

Member Webinar Workplace adjustments: Key to an accessible and inclusive workplace

Audio via Teleconference only

Ph: 1800 896 323

Participant code: 13226340 #

@ANDisability



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- We can all see the messages
- Type comments to your fellow participants and to the facilitator
- Today is being recorded –
 Members Section

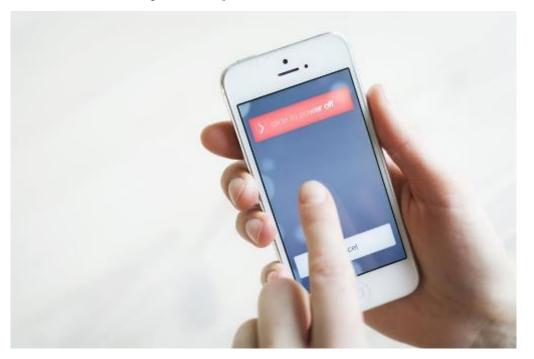


Webinar Overview





Please mute your phone!





Workplace adjustments Key to an accessible and inclusive workplace

Presenter

Daniel Valiente-Riedl, JobAccess General Manager





Workplace adjustments: keys to an accessible and inclusive workplace

Daniel Valiente Riedl

General Manager, JobAccess

Australian Network on Disability | Webinar

Thursday, 12 December 2019

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



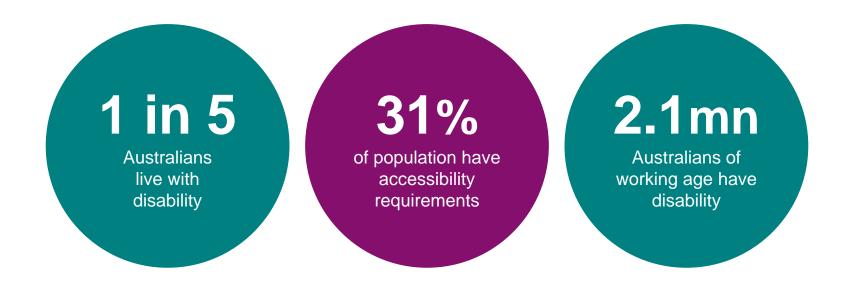
Icon: checklist with three tick marks and straight lines.

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



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.

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.



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











Expert advice via phone and website Workplac e adjustme nts and modificati ons Employer engagem ent services

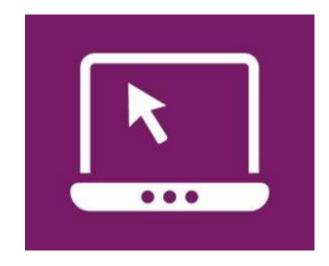
Complain ts Resolutio n and Referral Service National
Disability
Abuse
and
Neglect
Hotline

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.a u



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



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.



Picture: man and woman having a conversation

Thank you

Contact us

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Share a vacancy

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Questions?









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