

#4 How Do I Identify “reasonable adjustments”

<p>1. Identify the ‘inherent’ or ‘core’ requirements of the worker’s job</p>	<p>The inherent or core requirements of the job are those fundamental requirements that cannot be changed or altered. Core requirements of a job may not be static as a job can change over time.</p> <p>OHS is a core requirement of every workplace: it is important to identify any OHS risks, and the way that OHS requirements will be met.</p>
<p>2. Assess the worker’s skills and abilities</p>	<p>It is important to objectively assess the actual abilities of the worker. If the worker is prepared to show you any medical advice or recommendations they have been given these can assist you in assessing key skills, abilities and experiences.</p>
<p>3. Identify reasonable adjustments with the worker</p>	<p>Discuss with the worker what reasonable adjustments may be required to maximise job efficiency. Most adjustments or changes to the working environment are simple, cost nothing or are inexpensive, and the adoption of broader strategies and policies frequently benefits all employees.</p> <p>When identifying reasonable adjustments:</p> <ul style="list-style-type: none"> • <i>be flexible</i>: be open to the many options available. Flexibility is the key to identifying reasonable adjustments that are going to work for the worker and the business. • <i>think laterally</i>: there is no set formula for identifying reasonable adjustments, so look at the individual needs of the person, the core requirements of the job and then think outside the box for solutions. The best adjustments are often the most creative ideas. • <i>look for good ideas</i>: investigate what has worked well for others. Adapting good ideas to match worker needs and workplace requirements leads to success.
<p>4. Check that the worker can meet the inherent (or core) requirements of the job when reasonable adjustments have been identified</p>	<p>Once reasonable adjustments have been made, and sufficient time has passed, objectively assess whether the worker has the ability to meet the core requirements of the job.</p>