

Attachment One – Reasonable adjustment examples

The following information is provided as the minimum mandatory standard practice, procedure or process to enable satisfactory compliance with this Queensland Health HR policy.

Local guidelines/procedures may be developed to facilitate implementation of this policy. Any local guidelines/procedures must be consistent with this policy and standard practice and ensure employee entitlements continue to be met.

1 Examples of Reasonable Adjustment

Examples of reasonable adjustment in respective circumstances may include:

- *Recruitment and Selection (of potential and existing employees):* Providing assistance to facilitate the interviewing process, e.g. wheelchair access, sign language interpreter.
- *Training and Career Advancement:* Providing training information in alternative formats, and making adjustments to allow opportunities to act in other positions.
- *Workplace Design:* Providing access to the workplace, and the provision of specialist equipment where required and reasonable to do so, to allow the person to undertake the duties of the position, e.g. larger screens/font for visual impairment.
- *Temporary Disability:* Providing a return to work or workplace rehabilitation program e.g. provision of equipment for the elevation of an injured ankle - refer to the Occupational Health and Workplace Implementation Standards and Guidelines.
- *Deployment/Redeployment:* Relocating an employee from one work environment to another.

Each situation should be assessed on a case by case basis. During a reasonable adjustment process, employees should be treated with respect and allocated duties which are commensurate with their classification, experience and abilities.

2 Reasonable adjustment assessment

Managers can arrange for an appropriately skilled person such as an occupational therapist, physiotherapist, rehabilitation consultant or other qualified health professional to undertake an assessment to assess the requirement for reasonable adjustment.

A manager may choose to consult with the local Occupational Health and Safety (OHS) unit before arranging for the reasonable adjustment assessment, including a risk assessment, where an employee has an impairment.

3 Advising of reasonable adjustment

The *Work Health and Safety Act 2011* provides that elected Workplace Health and Safety Representatives may be informed and consulted on workplace changes including issues of reasonable adjustment.