



## Uniform & Protective Clothing Policy

LINK Community Transport (LINK) is committed to providing a safe and healthy workplace for all employees, volunteers, contractors, and members of the public. Every person driving a vehicle for LINK is required to wear a LINK uniform. This increases the visibility of drivers to other road users.

### Objectives:

All volunteers, staff and contract drivers are required to meet the minimum personal protective clothing requirements specified in this policy. Wearing a LINK uniform while driving, such as fluorescent safety vest, provides protection to drivers. Appropriate footwear should also be worn. All drivers must wear a LINK uniform to reduce the safety risk of an incident occurring on or near a road. This includes:

- Entering or exiting vehicles on the roadside,
- Picking up and dropping off customers in shopping centre car parks,
- Escorting customers to and from vehicles in all circumstances where the vehicle hoist is used to enable customers to board the vehicle away from moving traffic. This includes public car parks, and
- Escorting customers to and from vehicles close to moving traffic.

### Responsibilities:

LINK uniforms are the property of LINK Community Transport. Uniforms are issued to volunteers and staff for the duration of their time with the organisation. On arrival of a new driver, the following practice will occur:

- LINK Community Transport will provide a uniform including a fluorescent jacket for each volunteer driver and staff member, on the completion of induction training and second driving shift with an experienced LINK driver,
- Volunteers and staff will be issued with a policy covering the issuing, use, and return of uniforms and name badges,
- Volunteers and staff will be required to acknowledge the receipt of uniforms and the conditions of issue and return by signing a written statement, and
- Sun protection items will be available during Summer months (please refer to the Extreme Heat Policy & Procedure)

Uniforms are to be worn whilst carrying out paid or voluntary driving work on behalf of LINK Community Transport and are not personal garments to be worn outside working hours. Drivers are required to wear safe footwear, this includes closed toe shoes.

Rick Lawford  
Chief Executive Officer  
March 2017

## Context and/or Referenced Documents

- Occupational Health and Safety Act (2004)
- Duty of Care Provisions under the OH&S Health and Safety Act 1985
- LINK Extreme Heat Policy
- LINK Extreme Heat Procedure
- Home Care Common Standards, 1.6 Risk Management, Australian Aged Care Quality Agency

## Version History

Version Number	Date	Summary of Changes
1.0	March 2017	Combined Uniform & Protective clothing policies
1.1	May 2018	No update

## Authorisation

Authorization	Date	Next Review Date
Author: Miranda Blok, HSEQRC Coordinator	March 2017	March 2018
Authorized by: Rick Lawford. CEO	March 2017	March 2018