
[Company Name]

Safe Dress Code Policy

Disclaimer

This is a sample draft policy provided only as a template to assist your company in complying with 29 CFR 1910.132, OSHA's Personal Protective Equipment, 1910.212 Machine Guarding, and 1910.147 Control of Hazardous Energy (aka Lockout/Tagout) standard. It is not intended to supersede the requirements detailed in the OSHA regulation. Each company must review the regulation for any applicable requirements. In addition, this draft policy should be reviewed for compliance with state and local regulations and contractual obligations. Employers may need to revise the draft policy to reflect information relevant to your particular circumstances in order to develop an effective and comprehensive hazard communication plan.

Although every effort has been made to provide accurate information, the authors, organizations, and individuals that developed this draft policy template make no representation or warranty, express or implied, as to the completeness, correctness, or utility of the information and related materials.

The company should not rely exclusively on this program to address specific questions that apply to a particular set of facts or circumstances. Business practices and operations can vary significantly from company to company. Suggested practices included in this draft policy and related materials should be considered as potential options for achieving improved performance and should not be considered the only means to reduce or eliminate exposures to hazards resulting from improper protective attire. Each company may have unique or additional circumstances based upon processes, practices, and materials.

It is intended that users of this draft policy will exercise appropriate judgment and responsibility when utilizing or applying any hazard abatement procedures and practices. The authors are not responsible for any misuse or incorrect application of the procedures or practices depicted in the draft policy and related materials.

Table of Contents

Purpose 4

Scope 4

Employee Responsibilities..... 4

Clothing 4

Hair / Facial Hair 5

Shoes 5

Jewelry..... 6

Implementation of Policy..... 6

Enforcement..... 6

Purpose

This establishes [Name of Company's] _____, hereinafter referred to as "Company", policy that every employee shall be appropriately dressed for his or her respective work situation(s). Employees are expected at all times to present a well-groomed and professional image to customers, prospects, suppliers, and the public. Acceptable personal appearance is an ongoing requirement of employment with Company. Any affected employee must abide by the dress code as described in this policy.

Scope

This policy applies to all employees who work in production, shipping and receiving, and maintenance as well as any employee who may occasionally enter the production area. The production, shipping and receiving, and maintenance area is defined as any location where machinery, including but not limited to printing presses, digital presses, post press equipment, palletizers, compactors, saws, drill presses, lathes, etc. are used.

Employee Responsibilities

When working in a manufacturing environment, how one dresses for work can affect safety, health and how people work effectively with each other. How you dress can affect your personal safety as well as the concentration, and work productivity of those around you. Although it is a manufacturing environment, it is still a professional environment. Adherence to this policy will ensure a safe work environment to you and your colleagues.

Clothing

It is expected that all employees will present a neat appearance and are not permitted to wear ripped, or torn clothing. Shirttails must be tucked in all times. Loose and/or bulky clothing can be pulled into moving equipment presenting a hazard of strangulation, amputations, crushing, cuts and other serious injuries. Pants that do not cover the entire leg cannot protect against hazards such as cuts and lacerations from exposure to sharp objects. Hats can fall off into moving machinery and can damage the equipment and/or become a flying object.

Individuals wearing ties or scarves who do not stay in designated areas and/or who enter areas having equipment are required to remove them or place their ties/scarves inside shirts/blouses.

Employees that are working on or near exposed live electrical parts need to wear the appropriate flame-resistant clothing. The type of clothing is based upon the hazard category and the appropriate clothing will be identified prior to the task.

Employees are not permitted to carry shop towels in their back pockets. Shop towels that are contaminated with ink or cleaning solvents can irritate the skin. Clean rags can fall onto the floor creating a slip hazard and they can also cause an employee to be pulled into moving equipment.

Employees, both male and female, cannot wear:

- Hats and other head coverings
- Shirts that are not tucked into pants.

- Sweatshirts, sweaters, jackets, etc., tied around the waist or neck
- Loose fitting or baggy shirts with hoods and/or strings
- Shorts or capri pants
- Loose fitting and baggy pants, unbuckled belts, sweat pants, leggings, or exercise wear
- Skirts or dresses
- Tank/tube/halter/midriff/spaghetti strap or any other revealing tops that expose skin
- Large belt buckles

Hair / Facial Hair

Long, untamed hair presents a hazard in the production area. Scalping's can occur because hair that is not secured can easily be pulled into machinery. Hair that extends past ear lobes or beards that extend past the chin must be tied back and in a bun, if possible, or be secured under a hair net.

In addition, the following requirements apply:

- Hair and facial hair should be clean and neatly groomed.
- Long hair cannot be worn down.
- NO ponytails!
- Long facial hair must be rolled and pinned up.
- Long facial hair cannot be bushy and untamed.

Shoes

Appropriate safety shoes must be worn based upon the potential hazards. Hazards can include sharp corners on pallets as well as other equipment that can cause cuts, lacerations, amputations, and broken bones. Crushing injuries due to material handling such as dropping heavy loads or operating powered industrial trucks are of concern. Chemical spills are also a hazard that can cause burns. Certain jobs will require specific safety shoes based on the responsibilities. The type of shoe that is required is based upon the hazard exposure and the appropriate shoe will be identified based on job responsibilities. Those employees performing jobs that require specific safety shoes will be informed prior to them starting their position.

Employees, both male and female, cannot wear:

- Sandals, thongs, or flip flops
- Open-toe or open-back shoes
- High heels or platform shoes
- Sneakers
- Crocs or similar types of rubber shoes
- Loafers or slip on shoes

Jewelry

Wearing jewelry creates strangulation, amputation, and degloving hazards in the production area. Loose hanging jewelry can get entangled in equipment. Only stud earrings and/or stud facial piercings may be worn in the production area.

Employees, both male and female, cannot wear:

- Dangling earrings
- Necklaces
- Watches
- Rings (including wedding bands)
- Bracelets
- Wallet chains
- Dangling facial piercings

***Employees who must wear medic alert jewelry are required to confine it to a neck chain and wear it under TIGHTLY closed clothing.**

Implementation of Policy

All employees have access to the Dress Code Policy. Each employee will be given a copy of the policy upon hire.

Enforcement

Department managers and supervisors are responsible for monitoring and enforcing this policy. The policy will be administered according to the following:

- If questionable attire is worn in the office, the respective department supervisor/manager will hold a personal, private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire.
- If an obvious policy violation occurs, the department supervisor/manager will hold a private discussion with the employee and ask the employee to go home and change his/her attire immediately.
- Repeated policy violations will result in disciplinary action, up to and including termination.

Employee safety is the primary concern of Company and all accommodation requests will be investigated by management. However, accommodations cannot be made if they create an increased level of risk to employee safety.

I understand the above Dress Code Policy. Failure to follow these may lead to disciplinary action up to and including termination.

Employee Name Date

Employee Signature