

# Breastfeeding and expressing in the workplace

## 1.0 Purpose

## 2.0 Scope

## 3.0 Procedure

3.1 Workplace facilities to breastfeed and express | 3.2 Lactation breaks | 3.3 Flexible work |

3.4 Health, safety and wellbeing | 3.5 Support

## 4.0 Definitions

## 5.0 Information

## 6.0 Related policy documents and supporting documents

### 1.0 Purpose

The purpose of this Procedure is to support staff to breastfeed and express in the workplace. In acknowledgement of their expertise in this area, this procedure is based on an equivalent procedure for Queensland Health.

### 2.0 Scope

This Procedure applies to all staff.

### 3.0 Procedure

As a values-led university, Griffith University is committed to providing a supportive and respectful environment for staff to breastfeed and express. Such an environment:

- enables greater workplace participation and engagement for parents and carers;
- supports equity, diversity and inclusion goals; and
- contributes to children's wellbeing.

Griffith will:

- provide and communicate the availability of suitable workplace facilities for breastfeeding and expressing (for example **parenting facilities**);
- provide reasonable breaks to breastfeed and express within work hours;
- consider requests for **flexible work arrangements** and accommodate these requests where practicable.

Under the *Anti-Discrimination Act 1991 (Qld)* and *Sex Discrimination Act 1984 (Cth)* it is unlawful to discriminate against an employee (directly or indirectly) because they are breastfeeding or expressing. It is also unlawful to discriminate against someone because of their association with, or relation to a person identified on the basis of their breastfeeding (for example, a co-worker).

#### 3.1 Workplace facilities to breastfeed and express

Staff needing to breastfeed or express will be provided suitable facilities. This shall include **parenting facilities** provided on Griffith campuses or a suitable local arrangement.

Workplace facilities will be private, safe and clean and provide access to:

- handwashing and equipment cleaning facilities (i.e., sink);

- suitable seating, tables or benches and access to power points to support expressing equipment;
- a fridge and microwave; and
- rubbish and nappy disposal bins.

Where these facilities may not be readily available, the staff member and supervisor should discuss implementing the most appropriate arrangement.

### 3.2 Lactation breaks

Lactation breaks shall be made available to employees to breastfeed or express breast milk during work hours.

Lactation breaks are to be provided as time off without debit, unless as otherwise agreed as part of Flexible Work Arrangements. For full-time employees requiring more than one (1) hour for combined lactation breaks during a standard working day, flexible work or leave arrangements may be agreed to cover the time in excess of that hour. Pro rata arrangements may be agreed with part-time employees.

Academic staff may request teaching unavailability for the purpose of class timetabling, where specific timing of lactation breaks interferes with otherwise scheduled classes.

The frequency, duration and timing of lactation breaks:

- will vary between individuals and their breastfeeding pattern, the location of the identified workplace facility, and any special requirements
- should be negotiated and agreed between the employee and their employer in advance, to allow the flexibility needed to breastfeed or express milk.

Wherever possible, employees will ensure that the timing of lactation breaks take into account reasonable business and organisational needs with a focus on minimising disruption to the workplace and service delivery.

### 3.3 Flexible work

**Flexible work practices** may be negotiated and agreed prior to an employee returning to work from parental leave.

Requests for flexibility (including related to lactation breaks) need to be responded to in writing and in a timely manner (within 21 days) in accordance with the *Fair Work Act 2009* and the *National Employment Standards* (specifically **requests for flexible working arrangements**).

A written agreement between the employee and employer is required.

### 3.4 Health, safety and wellbeing

The University is committed to meeting its duty of care in accordance with its Health Safety and Wellbeing Policy.

Staff wishing to utilise the parenting facilities are responsible for:

- supplying their own safe hygienic expressing equipment and appropriate safe and secure storage containers for expressed breast milk;
- clearly labelling their containers with their name and date before placing them in a designated refrigerator.

Staff are responsible for complying with Griffith's Children in the Workplace Policy and their health and safety obligations.

### 3.5 Support

Support options for staff may include:

- Australian Breastfeeding Association: <https://www.breastfeeding.asn.au/>
- National Breastfeeding Helpline on 1800 686 268
- Staff counselling: [Staff counselling \(griffith.edu.au\)](http://griffith.edu.au)
- Supervisor or Line Manager
- Human Resources: [Human Resources \(griffith.edu.au\)](http://griffith.edu.au)

### 4.0 Definitions

For the purposes of this procedure and related policy documents, the following definitions apply:

**Expressing** means extracting breast milk.

For advice and support contact [policy@griffith.edu.au](mailto:policy@griffith.edu.au) for Governance and Operational policy documents.

## 5.0 Information

Title	Breastfeeding and Expressing in the Workplace Procedure
Document number	2022/0001230
Purpose	The purpose of this Procedure is to provide guidance on breastfeeding and expressing in the workplace.
Audience	Staff
Category	Operational
Subcategory	Staff
UN Sustainable Development Goals (SDGs)	This document aligns with Sustainable Development Goal/s: 5: Gender Equality
Approval date	26 October 2022
Effective date	26 October 2022
Review date	2025
Policy advisor	Senior Lead (Diversity & Inclusion)
Approving authority	Director, Human Resources

## 6.0 Related Policy Documents and Supporting Documents

Legislation	<a href="#">Anti-Discrimination Act 1991 (Qld)</a> <a href="#">Fair Work Act 2009 (Cth)</a> <a href="#">Sex Discrimination Act 1984 (Cth)</a>
Policy	<a href="#">Children in the Workplace Policy</a>

Class Timetabling Policy  
Equity, Diversity and Inclusion Policy  
Health Safety and Wellbeing Policy

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Procedures                      **Electrical Safety Procedure (Test and Tag)**

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Local Protocol                      N/A

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Forms                                      N/A

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