Effective Date
Reimbursement amounts in this policy take effect form 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 host employers, apprentices, and the public. This policy applies to all EGT Apprentices, EGT Field Staff and Host Employers. 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.

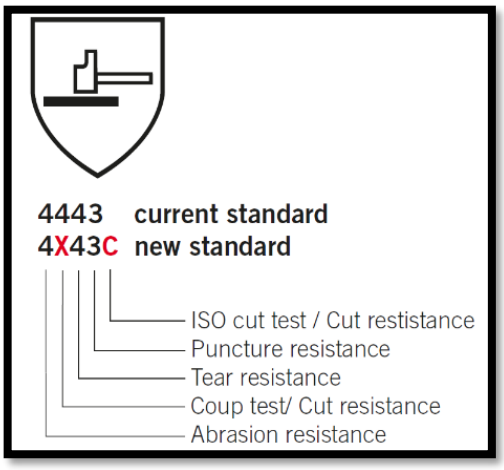
Minimum Uniform & PPE Requirements
Apprentices must comply with the following requirements **at all times while at work, CET, or TAFE**:

- Long-sleeve hi-vis shirt (over 90% cotton; sleeves rolled down and buttoned)
- Long navy trousers (over 90% cotton) - shorts are not permitted
- Steel-capped protective footwear
- Gloves worn at all times unless a risk assessment determines 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.

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.

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

Uniform & PPE Reimbursement

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

- Be eligible for uniform re-issue (where applicable)
- Provide a valid tax receipt showing purchase date, item description, and amount paid
- Submit claims within three (3) months of purchase and before completion of their apprenticeship with EGT
- Meet the relevant standards and requirements outlined below

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.

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

- Up to $300 (inclusive) every second year.
- If the cost is less than $300, only the actual amount paid will be reimbursed.

Protective Footwear

- EGT supplies protective footwear at no cost to apprentices
- Alternatively, apprentices may purchase their own protective footwear if they meet:
    - AS/NZS 2210.3:2019 and ASTM F2413-24 standards
    - Steel or composite toe caps with Electrical Hazard (EH) protection
    - Must be a boot (not a shoe)

Reimbursement

- Up to $120 (inclusive) may be claimed
- If the cost is less than $120, only the actual amount paid will be reimbursed

Trousers

- EGT supplies three (3) long navy trousers (over 90% cotton) at no cost to apprentices
- Apprentices may purchase their own if they meet:
  - Long trousers only (shorts are not permitted)
  - Minimum 90% cotton
  - Navy in colour

Reimbursement

- Up to $26.30 per pair, to a maximum of three (3) pairs ($78.90 total)
- If the cost is less than $26.30 per pair, only the actual amount paid will be reimbursed.

How to Claim Reimbursement

To claim reimbursement:

- Ensure the item meets the relevant standards and conditions above
- Email your receipt to admin@egt.net.au
- Receipts must clearly show:
  - Purchase date
  - Item description
  - Amount paid.

General Requirements

- Site-specific PPE or clothing requirements are to be provided by the Host Employer, or by EGT with prior approval.
- No uniform will be issued in the final six (6) months of an apprenticeship unless items are proven damaged or unserviceable, presented in person to an EGT Staff Member.
- 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, such as tunnels or plugs larger than a standard pen, are **not permitted**. Small rings or studs are acceptable.
- Pregnant apprentices may be issued uniforms appropriate to the stage of pregnancy and/or may be permitted to wear suitable alternative clothing if necessary. Please contact your field officer or the EGT office to discuss your individual situation.
- Religious garments are permitted as long as they do not pose a workplace health and safety risk.

Common Questions & Answers

Q: What if my Host Employer supplies a uniform?
A: This is acceptable provided the uniform meets EGT's minimum requirements, including long sleeves, long trousers, and over 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