
 Rainy River District Social Services Administration Board	SECTION: Land Ambulance
	POLICY TITLE: Uniforms
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Policy

The Rainy River District Social Services Administration Board (RRDSSAB) ensures that staff is appropriately clothed and that they reflect the professional standard, under the requirements of the:

- a) *Ambulance Act, R.S.O. 1990, c. A. 19*, as amended;
- b) *Ontario Regulations 257/00, General*, as amended;
- c) *Ontario Occupational Health & Safety Act*, as amended; and
- d) *Highway Traffic Act*, as amended.

All employees, while on duty and when providing service to the public, shall:

- Wear only the approved uniform,
- Carry all assigned identification cards, and
- Maintain a professional appearance.

Standard Operating Guidelines

Paramedics are required to maintain their personal hygiene.

Paramedics who choose to grow a beard, moustache, or long hair, must ensure that the hair does not interfere with the use of the Personal Protective Equipment (PPE) provided by the employer for their health and safety. Hair must be worn in a manner that shall ensure it will not hinder or interfere with patient care or pose a safety concern.

Specifications for the N95 mask require that users be clean-shaven where the mask contacts the skin, both during fit testing and during use in the operational field.

Hoop earring jewellery shall not be worn in the workplace, in the provision of service, due to health and safety concerns. Stud earrings are permitted. Rings that may affect the integrity of PPE (gloves) shall not be worn while on duty. All jewellery worn must not interfere with patient care or pose a safety concern.

Procedure

1. The uniform as outlined in Approved Uniform Appearance below shall be the only acceptable attire worn by the employee while on duty, unless otherwise authorized by the Chief of PS or designate.
2. Uniforms are to be worn by Paramedics and Deputy Chiefs at all times (including rest periods) while on active duty. This also applies to employees on modified duties, unless restricted via a specified medical certificate/note.
3. Uniforms should not be worn in locations outside of the workplace when the employee is not on duty, unless otherwise authorized by the Chief of PS or designate. On duty, includes but is not limited to regular shifts, stand-by duty, approved public relations, court duty or at other approved times. The exception is when an employee elects to wear the uniform while commuting to and from work (see" Wearing Uniforms While Commuting To and From Work" below).
4. Upon reporting for duty, the paramedic and Deputy Chief will be in a clean and neat uniform with the appropriate black footwear (CSA approved) bearing the "green" & "dielectric" health and safety label. The determination of "clean and neat" will be at the discretion of the Chief of PS or the Deputy Chief's. Paramedics are required to be in uniform ready to respond to calls no later than the start of their shift.
5. At no time will Paramedic Staff enter an establishment that sells liquor or alcoholic beverages while in uniform, with the exception of responding to a call or for the purpose of obtaining a meal while on an out-of-town call.
6. The only crest permitted on the uniform is a Rainy River District Emergency Paramedic Services (RRDPS) or the Rainy River District Emergency Medical Services (RRDEMS) shoulder service flash to be worn on both shoulders of shirts, jackets, fleece, sweaters, and parkas. The RRDEMS shoulder flash will be discontinued January 1, 2019. Crests are the property of the Service and shall not be removed, traded or given to anyone outside of the Service.
7. Uniform shirts must be worn fully buttoned, with the exception of the top button. Uniform shirts must also be "tucked" into the top of the pants, unless there is a medical reason previously discussed with the Chief of PS or designate.
8. Parts/portions of the uniform may not be worn as street clothes.
9. If wearing a uniform sweater, an issued collared uniform shirt must be worn underneath.

10. Only approved crests, badges, pins and/or identification tags may be worn on shirts, pants, sweaters and/or outerwear as approved by the Chief of PS or designate.

Responsibility for Issued Uniform

11. Paramedics are responsible for all issued uniform and equipment items, and may be charged replacement costs for any item that is lost, stolen or ruined through the employee's neglect.
12. An employee leaving employment is required to return all portions of issued uniform, except safety footwear, to the Deputy Chief(s), or designate. Uniforms must be returned no later than, five (5) days after termination of employment. Failing to do so will result in costs being deducted from the Paramedic's final pay check.
13. Uniform items that are no longer serviceable are to be returned by the employee to the Deputy Chief(s). They may not be retained by the employee for personal use.
14. A Uniform Record is maintained by the Chief of PS or a person designated by him/her for that purpose. The Record contains the employee's measurements and the quantities of all uniforms issued or returned, and the date of the transactions
15. Upon separation of employment, identification cards, issued equipment and EMS badge, will be returned to the Deputy Chief(s).

Personal Protective Equipment

16. Personal protective equipment (PPE) provided by the Service, and the appropriate health and safety footwear, must be accessible, and worn, in the manner intended to protect the paramedic. This includes, but is not limited to: gloves, masks, face shield, gowns, helmets and vests.
17. In the event that it is determined that the employee is not in compliance with the PPE as described above, the employee will be immediately removed from duty without pay and may be disciplined. In the event of repeat violations, the employee may be subject to progressive discipline.

Contaminated Uniform

18. The Paramedic should, at all times, take reasonable precautions to limit their exposure to contaminants.

19. Should a Paramedic or Deputy Chief's uniform become contaminated in the course of performing their duty, then both the Duty Officer and CACC should be immediately informed. The Duty Officer will assess the situation and provide further direction to limit the contamination and subsequently the change in uniform.
20. All staff are required to ensure that a spare and clean uniform is available at their assigned base for the shift. In the event that no spare uniform is available, then the employee may be disciplined, up to and including being removed from duty without pay for the scheduled shift. In the event of repeat violations, the employee may be subject to progressive discipline.
21. It is preferred that employees change into or out of their uniforms at work.
22. When a staff member elects to arrive and depart the workplace wearing their uniform, they will make every effort to only travel directly to and from the workplace and their place of residence.
23. At the discretion of the employer, there may be times (example, infectious outbreak) when it is mandated that employees change into their uniform only at the workplace.

Uniform Cleaning

24. Paramedics are responsible for cleaning of uniform items issued to them.
25. If items are soiled excessively they may be cleaned by a designated cleaning service, at the discretion of the employer, but the employee is solely responsible for pick-up and delivery of the uniform items on their own time.

Uniform Requirements During Training Sessions

26. Staff who attend, an external, off site training session outside of their regularly scheduled shift, will not be required to wear their uniform, unless otherwise directed by the Chief of PS or designate. Appropriate PPE is required for any training.
27. Staff, who attend service training session on their regularly scheduled shift or outside their regular scheduled shift, will be required to be in compliance with the uniform policy. This will allow re-assignment from training and into field operations should the need arise. In the event of a re-assignment, staff will be scheduled another training session.

Identification Cards

28. At all times while on duty, staff will be in possession with their personalized Emergency Health Services (EHS) identification card, provincial issued driver's licence with the appropriate classification and appropriate travel documents. This includes staff who are attending a training session while on their regular scheduled shift.
29. At any time while on duty, staff may be requested to produce their identification card. In the event that an identification card cannot be presented, the employee may be immediately removed from duty without pay at the discretion of the immediate supervisor and may be subject to progressive discipline.
30. In the event of a lost, stolen or damaged identification card, the employee must notify the Duty Officer prior to reporting for duty. For a lost or stolen card, a police report must be provided to the Duty Officer. The employee will be advised by the Duty Officer after consultation with the Chief of PS or designate, whether they can report for duty.
31. At any time while on duty, staff may be requested to produce their driver's licence. In the event that the employee cannot present a valid driver's licence required for the position, the employee will be immediately removed from duty without pay and will not be returned to active duty until the employee is able to produce an active and valid driver's licence required of the position. The employee may be suspended without pay for the balance of the shifts at the discretion of the Deputy Chief and may be subject to progressive discipline.
32. For a reported lost, stolen or damaged identification card, the Duty Officer will notify the Chief of PS and PS Human Resources via email.
 - a. For a lost, stolen or damaged EHS identification card, the PS Human Resources Officer will notify the designate at Emergency Health Services (EHS) for reporting purposes and for card replacement.
33. For all replacement cards, the employee is required to sign that they have received the replacement.
34. Upon separation of employment, all identification cards will be returned to the Duty Officer. The Duty Officer will forward the cards to the PS Human Resources Officer and advise via email.
 - a. For an EHS identification card, the PS Human Resources Officer will notify the designate at Emergency Health Services (EHS) for reporting purposes and for card return.

Approved Uniform Appearance

35. To ensure a standard professional image for the Paramedic Service operated by the RRDSSAB, the following standards apply to all uniform items issued to employees:

- a) Shirts are dark blue with shoulder epaulettes short-sleeve or long-sleeve or approved equivalent (Figure 1)
- b) Pants are dark blue tactical (Paramedic or Deputy Chief as applicable) style reflective (Figure 2)
- c) Sweaters are dark blue, military-style epaulettes, paramedic insignia, V-neck (Figure 3)
- d) Fleece/light weight jacket, HI VIS CSA ANSI Compliant (Figure 4).
- e) 3 in 1 parkas/jacket with zip out liner, HI VIS CSA ANSI Compliant (Figure 5).
- f) Black/Dark blue ball cap issue only with PARAMEDIC on front and RRDEMS/RRDPS on back, worn only in the forward position (Figure 6).
- g) Toque issue black with "Paramedic" on the front (Figure 7).
- h) Boots are black, high cut and meet appropriate Health & Safety Standards, (CSA approved: green shield & dielectric); and black laces/zippers. Exception to this for special occasions only with prior approval of Chief of PS or designate.
- i) Shirts, sweaters and jackets must have appropriate Service crests.
- j) Slip-on epaulettes must be worn designating appropriate rank.
- k) The Chief of PS or designate has the authority to authorize the trial of any article of uniform issue for the purpose of evaluation.

Uniform Issue

36. To maintain a high degree of professionalism, the RRDSSAB provides, at the discretion of the Chief of PS or designate and within budget, up to four (4) uniforms to new employees of the Paramedic Services. This includes four (4) shirts and four (4) pants.

37. One (1) 3 in 1 parka with zip-out lining is issued to each new employee, upon completion of their probation period.

38. One Fleece/light jacket at the time of hire.

39. Upon request, a sweater as described in the uniform standards is issued to each Paramedic.
40. Five (5) pair of epaulettes.
41. Safety work boots will be purchased by each employee to the standard. Costs are reimbursed, per the *Collective Agreement*. Employees must submit original receipt and have boots visually inspected by a Deputy Chief.

Replacement of Uniform

42. Uniforms will be replaced in accordance with the Collective Agreement.
43. Damaged uniforms may be exchanged at any time during normal administration business hours.



Figure 1 – Dark Blue Short and Long Sleeve Shirts



Figure 2 – Dark Blue Tactical Paramedic Pant



Figure 3 – Dark Blue V Neck Sweater



Figure 4 – Fleece Jacket



Figure 5 – 3 in 1 Parka



Figure 6 – Issued Black/Dark Blue Hat



Figure 7 – Issued Paramedic Toque