

# OREGON STATE HOSPITAL

PORTLAND – SALEM

## POLICIES AND PROCEDURES

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**SECTION 5: Human Resource Management**

**POLICY: 5.017**

**SUBJECT: DRESS WEAR OF STAFF AND VOLUNTEERS**

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**POINT PERSON: BILLY MARTIN  
HUMAN RESOURCES MANAGER**

**APPROVED: GREGORY P. ROBERTS  
SUPERINTENDENT**

**DATE: AUGUST 10, 2012**

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### I. POLICY

- A. Oregon State Hospital maintains that appearance sets a tone of respect and professionalism, whether in contact with colleagues, clients, patients, partners, or other members of the public. It is important for all staff, trainees, contractors, and volunteers to present a clean, neat, and professional appearance to those served, and to fellow employees. Employees shall be aware of how their attire impacts patients, the general public, and the safety and security of the facility.
1. Clothing shall be clean, neat, in good repair, and appropriate to the environment, work location, and specific duties.
  2. Clothing worn by staff shall not be provocative. Clothing that is skin-tight, see-through, or exposes undergarments, the midriff, thighs, or back, or with a low neckline shall not be worn.
  3. The outer layer of clothing shall not consist of only undershirts, tank tops, halter tops, crop tops, spaghetti straps, muscle shirts, T-shirts with sleeves cut off, short skirts, tights, or sweatpants. Camouflage or military-type clothing, or jeans with holes, are patched, torn, or un-hemmed shall not be worn.

4. Cutoffs and shorts (defined as trousers that are shorter than approximately the mid-calf area of the wearer while standing) are not acceptable, and shall not be worn, with the exception referenced in Section B.2., and with supervisor approval.
  5. Employees are discouraged from wearing clothing with printed words or pictures (except for small factory logos, including the OSH logo). If clothing with pictures and painted words are worn, they must be appropriate to the workplace and not be offensive to patients, staff or the general public. No clothing may be worn with words or logos with alcohol, tobacco products, drugs, vulgarity, violence, bigotry, sexual connotations, or those containing double meanings about the above listed items.
  6. Hats or other head coverings may not be worn indoors except as appropriate for health, safety, religious, or worksite reasons. i.e., Food and Nutrition Services (see Section II Procedures B).
  7. The State of Oregon is not responsible for damage to employee clothing, jewelry, or other personal belongings. Under special circumstances, claims may be considered by the Oregon State Hospital, and according to current Collective Bargaining Agreements.
- B. Dress shall be appropriate to the work assignment. Employees shall choose clothing and accessories which provide for ease of movement and protection from avoidable risk of injury.
1. Uniforms are not required except in designated areas i.e., Food and Nutrition Services.
  2. Staff/Volunteers accompanying patients on picnics and outdoor adventure programs, or staff/volunteers conducting structured programs such as fitness, aerobics, and intramural sports, may wear clothing appropriate to the occasion with supervisor pre-approval, and only during the event.
  3. Jewelry that constitutes a safety hazard shall not be worn. Long, looped necklaces or choker necklaces are a safety hazard and shall not be worn. Staff are cautioned against wearing valuable jewelry on duty, as the responsibility for repair or replacement is not that of the agency.

4. Staff/Volunteers in patient care areas shall wear lightweight, soft-sole shoes that have a closed toe and a strap or heel covering. Hard-soled shoes and boots create a safety hazard for both patients and staff/volunteers and can only be worn as defined in B.2 above, or as approved for health and safety reasons based on a person's assigned duties.
5. Open-toed shoes, shoes with heels above one (1) inch, clogs, and sandals with open toes constitute a safety hazard, and shall not be worn in patient-care areas, within the secure perimeter of the facility, or in support service areas where the employee is at risk of dropping heavy items on feet or exposing feet to hazardous substances.
6. Personal protective equipment shall be provided and shall be worn in any area where potential hazards have been identified.

## **II. PROCEDURES**

- A. Employees are encouraged to discuss what is appropriate with their supervisor. Conflicts involving the interpretation of this policy shall be resolved by the employee's first-level management service supervisor, or another manager approved by a program/department director.
- B. Ethnic or cultural attire that may conflict with this policy shall be reviewed and approved by the Office of Human Resources in consultation with the immediate supervisor prior to the employee being in direct patient contact.
- C. More restrictive requirements may be adopted due to the safety and other needs of the workplace.
- D. Supervisors shall monitor employee clothing to maintain compliance with the policy.
- E. If the supervisor determines that guidelines established in the policy are not followed, he/she shall consult with the Office of Human Resources and determine whether to send the employee home to change. Time usage under these circumstances shall be charged in accordance with Collective Bargaining Agreements, or as directed by the Office of Human Resources.