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## Dress Code Policy

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### 1. Guiding Principles

WACHS-Goldfields is committed to the provision of a dress code based on:

- Professional and public image of the health service staff.
- Infection Control- Industrial.
- Occupational Safety and Health policies and patient safety and wellbeing.

It is the responsibility of all staff to dress in a professional manner. Standard of dress is dictated by the nature of duties, the area in which the work is performed and the degree of contact with both patients and the general public.

All staff are to comply with the procedure to ensure a professional and positive image of the organisation is maintained at all times.

### 2. Procedure

The minimum dress code standards to be met by all staff:

- Staff members who are required to wear a uniform must wear the approved uniform.
- Where laundering and maintenance is the responsibility of the staff member, for which a laundry allowance is provided, refer to the appropriate Industrial Award for detail on allowances.
- Hair must be tidy and well groomed. All staff involved in direct patient care, catering and cleaning services with hair below the collar line, are to ensure it is tied, clipped back or contained within a theatre cap/hairnet.
- Each employee is to have a sufficient number of uniforms to ensure a clean, ironed uniform daily.
- Facial piercings to be kept to a minimum and removed in clinical areas.
- Make-up is to be of a natural appearance.
- Staff members are to be responsible for wearing appropriate footwear. Appropriate footwear means fully enclosed, flat, non-slip, cleanable and in a good state of repair. High heels, thongs or thongs-style sandals are inappropriate.
- Head covering worn for religious or cultural reasons by staff involved in clinical care or cleaners in patient care areas must be secured to the side or back of the head in a manner that prevents infection control breach or constitutes a hazard.
- Identity badges must be worn as per WACHS [Staff Identification Procedure](#)
- Special (fundraising) or casual (Fridays) - Staff on special / casual days are still expected to wear clean, neat, modest and tidy attire that presents a positive and respectable image, whilst also keeping in mind personal health and safety at all times. Staff should also be mindful of meetings with patients / families' ensuring their presentation is in keeping with the WACHS Goldfields professional image.
- Jeans, other than for Community Health staff on outreach, are not acceptable unless authorised. Exceptions are made for dress-up fundraisers ('Jeans for Genes Day') or in some instances regular casual Friday or fundraising event are examples of wearing of jeans is acceptable in the workplace.

### 3. Definitions

<b>Professional manner</b>	Can be described as conservative
<b>Clinical Staff</b>	<p>Those involved in the:</p> <ul style="list-style-type: none"> <li>• hands-on care of patients e.g. washing / toileting / examining</li> <li>• manual handling or transferring of patients</li> <li>• completion of medical procedures and /or surgical procedures.</li> </ul> <p>This may include the following staff groups:</p> <ul style="list-style-type: none"> <li>• Nursing Staff</li> <li>• Allied Health</li> <li>• Population Health</li> <li>• Hotel Services</li> <li>• Mental Health Staff</li> <li>• Medical Staff</li> <li>• Patient Care Assistants (PCAs).</li> </ul>
<b>Non-Clinical Staff</b>	<p>Those staff not involved in the direct hands-on care of patients / minimal contact:</p> <ul style="list-style-type: none"> <li>• Clerical and Secretarial Staff</li> <li>• Consultants</li> <li>• Corporate Staff</li> <li>• Infrastructure and Support Services Staff</li> <li>• Administration</li> <li>• Management.</li> </ul>

### 4. Roles and Responsibilities

#### Clinical Staff

In addition to the minimum standards above, the following also applies:

- Finger nails to be kept clean, short and free of nail polish. Artificial nails/extendors are not to be worn in the clinical setting.
- Jewellery must be kept to a minimum and not present any risk to wearer or patients. Jewellery is restricted to plain wedding type bands, medic alert discs and plain earrings confined to the ears for employees working in or regularly entering clinical areas.
- Wrist watches are not permitted in the clinical setting.
- Finger rings are to be removed prior to participation in surgical scrub operating theatre.
- Wearing long sleeved tops under compulsory uniforms or long sleeved jumpers, cardigans etc. whilst participating in clinical duties is prohibited. Forearms are to be kept bare below the elbows to ensure that hand washing is effective. Undergarments are permissible but they must not extend below the elbow and must be of a conservative nature.

Where uniforms are not provided by the health service, the organisation has consulted with the relevant clinical groups, and has determined the standard of uniform and where the standard of uniform can be sourced from.

Staff for which uniforms are provided by the health service e.g. Enrolled Nurses, PCAs please refer to the relevant [Award](#) for provision specifications.

### **Non-Clinical Staff**

- Where protective clothing is required for specific tasks/activity, staff are required to wear the clothing that has been provided by the health service.
- Dresses, skirts, neat shirts, culottes, tailored slacks, full length trousers or knee length tailored shorts may be worn.
- Shoe string tops/dresses are not acceptable.
- Track suits, leggings, short shorts, midriff tops, hipsters, low cut tops, miniskirts or t-shirts with advertising, pictures or writing are not acceptable unless approved in advance by the relevant manager.

**All Staff** are required to work within policies and guidelines to make sure that WACHS is a safe, equitable and positive place to be.

## **5. Compliance**

It is the responsibility of each staff member to ensure compliance with the procedure, failure to wear appropriate uniform may result in loss of uniform and /or laundry allowance.

Persistent failure to meet the required standard is to be managed in line with the WA Health [Discipline Policy - MP0040/16](#).

Failure to comply with this policy may constitute a breach of the WA Health Code of Conduct (Code). The Code is part of the [Employment Policy Framework](#) issued pursuant to section 26 of the [Health Services Act 2016](#) (HSA) and is binding on all WACHS staff which for this purpose includes trainees, students, volunteers, researchers, contractors for service (including all visiting health professionals and agency staff) and persons delivering training or education within WACHS.

WACHS staff are reminded that compliance with all policies is mandatory.

## **6. Evaluation**

Incidents related to lack of compliance with the procedure - target-zero (0).  
Review of this procedure is to be undertaken six months post publication.

## 7. Standards

[National Safety and Quality Health Care Standards - 1.3.1 and 3.4.1](#)

## 8. Legislation

[Occupational Safety and Health Act 1984](#) (and [Occupational Safety and Health Regulations 1996](#))

## 9. References

WA Health System – Australian Nursing Federation - [Registered Nurses, Midwives, Enrolled \(Mental Health\) and Enrolled \(Mothercraft\) Nurses – Industrial Agreement 2016](#)

[WA Health-LHMU- Enrolled Nurses Assistants in Nursing Aboriginal and Ethnic Health Workers Industrial Agreement 2016](#)

[WA Health – HSUWA – PACTS Industrial Agreement 2016](#)

[PHAC Dress Code for Staff Policy](#)

## 10. Related Policy Documents

WACHS [Staff Identification Procedure](#)

## 11. Related WA Health Policies

[Discipline Policy – Employment Policy Framework – MP 0040/16](#)

[National Hand Hygiene Initiative in Western Australia Hospital OD 0429/13](#)

[Code of Conduct MP0031/16](#)

## 12. WA Health Policy Framework

[Employment Policy Framework](#)

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