



# Member Webinar

## Workplace adjustments: Key to an accessible and inclusive workplace

Audio via Teleconference **only**

Ph: 1800 896 323

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Members Section

# Webinar Overview



# Please mute your phone!





AUSTRALIAN  
NETWORK  
ON DISABILITY

**Workplace adjustments**  
**Key to an accessible and inclusive workplace**

**Presenter**

**Daniel Valiente-Riedl, JobAccess**  
**General Manager**



Australian Government

**Job Access**

Driving disability employment

# Workplace adjustments: keys to an accessible and inclusive workplace

**Daniel Valiente Riedl**

General Manager, JobAccess

**Australian Network on Disability | Webinar**

Thursday, 12 December 2019

[www.JobAccess.gov.au](http://www.JobAccess.gov.au)

# Today, we will discuss...

- **Workplace adjustments** to improve accessibility
- Financial assistance available through the **Employment Assistance Fund**
- What is a **Reasonable Adjustments Policy** and why it is essential for employers
- Support available for employers through **JobAccess**



Icon: checklist with three tick marks and straight lines.

# Workplace adjustments

Any administrative, environmental or procedural changes that enable people with disability to have equitable employment opportunity and work effectively and comfortably.



# Why making adjustments is critical

**1 in 5**

Australians  
live with  
disability

**31%**

of population have  
accessibility  
requirements

**2.1mn**

Australians of  
working age have  
disability

# Making workplace adjustments 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 for all employees



*Picture: man waiting outside the elevator.*

# Workplace adjustment in the physical environment could include...

- Installing assistive technology (screen readers, mobility aids, hearing aids)
- Moving desks
- Purchasing ergonomic furniture
- Installing brighter lighting
- Occasionally, significant adjustments might be needed, such as installation of a ramp, automatic door opener, or visual fire alarm



*Picture: woman working on a laptop.*

# Workplace adjustment in the recruitment process could include...

- Making all recruitment materials available in accessible or alternative formats
- Removing 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



*Picture: woman and man having a conversation.*

# Workplace adjustment in the job design process could include...

- Flexibility with working hours
- Job-sharing
- Job-carving
- Job creation
- Customised employment
- More frequent supervision and feedback
- Modifying work methods



*Picture: two women smiling and having a conversation.*

# Workplace adjustment in the training and development process could include...

- Extending training time or probation
- Allowing external support workers on-site if necessary for orientation and learning assistance
- Workplace buddy or mentor system
- Arrange general or specific disability awareness training for staff
- Organise interpreters or support people for induction/formal staff training



*Picture: two women looking at a laptop screen.*

# How JobAccess facilitates workplace adjustments

Advice service

National panel of assessors

Employment Assistance  
Fund



*Picture: man working in a laboratory.*

# Employment Assistance Fund

Provides financial assistance to purchase a range of work-related modifications and services to meet the access requirements of the employees with disability.



# Application process

An employer can apply online @  
[www.jobaccess.gov.au](http://www.jobaccess.gov.au).

JobAccess reviews the application, informs employer of the outcome and whether a workplace assessment is required.

If required, a **free workplace assessment** is conducted to identify any barriers and recommend changes in the workplace.

Employer purchases the modifications and costs are reimbursed by JobAccess.

# An eligible employee must...

- Work at least eight hours per week.
- If self-employed, work at least 20 hours per week; earn an hourly income equivalent to National Minimum Wage.
- Have at least 13 weeks of employment.
- Be an Australian citizen or a permanent resident.
- Have an ongoing disability – two-year duration.
- Be a jobseeker with a Job Plan.

# EAF also provides funding for...

**Job interviews:** A person who is deaf may require an Auslan (sign language) interpreter to be present at the interview.

**Awareness trainings:** Disability awareness, mental health awareness and deafness awareness trainings aimed at increasing confidence and reducing stigma.

**On-the-job support:** Counselling, coaching programs, mentoring, alternative learning techniques.



*Picture: man with a pen and document.*

# Reasonable Adjustments Policy

Designed to cover adjustments in all aspects of employment.

# An effective Reasonable Adjustments Policy...

- Helps build an inclusive, barrier-free workplace.
- Outlines the principles and procedures of making reasonable adjustments in the workplace to meet the needs of current and potential staff with disability.
- Free Reasonable Adjustments Policy template and checklist available on [www.jobaccess.gov.au](http://www.jobaccess.gov.au).



*Picture: woman and man looking at a laptop screen.*

# JobAccess

The national hub for disability employment for people with disability, employers and service providers.

# JobAccess: We're here to help



*Diagram: a list of services under images of a computer, dollar sign, two heads, a handshake and binoculars*

# Expert advice via phone and website

1800 464 800

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



*Icon of a computer with cursor.*



# Employer Toolkit

- Online resource for employers
- Disability employment strategies
- Resources, videos and case studies
- Visit [www.jobaccess.gov.au](http://www.jobaccess.gov.au)



*Picture: Employer Toolkit on the JobAccess website*

# Disability Employment Services

- Access to candidates, support and information.
- JobAccess vacancy service shares employer vacancies with the local DES network at no cost.



*Picture: logo of Disability Employment Services*

# JobAccess vacancy service

- Help employers develop job vacancies targeted at people with disability.
- Broadcast vacancies for free to the national network of DES.
- To **share** a vacancy, email **[jobs.ndrc@workfocus.com](mailto:jobs.ndrc@workfocus.com)**.



*Picture: man and woman having a conversation*

# Thank you

**Contact us**

1800 464 800

**Visit**

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

**Share a vacancy**

[jobs.ndrc@workfocus.com](mailto:jobs.ndrc@workfocus.com)

**Follow**

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**Questions?**





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