

# PROTECTING PEOPLE AND PLACES



## Easy read

Helping workers and managers take an inclusive approach to workplace health -  
Conversation 2



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# 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 2: take an inclusive approach to workplace health

This conversation tells you how your manager should support you to feel accepted and included at work.

Here are some of the ways managers can create an **inclusive workplace**:

- Managers should create an **inclusive workplace**.

An **inclusive workplace** is a place where everyone can do their job well and feel safe.



- Managers should provide **accessible workplace practices**.

**Accessible workplace practices** are ways of doing things that make it easier for you to do your job and be comfortable at work.



- Accessible work practices should make sure that no one is treated differently to another person.

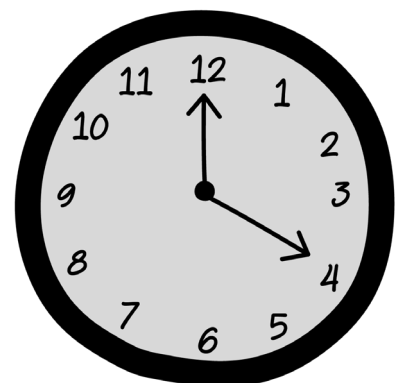


- Managers should make changes to workplace practices to support your health and wellbeing.

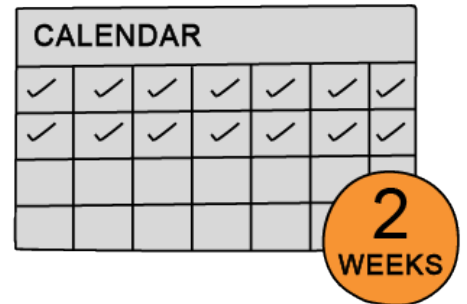


- Changes could also be allowing you to work flexible hours and giving you **disability leave**.

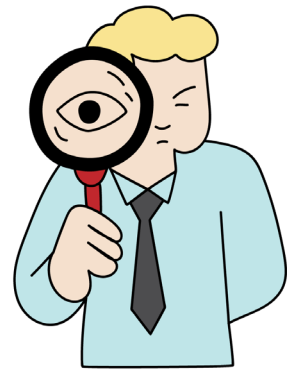
**Disability leave** is when you get time off to meet any needs you have, such as needing a medical check at the doctor.



- Managers should get back to your requests for changes to the workplace within 2 weeks.



- Managers should monitor and review workplace practices to make sure they continue to help you.



- Managers should arrange activities that support your health.



- Managers could send you on **stress management training**.

**Stress management training** can help you feel less worried and help you deal with any problems at work.



- Managers should tell you about **peer support** or staff disability networks that are available at work.

**Peer support** is when you get help from people who are doing similar work and who may also have a disability.

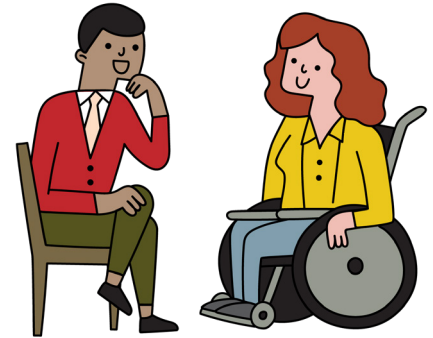


- Managers should make sure you know who to speak to at work if you need support.

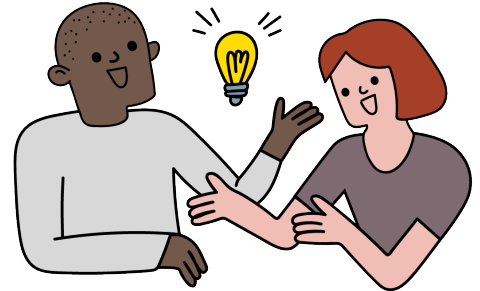


- Managers should tell you about support you can get outside of work.

For example, charities that support disabled people and people with long-term health conditions.



- Managers should arrange for **disability champions**.



- **Disability champions** support you to feel comfortable at work and make sure that everyone is treated fairly.

They also raise the need for any changes with managers.



- You can sign up to the **Access to Work scheme**.

**Access To Work** can help you get or stay in work with a health condition or disability.



Through Access To Work, you can apply for:

- A grant to help pay for practical support with work.
- Support with managing mental health at work.



- Money to pay for you to get support to learn how to talk and present yourself at job interviews.



# Questions managers may ask

The conversation your manager will have with you may show more can be done to create an **inclusive workplace**.

The manager could ask:

1

Do you think workplace practices are fair for all workers? And, what can we do better?

2

Do you feel you are treated differently by people at work because you have a disability?

3

Are there any barriers that make it difficult for you to do your job?

For example, you may be hearing impaired and find it difficult to work in a noisy office.

**4**

Has anything about your job or the workplace changed, which means workplace practices need to change?

For example, your health condition has changed and you need to take more breaks so that you do not get tired.

**5**

Do you feel that you are included and respected at work?

If you do not feel included do you know where you can get help and support if you have a concern or problem at work?

**6**

Do you think we could do more to make sure work issues do not impact on your or other workers' health?

**7**

Can we set a date to review agreed changes?