

**WESTERN SYDNEY
UNIVERSITY**



SUPPORTING STAFF WITH DISABILITIES IN THE WORKPLACE

A TOOLKIT FOR STAFF

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Introduction

Western Sydney University is committed to providing a vibrant and inclusive place of employment. We work hard to create opportunities for excellence and equality. The University highly values the diversity of our staff and we, therefore, strive to be flexible, accessible and supportive of all University community members, including those with disability.

This toolkit is a practical resource to assist staff with a disability to understand reasonable adjustment plans (RAP) in the workplace and some of the process involved in applying and implementing a plan.

The Toolkit for Staff is underpinned by the:

- [Disability Discrimination Act 1992 \(Cth\)](#)
- [Fair Work Act 2009 \(Cth\)](#)
- [Anti-Discrimination Act 1977 \(NSW\)](#)
- [Disability Inclusion Act 2014 \(NSW\)](#)
- [Work Health and Safety Act 2011 \(NSW\)](#)

Western Sydney University has used the above legislation to make internal policies which should be read with this toolkit, including:

- [Disability Policy](#)
- [Discrimination, Harassment, Vilification and Victimisation Prevention Policy](#)
- [Workplace Flexibility Policy](#)
- [Privacy Policy](#)
- [Accessibility Action Plan 2018 - 2020](#)
- [Working from Home Procedures](#)
- [Flexible Working at Western Toolkit](#)



Definition of Disability

Western Sydney University [Disability Policy](#) considers disability as: 'any physical, sensory, neurological, intellectual, psychiatric or learning disability, including physical disfigurement, the presence of disease and total or partial loss of to body or a bodily function'.

This is based on the [Disability Discrimination Act 1992 \(Cth\)](#) which defines disability, in relation to a person, as:

- (a) total or partial loss of the person's bodily or mental function; or
- (b) total or partial loss of a part of the body; or
- (c) the presence in the body of organisms causing disease or illness; or
- (d) the presence in the body of organism capable of causing disease or illness; or
- (e) the malfunction, malformation or disfigurement of a part of the person's body; or
- (f) a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or
- (g) a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgement or that results in disturbed behaviour.

This includes a disability that:

- (h) presently exists; or
- (i) previously existed but no longer exists; or
- (j) may exist in the future (including because of a genetic predisposition to that disability); or
- (k) is imputed to a person.



Disability can be any chronic medical condition, mental illness or other disability including but not limited to:

Anxiety	Arthritis	Asthma
Autism Spectrum Disorder	Back Injury	Bipolar disorder
Cancer	Cerebral Palsy	Chronic Pain
Cystic Fibrosis	Depression	Diabetes
Down Syndrome	Eating Disorders	Epilepsy
Fetal Alcohol Syndrome	Hearing Impairment	Heart Disease
HIV / AIDS	Kidney Failure	Learning Disabilities

Mental Health	Mobility Impairment	Motor Neurons Disease
Multiple Sclerosis	Muscular Dystrophy	Neurological Disability
Panic Disorder	Parkinson's Disease	Post Traumatic Stress Disorder
Psychotic Disorder	Schizophrenia	Spinal Cord Injury
Stroke	Traumatic Brain Injury	Vision Impairment
Other		

These disabilities can be 'visible' such as using a wheelchair or cane for mobility. However, approximately 80% of disabilities are 'invisible' or not immediately apparent such as mental health, learning disabilities and epilepsy. A disability can be a lifelong condition such as cerebral palsy, or a short term one such as a back injury however it is also important to consider deteriorating conditions such as Alzheimer's disease and even childhood/genetic disabilities which have lifelong challenges such as fetal alcohol syndrome.

You Are Not Alone



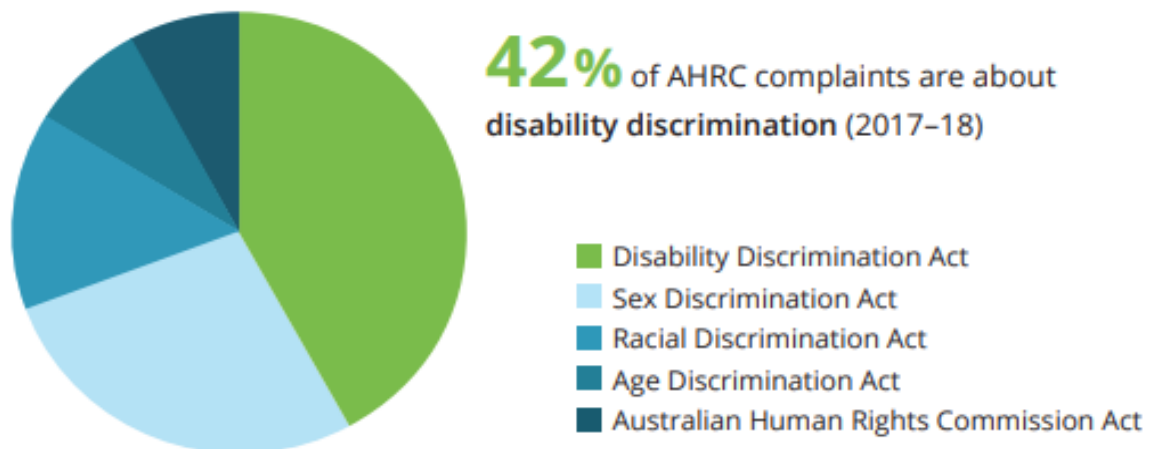
It is estimated that almost one in five Australians have a disability. This number is increasing as the Australian population ages: with one in two people over the age of 65 identifying as having a disability. Also, 20% of Australian adults have experienced a mental health condition in the past 12 months; 25% of young Australians currently have a mental health condition, and 75% of mental health conditions arise before the age of 21 ([Australian Bureau of Statistics, 2015](#)).

The participation rate for people with a disability in the labour force is 53.4% compared to 84.1% for people without a disability and there has also been an increase in people with profound or severe disability working full time at 11.4% compared to 7.9% in 2015 ([Australian Bureau of Statistics, 2019](#)).

At Western, less than 10% of staff have disclosed disability in the 2020 MyVoice survey. Of the 10% who disclosed, approximately half of these staff members have a reasonable adjustment in the workplace.

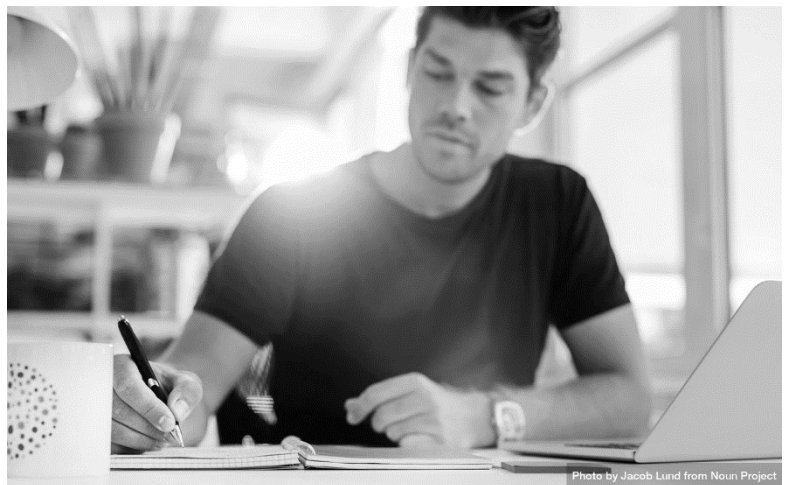
According to the [Australian Institute of Health and Welfare People with disability in Australia Report 2019](#), 1 in 4 people with disability reported some form of discrimination compared with 1 in 6 for people without

disability. 1 in 11 have experienced disability discrimination with 1 in 3 having difficulty with access and 1 in 6 having difficulty with public transport. ([Australian Institute of Health and Welfare, 2019](#)) These rates of discrimination result in the Human Rights Commission receiving more complaints around disability discrimination than other forms of discrimination.



Importantly, there is a higher disability prevalence in Aboriginal and Torres Strait Islander Peoples. The [2012 Survey of Disability, Ageing and Carers](#) showed that Aboriginal and Torres Strait Islander Peoples are 1.7 times more likely to have a disability than non-Indigenous people. The same survey also highlighted that Aboriginal and Torres Strait Islander Peoples are 1.5 times more likely to live with a more severe disability than non-Indigenous people.

This makes it crucial that the University ensures Aboriginal and Torres Strait Islander students and staff have ready access to required disability-related specialist supports within the institution, as a key means of retention and supporting their success.



Disclosure



Some people choose to disclose their disability knowing that they may receive adjustments to assist them to undertake tasks associated with their employment. Others may choose to disclose in order to avoid any misunderstanding or labelling by others. Some people may choose to use disclosure to create an opportunity for educating others about disability and its impact. Disclosure can also provide an opportunity to find out about disability-related services, support, research and other information.

However, many people are wary of disclosing their disability, believing that they may be discriminated against or denied opportunities, such as a job, promotion or certain entitlements. Some people also fear that their disability may provoke curiosity or unnecessary concern in others.

At Western Sydney University, there are opportunities for you to choose to disclose information regarding your disability to the [Office of Equity and Diversity](#). Here, the information gained will be kept confidential in accordance with the [Disability Policy](#)

in regard to disclosure and confidentiality. The Office of Equity and Diversity can help inform staff on support available to undertake the inherent responsibilities of their role.

New staff at Western Sydney University have the opportunity to disclose their information during the interview or onboarding process. New staff are also able to acknowledge their disability on the Equal Employment Opportunity Survey.

The decision not to disclose

The decision to disclose a disability in the workplace is a highly personal matter. Disclosure is an individual decision depending on the circumstances, context and how comfortable you feel about it. There is no overall legal obligation to disclose, however, you are obliged to disclose a disability to your employer where it affects your ability to perform your essential duties and/or there is a serious and/or imminent risk. If you do require reasonable adjustments and support, disclosing a disability is a critical step in receiving the appropriate support.

It is important to remember that at Western Sydney University, you can confidentially disclose details of your disability directly to the [Office of Equity and Diversity](#) team. During this process, the details of your diagnosis are kept confidential and only information about your workplace adjustments, recommended by a health professional, are shared with your workplace supervisor.

Employee responsibilities when not disclosing

There may be implications if an employee does not disclose their disability and these should be considered when making your own personal decision to disclose:

- It may be difficult to implement work-related adjustments quickly in the event of a crisis such as deterioration or a medical condition.
- If the disability is impacting on the job, an employer may perceive this as poor performance rather than a disability-related issue which could likely be resolved with workplace



adjustments.

- Being guarded during informal personal discussions with colleagues for fear of disclosing your disability.
- If the disability could reasonably be seen to cause a health and safety risk for other people in the workplace, failing to disclose that risk could be a breach of an employee's obligations under the [Work Health and Safety Act 2011 \(NSW\)](#).

Reasonable or Work-related Adjustments?

Reasonable adjustments are required by employers to prevent discrimination under the [Disability Discrimination Act 1992 \(Cth\)](#). At Western Sydney University, these actions are commonly referred to as 'reasonable adjustments' or 'work-related adjustments'.

The legislation does not specify the types of adjustments to be put in place, instead it emphasises that each case needs to be considered in its own circumstances. A staff member may need reasonable adjustments in the workplace to accommodate their disability or their needs as a carer for someone with disability.

Applying for a Reasonable Adjustment Plan (RAP)

- Contact [Office of Equity and Diversity](#) for advice.
- Obtain documentation from your treating doctor which outlines a diagnosis and any recommendations for adjustments to be made in the workplace and provide a copy to the allocated disability project officer.
- Complete a [Request for Reasonable Adjustment Plan form](#) and return to OED via email reasonableadjustment@westernsydney.edu.au

- Discuss with supervisors and OED what supports may be required.
- To maintain your confidentiality, do not send confidential documents through on the generic contact points (email or website). Please wait until you are contacted by an allocated member of OED.

In response, Equity and Diversity can:

- loan or purchase recommended equipment as necessary;
- make referrals for complex assessments to recommend appropriate equipment or workplace set-up;
- assist with communication with the [Office of Estate and Commercial \(OEC\)](#) where required;
- arrange equipment at home if staff are unable to attend the workplace due to disability, medical condition, or injury.

Unit operational needs and inherent requirements will be considered along with recommendations.

Examples of Reasonable Adjustments

- Changes to the physical environment, such as modified workstations
- Provision of assistive equipment
- Provision of assistive technology and required training
- Modifying communication systems or information provision
- Provision of interpreters
- Flexibility around hours of work and/or breaks
- Alternative working location/s
- Additional and/or differently structured workplace supervisor supports and/or instructions
- Mentoring and/or peer support



Informal Arrangements

Informal arrangements can be made between a supervisor and a staff member without the involvement of the [Office of Equity and Diversity](#). Examples of these can include:

- Flexible working arrangements e.g. starting times or remote working within the provisions of the EA and University policy.
- Timetabling adjustments e.g. room allocation or starting times
- Small or inexpensive equipment e.g. hands-free headset or ergonomic mouse
- Prearrange flexible hours e.g. leaving early for an appointment

Flexible Work

Flexible work is a concept which is available for all staff whether they have a disability or not, including; men, carers, people with a disability, people over 55, people experiencing domestic violence and parents, which is in accordance with the [Fair Work Act 2009 \(Cth\)](#). Some staff may find that they may need to change aspects of their work, including the hours and times that they are on duty, in order to manage mental health and maintain wellbeing.

Research has shown that flexible working arrangements improve staff's engagement, retention, productivity and quality of output due to improved satisfaction amongst staff and an improved satisfaction amongst staff and organisational culture.

We encourage you to look at the following information:

- [WSU Enterprise Agreements](#)
- [Flexible Working Arrangements](#)
- [HR Flexible Work Options](#)
- [Workplace Flexibility Policy](#)
- [Fair Work Flexible Working Arrangements](#)
- [Working from Home Procedures](#)
- [Flexible Working at Western Toolkit](#)



Staff Workplace Adjustment Fund

The University has a centralised Staff Workplace Adjustment Fund (SWAF) which is dedicated to funding services and equipment needed for staff with a disability with a RAP in place. The RAP process and SWAF are administered by OED. All equipment purchased by OED remains the property of OED for the exclusive use of the staff member being supported. The staff member is responsible for returning equipment or for larger items advising OED so that removal can be arranged on moving within the University or leaving the University.

Time Frame of a Reasonable Adjustment Plan

The process of developing a RAP is generally 3-4 weeks after the initial consultation and supporting documents have been provided depending on the complexities of the adjustments. Other factors that contribute to the timeframe include the staff's clearance for work from their treating medical professional, availability for meeting with OED staff and supervisor, availability of specialist assessors/trainers and equipment delivery times.

A RAP can vary in time frame depending on the individual and operational requirements. The policy provides for a period of up to 2 years before review. However, it is important that if your circumstances change, to contact OED to review your RAP and make modifications.

What if it Does Not Go to Plan: Appealing

A RAP is not written until a consensus with the outcome is reached in line with medical advice and operational requirements. The University wants you to have an equitable experience whilst working at Western Sydney University and will ensure our obligations are met under the relevant legislations and policies.

However, if you are unhappy with any aspect:

- Speak to your OED representative
- Ensure you have adequate medical evidence
- Ensure the adjustments that you are asking for are reasonable from your's *and* the University's perspectives

Unjustifiable Hardship

The University is committed to developing and supporting an inclusive and diverse environment which provides equal opportunity for all staff with disabilities to access, participate and enjoy the benefits of employment.

As a public-funded institution, the University has a large pool of resources available to support and make reasonable adjustments to the working conditions of its staff with disabilities. However, in some circumstances, this may not be possible if the University experiences unjustifiable hardship. The definition of unjustifiable hardship can be found in the [Disability Policy](#).

Seeking Support

Who to contact

- Talk to your supervisor
Many informal workplace adjustments you may need for work can be accommodated between you and your supervisor. These arrangements may include:
 - Flexible working arrangements e.g. starting times or remote working within the provisions of the Enterprise Agreement and University policy.
 - Timetabling adjustments e.g. room allocations or starting times.
 - Small or inexpensive equipment e.g. hands-free headset or ergonomic mouse.
 - Pre-arranged flexible working hours e.g. leaving early for an appointment.
- Contact the [Office of Equity and Diversity](#)

Referrals for a reasonable adjustment plan (RAP) can be made by yourself as a staff member, your supervisor, a colleague, Human Resources or Work Health Safety & Wellbeing.



Staff carers of person with disability

Carers also play an essential role in supporting vulnerable members across our community often while also managing demanding work responsibilities. The University considers a carer to be an individual who provides ongoing personal care, support and assistance to any other individual who needs it because of a disability, medical condition, mental illness or old age. Western Sydney University supports carers as identified within the meaning of the [Carers \(Recognition\) Act \(2010\)](#)

([NSW](#)) and therefore, RAPs are also available for carers to assist with removing barriers in the workplace. These arrangements may include:

- Access to relevant leave.
- Flexible working hours.
- Working remotely as agreed.
- Personal support through the [Employee Assistance Program](#).

Roles and Responsibilities

Employee

- Contact the [Office of Equity and Diversity](#) for enquiries and advice.
- Make a request for a reasonable adjustment by emailing reasonableadjustment@westernsydney.edu.au or completing the access form on the [OED website - Reasonable adjustments](#).
- Obtain documentation from your treating doctor which outlines a diagnosis and any recommendations for adjustments to be made in the workplace and provide a copy to the allocated disability project officer. To maintain your confidentiality, do not send confidential documents through on the generic contact points. Please wait until you are contacted by a member of OED.
- Meet with the Disability Project Officers at an agreed time in person or via zoom.
- Work collaboratively to implement agreed adjustments.
- Advise your supervisor and the OED if circumstances change and the existing RAP no longer meets your needs.
- Advise OED if your supervisor or workplace location/contact details change.

Employer

- Work with the [Office of Equity and Diversity](#) team to work out the feasibility of suggested adjustments.
- Implement agreed on adjustments in a timely manner.
- Work collaboratively to implement agreed adjustments (this helps the individual feel supported).
- Conduct a handover where possible if there is a change of supervisor.
- Sign off on the RAP (you are agreeing to the terms of the RAP on behalf of the University).
- Ensure leave requests & workload agreements reflect the adjustments outlined in the RAP when authorising a staff member's timesheet.
- Contact the [Office of Human Resources](#) for advice if required

Office of Equity and Diversity

- Provide information to the University and staff regarding reasonability of adjustments.
- Meet with staff at an agreed time in person or via zoom.
- Arrange a specialist assessment if required.
- Consider the medical advice and adjustments of the treating doctor.
- Facilitate an ergonomic assessment by the Work Health Safety and Wellbeing (WHS&W) Unit if required.
- Liaise with supervisors regarding recommendations and reasonable adjustments.
- Liaise with other University units as required.
- Arrange the purchase and delivery of equipment.

Examples of Reasonable Adjustments

Temporary Support

A staff member has an injury which impacts on their usual mobility.

Once a staff member is cleared for work from their treating doctor, depending on the severity of the injury, a reasonable adjustment could include:

- If the staff member is unable to drive or access Campus, certain work tasks may be able to be completed at home and the remainder of hours taken as leave.
- If the staff member is able to access Campus, adjustments can be provided in the way of equipment (mobility scooter, adjustment footrests) and/or a temporary re-arrangement of workspace or teaching space to ensure accessibility.
- Alternatively, a combination of support for working on Campus and working from home depending on the role of the staff member.



Vision Impairment

A staff member has a condition which affects their vision.

A reasonable adjustment could include:

- A larger monitor screen
- Technology for screen readers
- Technology for magnifying text
- Technology for scanning document
- Change to lighting in the workspace
- Ensuring office space/teaching space is accessible
- Being mindful of expectations for meetings at different campuses
- Being mindful of travel requirements

Panic Disorder

A staff member has a diagnosed Panic Disorder which affects their mental health and ability to manage certain situations.

A reasonable adjustment could include:

- Time available to attend medical and psychological support appointments
- Flexible start and finish times to accommodate medication side-effects
- Agreement on how the staff member will manage arising situations in the workplace which affect their mental wellness
 - Arrange a workplace buddy to be available for support if/when needed through the workday.



The list above is by no means comprehensive and the adjustments listed will not be reasonable in every situation. Each staff member, role and workplace will have individual requirements to be accommodated.

Legislation and Policy

Legislation

Anti-Discrimination Act 1977 (NSW)

The Anti-Discrimination Act relates to discrimination within employment, education, goods and service provision, accommodation and registered clubs. In regard to employment, this Act delves into the unlawful discrimination against job applicants and employees on the grounds of race (part 2), gender (part 3), marital or domestic status (part 4), disability (part 4A), carer responsibilities (part 4B), or sexuality (4C).

Disability Discrimination Act 1992 (Cth)

The Disability Discrimination Act (DDA) focuses on harassment, victimisation and discrimination in various aspect of daily life. This piece of legislation specifically delves into discrimination in the workforce on the grounds of disability, especially during employment, hiring, accessing opportunities or even dismissing employees.

The DDA also deals with the concepts of direct and indirect discrimination. Direct discrimination is where an individual is discriminated against by another on the basis of disability, this can also occur when a supervisor or employer refuses or does not propose to make reasonable adjustments in the workplace.

Indirect discrimination is where a person is required to comply with a requirement of the workplace or meet certain criteria however cannot comply due to their disability, unless there are reasonable adjustments in place.

Disability Inclusion Act 2014 (NSW)

The Disability Inclusion Act is legislation created based on the input of people with disabilities along with their families and carers. This Act was created to enable people with disabilities to exercise choice and control in regard to pursuing their goals and the planning and delivery of supports and services. It also focuses on the fact that people with disabilities have the right to participate in and contribute to social and economic life and should be supported to develop and enhance their skills and experience.

This Act also supports the purposes and principles of the United Nations Convention on the Rights of Persons with Disabilities whilst also providing responsibilities of the State during and following the transition to the NDIS.

Fair Work Act 2009 (Cth)

The Fair Work Act sets standards and regulations for places of employment in order to provide a balanced framework for workplaces. This Act gives employees and employers a guaranteed safety net of fair and relevant minimum terms and conditions.

The Act specifies:

- Terms and conditions of employment.
- Rights and responsibilities of employees, employers and organisations.
- Compliance with and enforcement of the Act.
- Administration of the Act by establishing the Fair Work Commission and Fair Work Ombudsman.

Work Health and Safety Act 2011 (NSW)

The Work Health and Safety Act provide a framework to protect the health, safety and welfare of all workers in relation to NSW workplaces and work activities. By providing a balanced and nationally consistent framework:

- Workers and other people are protected against harm to their health safety and welfare.
- There is a fair and effective workplace in relation to work health and safety.
- Unions and employer organisations are encouraged to take on constructive roles in promoting improvements.
- Promoting the provision of advice, information, education and training in workplaces.

Western Sydney University Policies

Accessibility Action Plan

Western Sydney University is committed to providing a vibrant and inclusive place of employment by creating opportunities for excellence and equality. The University strongly supports the aims and provisions of the [Disability Discrimination Act \(1992\)](#) and [Disability Discrimination Act Education Standards \(2005\)](#). Therefore, the Accessibility Action Plan articulates the active measures the University will take to prevent disability discrimination across the institution and the Greater Western Sydney region.

Disability Policy

The Disability Policy supports Western Sydney University in providing physical, working, learning and social environment which enables and enhances employment experiences of staff with a disability. The policy also outlines your rights and responsibilities as a staff member in relation to your disability, whether permanent or temporary, associates such as carers, and the University's application of the principle of reasonable adjustment.

Discrimination, Harassment, Vilification and Victimisation Prevention Policy

Western Sydney University is committed to the principles of equal opportunity and providing an environment free from unlawful discrimination, harassment, vilification, victimisation and unlawful adverse action. All staff and students of the University are responsible for creating an environment which values diversity and promotes equal opportunities.

Flexibility Matters – Working Flexibly at Western: A toolkit for Supervisors and Staff

The toolkit is designed to support Western's staff and supervisors as they navigate working more flexibly.

Privacy Policy

This policy sets out Western Sydney University's commitment to protecting personal and health information of University staff, students, contractors, affiliates, volunteers, associates and members of the public, whilst also providing the Privacy Management Plan in accordance with the [Privacy and Personal Information Protection Act 1998 \(NSW\)](#).

Work from Home Procedure

In line with the Workplace Flexibility Policy, the University recognises that staff and managers require Working from Home guidance on the risks. The University is receptive to the needs of employees by facilitating appropriate work arrangements and in improving work-life balance. The University supports staff and trusts employees to self-manage from home, the Working from Home (WfH) Guidelines assist managers to monitor the wellbeing and safety of their staff that work from home.

Workplace Flexibility Policy

Western Sydney University recognises the changing context of work creates new challenges and opportunities for employers and employees that require workplaces to embrace greater flexibility. The policy outlines Western Sydney University's commitment to providing flexible work for staff in recognition of the benefits a flexible work environment can provide.

Fact Sheets

- Equity and Diversity fact sheets - https://www.westernsydney.edu.au/equity-and-diversity/about/equity_fact_sheets
- Living with a mental health condition - https://www.westernsydney.edu.au/_data/assets/pdf_file/0004/1673905/Mental_Health_-_Staff_fact_sheet_FINAL.pdf
- Supporting flexible work for diverse and inclusive teams - https://www.westernsydney.edu.au/_data/assets/pdf_file/0012/1675875/Fact_Sheet_-_Supporting_Flexible_Work_-_for_Diverse_and_Inclusive_Teams.pdf
- Supporting staff with disability and medical conditions - https://www.westernsydney.edu.au/_data/assets/pdf_file/0004/1675876/Fact_Sheet_-_Supporting_Staff_With_Disability_-_and_Medical_Conditions.pdf



Frequently Asked Questions

Who can make a referral for a Reasonable Adjustment Plan (RAP)?

Referrals for a RAP can be made by staff members themselves, the supervisor, a colleague, HR or WHS&W.

How long does a RAP last for?

A RAP can last from anywhere from 2 weeks up to 2 years in accordance with University policy. Although, the RAP can be reviewed in the case of significant work or disability-related changes, or the adjustments are no longer effective.

Who is aware that I have a RAP?

Your supervisor and, where necessary the [Office of Human Resources](#), will be aware you have a RAP but are not privy to the details of the diagnosis or condition outlined. Also, to maintain confidentiality, the OED has on file the nominated staff members who are aware of the disabilities, and you will be contacted for consent to contact others if necessary, for example, moving offices.

Am I eligible for a RAP if the injury occurred outside the workplace?

Yes, RAPs are available to all staff with either a pre-existing or newly acquired or diagnosed disability, regardless of whether it is a workplace injury or not. However, where there is an arising workplace injury, the University's Workplace Health, Safety and Wellbeing team at the [Office of Human Resources](#) will lead the workplace injury management process. The [Office of Equity and Diversity](#) will assist you and your supervisor to put in place ongoing arrangements for after you are fit to return to duties.

Does a RAP cover temporary disability/health conditions?

Yes, you can submit a request for a RAP if you have a disability or health condition of a temporary nature which impacts your ability to perform the required duties of your role.

Where are the documents provided to support a RAP stored?

Any medical documentation provided by you to obtain a RAP will be kept confidential by the [Office of Equity and Diversity \(OED\)](#) and remain only on file with the OED. The OED is independent of the [Office of Human Resources](#), Schools, Institutes and other Division-based teams.

Can I undertake work related travel with a RAP?

Yes, however, if you are required to travel as a part of your job, your RAP must address any areas that are impacted by travel. A risk assessment is undertaken prior to travel in consultation with the OED.

Request for a Reasonable Adjustment Plan Form

A copy of the form can be found online on the OED website:

https://www.westernsydney.edu.au/equity-and-diversity/disabilities/staff_support/reasonable_adjustment_enquiry

*this information remains confidentially with Equity and Diversity until your disclosure wishes are discussed with the Staff Disability Advisor. Disclosure is your decision.

*Please wait for contact from a disability project officer before emailing confidential medical documents.

Personal Information

Staff ID #:		Gender:	<input type="checkbox"/> M	<input type="checkbox"/> F	<input type="checkbox"/> Other
First Name:		Last Name:			
Position:					
Home Phone No:		Mobile No:			
Office Phone No:					
Staff Email:		Date:			

Workplace Information

College/Division:	▶			
School/Unit:				
Work Supervisor:				
Home Campus:	▶	Building/Room:		
Other campus/es you regularly work on:	▶	Building/Room:		
Supervisor:				

Medical Information

Disability Type: (includes chronic medical condition)	▶
Additional Information:	

Do you have medical documentation, which: a. is no more than 6 months old; b. describes your disability or medical condition; and c. recommends the types of workplace adjustments needed?	<input type="checkbox"/> Y If yes, please submit with request form <input type="checkbox"/> N If no, you will need to obtain medical documentation which is no more than 6 months old; describes your disability or medical condition; and recommends the types of workplace adjustments needed, before a Reasonable Adjustment Plan can be put in place. This should be from a treating registered medical practitioner.		
Medical Documentation Date:	▶		
Treating Physician/Practices:			
Have Work Health & Safety staff undertaken a recent ergonomic assessment of your desk/workstation?			
Are you currently attending work?	<input type="checkbox"/> Y <input type="checkbox"/> N		
on Sick Leave?	<input type="checkbox"/> Y <input type="checkbox"/> N	Anticipated date of return, if applicable:	
Other (please tell us anything else that you'd like us to know before we contact you)			

Reasonable Adjustments

How does the condition or disability impact the way you work at Western?	
What type/s of adjustment/s are you requesting the University put in place?	
Is your supervisor aware of your medical condition/disability?	

Do you travel interstate or overseas in your role at Western?	<input type="checkbox"/> Y <input type="checkbox"/> N
How did you become aware of the services we offer for Reasonable Adjustment at work?	
Have you indicated that you have a disability/med condition on the EEO Survey on StaffOnline?	<input type="checkbox"/> Y <input type="checkbox"/> N
Additional Information:	

Template Reasonable Adjustment Plan

CONFIDENTIAL

The online form can be found here:

Locked Bag 1797 | Penrith South DC NSW 1797| Australia

Office of Equity and Diversity
Building K7, Hawkesbury Campus
Phone (02) 4570 1252

Reasonable Adjustment Plan 2020 – DRAFT – Name

Name	
Staff ID	
Position	
Department	
School/Division	
Campus	
Staff Directory Link	

Responsible Office	
Position	
Department	

School/Division	
Campus	
Staff Directory Link	

Prepared by	
Date	
Attachments	

Background

A brief summary of initial contact/meeting

Medical documentation (include dr and date – not medical information)

Reasonable Adjustment

In accordance with the University Disability Policy, the following reasonable adjustments have been identified as necessary to enable the staff member to perform the inherent requirements of their role. (optional: These adjustments are to be made in consideration of operational matters and other Western Sydney University policies and may require negotiation and flexibility from time to time.) The implementation of these adjustments necessitates clear communication between First & Last Name and the responsible officer.

(NB No diagnosis is to be included, except with the express written consent of the RAP holder)
Adjustments

Equipment

First and Last Name will advise the OED of any changes in their role and duties, supervisory arrangements or work location, to ensure that the University's capacity to implement these adjustments is maintained.

Any adjustable equipment required by this plan will be provided by OED and remains an OED asset for name's exclusive use for as long as is required in their employment at Western Sydney University. Name is responsible for ensuring its return to OED if it is no longer required.

Review

This adjustment plan will be reviewed by an officer at OED and First Name every XX months/years. (optional prior to planning for the XX Semester 20XX)

X_____	X_____
First and Last Name	First and Last Name
Position	Position
School/Division	School/Division
Date	Date

Important information-

Job Access is an Australian Government service that provides free information and advice about workplace solutions for employers and employees with a disability, including reasonable adjustments, disclosure of disability, disability employment case studies, tools and checklists.

<https://www.jobaccess.gov.au/>

Acknowledgements

This toolkit has been a lengthy task which has taken an exceptional team of people to help complete it. We would like to acknowledge and thank everyone who has helped in creating and editing this toolkit to this final published version.

We would like to thank the following people for their time and effort put towards this toolkit:

- Megan Wiblen (4th Year Western Sydney University Occupational Therapy Student)
- Kalinda Goodfellow (4th Year Western Sydney University Occupational Therapy Student)
- Lee Kroehnert (Office of Equity and Diversity Senior Project Officer)
- Leanne Kent (Office of Equity and Diversity Senior Disability Advisor)
- Michelle Falconer (Office of Equity and Diversity Senior Manager)

If you have any questions about issues within this resource or feedback on ways to improve the toolkit please contact us at reasonableadjustment@westernsydney.edu.au or the Office of Equity and Diversity at equityanddiversity@westernsydney.edu.au