



Australian
National
University

Workplace adjustments

Staff information guide



Safety and Wellbeing – People and Culture Division

injurymanagement@anu.edu.au

The Australian National University

Canberra ACT 2601 Australia

www.anu.edu.au

CRICOS Provider No. 00120C

Contents

Introduction	4
Who is this information guide for?	4
What does the information guide cover?	4
ANU contact details.....	4
Workplace Adjustment Process	5
Recruitment.....	5
During employment	5
Assessing need and determining adjustments	5
Implementing workplace adjustments	6
Job Access.....	6
Building modifications.....	7
Workplace adjustment plan	4
Reviewing workplace adjustments	7
Ongoing support	7

Introduction

ANU is committed to achieving best practice in equity of access, inclusion and success for people with disability, as detailed in the University's [Disability Action Plan 2020 – 2024](#). This includes supporting staff requiring workplace adjustments as part of their employment at the ANU.

Who is this information guide for?

This booklet is for the information of staff of the ANU who require workplace adjustments as a result of an injury, illness or disability.

What does the information guide cover?

This guide details the process for staff to request workplace adjustments to accommodate a disability or medical condition.

[Under the Disability Discrimination Act 1992 \(DDA\)](#), a workplace adjustment is considered reasonable unless it causes “unjustifiable hardship” to the employer or organisation.

Opportunities for requesting workplace adjustments can happen at any time during your employment at the University by discussing your requirements with your hiring manager or supervisor.



They may occur:

- During the selection/interview process;
- As part of the offer of appointment;
- At induction;
- When planning for organisational change;
- In developing workload agreements; or
- At any other time during employment with the University.

ANU contact details

Email:

injurymanagement@anu.edu.au

Website:

[Workplace adjustments - Staff Services - ANU](#)

Injury Management Branch,
People and Culture Division
10B East Road, Chancery Building
Australian National University
ACTON ACT 2601

Workplace Adjustment Process

Recruitment

To ensure all applicants have equal opportunity to participate in the recruitment process, you can request reasonable workplace adjustments when applying for a position at the University.

During the online application and interview process, you have the opportunity to disclose whether you have a disability or medical condition that requires a workplace adjustment.

Further information can be found at the website page at link [Recruiting people with a disability - Staff Services - ANU](#)

During employment

For all workplace adjustment requests, first speak to your supervisor, or you may prefer to seek advice or discuss workplace adjustment issues with your College or Divisional Human Resources (HR) Area. A workplace adjustment request may be completed at this time – and is available at Appendix A in this guide. Your supervisor or HR area should contact the injury management team for further advice and assistance if required.



Assessing need and determining adjustments

A request for workplace adjustments can be made using the form as provided at Appendix A. Upon receipt of this request, your supervisor will discuss the following matters with you within 1 week of receiving your request:

- Is your situation likely to change over time?
- What specific workplace adjustments have been recommended?
- Is further medical or specialist evaluation required to identify appropriate workplace adjustments?

Depending on the nature of the workplace adjustments requested, you may be required to provide documentation and recommendations to support the request. These may be available from:

- a medical practitioner;
- an occupational therapist or other allied health provider;
- a relevant Government support agency; and / or
- a disability service provider.

Information requested will be in accordance with a signed authority to exchange information to ensure confidentiality. All information will be handled and stored in accordance with the University's [Policy: Privacy](#).

To assess need and recommend adjustments that are required and reasonable, the relevant supervisor and the delegate will consider:

- a) current medical documentation and any recommendations for adjustments;
- b) the inherent academic, work or role requirements;
- c) the effect of the adjustment on the ability to meet the inherent requirements; and
- d) the cost, if any, and the benefits of making the adjustment.

Implementing workplace adjustments

Once assessment and approval has finalised, a workplace adjustment plan will be developed in consultation with yourself, documenting and summarising the agreed requirements. Refer example at Appendix B. Your supervisor will be responsible for overseeing the implementation of the workplace adjustments, including notifying relevant stakeholders of the requirements. It is expected that the requirements as agreed to would be completed within 1 month of receiving the original request. Major building works may require additional time, but are expected to be actioned and completed in a timely manner.

After initial consultation, all completed workplace adjustment plans are to be forwarded to the injury management team injurymanagement@anu.edu.au. All requests will be stored confidentially and only accessible by the staff member, the relevant rehabilitation case manager and/or current/future supervisor/s.

Where possible, funding for Workplace Adjustments will be sought through

available external funding sources such as Job Access. Otherwise, the costs of implementing a Workplace Adjustments may be provided by the business unit, subject to delegate approval prior to implementation

The University will not fund the cost of personal aids that are required for daily activities – such as eye glasses and hearing aids, or the cost of setting up a home office when the Workplace Adjustments includes working from home.

Job Access



[Job Access](#) is the national hub for workplace and employment information for people with disability, employers and service providers. Job Access can provide workplace assessment services and financial support through the [Employment Assistance Fund](#) if an Employee needs major changes to the workplace that require a specialist assessment.

The Human Resources area and / or the injury management team, will assist your Supervisor with the funding application process. The University may also source assistance from Job Access to conduct a Workplace Modifications Assessment.

Job Access is also available to assess any additional psychological Workplace Adjustments or support outside of, or in addition to, the current University [Employee Assistance Program](#) (EAP).

employment at the ANU, but will be

Building modifications

Where alterations are required to buildings or facilities, your Supervisor will be contacted by Facilities and Services to make the arrangements. The relevant delegate is responsible for the approval and funding of the modifications required.



Workplace adjustment plan

A workplace adjustment plan details the agreed requirements for the provision of equipment or considerations to the way of working.

The option to develop a workplace adjustment plan is voluntary with the objective of giving you the opportunity to document any specific requirements that can impact on yourself in the workplace.

It ensures that any required workplace adjustments are documented so that if your supervisor or job role changes in the future (including transfer to another area), that your information is readily available.

A workplace adjustment plan can be amended at any time throughout your

reviewed on an annual basis in consultation with your supervisor, Human Resources and the injury management team.

and any relevant medical information. Further information can be found at [Injury management - Staff Services - ANU](#).

Reviewing workplace adjustments

Individual workplace adjustments will be reviewed annually in consultation with yourself, your supervisor and the injury management team.

A follow-up review will be completed one month from the date when the workplace adjustment process was completed.

You can also request a review and amendment of your workplace adjustment plan at any time as a result of any changes to your work roles, physical work location or other changed conditions.

Ongoing support

You and your supervisor should do a review shortly after the implementation of the workplace adjustment to ensure that the adjustment has been appropriate and effective. Workplace adjustments should then be reviewed as required to ensure the adjustment continues to be successful in enabling you to work safely and productively.

You and your supervisor are responsible for keeping the injury management team fully informed of relevant information in a timely manner, including incidents, the requirement of further adjustments



Appendix A

Form: Request for Workplace Adjustment

Name	
University ID	
Position Title	
College/Division	
Location	
Phone Number	
Email	
Manager/Supervisor Name	

Please answer the following questions to assist us to understand the context of your request for Workplace adjustment/s

Please describe the essential requirements of your role for which you need a workplace adjustment to achieve.
What specific adjustment are you seeking, if known?

Do you require a workplace assessment to assist you to determine the most appropriate adjustment/s?

Are there time sensitivities relating to the request? If so, please detail.

Are you requesting funding assistance for this workplace adjustment? If so, please provide information on request items and costs, including quotes and supplier information.

Employee's signature _____

Date application submitted: _____

Approved /Declined (please circle) Date: _____

Deciding officers name: _____

If declined, reason: _____

Note: Information contained in this form will be treated in a strictly confidential and private manner.

Please forward this form to injurymanagement@anu.edu.au with supporting documentation.

Appendix B

Workplace Adjustment Plan

The Workplace Adjustment Plan is a tool for employees and supervisors/managers to document any form of assistance or adjustment that is necessary, possible and reasonable to reduce or eliminate barriers at work for a person with an injury, illness or disability. Information on how to complete this form is available in the Workplace Adjustment Guide for Staff or the Workplace Adjustments Guide for Supervisors.

Personal Details

Family name	
Given name	
University ID	
College / Division	
School / Business Area	
Supervisor name	
Employment status (academic / professional)	
Employment type (continuous/ fixed term / casual)	
Injury, illness, medical condition or disability	
Plan commencement date	
Plan review date (minimum every 12 months)	

Workplace Adjustment Details

Workplace impacts of injury, illness, medical condition or disability *

(Example - I find it difficult to navigate through stairways and heavy doors)

Workplace adjustment requirements

(Example - I have access to automatic doors and an elevator where possible, flexible working hours)

A disability/medical condition that needs no action, but needs to be brought to the attention of manager

(Example - epilepsy/diabetic/mental illness)

Emergency arrangements

(Example - I have an arrangement with the floor warden to access the elevator during building evacuation drills).

Do you require a [Personal First Aid Emergency Plan \(PFAEP\)](#)?

Other Support?

Co-worker support

(Example - buddy arrangement set up for me so I can be assisted in the case of building evacuation)

Recommended adjustments

(Identify below what has been recommended by a medical practitioner or workplace assessment or what you currently use. For example, ergonomic chair, speech recognition software)

Detail of Adjustment	Existing / New	Action Required	Funding Source

Funding arrangements

(Identify below what funding requirements are needed and identified sources of funding available)

Additional Comments

Who should be informed of these workplace adjustments?

(Example - my supervisor, rehabilitation case manager and/or the first aid officer)

Signatures

Name	Signature	Date
Staff Member		
Manager		
Rehabilitation Case Manager		
Human Resources		

Appendix C

Timeframes

The following timeframes are provided for the approval process, implementation timeframes and management of workplace adjustment requests.

Action	Timeframe	Responsible officer
Response time – acknowledgement of request for workplace adjustments following receipt of workplace adjustment plan	2 working days	Rehabilitation Case Manager
Response time – review of workplace adjustment requirements and implementation plan agreed to	1 calendar month	Staff Member / Supervisor/ RCM / HR Manager
Response time for workplace adjustment funding to be approved	1 month	Business area financial delegate
Time frame met for end-to-end case management services to be provided	Less than 3 months	Rehabilitation Case Manager
Follow up review session conducted with staff member within 4 weeks of all services and equipment being provided	Within 4 weeks	Rehabilitation Case Manager
Workplace adjustment reviews of plan submission, conducted on a 12-month annual basis	Annually	Staff Member / Supervisor/ RCM