|  |
| --- |
| ***WORKPLACE GUIDELINE – WG001.9******DRESS CODE*** |

**FUNCTION**

Community Connections are committed to the Social Role Valorisation theory, which tells us

image makes it easier for other people to identify us as part of their group. If we have roles in

common, a similar level of skill or competence, and a similar image, we will see a person as

being ‘just like us’.

At Community Connection Incorporated we do not wear uniforms, identification badges or

Brand our vehicles because we want our employees to look like they are in a natural

relationship with the individual they support because this image perception will reflect on the

people we support and how they are treated in the community.

Similarly, we are also role models for the individuals we support and while we do not aim to

have individuals be clones, we do want individuals to be part of a “group” and share common

ground with the community.

We have some guidelines around how we would like our employees to dress while working with the individual both in the home and the community.

**GUIDELINES**

* Clean, neat, casual clothing including pants, jeans, dresses, skirts, shorts, blouses, tee-shirts, jumpers, cardigans, jackets etc. and should be appropriate for the task you are undertaking.
* Clothing must be of a suitable length.
* Footwear should be appropriate for the weather and situation.
* Where you need to perform any manual handling, footwear is expected to be solid, closed toe, with a heal strap securing the shoe to the foot and functional low heels. E.g. sneakers and trainers, loafers, boots, walking shoes.
* If providing personal care to individuals jewellery and even loose fitting or free flowing clothing could obstruct care, swaying an individual’s face, become entangled in equipment or drag along the floor and can become trip hazards.
* Lifestyle Assistants should also take into consideration who they are supporting or providing care to and potential risks to them from behaviours of concern.
* Lifestyle Assistants providing support outside during days of strong UV rays should wear a hat and apply sunscreen.
* Community Connection Incorporated have a list of appropriate Personal Protective Equipment and how and when it is to be used. Please see attached
* Hair and beards must be neat, tidy and trimmed.
* Hair should be tied back if providing personal care, so it does not obstruct care or sway in an individual’s face. Hair should also be tied back when preparing and serving food of any sort.
* Attention must be paid to bodily odour, some individuals are unable to communicate or do not wish to offend the person that is providing their personal care, even just working near. Therefore, employees must be aware of their bodily odour and take steps to make sure that they are clean and fresh smelling. However please remember that some individuals/people are allergic to chemicals perfumes, deodorant’s and make-up, so wear these substances with restraint. These should be aligned with the sensory needs of the individual you support

*The following items can not be worn to work*

* Ripped, torn or dirty clothing in need of repair
* Clothing which has words, terms or images likely to offend.
* Micro or mini-skirts, shorts above the knee, tops/blouses/dresses that reveal too much cleavage.
* Clothing that reveals your back, chest, legs, stomach or underwear.
* Rubber thongs

**RESPONSIBILITY FOR IMPLEMENTING WORKPLACE GUIDELINES**

All employees

|  |  |
| --- | --- |
| **DATE OF BOARD ENDORSEMENT** | 07/02/2019 |
| **LAST REVIEW DATE** | 07/02/2019 |
| **NEXT REVIEW DATE** | This workplace guideline will be reviewed on an 18-month basis.  However, if at any time the guideline is no longer appropriate in its current form, it will be reviewed immediately and amended accordingly. |

**Attachment**

**Personal Protective Equipment Guide**

|  |  |
| --- | --- |
|  | **Sun Protection** All workers who are working in the sun should apply sun cream and wear a hat and sunglasses at all times. Community Connection provides all of the above items, to ensure workers are correctly protected against sun exposure. Protect the face, neck, ears and eyes:  A hat with a broad brim 10-12 cm, or with a flap at the back (Legionnaires type); or  A hard hat with a flap or brim added.  Sunglasses. Refer to Australian Standard AS1067. Sunscreens protect any skin not covered by clothes (face, ears, back of neck, hands, legs etc.):  Use a 15+ broad spectrum sunscreen.  Apply it 20 minutes before going outside.  Reapply it every 2 hours.  Apply zinc cream to lips and nose for extra protection  |
|  | **Safety Footwear** Closed footwear should be worn at all times whilst on site. Footwear must be fitted correctly and be comfortable for workers. Steel capped boots or shoes are required whenever there is a risk of injury to your feet due to falling objects. |
|  | **Safety Glasses** Safety glasses are necessary in dusty environments and if there is any risk of sparks or flying debris. Face masks and acid proof goggles shall be used where appropriate to the risk. |
|  | **Hearing Protection** Hearing protection should be used when noisy equipment is in use, e.g. lawn mower, whipper snipper, grinders etc. |
|  |  **Hand Protection** Appropriate gloves should be worn to minimise injuries to hands, for example when handling timber, wire, and chemicals such as solvents, fuels, acids (check the MSDS). Specific gloves must always be worn when assisting with Personal Care. This strategy assists with the prevention of infection between both parties. Household gloves should be worn when preparing dishes that include chilli as contact from the oil can cause severe reactions to eyes or sensitive skin upon contact. |
|  | **Long Sleeves and Pants** Long sleeves and pants, preferably cotton, providing ankle to wrist cover should be worn to protect against chemicals, abrasion, stings, bites and UV exposure. Clothes providing the best protection:  Long sleeved shirts.  Darker colours are best.  Tight weave of material.  Loose fitting for coolness.  With a collar to protect the neck.  |
|  | **Respiratory Protection** The appropriate mask or respirator (with correct filters) shall be used in areas of fine dust, gas; fumes and vapour (check the MSDS). |