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 |  |  |
| [An](http://An) application for the Employment Assistance Fund has been submitted through www.jobaccess.gov.au |  |  |
| Workplace assessment arranged (if required – JobAccess will advise) |  |  |
| Equipment for workplace modification ordered  |  |  |
| Installation of equipment booked and key personnel advised |  |  |
| 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) |  |  |