	The Construction Training Centre	Version – 6.0
	PRO-269	Issue Date: 22/04/2025
	<b>BREASTFEEDING POLICY</b>	

## SCOPE:

This policy applies to all CTC staff, whether full-time, part-time, permanent, temporary or casual, especially breastfeeding mothers. Although the scope of this policy does not apply to staff and students of CTC's tenants, CTC encourages breastfeeding mothers amongst our tenants to use the facilities that have been established at CTC.

## PURPOSE:

CTC strives to provide an environment which will assist employees to integrate work and life commitments.

CTC recognises that the needs of the breastfeeding employee are minimal and short-lived. We also recognise the importance of breastfeeding for both carers and baby and aims to provide a family friendly workplace that enables mothers to balance breastfeeding and their work responsibilities. As individual needs of mother, carer and baby will vary, we are committed to offer flexible work arrangements that will meet the needs of the employee as well as operational requirements.

To ensure we continue to provide a supportive environment for breastfeeding women, we have gained accreditation from the Australian Breastfeeding Association as a Breastfeeding Friendly Workplace.

## RELEVANT POLICIES/LEGISLATION/RELATED INFORMATION:

Internal Documents:


- [FOR-112 Code of Conduct](#)
- [WIN -226 Staff Handbook](#)
- [POL-006 Integrated Management Policy](#)
- [PRO-241 Working from Home](#)

State:

- Work Health & Safety Act 2011 (QLD)
- Anti-Discrimination Act 1991 (QLD, NT)

Commonwealth:

- Sex Discrimination Act 1984
- Fair Work Act 2009
- Workplace Gender Equality Act 2012

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International:

- UN Convention on the Rights of the Child 1989
- UN Convention on the Elimination of all Forms of Discrimination Against Women CEDAW 1989
- ILO C156 Workers with Family Responsibilities Convention, 1981
- ILO C183 Maternity Protection Convention, 2000
- ILO R191 Maternity Protection Recommendation, 2000
- World Health Assembly (Fifty Fourth) 2001, Infant and Young Child Nutrition: Resolution 54.2

Other Requirements:

- NHMRC Dietary Guidelines for Children and Adolescents in Australia. Commonwealth of Australia 2003:1-19.
- Breastfeeding Friendly Workplace Accreditation Guidelines

## ROLES AND RESPONSIBILITIES:

**Finance Manager** is the owner of this policy and is responsible for reviewing and updating this policy.


**Chief Executive Officer** is responsible for ensuring this document complies with legal obligations.

**Customer Services Manager** is responsible for approving this document for adequacy prior to issue and is responsible for ensuring this document complies with other requirements (ISO standards, policies and procedures defined within the IMS).

**Executive Management Team** is responsible for the implementation and ongoing facilitation of support for breastfeeding employees, as well as ensuring all staff are aware of and comply with the policy.

**Employees** are responsible for the following:

- Negotiate the duration and timing of lactation breaks with their manager prior to the first break being taken. Ideally this should be prior to returning to work to minimise the impact this may have on the workplace.
- Notify their manager when they depart and return to work, if an agreement to leave the workplace for lactation breaks has been arranged.
- Take both organisational and personal needs into account, with a focus on minimising disruption in the workplace, when determining the timing of lactation breaks.

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- Notify their line manager if their breastfeeding needs change, or cease, so that any agreement can be amended as required.

**Employees** using the breastfeeding facilities have the responsibility to:

- Supply their own expressing equipment and appropriate storage containers for expressed breastmilk.
- Clearly label these containers with their name and date before placing them in the designated refrigerator.
- If applicable, ensure that their child is delivered directly to the space designated for the purpose of lactation breaks and that the child leaves the workplace at the completion of each lactation break.
- Observe any other guidelines for the use of the designated room.

## OBJECTIVES:


1. Reduce absenteeism rates amongst new parents: A study in the US reported that one-day absences to care for sick children occur more than twice as often for mothers of babies are not breastfeed.<sup>[1]</sup>
2. Improve recruitment and retention of staff following maternity leave: Some research has found that women who are supported in breastfeeding their babies by their employers are more likely to return to work after maternity leave.<sup>[2]</sup> Studies of several companies with breastfeeding programs in the US showed a retention rate of 94%<sup>[3]</sup>.
3. Improve staff productivity and loyalty: Companies who provide support for breastfeeding have consistently reported improved morale, better satisfaction and higher productivity.<sup>[4]</sup>
4. Comply with relevant legislation.
5. Promote workplace diversity, health and wellbeing and social corporate responsibility.
6. Assist employees to integrate their work and family commitments.

<sup>[1]</sup> Cohen R, Mrtek MB, Mrtek R (1995) Comparison of Maternal Absenteeism and Infant Illness Rates Among Breast-feeding and Formula-feeding Women in Two Corporations American Journal of Health Promotion 10(2): 148–15

<sup>[2]</sup> Payne, D., & James, L. (2008). Make or break Mothers' experiences of returning to paid employment and breastfeeding: a New Zealand study. Breastfeeding Review. 16 (2), 21: 2-27.

<sup>[3]</sup> Ortiz J, McGilligan K, Kelly, P (2004) Duration of Breastmilk Expression Among Working Mothers Enrolled in an Employer-Sponsored Lactation Program. Paediatric Nursing 30(2): 111–119.

<sup>[4]</sup> Galt, J. (1997). Lactation and the labor market: breastfeeding, labor market changes, and public policy in the United States. Health Care Women Int, 18, 467-480.

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## OVERVIEW/POLICY:

It is important that both employers and employees remain flexible, accommodating, and respectful of each other's needs.

### 1. LACTATION BREAKS


- Lactation breaks are to be made available to employees to breastfeed or express breast milk on site during work hours. Lactation breaks are counted as work time and are remunerated accordingly.
- The number of times women need to feed or express milk will be determined by the individual needs and age of the baby and other factors. As such, the number and duration of lactation breaks that an employee is entitled to take during work hours is what is reasonably required in the individual circumstances.
- An employee working a standard 8-hour shift is entitled to one or more daily breaks of 60 minutes, as a minimum, whether this is taken at once or split amongst the day.
- Employees should take both the organisational and their personal needs into account, with a focus on minimising disruption in the workplace, when determining the timing of lactation breaks.
- It is important that both supervisors and employees remain flexible, accommodating, and respectful of each other's needs when negotiating and making decisions regarding requests for lactation breaks.

### 2. FACILITIES

CTC will, where practicable, provide access to suitable facilities in which women could express breastmilk or breastfeed their babies if the baby was brought to the workplace.

Suitable facilities will include:

- A private, hygienic, clean, lockable space
- Power point
- Appropriate seating close to power point
- A table
- Hand-washing facilities close by (but not in the toilets)
- Access to existing refrigerators for storing breast milk
- Lockable facilities for storage of breast pump and other equipment.

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These facilities are currently provided in the First Aid Room located in Building I (across from the CTC Precinct Management Office). Employees can access this facility by gaining a key from the CTC Precinct Management Office.

If issues of Occupational Health and Safety arise if the baby is brought to the workplace or permanent facilities are not currently on site, staff should discuss their individual needs with their manager who will assist you to find a suitable solution.

The breastfeeding/expressing room has a shared function as a First Aid Room. In instances when the room is temporarily unavailable because it is in use by a worker requiring first aid, then alternative arrangements will be made by a CTC staff member of. Arrangements can be made to store and retrieve expressed breast milk in the event that the First Aid Room is occupied.

If a dedicated breastfeeding/expressing room is not available at a site and a suitable shared use room is not available, other suitable arrangements will be negotiated taking into consideration the operational needs of the organisation and the lactation needs of the employee. These may include: flexible/shorter working hours to accommodate the lactation needs of the employee; working from home options; the employee moving temporarily to a site with suitable facilities; the employee being allowed to go to the baby to breastfeed; or the employee being allowed to go to another venue to express.


When new facilities are being planned consideration will be given to the provision of facilities for breastfeeding employees as detailed in this policy.

Employees wishing to utilise breastfeeding facilities have the responsibility to:

- supply their own expressing equipment and appropriate storage containers for expressed breast milk;
- clearly label these containers with their name and date before placing them in the designated refrigerator;
- if applicable, ensure that their child is delivered directly to the space designated for the purpose of lactation breaks and the child leave the workplace at the completion of each lactation break; and
- observe any other guidelines for the use of the designated room.

### 3. FLEXIBLE WORK OPTIONS

Parents or Carer's returning to work can seek flexible work options. These can be negotiated with your line manager and subject to operational considerations and the approval of the Chief

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Executive Officer may include telecommuting, job sharing, staggered return to work, permanent part-time and flexible starting and finishing times around core working hours.

#### 4. OTHER SUPPORT

- Support from colleagues is crucial to providing a supportive workplace environment for breastfeeding employees. All employees have a responsibility to treat employees who are breastfeeding with respect and dignity.
- To ensure all CTC staff are aware of this breastfeeding policy it will be communicated to all new staff during their induction program.
- Breastfeeding information will be provided to staff when they request maternity leave.
- The Australian Breastfeeding Association has trained volunteer breastfeeding counsellors available on the National Breastfeeding Helpline 24 hours per day for information and support on combining breastfeeding and paid work. Call 1800 mum 2 mum – 1800 686 268 or visit [www.breastfeeding.asn.au](http://www.breastfeeding.asn.au) for breastfeeding information and group contact details in your state.
- As an accredited Breastfeeding Friendly Workplace through the Australian Breastfeeding Association's Breastfeeding Friendly Workplace (BFW) Program CTC's employees and managers have access to BFW Consultants to help formulate suitable workplace solutions, including the identification of suitable expressing/breastfeeding facilities, to assist employees returning to work while still breastfeeding. For assistance, please contact the BFW Team via email: [bfwa@breastfeeding.asn.au](mailto:bfwa@breastfeeding.asn.au).
- CTC recognises that the individual needs of mother, carer and baby will vary, and we are committed to provide work arrangements that will meet the needs of the employee as well as operational requirements. If after discussing your individual needs with your manager a workable solution cannot be found, please contact the Finance Manager to assist with the facilitation of a suitable arrangement.