



Fact sheet: Reasonable adjustments - Information for employees

This fact sheet should be read in conjunction with the [Reasonable adjustments procedure](#).

What is reasonable adjustment?

Reasonable adjustment refers to adjustments which are made to a job, an employment practice, the workplace or work-related environment to ensure equal opportunity for an employee who has a medical condition or disability.

What does a reasonable adjustment look like?

Most reasonable adjustments involve workplace solutions which change the way an employee works. These changes could include:

- **how** they work (e.g. use of different equipment)
- **when** they work (e.g. changes to ordinary hours of work) / **patterns of work (e.g. job sharing)**; and/or
- **where** they work (e.g. changes to the physical workspace or changes to work location).

Examples of reasonable adjustment:

- modifying workplace or work-related premises, such as:
 - a change to physical layout of office
 - provision of alternative workstation
 - accessible venues used for work-related functions
- providing access to other equipment or facilities such as communication devices, screen magnification, interpreting, etc.
- modifying work methods and/or arrangements.

What reasonable adjustment does not include?

The employer's duty to provide reasonable adjustment need not include:

- **changing the inherent requirement of the job** or maintain a job that would otherwise be altered or abolished

- **assigning the inherent components of the job to another employee**
- **creating a different job** and
- **promotion or transfer** to a different job.

I have developed a medical condition that may require a reasonable adjustment. What should I do?

- **discuss** your injury/medical condition with your treating doctor in relation to your work role and duties, **identify** any restrictions the injury/medical condition may place on you, and **determine** the expected timeframe which the restriction(s) will affect your ability to perform your role
- **notify** your manager, principal or supervisor about the injury/medical condition and any restrictions advised by your treating doctor
- work with your manager, principal or supervisor to **develop** workplace solutions in accordance with either the:
 - [Workplace rehabilitation procedure](#) if a graduated return to work is required; or
 - [Reasonable adjustments procedure](#) if requirements fall outside of workplace rehabilitation.

What happens if I can't perform my role while the reasonable adjustment is being implemented?

If you cannot perform the inherent requirements of your position until a reasonable adjustment has been completed, the department will discuss with you **temporary arrangements** such as appropriate leave (sick leave or special leave) or short-term transfer.

For further information, contact your [Regional Organisational Health Team](#)





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How often is a reasonable adjustment reviewed?

Reasonable adjustments vary from person to person so the review process for reasonable adjustments will vary as well.

Where an expected timeframe for the adjustment has been identified, this will usually determine the review period. For a short term reasonable adjustment, a [full medical clearance](#) will indicate the end of the process. If the process is extended, appropriate review intervals will form part of the initial discussion and reasonable adjustment agreement. The minimum review period is at least annually.

Do I need to provide my medical information to the department?

Yes, if you are requesting a change to your work for a medical condition or altering a current reasonable adjustment the department will require current medical information from your treating doctor to assist with the development of workplace solutions for your reasonable adjustment.

I am on a reasonable adjustment agreement. How often do I need to provide medical information?

Updated medical information relating to a reasonable adjustment agreement should be provided to the department:

- whenever there is a change to your medical condition;
- whenever there is a change to your role or workplace; or
- at least annually if there are no changes to your medical condition, role or workplace.

Is my medical information kept private?

Yes. The department handles all medical and personal information in accordance with the [Information Privacy Act 2009 \(Qld\)](#).

What is new medical advice?

New medical advice could be:

- advice about a new medical condition; or
- new advice regarding a change in an existing or ongoing medical condition.

I have just received new medical advice. Will I require a reasonable adjustment?

Not necessarily. Reasonable adjustments are workplace solutions to medically-based restrictions which prevent an employee from performing the inherent requirements of their role.

If your new medical advice does not identify any restrictions in your ability to perform your role, you most likely will not need a reasonable adjustment.

If your new medical advice specifies any **restrictions** (or changes to current restrictions) which you may face in performing your role, you should notify your manager, principal or supervisor as soon as possible and follow the [Reasonable adjustments procedure](#).

New medical advice may also indicate that a current reasonable adjustment is no longer necessary as you no longer have the restriction(s) to performing your work.

For further information, contact your [Regional Organisational Health Team](#)

