

Supporting Breastfeeding Employees Returning to Work Policy

Department: Ottawa Public Health
Branch: Health Promotion and Disease Prevention
Authority: Ottawa Public Health Executive Team (OPHET)
Effective Date: May 2007
Revision Date: April 2012

Policy Statement

Ottawa Public Health (OPH) will protect and promote breastfeeding by supporting employees' continuation of breastfeeding, upon their return to work, following maternity leave.

Purpose

The purpose of this policy is to establish the parameters of how OPH will support breastfeeding by OPH employees returning to work following maternity leave.

Application

This policy shall apply to all OPH employees, volunteers and students.

Policy Requirements

Managers and Supervisors will:

- Distribute and discuss the OPH Supporting Breastfeeding Employees Returning to Work Policy with employees, volunteers and students, when appropriate, prior to maternity leaves.
- Facilitate flexible work schedules for the purpose of breastfeeding and expressing breast milk, when required, operationally feasible and in compliance with the requirements of the collective agreements and OPH policies. This may include permitting time for expressing breast milk at times other than during breaks and lunch.
- Arrange access to private clean spaces within work premises for breastfeeding and to express breast milk.
- Ensure access to water, a sink and refrigeration facilities, designated for food storage only, within work premises, for the cleaning of breast milk collection kits and the storage of expressed breast milk.
- Ensure access to the designated breastfeeding rooms for staff, volunteers, students and public use and priority access to fridges for staff/students and volunteers to store expressed breast milk.

The Employee/Volunteer/Student will:

- Be responsible for the storage of their expressed breast milk and labelling container with the employee/volunteer/student's name.



- Have their babies brought to work by their caregiver, to be breastfed, at break time, lunchtime, or other times as negotiated with their Supervisor.
- Be responsible for making up work time related to breastfeeding, as mutually agreed with Supervisor.
- Be responsible for providing supplies and equipment needed (pump, storage containers...).

Designated Breastfeeding Rooms

OPH provides designated breastfeeding rooms for OPH staff, volunteers and students. The following rooms are available for breastfeeding and expression of breast milk:

- Constellation: 717 East and 815 East
- Dental offices, the Sexual Health Center and Centrum will provide a quiet, private space upon request.
- Post Breastfeeding Privacy Sign as needed.

Responsibility

OPH Management is responsible for reviewing this Policy at a minimum of every two years and recommending amendments to ensure on-going maintenance of support for breastfeeding.

Non-compliance of this policy will be brought to the attention of the appropriate program manager and may result in disciplinary action.

References:

- Baby-Friendly Organization Policy (December 21, 2004), Thunder Bay District Health Unit Corporate Policy Manual.
- Canadian Paediatric Association (2006). Exclusive breastfeeding should continue to six months. Available at: <http://www.cps.ca/English/statements/N/BreastfeedingMar05.htm>
- Ontario Public Health Association (1993). Position Paper on Breastfeeding revised 2007. Available at: http://www.opha.on.ca/our_voice/ppres/papers/2007-03_pp.pdf
- Registered Nurses Association of Ontario (2003). Breastfeeding Best Practice Guidelines for Nurses. Toronto, Canada: Registered Nurses Association of Ontario.

Legislative & Administrative Authorities

- Ontario Public Health Standards 2008
- Division Manager, Health Promotion and Disease Prevention.

Related Policies

- Breastfeeding and Baby-Friendly Policy



Key Word Search

- Breastfeeding
- Employee

Contact

For more information about this Policy contact the Branch Manager, Health Promotion and Disease Prevention.

