

PROTECTING PEOPLE AND PLACES



Easy read

Helping workers and managers create
a supportive and enabling workplace culture -
Conversation 1



Contents

What is this easy read guide about?	3
Conversation 1: create a supportive and enabling workplace culture	4
Questions managers may ask	10

What is this easy read guide about?

This is part of a series of 6 easy read guides HSE has developed to support disabled workers and workers with long-term health conditions in the workplace.

Managers could find the 'questions managers may ask' section useful to start conversations with disabled workers and workers with long-term health conditions.

This document will use the word 'disabled' to speak about disabled people and people with long-term health conditions.

In this easy read document, difficult words are in **bold**. We explain what these words mean straight after they have been used.

What is the Health and Safety Executive?

The Health and Safety Executive (HSE) is Britain's national **regulator** for workplace health and safety.

A **regulator** is an organisation that sets standards. HSE prevents work-related death, injury and ill health.

Conversation 1: create a supportive and enabling workplace culture

This conversation tells you how your manager should support you to feel valued and comfortable at work.

Here are some of the ways managers can create a supportive workplace:

- Managers should focus on your health and wellbeing.



- Managers should promote a **diverse workplace** where you feel safe and included.

A diverse workplace includes all people no matter who they are. This includes disabled people.



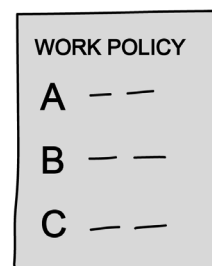
- To be included means all workers are treated equally and encouraged to take part in workplace tasks.



- Managers should stop behaviour that treats a person differently from others.



- Managers should make sure that **workplace policies and practices** support you to do your job well.



- **Workplace policies and practices** are the rules and guidelines for the place where people work.

They help everyone understand how things should be done and keep everyone safe.



- Managers should make sure that policies and practices in the workplace are clear and always used fairly.

This means that every worker should be treated in the same way.



- Managers should explain what you need to do at work and how you should behave.

This should be explained when you start work and you should be reminded after you have been working for a while.



- Managers should behave the right way and show you how to behave in the right way. This will create a **positive culture** in the workplace.

A **positive culture** is having a happy atmosphere at work where everyone gets along.



- Managers should listen to your needs and support you in areas that affect you at work and outside of work.

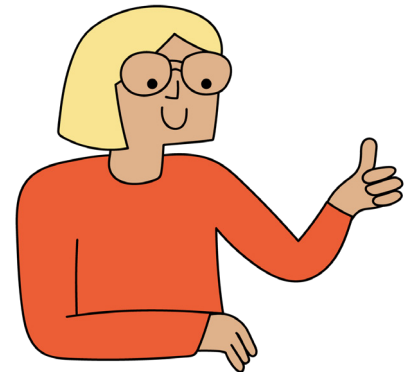


- Managers should remove any barriers in the workplace that might stop you doing your job.

For example, a barrier could be a desk that is too high for a wheelchair user.



- Managers should make sure that your privacy and dignity are respected in the workplace.



- Managers should work with **worker representatives** and disability networks to make sure the needs of all workers are met.

A **worker representative** is a person who speaks up for all workers.

The **worker representative** makes sure that workers' ideas and problems are heard by managers.



- Managers should sign up to the **Disability Confident scheme**.

The **Disability Confident scheme** has been set up by the UK government.

It supports managers to employ disabled people and people with long-term health conditions and keep them in work.



Questions managers may ask you

The conversation your manager will have with you may show more can be done to support you at work.

The manager could ask:

1

What can managers and senior leaders do to help you reach your full **potential**?

Potential means becoming the best version of yourself.

2

How easy is it for you to get a job and develop in the job?

3

How does this compare to non-disabled workers?

4

Are you asked how you feel about changes at work and do you feel your ideas are taken seriously?

An example of a change at work could be lowering your normal working hours.

5

Do you feel you can safely talk about your **concerns**?

And, do you feel that something will be done when you raise **concerns**?

A **concern** is a worry you may have about your job.

6

What do you think could be done to help improve problems you have with work?