

	Apprentice Uniform & Personal Protective Equipment (PPE) Policy		Reviewed: August 2026	Page 1 of 6
	Document Reference:		Apprentice Uniform and Personal Protective Equipment (PPE) Policy_GME_Rev 33_082026	

Effective Date

Reimbursement amounts in this policy take effect from 1 January 2026.

Purpose

This policy outlines the requirements and responsibilities for the supply, use, and maintenance of apprentice uniforms and personal protective equipment (PPE) at Electrical Group Training (EGT).

Scope

EGT is committed to maintaining high standards of workplace safety and professional presentation, which directly reflect EGT's reputation with hosts, apprentices, and the public. This policy applies to all EGT Apprentices, EGT Field Officers and Hosts. All parties share responsibility for supporting and ensuring compliance with this policy.

Definitions

Personal Protective Equipment (PPE):	Equipment used to minimise workplace health and safety risks, including (but not limited to) hard hats, safety glasses, gloves and hearing protection.
Uniform:	Protective clothing supplied by EGT, including shirts, trousers, jumpers, jackets and protective footwear.
Initial Issue:	Uniform and PPE supplied to an apprentice at commencement with EGT.
Re-issue Date:	The annual anniversary of the apprentice's commencement date with EGT.

Minimum Uniform & PPE Requirements

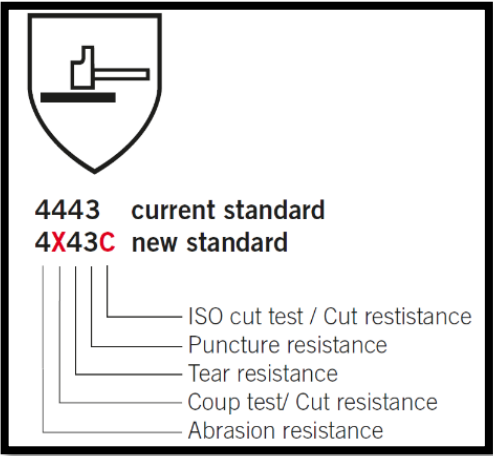
Apprentices must comply with the following requirements **at all times while at work, CET or TAFE**:

- Long-sleeve hi-vis shirt with a minimum of 90% cotton. Sleeves must be rolled down and buttoned.
- Long navy trousers with a minimum of 90% cotton. Shorts are not permitted.
- Approved protective footwear must be a boot with steel or composite toe caps and meet the applicable safety standards outlined in this policy.
- Gloves must be worn at all times, unless a risk assessment determines that it is safe to remove them (e.g. precision termination work).
- Glove clips must be worn and clipped to the belt at all times.
- Safety glasses must be worn or kept close at hand at all times.

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, as their condition deteriorates.

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 Cut resistance rating system when selecting gloves not issued by EGT.



Failure to comply with these minimum requirements may result in disciplinary action, including suspension or termination of employment.

	Apprentice Uniform & Personal Protective Equipment (PPE) Policy		Reviewed: August 2026	Page 3 of 6
	Document Reference:		Apprentice Uniform and Personal Protective Equipment (PPE) Policy_GME_Rev 33_082026	

Uniform & PPE Allocation

Apprentices will be issued uniform and PPE at commencement and annually thereafter (Re-issue), as outlined below.

Uniform & PPE Items	Commencement	Re-issue
Hi-Vis Long Sleeve Shirt (Orange)	5	5
Navy Cargo Trousers	3	3
Bomber Jacket (Hi-Vis)	1	One re-issue only
Hi-Vis Hoodie	1	1
Protective Footwear	1 pair	1 pair
Gloves	2	As needed
Glove Clip	1	As needed
Canvas Hat (with flap)	1	As needed
Hard Hat - Brim	0	As needed
Hard Hat - Sweatband	0	As needed
Hard Hat - Vented	1	As needed
Safety Glasses - Clear	1	As needed
Safety Glasses - Smoke	1	As needed
Safety Goggles - Clear	1	N/A
Earmuffs	1	N/A
Ear Plugs	1 Pkt (5)	As needed
KN95 Masks	5	As needed
Safety Tag - DANGER	1 Pkt (5)	As needed
Safety Tag - CAUTION	1 Pkt (5)	As needed
SPF 50+ Sunscreen	1	As needed

Items available on an as needed basis can be collected from the Uniform Shop or via a Field Officer.

Uniform Re-issue Procedures

- The Uniform Shop will confirm eligibility with an EGT Operations Officer.
- Eligible apprentices will be issued uniform and must sign an order form acknowledging receipt.
- Apprentices who are not eligible may purchase additional uniform at EGT cost price.
- Uniform and PPE will not be exchanged once collected.

	Apprentice Uniform & Personal Protective Equipment (PPE) Policy		Reviewed: August 2026	Page 4 of 6
	Document Reference:		Apprentice Uniform and Personal Protective Equipment (PPE) Policy_GME_Rev 33_082026	

Uniform Shop Details

Armour Management Solutions

-  Unit 13, 199 Balcatta Road, Balcatta
-  By appointment only: 12:30pm - 4:15pm (Mon, Wed, Fri)
-  Bookings: Online appointment required
<https://calendly.com/sheree-armourms/15?back=1&month=2026-01>
-  Contact: Sheree Del Casale
-  (08) 6241 6186 |  0416 088 015
-  sheree@armourms.com.au

General Requirements

Apprentices are expected to maintain appropriate, clean and professional uniforms and PPE while working.

- Site-specific or task specific PPE or clothing requirements are to be provided by the Host, or by EGT with prior approval.
- Offensive tattoos should be discreetly covered (e.g. naked figures or violent images).
- Jewellery and ear/facial piercings should be discrete and professional. Large or bulky piercings, including tunnels or plugs larger than a standard pen, are not permitted. Small rings or studs are acceptable.
- Religious garments are permitted provided they do not create a workplace health and safety risk.
- Pregnant apprentices may be issued uniforms appropriate to their stage of pregnancy and/or may be permitted to wear suitable alternative clothing. Please contact your Field Officer or the EGT office to discuss your individual circumstances.

Uniform & PPE Reimbursement

To be eligible for any uniform or PPE reimbursement, apprentices must:

- be eligible for reimbursement under the relevant section of this policy, where applicable.
- ensure the uniform or PPE meets the relevant standards and requirements outlined in this policy.
- submit claims within three (3) months of purchase.

To Claim Reimbursement

Apprentices must:

- Email the valid tax receipt to admin@egt.net.au
- Ensure the receipt clearly shows the purchase date, item description and amount paid.

Final Six Months of Apprenticeship

Generally, no uniform or PPE is normally issued or reimbursed during the final six (6) months of an apprenticeship unless approved by EGT Management.

Where an item is damaged or unserviceable, it must be presented in person to an EGT Staff Member for assessment and approval.

Safety Glasses & Goggles

EGT supplies safety glasses (clear and smoke) and safety goggles.

- Replacement safety glasses are available from your Field Officer or the Uniform Shop.
- Apprentices who wear prescription glasses may request Crisp 820 over-glasses designed to fit over prescription glasses or can be reimbursed for prescription safety glasses.

	Apprentice Uniform & Personal Protective Equipment (PPE) Policy		Reviewed: August 2026	Page 5 of 6
	Document Reference:		Apprentice Uniform and Personal Protective Equipment (PPE) Policy_GME_Rev 33_082026	

Prescription Safety Glasses

Using prescription safety glasses helps ensure you have clear vision while remaining compliant with AS/NZS 1337.6 eye protection requirements.

Conditions

- Apprentices may purchase prescription safety rated frames and lenses from an optometrist.
- Any additional features or upgrades, such as anti-glare coatings, scratch-resistant or impact-resistant lenses, tints, or upgraded lens materials, are at the apprentice's expense.

Reimbursement

- One pair may be claimed up to a maximum of \$300 (inclusive) every second year.
- If the cost is less than \$300, only the actual amount paid will be reimbursed.
- Claims may be submitted during the probation period. Reimbursement will only be paid following successful completion of probation.

Protective Footwear

EGT supplies approved protective footwear at no cost to apprentices. Apprentices may choose to purchase their own protective footwear.

Conditions

The protective footwear must:

- comply with AS/NZS 2210.3:2019 and ASTM F2413-24 standards.
- have steel or composite toe caps.
- be a boot - shoes are not permitted.

Reimbursement

- Apprentices may claim up to \$120 (inclusive) for approved protective footwear.
- If the cost is less than \$120, only the actual amount paid will be reimbursed.
- Protective footwear purchased up to three (3) months before the apprentice's commencement date may be eligible for reimbursement.
- Once a claim has been submitted and approved, reimbursement will be paid from the commencement of the apprenticeship. Apprentices do not need to wait until their probation period has been completed.

	Apprentice Uniform & Personal Protective Equipment (PPE) Policy	Reviewed: August 2026	Page 6 of 6
	Document Reference:	Apprentice Uniform and Personal Protective Equipment (PPE) Policy_GME_Rev 33_082026	

Trousers

EGT supplies three (3) pairs of long navy trousers, with a minimum of 90% cotton, at no cost to apprentices. Apprentices may choose to purchase their own trousers.

Conditions

The trousers must be:

- long trousers only - shorts are not permitted.
- a minimum 90% cotton.
- navy in colour.

Reimbursement

- Apprentices may claim up to \$26.30 (inclusive) per pair, to a maximum of three (3) pairs, with a total maximum reimbursement of \$78.90 (inclusive).
- If the cost is less than \$26.30 per pair, only the actual amount paid will be reimbursed.
- Trousers purchased up to three (3) months before the apprentice's commencement date may be eligible for reimbursement.
- Once a claim has been submitted and approved, reimbursement will be paid from the commencement of the apprenticeship. Apprentices do not need to wait until their probation period has been completed.

Common Questions & Answers

Q: What if my Host supplies a uniform?

A: This is acceptable provided the uniform meets EGT's minimum requirements, including long sleeves, long trousers and a minimum of 90% cotton. If these requirements are not met, the apprentice must wear their EGT issued uniform in accordance with this policy.

Q: What uniform is required when attending CET or TAFE?

A: Apprentices are required to wear their EGT issued uniform in accordance with this policy while attending CET or TAFE.

Reference Documents

- Apprentice Disciplinary Procedure
- Apprentice PPE & Reimbursement Checklists