








Breastfeeding Checklist



Please complete the below checklist to assess what your workplace is currently doing towards supporting breastfeeding in the workplace. If you answer no to any of the questions, we recommend adding that activity into your Action and Evaluation Plan.

Organisational	Yes	Partially	No
Develop/Implement Breastfeeding Policy			
Does your workplace have a breastfeeding policy or include a breastfeeding statement in a standard employee wellbeing policy? 			
Does your policy:			
<ul style="list-style-type: none"> include your commitment to providing a supportive breastfeeding environment at your workplace?  			
<ul style="list-style-type: none"> outline the support and facilities that is provided for mothers wishing to express or breastfeed while at work? 			
<ul style="list-style-type: none"> state the procedure to assist returning to work from parental leave?  			
Is your policy regularly promoted?			
Is your policy regularly enforced?			
Is your policy regularly reviewed?			
Are visitors and contractors made aware of your breastfeeding policy?			
Provide supportive work design			
Is your workplace Breastfeeding Friendly Accredited?			
Does your workplace support flexible break times and hours to allow employees to manage breastfeeding/expressing? 			
Does your workplace have a clear process to support return to work from parental leave? 			
Include breastfeeding information at inductions			
Is return to work and breastfeeding information included in staff inductions or orientations?			
Involve all staff and managers in breastfeeding actions			
Are staff and managers involved in identifying how your workplace can support breastfeeding?			
Environmental			
Facilities for breastfeeding and expressing are available			
Does your workplace have a private area for breastfeeding or expressing with:			
<ul style="list-style-type: none"> a lockable door? 			



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▪ a low comfortable chair?			
▪ an accessible outlet for an electrical breast pump?			
▪ a change table?			
▪ a sink?			
Equipment to support breastfeeding and expressing are available			
Do your employees/visitors have access to a refrigerator and hot water for safe heating and storing of breastmilk?			
Display appropriate signage			
Does your workplace display breastfeeding-friendly messages throughout the workplace?			

Individual	Yes	Partially	No
Provide opportunities for breastfeeding knowledge development			
Does your workplace provide breastfeeding and return to work information resources (e.g. posters, brochures, flyers)?			
Does your workplace promote or link staff to breastfeeding community services, such as Plunket or lactation consultants?			
Provide support to staff to breastfeed			
Does your workplace encourage staff to support each other to breastfeed? 			
Does your workplace promote breastfeeding events such as World Breastfeeding Week?			
Extend breastfeeding support to family of staff			
Does your workplace offer breastfeeding support to family of staff? 			



The environmental sustainability symbol represents actions in the checklist that contribute to improving environmental sustainability of the workplace.



The cultural mindfulness symbol represents actions in the checklist that contribute to improving diversity, equity, and inclusivity in the workplace.

For more information on the purpose of the symbols and how they can be applied to your action plan visit the following links: [Environmental Sustainability](#) and/or [Cultural Mindfulness](#).

For tips on promoting breastfeeding in your workplace, go to:
http://www.workwell.health.nz/workwell_breastfeeding