

## Reasonable adjustment

The term 'reasonable adjustment' refers to any administrative, environmental or procedural changes that enable a person with disability to have equal employment opportunity and work effectively and comfortably. Reasonable adjustment may include changes to work practices, alterations to facilities or access to specific aids or equipment.

The term 'reasonable adjustment' is synonymous with 'workplace adjustment'.

### Employers are required to make reasonable adjustments, which can:

- increase work performance
- increase retention of productive and committed staff
- increase staff capabilities
- increase access to buildings and rooms by other people and customers
- become part of your everyday work practices.

### Reasonable adjustment in the recruitment process could include:

- making all recruitment materials (position descriptions, application forms, questionnaires) available in accessible or alternative formats
- scrapping medical tests or aptitude tests that are unrelated to essential job requirements
- providing alternatives to written tests
- ensuring the interview process caters to the access needs of all candidates (for example, accessible venue, encouraging/arranging for relevant supports to be available for the interview including; Auslan interpreters, employment support workers/attendant carers).

### Reasonable adjustments in the job design process could include:

- flexibility with working hours including late starts, part-time hours, longer or more frequent rest breaks
- home-based work
- job-sharing
- job-carving (allocating some duties to or from another employee)
- customised employment (job creation for people with more significant disability)
- more frequent supervision and feedback
- modifying work methods including incorporating memory aids or prompts.

## Reasonable adjustment in training and developing existing staff with disability could include:

- extending training time or probation for workers with cognitive impairment or learning disability
- allowing external support workers from specialist employment or disability services on-site if necessary for orientation and learning assistance
- introducing a workplace buddy or mentor system
- arranging general or specific disability awareness training for co-workers, supervisors and managers
- organising interpreters, readers or support people for induction or formal staff training occasions.

