



# Procedure 3.13 – Fair Wear and Tear

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## 1. Application

This procedure applies to all direct employees of NQBP.

## 2. Procedure

### 2.1. Uniform/Footwear

An employee may request replacement of an item of their PPE uniform clothing or footwear, which can no longer be worn due to general wear and tear, contamination or damage.

The replacement of any item is on a strict one for one and like for like basis. It must also meet one of the following criteria;

- The item is unfit to wear;
- The garment does not provide adequate protection;
- The item cannot be successfully laundered or repaired

The employee must provide the item of their uniform to his/her immediate manager. If the manager is satisfied that a replacement is justified in accordance with this procedure, a new item should be ordered as a replacement.

### 2.2. Replacement process

All requests for replacement of uniform items should be made using the Uniform Order Form, which must be authorised by the individual's immediate manager. Once signed, the form should be sent to the authorised approver to purchase.

### 2.3. Faulty PPE & Uniforms

If it becomes apparent that an item of uniform is being presented for replacement due to faulty manufacture it should be returned to the supplier for review/replacement. This should be investigated if the item is unsatisfactory within one month of issue. If there are more than three fair wear and tear claims for the same item of PPE clothing due to faulty manufacture, an incident form should be completed and the issue investigated. Feedback regarding the suitability of uniform items can be sent to the HSSE Manager.

### 2.4. Disposal of Uniform/Footwear

Any item of clothing to be replaced under the this procedure, is to be returned to NQBP for disposal.

### 2.5. Authorised Approvers

The Authorised Approvers for this Procedure are:

- a. Port Administration Coordinator
- b. Human Resource Staff

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Approval	This Procedure requires subject matter expert approval except where substantive changes may impact on the rights and obligations of directors.			Date Approved	28/06/2016

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### 3. Fair Wear and Tear Policy, Procedure and Legislative Framework

NQBP is a Government Owned Corporation and a port authority and is required to comply with its own policies, prescribed applicable legislation and State Government policies and procedures. This procedure should be read in conjunction with:

- a. Policy 3 - Human Resource Management;
- b. Policy 2 – Compliance;
- c. Standard 2.01 – Code of Conduct;
- d. Standard 3.01 – Uniform and Dress Standards.

### 4. Review Date

This policy should be reviewed by 30 June 2019.

### 5. Definitions

**NQBP:** means North Queensland Bulk Ports Corporation Limited ACN: 136 880 12

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