

Reasonable Adjustment for People with Disabilities

CHECKLIST

This checklist is not exhaustive but may serve as a prompt for highlighting some issues to consider in creating an environment which minimises the negative impact of impairment.

Recruitment and selection

- Review role descriptions to ensure that they focus on the inherent requirements of each role.
- Consider a range of selection techniques to ensure that all applicants, including people with disabilities are able to demonstrate their ability to meet the requirements of the role.
- Structure interview questions to focus on the inherent requirements of the role.
- Prior to interview, ask all candidates if they have any specific requirements to enable them to participate in the interview. Ensure requirements are met.
- Ensure selection committee is aware of the principles of reasonable adjustment and understand non-discriminatory selection practices.
- Ensure venue for interview is accessible and appropriate.
- Only collect medical information if it relates to: industry risk, carrying out tasks inherent to the job, or safety requirements.

Workplace

Identify barriers in the workplace that may prevent people with disabilities from performing their role effectively.

Areas to consider include:

- Work area design
- Equipment
- Work practices
- Co-worker attitudes and behaviour
- Career development opportunities.

Health and Safety

Consider workplace health and safety implications for employees with disabilities, such as:

- Ensure appropriate emergency evacuation procedures are in place.
- Develop a [personal emergency evacuation plan](#) if necessary.
- Ensure access to essential facilities and common areas are checked for physical hazards.
- Check work stations and job tasks for potential hazards.

Accessibility for people with mobility impairment

- Check entrances, lifts, ramps and corridor widths comply with Australian Standards
- Install automatic doors at entrance to building and toilets.
- Modify non-wheelchair accessible toilet facilities and kitchens.
- Provide sufficient space between desks for ease of wheelchair access.
- Adjustable height desks allow for alteration to suit individual needs.

Accessibility for people who are deaf or hearing impaired

- Install a hearing augmentation system (hearing loop)
- Facilitate the provision of an Auslan interpreter for meetings and professional development sessions.
- Provide access to Live Captioning and video relay facilities.
- Provide a TTY device.

Accessibility for People with Vision Impairment

- Provide written material in alternative or modified formats as required (e.g. Braille, large print, audio, electronic).
- Install braille signage and/or large clear signage and step markings.
- Provide flexible lighting options to meet individual needs.
- Provide assistive technology for computer based work, for example, auditory scanners.
- Accommodate guide dogs in work areas if needed.
- Increase time allowance for some tasks if needed.

Reviews

- Conduct regular reviews with people with disabilities to ensure the required reasonable adjustments are effective.
- Review adjustments if circumstances change.
- Conduct regular accessibility audits.

Information

- Document discussions and decisions made.
- Ensure information collected is stored in a locked confidential file in line with the [Information Privacy Act 2009](#).
- Do not collect unnecessary information about people with disabilities.