



SUPPORTING BREASTFEEDING EMPLOYEES: Checklist for Managers

Western Sydney University strives to provide an environment that assists staff to integrate work and life commitments. The University acts to support parents to breastfeed on University premises and provides breastfeeding rooms for parents who choose to use them. The provision of breastfeeding rooms, lactation breaks, and other entitlements are set out in the 'Breastfeeding on University Premises' Policy which is available online in the University's Policy database at:

<https://policies.westernsydney.edu.au/document/view.current.php?id=340>.

Support from Managers is crucial to providing a supportive work environment for those who are breastfeeding. All Managers have a responsibility to treat staff who are breastfeeding with respect and dignity.

Under the 'Breastfeeding on University Premises' Policy, Managers are required to:

- Ensure staff understand their rights and responsibilities under the Policy
- Ensure staff members are aware of their rights prior to taking maternity leave
- Support requests about breastfeeding in line with operational arrangements
- Make every effort to ensure a breastfeeding employee is able to take a lactation break when required. If, due to operational requirements, there is a need to delay a lactation break, Managers should ensure the employee is able to take the break as soon as practical to minimise any risks to their health and milk supply.

RELATED PROCEDURES & RESOURCES

The following procedures and resources are in place and support the implementation of this document. These include:

- Breastfeeding on University Premises Policy
- Breastfeeding/Expressing Room: Guide for Users
- Lactation Break Agreement Form
- Breastfeeding Friendly Workplace (BFW) Communication Card: Information for Mothers Who Return to Work
- [Workplace Flexibility Policy](#), [Work Health and Safety Policy](#), [Equal Opportunity and Diversity Policy](#), [Respect and Inclusion in Learning and Working Policy](#) and [Children on University Premises Policy](#).

Managers should ensure that their staff member is aware of their entitlements found in the relevant Enterprise Agreement (Academic Staff Agreement 2017-2021) or (Professional Staff Agreement 2017-2021). The Enterprise Agreements detail the University's suite of leave provisions including Annual Leave, Personal Leave, Parental Leave, Phased Return to Work after Maternity Leave and Leave Without Pay.





CHECKLISTS

The following checklists have been developed to assist Managers in supporting breastfeeding employees by identifying the key areas of discussion and consideration in reaching an arrangement that suits the needs of the employee and the operational needs of the workplace.

It is important to note that some women may feel sensitive or embarrassed about discussing breastfeeding in the workplace. Understanding their concerns and using an open approach to finding a solution is recommended. Not making reasonable efforts to identify an arrangement that suits both the employer and employee may be seen as discrimination.

Employee going on maternity leave & pre-adoptive employee

It is possible that an employee will be intending to breastfeed an adopted child and will require similar support to any other employee requesting maternity leave.

As soon as the Manager is notified of an employee's intention to take maternity leave:

- Discuss the employee's expected needs prior to the commencement of leave and ensure they are aware of the support available in a Breastfeeding Friendly Workplace
- Highlight the breastfeeding policy and other relevant documentation as well as the availability of lactation breaks
- Discuss leave arrangements and flexible work options
- Highlight the location of, and facilities in, breastfeeding rooms
- Discuss any procedures in place to stay in touch with employees on maternity leave, formal or informal. Consider extending an invitation to bring the baby in to meet the team
- Provide a blank copy of a Lactation Break Agreement form for discussion and finalisation on their return to work
- Diarise regular contact with employee to check in regarding transition back to workplace

Following the employee's return to work:

- Finalise the Lactation Break Agreement, if required
- Ask the employee to advise when their needs change so that the Lactation Break Agreement can be amended / ceased accordingly.





New employee

All new employees of childbearing age may require support to combine breastfeeding and work at some stage during their career. It is possible that a new employee may be breastfeeding a child but will not necessarily mention this during the recruitment process.

As soon as practicable after a new employee has commenced in their role, the Manager should:

- Highlight the breastfeeding policy and other relevant documentation as well as the availability of lactation breaks
- Discuss leave arrangements and flexible work options
- Highlight the location of, and facilities in, breastfeeding rooms
- Provide a blank copy of a Lactation Break Agreement form for discussion and finalisation, if required

Following the employee's return to work:

- Finalise the Lactation Break Agreement, if required
- Ask the employee to advise when their needs change so that the Lactation Break Agreement can be amended / ceased accordingly.

Facilities

As a Breastfeeding Friendly Workplace, the University has 17 breastfeeding rooms across each of our nine campuses. Each room is equipped with access to a privacy screen, appropriate seating, tables, power points, refrigeration, hand and equipment washing detergent and sinks, and waste bins.

Support for Managers

If a Manager is unable to reach a suitable agreement with an employee, or if further support is required, Managers are encouraged to contact the Office of Human Resources at **9678 7575** or humanresources@westernsydney.edu.au and https://www.westernsydney.edu.au/human_resources/ohr.

Availability of other support

The Australian Breastfeeding Association has trained volunteer breastfeeding counsellors available on the National Breastfeeding Helpline, 1800 mum 2 mum – 1800 686 268, 7 days a week for information about combining breastfeeding and work. Members of the Australian Breastfeeding Association can access email counselling at www.breastfeeding.asn.au. Both of these services can be used if Managers need more information about the options being discussed with an individual employee.





BREASTFEEDING ROOM LOCATIONS

Campus	Building Number	Room Number	Room Type
Bankstown	BA.1	G.07	Parents Room
	BA.2	G.08	Womens Room
Blacktown (Nirimba)	BL.U10	1.26	Parents Room
Campbelltown	CA.2	G.35	Womens Room
	CA.21	G.39	Parents Room
	CA.30	1.07	Parents Room
Macarthur Clinical School	CC.X7	G.38	Parents Room
Hawkesbury	HW.K4	G.20	Parents Room
	HW.K4	G.79	Womens Room
Kingswood	KW.N	G.11	Parents Room
	KW.N	G.13	Womens Room
Liverpool	LP.3	1.15	Womens Room
	LP.3	1.18	Parents Room
Parramatta City	PC.1	1.33	Womens Room
	PC.1	1.34	Parents Room
Parramatta South	PS.EB	G.16	Womens Room
	PS.EHa	LG.63	Parents Room

