



# Policy: Wet or Inclement Weather

| Document ID: | Version #: | Release date: | Approval authority: |
|--------------|------------|---------------|---------------------|
| OPS-2015     | 1.         | 30 Apr 2026   | HR Manager          |

## 1 Introduction

### 1.1 Purpose

To ensure appropriate actions are taken to maintain apprentice safety during times of inclement weather.

### 1.2 Scope

This policy applies to Construction, Electrical and Gardening/Landscaping Apprentices who may be at risk of exposure to inclement weather.

## 2 What is Inclement Weather

Certain workers can be at risk of exposure to inclement weather conditions including storms, wind, rain, and lightning. The conditions can be deemed unreasonable and unsafe for work to continue, meaning workers are required to pause work, work somewhere else or an "Inclement Weather Day" is called, meaning workers leave site for the day.

## 3 Host Employer and ECA Responsibilities

Apprentice's Host Employers will determine if / when an Inclement Weather Day is necessary depending on their work capacity and availability for safe work.

ECA Staff have the discretion to determine whether the apprentice will work when an Inclement Weather Day is declared. Alternative options include another Host Employer, ancillary work, or attending off the job Training.

## 4 Apprentice Responsibilities

When a Host Employer declares an Inclement Weather Day is necessary, Apprentices must contact their Field Officer **AND** the 'Wet Day' Phone number: **0400 120 351** immediately with their Full Name and Wet Day (Joshua Smith Wet day).

If ECA is not informed on the day the Inclement Weather Day is declared, employees will not receive wages for the duration of the inclement weather period.

If ECA is notified correctly, the apprentice will receive payment at the ordinary hourly rate for ordinary hours of work. Payment for time lost due to inclement weather is subject to a maximum of 30.4 hours pay (plus RDO accrual where applicable) in a 4 week period.



ECA Field Officer will notify if there is an alternative working situation. If not, Apprentice can select "Inclement Weather" on their timesheets.

If Apprentice drives to work but does not work prior to the Inclement Weather Day being declared, a timesheet note should be added stating 'Attended Site'.

If the Inclement Weather Day is determined part way through the day, timesheets are to be submitted with Base Hours for the portion of the worked day. "Inclement Weather" can be selected for the remainder of the day.

## 6 Definitions

| Term                        | Definition   |
|-----------------------------|--|
| <b>ECA</b>                  | East Coast Apprenticeships                             |
| <b>ECA Staff</b>            | ECA internal staff members employed to support ECA A&T |
| <b>Off the Job Training</b> | College at the Registered Training Organisation        |

## 7 Document Controls

### 7.1 Document version history

| Version | Release date | Description                 | Risk-rated review date |
|---------|--------------|-----------------------------|------------------------|
| 1.      | 12/07/2021   | GRT058 – Policy & Procedure | -                      |
| 2.      | 30/4/2026    | OPS-2015                    | 30/4/2027              |

### 7.2 Document review and approval

| Position          | Function                       |
|-------------------|--------------------------------|
|                   | Owner/author/reviewer/approver |
| Risk & Compliance | Author                         |
| HR Manager        | Approver                       |
| Risk & Compliance | Owner                          |

### 7.3 Key Word indexing

|                  |   |
|------------------|---|
| <b>Keywords:</b> | Inclement weather, wet weather, wet day |
|------------------|---|