

# PROTECTING PEOPLE AND PLACES



## Easy read

### Making reasonable workplace adjustments - Conversation 4



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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 4: making reasonable workplace adjustments

This conversation tells you how your manager will work to remove any barriers that might make it difficult for you to do your job.

Here are some of the ways managers can remove work barriers:

- Managers can talk to you about the type of workplace adjustments you need to do your job well. These are called reasonable adjustments.

For example changes could be made to your computer, you can be given assistive software or an adaptive keyboard, to help you do your job.



- So that managers are better able to support you, they may ask you to share information about your disability or health condition.



- By law managers have to make reasonable adjustments to make sure that services in the workplace are **accessible** to all workers.



**Accessible** means easy to access.

- If managers do not make reasonable adjustments you can make a claim at an **employment tribunal**.

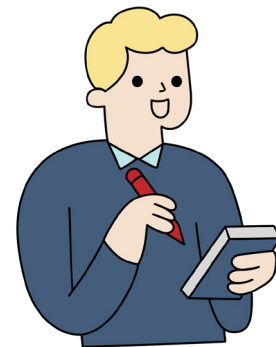
An **employment tribunal** is a place, almost like a court, where a judge can decide if you are being properly supported at work.



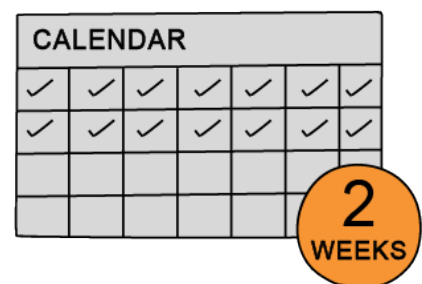
- Managers can learn from you and make sure you agree with the type of adjustments that are needed in the workplace.



- Managers should check you know how to use the adjustments.



- Manager should respond to your request for adjustments within 2 weeks.



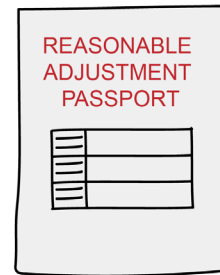
- Managers should make adjustments as quickly as possible. If an adjustment takes long to put in place then temporary arrangements can be made.

For example, disability leave or working in a different role while waiting for the adjustment to be put in place.



- Managers should write any adjustments in a reasonable adjustment passport.

This will make sure that the right adjustments are always in place.



- Managers should explain the reasons for the adjustments to other workers.

The manager can only share this information if you are okay with this.



- Co-workers can support you at work if they understand your disability.



- Managers should review the situation to see if the workplace adjustments are still needed.
- Managers should also check with you to see if any new adjustments are needed.



# Questions managers may ask

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

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

The manager could ask:

1

Do you have any workplace adjustments in place?

2

If you have adjustments, were you involved in deciding on the adjustments?

Are the adjustments working for you?

3

Are the adjustments written in a reasonable adjustments passport?

4

If you do not have adjustments in place, do you think you need any adjustments?

5

Do you know how to start the process of asking for an adjustment?

6

If you think the organisation has made an unfair decision on your request, do you know how to get help?

For example, you can get support from:

Trade unions, the Equality and Human Rights Commission (EHRC), the Advisory, Conciliation and Arbitration Service (ACAS).

7

Do you think managers could improve workplace adjustment practices to better support you and other workers?

8

Can we set a date to review agreed changes?