Statutory Health Corporations, Chief Executive Governed Statutory Health Corporations, Specialty Network Governed Statutory Health Corporations, Affiliated Health Organisations, NSW Health Pathology, Public Health System Support Division, Cancer Institute, Community Health Centres, Public Hospitals

Distributed to Public Health System, Health Associations Unions

Audience All staff who are required to wear a NSW Health uniform

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 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 Hospitals Network).

The uniforms specifications and procedures set out in the [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, Mental Health Units and Drug and Alcohol Units displaying a first name and initial will be sufficient for identification purposes.

In accordance with the *Protecting People and Property: NSW Health Policy and Standards for Security Risk Management in NSW Health Agencies* (Chapter 9-Access and Egress Control), a documented risk assessment should be undertaken if staff in other departments raise safety or security concerns regarding the display of family names on name badges.

This Uniforms Policy should be read in conjunction with PD2015_049 NSW Health Code of Conduct including the dress requirements in section 4.

IMPLEMENTATION

Award provisions

Uniform items will be supplied as required by Awards.

Executive Responsibilities

Chief Executives are responsible for implementation of the policy.

Employee Responsibilities

Employees who are required to wear a uniform are required to comply with the policy, any Local Health District / Specialty Network Uniform and Dress Code requirements and the NSW Code of Conduct.

HealthShare NSW

HealthShare has entered into a contract for the supply of uniforms. NSW Health has implemented a range of comfortable and functional uniforms for frontline staff that is standardised across the state.

The clinical range ensures each work stream – such as medical, nursing and midwifery, allied health, oral health – has their own individual colours, helping patients to easily identify members of their care team. A corporate uniform range has been designed for non-clinical staff such as administration and patient support services.

An easy to navigate [online ordering system](#) is also in place, operating on a shopping cart system. Using the system, staff can create an online profile that incorporates their individual measurements and preferences to allow them to personalise their wardrobe.

NSW Health staff can also call the NSW Health State-wide Service Desk on Ph: 1300 28 55 33.

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
March- 2019 (PD2019_012)	Deputy Secretary, People, Culture and Governance	Policy revision including electronic links to the Uniforms Procedures Manual and NSW Health Code of Conduct. It also clarifies exemptions to display family names on name badges.
PD2012_057	Deputy Director- General Governance, Workforce and Corporate	New Policy