

Reasonable Adjustment checklist

Use this checklist to help operationalise the reasonable adjustment process

Action	Start date	Completed date	Responsible
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). This should be relevant to the inherent requirements of the role.			
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 application for the Employment Assistance Fund (EAF) has been submitted through www.jobaccess.gov.au			
Workplace assessment arranged through the EAF (if required – JobAccess will advise)			
Equipment for workplace modification ordered			
Installation of equipment booked, and key personnel advised			

Action	Start date	Completed date	Responsible
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)			