



## **INCLEMENT (WET) WEATHER POLICY & PROCEDURE**

### **Policy**

This policy only applies to Construction, Electrical and Gardening/Landscaping Apprentices. Certain workers can be at risk of exposure to inclement weather conditions including storms, wind, rain, and lightning. The conditions can be so dangerous that workers are instructed to stop work, work somewhere else or an "inclement weather day" is called, meaning workers leave site for the day.

Your Host Employer will determine if / when an inclement weather day is called. East Coast Apprenticeships then has the discretion to determine where the apprentice will work that day, including at another work site or attend college.

### **Procedure**

#### Inclement Weather Day declared **before** work starts

1. Host Employer declares an Inclement Weather Day *before you arrive at site*.
2. Apprentice sends SMS to Field Officer and Wet Day contact (mobile number 0400 120 351) ASAP with full name and wet day (eg "Joshua Apprentice wet day").
3. Field Officer determines if alternate work is available (another site / college):
  - a. If Work is available, apprentice attends work or college.
  - b. If Work is unavailable, apprentice to record on timesheet, "Inclement Weather" for the day.

#### Inclement Weather Day declared **while** at work

1. Host Employer declares an Inclement Weather Day *when you are at site*.
4. Apprentice sends SMS to Field Officer and Wet Day contact (mobile number 0400 120 351) ASAP with full name and wet day (eg "Joshua Apprentice wet day")..
2. Field Officer determines if alternate work is available (another site / college):
  - a. If Work is available, apprentice attends work.
  - b. If Work is unavailable, Apprentice to record on timesheet hours worked, and "Inclement Weather" for the remainder of usual working day.

Questions and concerns can be raised with the Field Officer or ECA Office.

**If you do not contact your Field Officer in a timely manner after you are informed of the Inclement Weather Day being declared, you will not be paid for the day.**