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Purpose

To provide guidelines that outlines the conditions and responsibilities in regard to the supply and wearing of Apprentice Uniform and Personal Protective Equipment (PPE).


Scope

Electrical Group Training (EGT) believes that the safety and appearance of apprentices reflects the image of EGT and has a significant impact on the way we are viewed by our customers, apprentices and the general public.

All EGT apprentices are required to adhere to this policy. EGT Field Staff and Host Employers are additionally responsible for ensuring that this Policy is met.

Definitions

PPE:	Personal Protective Equipment such as hard hat, safety glasses, gloves, ear plugs etc.
Uniform:	Protective clothing supplied by EGT such as shirts, pants, jackets, boots etc.
Initial:	Protective Clothing & Personal Protective Equipment supplied by EGT at the apprentices time of commencement.
Re-Issue Date:	The anniversary of the apprentices' commencement date with EGT.
Protective Footwear Reimbursement:	<ul style="list-style-type: none"> Protective footwear reimbursement amount is \$100.00 all inclusive. If the cost of the protective footwear is under \$100.00 the cost to the apprentice of the protective footwear will be reimbursed only.
Pants Reimbursement:	<ul style="list-style-type: none"> Pants reimbursement amount is $\\$22.90 \times 3 = \\68.70 all inclusive. If the cost of the pants is under \$68.70 the cost to the apprentice of the pants will be reimbursed only.
To Qualify for Reimbursement:	<ul style="list-style-type: none"> The apprentice must be eligible for their uniform re-issue; The receipt must be provided to EGT; and The apprentice is to claim for the reimbursement within 3 months of purchasing the protective footwear or pants.
Minimum Requirements of Uniform & PPE:	<ul style="list-style-type: none"> Long Sleeve, Hi Vis, 100% cotton (sleeves rolled down and buttoned). Long Pants, 100% cotton (shorts must NOT be worn under any circumstances). Protective Footwear (Steel-Capped, Lace Up Boots). Gloves are to be worn at all times unless a risk assessment has been conducted and it deemed safe to remove them e.g. for a precision termination. Glove Clips must remain with the worker at all times (clipped to belt). Safety glasses must be worn or kept close at hand at all times. <p>Failure to comply with these minimum requirements may result in disciplinary measures which can include suspension or termination of your employment.</p>

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Uniform & PPE Allocation

Apprentices will be issued with the following uniform on their commencement with EGT & then on an annual basis (Re-Issue) thereafter as follows:

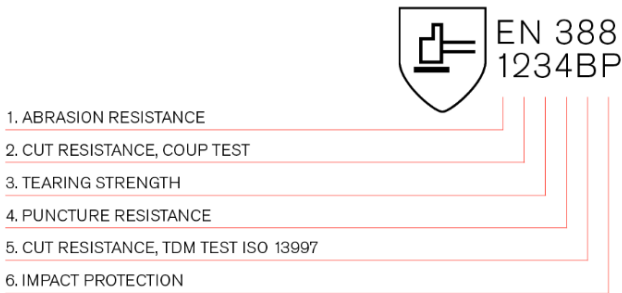
Uniform & PPE Items	Commencement	Re-Issue Date
Hi Vis Shirt	5	5
Cargo Pant	3	3
Bomber Jacket	1 (Issued at Commencement Only)	N/A
Hi Vis Full Zip Fleecy Hoodie	1	1
Protective Footwear - Steel Blue Zip Sided / Lace-Up	1 or (Refer to Protective Footwear & Reimbursement)	1 or (Refer to Protective Footwear & Reimbursement)
Gloves - Arax Touch With Pu Dip Palm	2	Wear & tear basis (Available from EGT Office or Field Officer)
Glove Clip	1	Wear & tear basis (Available from EGT Office or Field Officer)
Canvas Hat - No Flap	1	On an as needed basis (Available from EGT Office or Field Officer)
Sun Hat	0	On an as needed basis (Available from EGT Office or Field Officer)
Hard Hat - Brim	0	On an as needed basis (Available from EGT Office or Field Officer)
Hard Hat - Sweatband	0	On an as needed basis (Available from EGT Office or Field Officer)
Hard Hat - Vented	1	Wear & tear basis (Available from EGT Office or Field Officer)
Safety Glasses - Clear	1	Wear & tear basis (Available from EGT Office or Field Officer)
Safety Glasses - Smoke	1	On an as needed basis (Available from EGT Office or Field Officer)
Safety Goggles - Clear	1 (Issued at Commencement Only)	N/A
Earmuffs	1 (Issued at Commencement Only)	N/A
Ear Plugs	1 Pkt of 10	On an as needed basis (Available from EGT Office or Field Officer)
KN95 Mask	5	On an as needed basis (Available from EGT Office or Field Officer)
DANGER Do not Use Safety Tags	5	On an as needed basis (Available from EGT Office or Field Officer)
CAUTION Out of Service Safety Tags	5	On an as needed basis (Available from EGT Office or Field Officer)
50+ Sunscreen	1	On an as needed basis (Available from EGT Office or Field Officer)
Surgical Face Mask	5	On an as needed basis (Available from EGT Office or Field Officer)

Gloves

Gloves are an effective way to protect hands and wrists from cuts, abrasions, burns and irritants. Selecting the appropriate hand protection is critical in the work environment. Gloves should be replaced periodically, depending on the frequency of use and permeability to the substance(s) handled.

Apprentices should consider the most appropriate glove to wear as part of completing a risk assessment checklist (RAC) for the task they are about to commence.


Apprentices should be aware of the EN388 mechanical hazards rating system and select gloves accordingly. EGT supplied gloves have a pictogram and rating number as shown below.



More information is available (search EN388).

Hand Protection selection can be very confusing due to the wide range of glove styles available. For this reason, EGT have decided to supply a cut 5 rated glove as per the following:

Pro Choice Arax Cut 5 (EN3888 rating 4X42D)




The Arax Touch features a black, water based polyurethane dip for the most sensitive and dextrous fit and a spongy palm which minimises hand fatigue to assist all-day wear.

This style of glove is ideally suited to light to medium occupations requiring significant hand sensitivity, high level of cut protection and prolonged comfort (i.e. pulling cables).

Glove Features:

- Black Polyurethane Dip for superior sensitivity, dexterity and comfort.
- EN 388 Level 4 Abrasion Resistance
- Arax Knit Technology with EN 388 Cut 5 Protection.
- EN 388 Level 4 Tear Resistance
- EN 388 Level 2 Puncture Resistance
- Arax Knit Technology with EN388 Cut Level D
- Form fitting design that emulate individual hand contour for the most comfortable fit.
- Contact heat resistant to 100°C.

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Safety Glasses and Goggles

EGT supply apprentices with safety glasses (clear and smoke).

Safety Goggles (clear) that fit over an apprentice's prescription glasses.

Apprentices can ask the Uniform Shop for safety glasses (clear) that fit over an apprentice's prescription glasses.

Prescription Glasses and Goggles

The apprentice is to supply their own prescription glasses or goggles at their own cost if they wish to have them. Apprentice may be able to claim these back on their tax.

General Information

- If for any reason an apprentice leaves the employment of EGT within their probation period (including extended probation periods), a nominal fee of \$100.00 will be charged to the apprentice for the uniform that was supplied by EGT.
- In some circumstances the apprentice may require specific clothing to meet the requirements of the site. These additional requirements are met by the EGT Host Employer or in unique circumstances by EGT with prior approval by the EGT Operations Manager or General Manager.
- No uniform and/or PPE will be issued to apprentices within the last six (6) months of their apprenticeship unless apprentices provide proof they are damaged or unserviceable, in person, to an EGT Staff Member and at the sole discretion of the EGT General Manager.
- Tattoos that could be perceived to be offensive, should be discretely covered (e.g. tattoos of naked men/women, skulls or daggers dripping blood, etc).
- Jewellery should be discrete and professional in appearance.
- Ear piercings are acceptable, provided the jewellery is of a conservative and professional nature.

The wearing of large & bulky facial piercings such as nose, ear & eyebrow rings is NOT PERMITTED (i.e. "Tunnel" type earrings that have a diameter larger than a standard size pen, will be deemed as "Large" and unacceptable). The wearing of discrete facial piercing jewellery, such as a small ring or 'stud', is acceptable.

- Pregnant apprentices will be issued with an EGT Uniform as appropriate to the stage of their pregnancy and may be permitted to wear suitable clothing that is not usually part of EGT's uniform e.g. without EGT logos.
- Garments worn to comply with religious requirements are acceptable as long as they do not pose an Workplace Health and Safety Risk.

Common Questions:

Q: What happens if my host supplies a uniform?


A: That's fine, as long as it meets EGT's long and long, 100% cotton requirements. If not, you need to wear your EGT Uniform in accordance with this Policy.

Q: What happens when I attend CET or TAFE?

A: You are required to wear your EGT Uniform in accordance with this policy.

Q: What if I already have warnings on my file about other safety or performance issues and I'm caught at work or at CET or TAFE out of uniform?

A: Then you may be subject to disciplinary measures which can include suspension or termination of your employment.

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NECA Trade Services (Uniform Shop)

Unit 13, 199 Balcatta Road, Balcatta
(located between the EGT Office & EGT Induction Centre)

Open Days: Monday, Wednesday & Friday's
Open Times: 12.30pm to 4.15pm
Phone: 6241 6186

Procedures for Re-Issue of EGT Apprentice Uniform

The Uniform Shop will confirm with the EGT Office that the apprentice is eligible for their EGT Uniform re-issue. If the apprentice is eligible, the Uniform Shop will issue the appropriate uniform and ensure the apprentice signs the order form to confirm receipt of order.

The Uniform Shop will attach a copy of the signed order form and prepare separate invoices for each apprentice year level, one for PPE & one for staff through to EGT Office at the end of every month.

If the Apprentice IS NOT eligible for uniform, they are able to purchase additional EGT Uniform at the EGT cost price by contacting the Uniform Shop.

Uniform & Protective Footwear will not be exchanged for other sizes once collected.

Protective Footwear Conditions & Reimbursement

EGT supply protective footwear at no cost to the apprentice. However, Apprentices may choose to purchase their own protective footwear provided they comply with relevant safety standards - (AS/NZS 2210.3:2009 and ASTM F2413-11) and are:

- of the lace up variety;
- fitted with either Steel Toe Cap or Non-Metallic Composite Toe Cap - Electrical Hazard (EH) Protection; and
- not shoes.

If these conditions are met, a protective footwear reimbursement is applicable (as outlined in the definitions section - Protective Footwear Reimbursement - of this document).

Pants Conditions & Reimbursement

EGT supply 3 x long, cotton, navy pants at no cost to the apprentice. If the pants do not fit correctly, apprentices may choose to purchase their own navy pants provided they are a long pant (i.e. no shorts), cotton, navy in colour and EGT will reimburse the apprentice the cost price of the EGT pants - up to 3 pants.

If these conditions are met, a pants reimbursement is applicable (as outlined in the definitions section - Pants Reimbursement - of this document).

Reference Documents

- Apprentice Disciplinary Procedure
- Apprentice Protective Footwear Reimbursement
- Apprentice Pants Reimbursement