

BLOOD DONATION POLICY

	Approval Date: July 2015
	Review Date: July 2019
Author:	People & Performance Unit
Responsible Director:	Corporate Performance
Relevant Legislation/Authority:	Australian Red Cross Blood Service

1. PURPOSE

To provide employees the opportunity to support the broader community by donating blood and/or blood products at the Australian Red Cross Blood Service.

2. SCOPE

Employees may be granted leave by their people manager for the purpose of attending the Australian Red Cross Blood Service to donate blood or blood products. Where possible, employees are encouraged to attend evening sessions, but where this is not possible an alternative time during business hours can be arranged in consultation with the employee's people manager.

3. ELIGIBILITY

This policy applies to all City of Greater Bendigo ongoing and temporary employees.

4. AUTHORITY

Recommended by employee and approved by people manager or his or her delegate.

5. EMPLOYEE RESPONSIBILITIES

5.1 Following the donation of blood or blood products, employees will be required to return to work after a rest period of at least 15 minutes.

5.2 Upon returning to the workplace, employees are responsible for ensuring they are fit to return to their normal duties.

5.3 If employees are considering donating blood or blood products for the first time and/or have a history of fainting they are advised not to donate and perform a hazardous occupation or activity on the same day. Examples of hazardous occupations are crane operators, drivers of heavy machinery and public transport vehicles and fire fighters.

5.4 Whole blood may be given safely every 12 weeks. Plasma and platelet donations can be given every 2 - 3 weeks.

Further information is available by contacting the Australian Red Cross Blood Service directly or via www.donateblood.com.au

6. PEOPLE MANAGER RESPONSIBILITIES

6.1 Approval is required by people managers to ensure the leave requested suits unit and individual workload requirements.

6.2 Upon returning to the workplace, people managers are responsible for ensuring employees are fit to return to their normal duties.

7. ADMINISTRATIVE UPDATES

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this, such a change may be made administratively. Examples include a change to the name of a Council unit, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be made through consultation with the staff Consultative Committee and with the approval of EMT or where required, resolution of Council.

For further information regarding this policy, contact the People and Performance Unit.

8. DOCUMENT HISTORY

Date Approved	Author	Unit	Change Type	Version	Review Date
2004		Human Resources		1	N/A
2011	KT	People & Performance	Review	2	Aug 2014
2015	JW	People & Performance	Administrative	3	July 2019