

# Reasonable adjustment policy checklist

When an employee requests a reasonable adjustment, it's important to know the process to follow. Use the following template to guide you through the process, from receiving a request for an adjustment through to implementing the adjustment in the workplace.

Action	Started (date)	Completed (date)
Request for reasonable adjustment received		
Key personnel to meet with employee to clarify specific needs		
Additional information requested (if required)		
Medical evidence requested (if required)		
Detailed and signed request sent to (nominated department/ person)		
Reasonable adjustment managed internally and key staff advised (adjustment could include: any job redesign required, flexible hours or additional training to be offered)		
Cost estimates made for workplace modifications		
<a href="http://www.jobaccess.gov.au">An application for the Employment Assistance Fund</a> has been submitted through <a href="http://www.jobaccess.gov.au">www.jobaccess.gov.au</a>		
Workplace assessment arranged (if required – JobAccess will advise)		
Equipment for workplace modification ordered		
Installation of equipment booked and key personnel advised		

# Job Access

Driving disability employment

Reasonable adjustment / workplace modification fully implemented		
Feedback requested from employee on effectiveness of adjustment		
Request for reasonable adjustment finalised and filed in employee's personnel file		
Copy of completed request sent to (insert department/person)		



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JobAccess is the national hub for workplace and employment information for people with disability, employers and service providers.

**1800 464 800**

**[www.jobaccess.gov.au](http://www.jobaccess.gov.au)**