

**OKLAHOMA STATE DEPARTMENT OF HEALTH  
ADMINISTRATIVE PROCEDURES MANUAL**

**NUMBER:** AP 1-35  
**TITLE:** Worksite Breastfeeding Policy  
**ADOPTED:** August 2007  
**LAST REVIEWED:** October 2013  
**RESPONSIBLE SERVICE:** Maternal and Child Health Service

**APPROVED:** \_\_\_\_\_  
Terry Cline, Ph.D.  
Commissioner  
*Signature on file*

**I. Purpose**

The purpose of this administrative procedure is to inform employees of the benefits of breastfeeding, and provide a work environment supportive of breastfeeding when employees return to work.

**II. Definition**

The Oklahoma State Department of Health (OSDH) identifies breastfeeding as the normal method of nurturing infants and recognizes breastfeeding as fundamental in achieving optimal infant and child health, growth, and development.

**III. Procedure**

The Oklahoma State Department of Health encourages activities that promote, protect, and support breastfeeding and the health of all Oklahoma children. Because employees breastfeeding their infants need ongoing support in the worksite to provide breast milk for their babies, it is the policy of the Oklahoma State Department of Health that:

**A. Breastfeeding Environment**

A positive environment supportive of breastfeeding is maintained, and breastfeeding promotion information is provided to employees.

1. A copy of the Worksite Breastfeeding Policy will be provided to all employees at new employee orientation.
2. Breastfeeding information and resources will be readily available for employees.

3. All work sites (Oklahoma State Department of Health and county health departments) will display in locations accessed by employees and the public, positive messages supporting breastfeeding. (All worksites will provide a hospital grade breast pump for employee use when requested.)

**B. A “Back-To-Work” Consultation**

A “Back-To-Work” consultation is available for employees who plan to breastfeed and employees whose partner plans to breastfeed. This consultation will provide information to promote a successful transition while continuing to breastfeed.

**C. Flexible Breaks**

Employees shall be provided flexible breaks to accommodate breastfeeding or milk expression. If the time exceeds normal time allowed for lunch and breaks, employees may be allowed to adjust working hours.

**D. Accommodation to Breastfeed**

Employees are provided a place to breastfeed or express their milk.

1. Reasonable efforts are made to provide a private, secure, and sanitary room or other location (other than a restroom) in close proximity to the work area, where an employee can express her milk or breastfeed her baby who may visit during work hours.
2. The private room will include an electrical outlet to accommodate an electric breast pump, a comfortable chair, and access to a clean water source, soap and hand washing facility.

**E. Employees Allowed to Use an Available Refrigerator**

Employees are allowed to use an available refrigerator for safe storage of expressed milk. Employees may use their own cooler packs to store expressed breast milk, or may store milk in a designated refrigerator/freezer. Employees will be required to provide their own containers, clearly labeled with name and date.

**F. Ensure Awareness of Workplace Accommodations**

Supervisors will ensure that employees are aware of these workplace accommodations, and receive a copy of the Worksite Breastfeeding Policy and breastfeeding information, when they are informed of the employee’s pregnancy.

Employees or worksite supervisors who have questions concerning breastfeeding, or who may need breastfeeding support, may contact the Maternal and Child Health Service (MCH) 405-271-4480, the Women, Infants and Children Service (WIC) 405-271-4676, or the Oklahoma Breastfeeding Hotline 1-877-271-6455.

**IV. References**

Title 40, O.S., § 435

**V. Action**

The Deputy Commissioner of Community and Family Health Services Division is responsible for ensuring the annual review of this administrative procedure.

Maternal and Child Health Service is responsible for the annual review and revision of this administrative procedure.

Any exceptions to this administrative procedure require prior written approval of the Commissioner.

**VI. Attachments**

No attachments were identified.