



Policy: Wet or Inclement Weather

Document ID:	Version #:	Release date:	Approval authority:
OPS-2015	1.2	13/08/2026	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. These conditions can be deemed unreasonable and unsafe for work to continue. If this is the case, workers may be required to pause work, work somewhere else, or an "Inclement Weather Day" may be 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, Apprentices should contact either their Field Officer or the 'Wet Day' Phone number - **0400 120 351** – confirming their full name and the date of the Wet Day.

If ECA is notified of these details, the apprentice will receive payment at the ordinary hourly rate for ordinary hours of work. Payment for time lost due to wet/inclement weather is generally limited to 4 days (maximum of 30.4hrs pay, plus RDO accrual where applicable) in a 4-week period, but - at the Regional Manager's discretion - these hours may be increased in the case of an extreme weather event.



An ECA Field Officer will confirm if an alternative working situation is available. If not, an Apprentice can select "Inclement Weather" on their timesheets and submit this for approval with their Host Employer.

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 wet weather is determined part way through a day, timesheets are to be submitted with base hours for the portion of the worked day, and "Inclement Weather" is then selected the remainder of the day – with the Host approving hours.

6 Definitions

Term	Definition
ECA	East Coast Apprenticeships
ECA Staff	ECA internal staff members employed to support ECA A&T
Off the Job Training	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	-
1.1	30/4/2026	OPS-2015	30/4/2027
1.2	13/08/2026	OPS-2015 – review of maximum hours	13/08/2027

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

Keywords:	Inclement weather, wet weather, wet day
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